| **STEP** | **DESCRIPTION** |
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| 1 | Agency notifies Office of Policy and Management (OPM) and the municipality where the land is located that property is no longer needed by agency. |
| 2 | OPM determines whether the agency should retain custody and control of property or to transfer property to Department of Administrative Services (DAS), along with funding for personnel and expenses, for maintenance. |
| 3 | OPM notifies all state agencies that property is available. |
| 4 | Any interested agency can submit a plan to OPM regrading proposed use. Specific agencies have an affirmative obligation to assess potential use of property. OPM shall analyze plans and decide whether to transfer property to interested agency. |
| 5 | If property was purchased/improved with tax-exempt bond money, OPM shall notify the Treasurer. |
| 6 | If OPM determines property may be treated as surplus, the secretary shall, upon request of the municipality where it is located, hold an informational public meeting to inform the public about the surplus disposition process, to provide a description of the property at issue and inform the public of its right to submit written comments and to allow members of the public the opportunity to comment at the meeting. |
| 7 | If OPM designates the property as surplus, it notifies DAS of that determination. |
| 8 | DAS shall offer to convey such property to the municipality. |
| 9 | Municipality must notify DAS if it wants to accept the conveyance of the land or that it is not interested. |
| **10**  accept | If municipality wants to accept the conveyance, municipality and State work out terms and conditions. |
| **10-** *waive/decline* | If the municipality notified DAS that it declines the conveyance or fails to notify DAS that it accepts the conveyance within deadline, DAS is charged with disposing of the surplus property. DAS may sell, exchange or lease the property or enter into agreements concerning such property. |
|  | Before entering into any agreement, DAS must first notify the municipality, the municipality’s legislative delegation, the regional planning organization, the Connecticut Economic Resource Center and any developer registered with Department of Economic and Community Development (DECD) |
| 11 – *waive/decline* | DAS places ad seeking offers |
| 12 – *waive/decline* | DAS selects preferred candidate, negotiates and drafts purchase and sale agreement. |
| 13 – *waiv*e/decline | Agreement must be approved by OPM, State Properties Review Board (SPRB), and the Treasurer (if tax exempt bond money was used to purchase or improve property). |
| 14 –*waive/decline* | GAE and Finance Committee must each convene a meeting to vote to approve or disapprove the purchase & sale agreement or notify DAS in writing that it is waiving its right to convene a meeting. If a Committee does not meet within the 30 days, the agreement shall be deemed to be approved by that Committee. |
| 15 –*waive/decline* | Attorney General (AG) approves purchase & sale agreement |

**NOTE –** If DAS does not submit a purchase and sale agreement to SPRB within 1 year from the date of the original notice, or if SPRB fails to approve a proposed agreement within 2 years from the date of the original notice, DAS must issue a re-notice to the municipality and its legislative delegation.