



Ames Policy Directive

APD 8812.1

Effective Date: June 30, 2020

Expiration Date: June 30, 2025

COMPLIANCE IS MANDATORY

Subject: NASA Research Park Office

Responsible Office: Code DT / NASA Research Park Office

CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline	0	6/30/2020	This document states the authority requirements and provides the Center implementation of such authority.

1. POLICY

- a. This directive establishes policy for real estate development and the management of leases, use permits, and licenses of non-excess property at NASA Ames Research Center (ARC).
- b. It centralizes critical real estate development and management roles into the NRP Office.

2. APPLICABILITY

- a. This APD is applicable to ARC, including the following areas: Bay View Campus, NRP, Moffett Federal Airfield, and Shenandoah Historic District.
- b. This APD applies to civil servants at ARC and to parties to real property agreements (i.e., tenants and resident federal agencies).
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denote descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

- a. National Historic Preservation Act, 54 U.S.C. ch 3061
- b. Delegation of authority to grant leaseholds, permits, and licenses in real property, 14 C.F.R. § 1204.504
- c. NPD 8800.14, Policy for Real Estate Management

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPR 8800.15, Real Estate Management Program
- b. APR 8822.1, NASA Research Park Design Review Program

5. RESPONSIBILITY

- a. **The Center Director** shall:
 - (1) Provide guidance and oversight to the NASA Research Park Office.
 - (2) Execute out-grant leases, use permits and licenses in accordance with 14 C.F.R. § 1204.504 and NPD 8800.14.
- b. **The Associate Center Director** shall leverage the value of underutilized, real property through third-party partnerships, out-grants, or other innovative action consistent with NPD 8800.14.
- c. **The Director of the NASA Research Park Office** shall:
 - (1) Oversee and managing the NRP Office.
 - (2) Manage the programmatic mix of tenants and resident federal agencies and ensuring a diversity of programs that is consistent with NASA's mission and goals.

- (3) Oversee the vetting, negotiation, review and development of out-grant leases.
- (4) Establish policy for the NRP real estate out-grant program in furtherance of NPR 8800.15.
- (5) Interface with NASA ARC Executive Council and ARC Organization Directors on tenant programmatic priorities.
- (6) Present NRP topics to NASA ARC Executive Council and make recommendations on strategy and NRP space allocation.

d. The **NRP Office** shall:

- (1) Provide on-going oversight, operations, and maintenance of the NRP in the pre-development, development, and long-term occupancy stages.
- (2) Manage all critical aspects of the NRP real estate program in accordance with NPR 8800.15, including:
 - (a) Coordinating lease agreements, use permits and licenses from concept to finalization.
 - (b) Developing strategies and overseeing the development, review, and approval of all tenant and resident federal agency development.
 - (c) Negotiating memorandums of understanding, lease agreements, use permits, and licenses pertaining to real property, and amendments thereto, with existing and new tenants and other Federal agencies.

Note: For additional information on agreements see 51 U.S.C. § 20145, 51 U.S.C. § 20113(c), and 31 U.S.C § 1535.

- (d) Coordinating the review and concurrence from the appropriate Center offices on the proposed lease agreement, use permit or license, including environmental, safety, Office of Protective Services, Office of the CFO, Office of the Chief Counsel, Strategic Partnership Office, facilities and master planning.
- (e) Representing the Center in all meetings pertaining to lease agreements, use permits and licenses.
- (f) Ensuring fair market value is received for Enhanced Use Leases either through market comparables or appraisals.
- (g) Reviewing and approving all land use, planning and development decisions relating to proposed tenant and existing tenant development at ARC. Operating as a planning office and performing the review of the design of all proposed projects in accordance with APR 8822.1.
- (h) Interfacing with the ARC Cultural Resource Manager to coordinate consultation with the California State Historic Preservation Office and to ensure the preservation, maintenance and repair of historic properties in accordance with 54 U.S.C. Chapter 3061.
- (i) Coordinating with ARC service providers such as the Real Property Accountable Officer, facilities engineering and operations, facility maintenance, Fire Marshall, environmental and safety, and IT and cable plant organizations on tenant planning and construction permitting activities.

- (3) Advise and provide pertinent financial data to financial organizations in preparation of annual reports and audit inquires for Enhanced Use Leases in accordance with NPR 8800.15, Section 6.7.6.
- (4) Achieve the following management goals:
 - (a) Defining and establishing the NRP development plan.
 - (b) Establishing procedures for negotiating lease agreements, use permits and licenses.

- (c) Obtaining and coordinating necessary approvals from ARC and NASA Headquarters stakeholders.
- (d) Providing an interface between internal organizations at ARC and the tenants.
- (e) Managing relationships with external stakeholders.
- (f) Providing efficient and effective oversight of real property out-grant agreements (lease agreements, use permits and licenses).
- (g) Coordinating communications between NRP tenants and resident Federal agencies.
- (h) Ensuring the delivery of high-quality, cost-effective services within the NRP.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

8. CANCELLATION

None.

Eugene Tu
Director

DISTRIBUTION:

Internal and external distribution.

ATTACHMENT A. ACRONYMS

NRP	NASA Research Park
MFA	Moffett Federal Airfield
APR	Ames Policy Requirement

ATTACHMENT B. REFERENCES

- a. Lease of Non-Excess Property, 51 U.S.C. § 20145
- b. National Aeronautics and Space Act, 51 U.S.C. § 20113(c)
- c. Economy Act, 31 U.S.C. § 1535