

# **State of Connecticut**

## **State Facility Plan 2013 - 2018**

*State Facility Plan 2013-2018*

State of Connecticut  
Office of Policy and Management  
450 Capitol Avenue  
Hartford, CT 06106

*Benjamin Barnes*  
Secretary

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**Office of Policy & Management**  
**Office of Finance**  
**Bureau of Assets Management**

Robert Dakers – *Executive Finance Officer*  
Patrick M. O’Brien – *Assistant Director*  
Paul F. Hinsch – *Lead Planning Analyst*

450 Capitol Avenue – MS#52ASP  
Hartford, CT 06106-1379  
(860) 418-6353

[www.ct.gov/opm/property](http://www.ct.gov/opm/property)

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# ABOUT THE STATE FACILITY PLAN

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Section 4b-23 of the Connecticut General Statutes (C.G.S.) requires the Office of Policy and Management (OPM) to prepare, on a biennial basis, the State Facility Plan. C.G.S. 4b-23(d) states that “*The state facility plan shall be used as an advisory document for the leasing of property for use by state agencies and departments and for related capital projects.*”

In order to develop the *State Facility Plan*, C.G.S. 4b-23(a) requires all agencies and departments, in each even numbered year, to notify the Secretary of the OPM of their respective facility needs. These facility needs (i.e. buildings and real property owned or leased by the state) are to include long-term and short-term facility needs, opportunities for replacing leased space with state owned space, facilities proposed for demolition or surplus/abandonment which have potential for other uses and space modifications or relocations that could result in cost or energy savings.

Agencies are required to submit their facility needs information to OPM on or before September first of each even-numbered year and OPM is responsible for combining these requests into the *State Facility Plan* (the Plan) which becomes effective July 1<sup>st</sup> of each odd-numbered year.

Any state agency wishing to make use of leased space to meet their facility needs must be approved for the necessary square footage and funding in the Plan before an agency enters into a lease.

As mandated by C.G.S. 4b-23(n), the Plan also includes a number of *Space Management Policies* which are to be considered whenever space utilization, space management, space acquisition, construction, renovation or leasing decisions are to be made.

## State Facility Plan Timeline

The time-line for the submission and approval of agency space requests as well as the implementation of the Plan, is outlined in C.G.S. 4b-23 and is as follows:

- On or before September 1<sup>st</sup> of each even-numbered year, agencies are required to submit to OPM, with a copy being sent by the requesting agency to the Department of Administrative Services (DAS), their facility needs covering a period of at least five (5) years.
- On or before December 1<sup>st</sup> of each even-numbered year, the DAS is required to provide the Secretary of the OPM with a review of the plans and requests submitted for consistency with realistic cost factors, space requirements, space standards, implementation schedules, priority needs and objectives of the Commissioner of the DAS in carrying out his responsibilities under C.G.S.4b-30 and the need for the maintenance, improvement and replacement of State facilities.

- On or before February 15<sup>th</sup> of each odd-numbered year the OPM is required to present a *Proposed State Facility Plan* to the State Properties Review Board (SPRB) which includes all leases and related capital projects and a statement of the degree to which the plan promotes the colocation goals of the State as delineated in C.G.S. 4b-31(e).
- On or before March 1<sup>st</sup> of each odd-numbered year the SPRB is required to submit to the Secretary of the OPM, its recommendations concerning the *Proposed State Facility Plan* and to include recommendations that address the colocation goals described in C.G.S. 4b-31(e).
- On or before March 15<sup>th</sup> of each odd-numbered year the OPM is required to present the *Recommended State Facility Plan* to the General Assembly.
- Upon approval of the General Assembly of the operating and capital budget appropriations, the Secretary of the OPM updates and modifies the *Recommended State Facility Plan* which is then known as the *State Facility Plan*.
- July 1<sup>st</sup> of each odd-numbered year, the approved *State Facility Plan* becomes effective and remains in effect until June 30<sup>th</sup> of the next odd-numbered year.

It should be noted that in those odd-numbered years where the State did not have an approved operating and capital budget by July 1<sup>st</sup>, the most recently approved *State Facility Plan* remained in effect until an operating and capital budget was approved by the General Assembly.

## **Stages of the State Facility Plan**

C.G.S. 4b-23 requires the development of this plan in three (3) separate phases:

- *Proposed State Facility Plan* – represents the proposed facility plan which is required by C.G.S. 4b-23(c) to be submitted by the OPM to the SPRB on or before February 15<sup>th</sup> of every odd-numbered year.
- *Recommended State Facility Plan* – represents the recommended state facility plan which is required by C.G.S. 4b-23(c) to be submitted by the OPM to the General Assembly on or before March 15<sup>th</sup> of every odd-numbered year.
- *State Facility Plan* – goes into effect July 1<sup>st</sup> each odd-numbered year after the General Assembly has approved the operating and capital budget appropriations and is used as an advisory document for the leasing of property for use by state agencies and for related capital projects.

This document, which is titled, “*Facility Plan 2013 - 2018*” represents the updated and modified *State Facility Plan* which is required by C.G.S. 4b-23(d). This Plan became effective on July 1, 2013 and will remain in effect until June 30, 2015.

## **State Facility Plan Responsibilities**

With respect to space requests, continued long range planning for facility needs, and the methodology by which the Plan is developed, C.G.S. 4b-23, delineates specific responsibilities for state agencies, the OPM, the DAS, the SPRB and the General Assembly.

**Responsibilities of State Agencies** - C.G.S. 4b-23(a) requires that all agencies and departments (agencies) notify the Secretary of the OPM of their facility needs including, but not limited to, the types of such facilities and the municipalities or general location for the facilities.

Agencies are required by C.G.S. 4b-23(a) to base their long-term planning for their facility needs on a program plan and are responsible for continuing long-range planning for facility needs and establishing plans for long-range facility needs. Agency plans are to cover a period of at least five (5) years and agencies are responsible for submitting their plans and related facility project requests, on or before September first of each even numbered year, to the Secretary of the OPM, with a copy being sent by the requesting agency to the Commissioner of the DAS.

C.G.S. 4b-23(a) also requires agencies to submit, if required by the Secretary of the OPM, a *Capital Development Impact Statement*, in accordance with C.G.S. 4-66b, and a colocation statement in accordance with by C.G.S. 4b-31, however, it should be noted that for this Plan the Secretary of the OPM did not require the submission of colocation or *Capital Development Impact Statements*.

**Responsibilities of the Office of Policy & Management** - It is the responsibility of the OPM to review the facility plans submitted by agencies and to prepare an integrated Plan which meets the aggregate facility needs of the State of Connecticut.

The Secretary of the OPM is responsible for establishing a content guide and schedule for the agency plans which are to include, but not be limited to the identification of:

1. Long-term and short term facility needs, and
2. Opportunities for the substitution of state-owned space for leased space, and
3. Facilities proposed for demolition or abandonment which have potential for other uses, and
4. Space modifications or relocations that could result in cost or energy savings.

The OPM is responsible for providing agencies and departments with instructions for preparing program plans, long-term facility plans and facility project requests and to provide programmatic planning assistance.

The OPM is responsible for reviewing the agency plans and preparing an integrated Plan which meets the aggregate facility needs of the state. C.G.S. 4b-23(a) charges the Secretary of the OPM with reviewing the cost effective retrofit measures recommended by the Commissioner of the DAS and for including, in the plan, those measures which best attain the energy performance standards established under C.G.S. 16a-38(b).

In addition to being responsible for establishing guidelines which define “capital projects”, C.G.S. 4b-23(c) requires the Secretary of the OPM to present a *Proposed State Facility Plan* to the SPRB on or before February fifteenth of each odd-numbered year. This *Proposed State Facility Plan* is to include all leases and related capital projects and a statement to the degree to which the proposed plan promotes the colocation goals as delineated in C.G.S. 4b-31(e).

After receiving the recommendations of the SPRB, the Secretary of OPM is required by C.G.S. 4b-23(c) to present a recommended state facility plan to the General Assembly on or before March fifteenth of each odd-numbered year.

Upon approval of the General Assembly of the operating and capital budget appropriations, the Secretary of the OPM updates and modifies the *Recommended State Facility Plan* which is then known as the *State Facility Plan* and is used as an advisory document for the leasing of property for use by state agencies and for related capital projects.

**Responsibilities of the State Properties Review Board** - Upon receiving the *Proposed State Facility Plan* from the Secretary of the OPM on or before February fifteenth of each odd-numbered year, the SPRB is required by C.G.S. 4-23(c) to review the Plan and submit its recommendations to the Secretary of the OPM on or before March first of each odd-numbered year. C.G.S. 4b-23(c) requires that the recommendations of the SPRB address the State’s colocation and integration of human services goals which are delineated in C.G.S. 4b-31(e).

**Responsibilities of the Department of Administrative Services** - C.G.S. 4b-23(a) requires the Commissioner of the DAS to assist agencies with their long-term facilities planning and in the preparation of cost estimates for such plans and requests.

The Commissioner of the DAS is required, by C.G.S. 4b-23(b), to submit to the Secretary of the OPM, on or before December first of each even-numbered year, a review of the plans and requests submitted to the OPM for consistency with realistic cost factors, space requirements, space standards, implementation schedules, priority needs, the objectives of the Commissioner of the DAS in carrying out his responsibilities and the need for the maintenance, improvement and replacement of facilities.

C.G.S. 4b-23(e) makes the Commissioner of the DAS responsible for the implementation of the Plan and requires the Commissioner to conduct a study of each proposed facility in the Plan to determine:

1. The method of choice for satisfying each such facility need, and
2. The geographical areas best suited to such need, and
3. The feasibility and cost of such acquisition using a life-cycle cost analysis, and
4. The degree to which the Plan promotes the State's colocation and integration of human services goals which are delineated in C.G.S. 4b-31(e), and
5. Any other relevant factors.

C.G.S. 4b-23(e) requires that the results of this study, along with all supportive materials, be sent by the Commissioner of the DAS to the SPRB.

The Commissioner of the DAS is responsible for reviewing and approving each facility plan implementation action and is to submit to the SPRB a list of each such action approved and the method and plan by which it is to be accomplished.

C.G.S. 4b-23(e) requires that the Commissioner of the DAS endeavor to locate human services in the same building as municipal and private agencies that provide human services.

The Commissioner of the DAS is charged, by C.G.S. 4b-23(l), to monitor the amount of leased space being requested and the costs of all proposed and approved facility project actions and is to advise the Secretary of the OPM and the Governor when the space to be leased or the forecast costs to complete the project exceed the square footage amount or the cost levels in the approved Plan by ten percent (10%) or more. In such instances C.G.S. 4b-23(l) requires approval of the Secretary of the OPM, the SPRB, the State Bond Commission and the Governor before the project can continue.

C.G.S. 4b-23(l) requires the Commissioner of the DAS, on an on-going basis, to monitor the amount of space being requested and the costs of all proposed and approved facility project actions.

**Responsibilities of the General Assembly** - C.G.S. 4b-23(c) requires the Secretary of the OPM to submit to the General Assembly, on or before March fifteenth of every odd-numbered year, the *Recommended State Facility Plan*.

The General Assembly is responsible for approving the operating and capital budget appropriations. Upon approval by the General Assembly, the Secretary of the OPM then updates and modifies the *Recommended State Facility Plan* which is then known as the *State Facility Plan*.



In addition C.G.S. 4b-23(e) delineates additional responsibilities of the DAS, OPM and SPRB which are more fully described in the *State Facility Plan Implementation* section of this document.

# STATE FACILITY PLAN COMPONENTS

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C.G.S. 4b-23 requires the Plan to include several components including *Capital Development Impact Statements*, capital projects related to leases, substituting State owned space for leased space, etc.

## Capital Development Impact Statements

According to C.G.S. 4b-23(d) “*The state facility plan shall be used as an advisory document for the leasing of property for use by state agencies and for related capital projects.*” C.G.S. 4b-23(a) also requires that any agency submitting a facility project request to the Secretary of the OPM is also to submit “*...a capital development impact statement as required by section 4-66b.*”

However, OPM and the State Bond Commission no longer require the submission of Capital Development Impact Statements (CDIS) when agencies submit funding requests, although agencies are encouraged to submit a CDIS if they believe that it would help to justify their request for funding.

Since CDIS are not required to be submitted by agencies when seeking funding from OPM and the State Bond Commission, CDIS forms were not required to be submitted as part of this Plan, however, the Secretary of the OPM reserves the right to require the submission of a CDIS from any agency seeking funding.

## Related Capital Projects

C.G.S. 4b-23(d) states that “*The state facility plan shall be used as an advisory document for the leasing of property for use by state agencies and departments and for related capital projects.*”

However, all construction, renovation and/or tenant fit-out projects which are undertaken in leased facilities are contracted and performed by the landlord and not the State of Connecticut. The costs of these projects are typically amortized over the initial five (5) year term of the lease and are included as part of the square footage cost being paid by the State to the landlord.

Since these construction, renovation and/or tenant fit-out projects are being performed by the landlords, and not the State, and since the cost of such projects are not paid using State Bond funds, such projects are not considered by OPM to be “capital projects” and therefore, are not included as part of this Plan.

Connecticut’s Capital Program is published biannually and is included within the Governor’s Budget document which can be found on the OPM website at [www.ct.gov/opm](http://www.ct.gov/opm)

## **Replacing Leased Space With State Owned Space**

C.G.S. 4b-23(a) requires agencies to identify “*Opportunities for the substitution of state-owned space for leased space.*”

As part of the space request process, each agency was asked “*Does your agency own space which could be used to house this lease?*” One (1) agency; the Department of Children and Families, identified existing, state owned space under their custody and control which can be used to house functions currently in two (2) leased locations. These agencies identified approximately 24,000 square feet of space that is currently being leased at a cost of \$748,340 annually. Prior to any renewal of these existing leases OPM will require DAS investigate the feasibility of relocating them to State owned space.

In addition to agencies identifying existing State owned space under their custody and control that could be used to substitute for leased space, the OPM conducts a search of the State’s building inventory system as part of its review when agencies submit leases for OPM approval.

In those instances where OPM is able to identify available and appropriate State owned space which could be substituted for leased space, OPM requests that DAS investigate the potential to utilize the State owned space.

On March 6, 2013, Governor Dannel P. Malloy announced that the State of Connecticut will be acquiring 55 Farmington Avenue and 450 Columbus Boulevard in Hartford’s downtown area in a move that will save the state over \$200 million over the next twenty years by decreasing the state’s reliance on leased offices and avoiding costly renovations to existing property. Combined, the two buildings, purchased at a cost of \$52 million, will provide the state with nearly 900,000 square feet of office space. Recently consolidated agencies and other state entities will be re-located to the buildings.

## **Facilities Proposed For Abandonment or Demolition**

CGS 4b-23(a) requires agencies to identify “*Facilities proposed for demolition or abandonment which have potential for other uses.*”

As part of their space request submittals, agencies were required to indicate if the agency anticipated abandoning and/or demolishing any State owned structures during the period covered by this Plan (i.e. July 1, 2013 to June 30, 2015).

Two (2) agencies informed OPM that they had custody and control over State owned structures for which it is their intention to either abandon or demolish during the period covered by the Plan. These agencies are:

1. Board of Regents
2. Department of Developmental Services

Detailed information concerning which specific buildings these agencies anticipate abandoning and/or demolishing can be found in Appendix A.

For those structures which agencies anticipate abandoning, C.G.S. 4b-21(b) requires formal notification be provided to OPM which states that the agency has no continuing need for these State owned structures.

Upon receipt of such notification, OPM will solicit reuse proposals from other State agencies; however, OPM does not consider the information provided by agencies as part of this Plan sufficient to meet the requirements of C.G.S. 4b-21(b) and requires that separate notification be provided before OPM solicits reuse proposals from other State agencies.

### **Modifications Which Could Result In Energy or Cost Savings**

C.G.S. 4b-23(a) requires agencies to identify “*Space modifications or relocations that could result in cost or energy savings.*”

Since C.G.S. 4b-23(e) makes the Commissioner of the DAS responsible for the implementation of the State Facility Plan, and C.G.S. 4b-30(a) empowers the Commissioner with the responsibility for executing all leases for offices or any other type of space or facility necessary to meet the needs of all state agencies, agencies were not required to identify relocations which could result in cost or energy savings as part of their *State Facility Plan* submissions.

However, OPM did request that agencies respond to a series of questions related to the identification of projects which could be implemented to achieve energy savings at each location leased by the State.

Agencies were provided with a listing of eight (8) items related to energy cost savings and asked to check any of the items which the agency felt could be implemented in order to achieve energy savings at each of their leased locations.

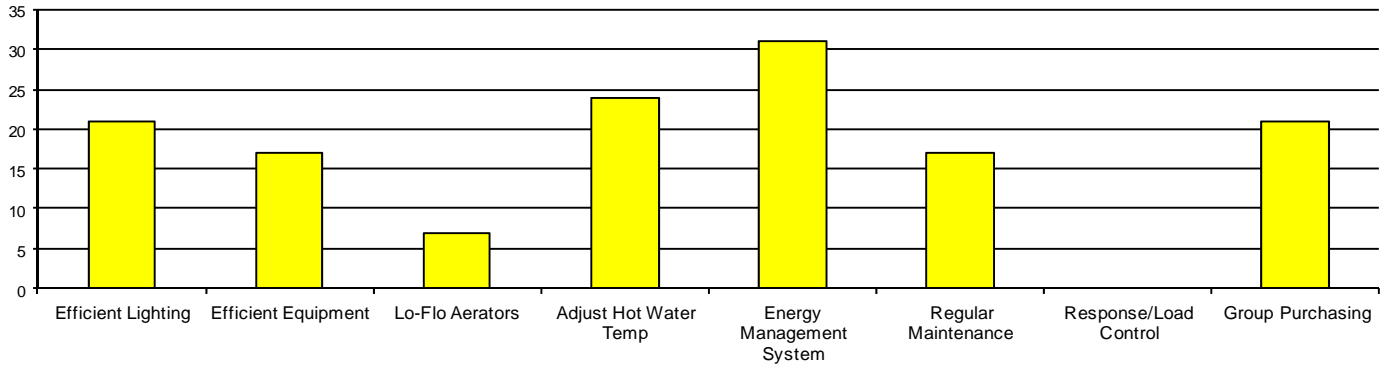
Agencies were asked to check any of the following items:

1. Installation of energy efficient lighting
2. Installation of energy efficient equipment
3. Installation of “low-flo” water aerators
4. Adjustments to the domestic hot water temperature setting
5. Installation of an energy management system and/or thermostat set-backs

6. Implementation of a regular maintenance program for those locations where the State is responsible for maintenance of the building's HVAC system
7. Participation in a demand response/load control program for those locations where the State is responsible for the procurement of energy
8. Participation in the State's group purchasing programs for those locations where the State is responsible for the procurement of energy

A total of 6 agencies identified 34 leases where at least one (1) modification could, in their opinion, result in energy cost savings. The chart below illustrates the number of leases that agencies indicated may benefit from each of the modifications.

*Modifications Which Could Result In Cost Savings  
As Indicated By Responding Agencies*



# SPACE MANAGEMENT POLICIES

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## Required Space Management Policies

This Plan is required by C.G.S. 4b-23(n) to include specific policies which:

1. Encourage state use of buildings of historic, architectural or cultural significance,
2. Encourage the location of commercial, cultural, educational and recreational facilities and activities within public buildings,
3. Encourage public pedestrian traffic in and around public buildings,
4. Encourage public use of public buildings for cultural, educational and recreational activities,
5. Encourage use of modern buildings, and
6. Encourage use of public buildings for day care facilities and child development centers.

Each of these policies is to be considered by state agencies whenever space utilization, space management, space acquisition, construction, renovation or leasing decisions are to be made, and it is the expectation that agencies will duly consider and implement each of these policies unless such implementation would prove unfeasible and imprudent when compared with available alternatives.

**Encourage Use of Historic and Significant Facilities** – In accordance with C.G.S. 4b-23(n)(1), it is the policy of the State to encourage the acquisition, transfer and utilization of space in suitable buildings of historic, architectural or cultural significance, unless use of such space would not prove feasible and prudent compared with available alternatives.

Existing efforts in support of this policy include:

- *Explicit Consideration* - Many State facilities are considered historically significant and preservation of the historic features of State facilities is an explicit consideration of major renovation projects. Demolition of historically significant buildings is discouraged and is allowed to go forward only after the agency has demonstrated that no prudent and feasible alternative is available and in accordance with C.G.S. 4b-63 and C.G.S. 4b-64.
- *Certified Local Government Programs (CLG)* – Through the State Historic Preservation Office (SHPO), the CLG program promotes preservation of historic resources by establishing a partnership between local governments and the State. In accordance with federal law, a minimum of 10 percent of

Connecticut's annual federal appropriation for historic preservation is earmarked for projects under the CLG program.

**Encourage Mixed Use of State Facilities** – In accordance with C.G.S. 4b-23(n)(2), it is the policy of the State to encourage the location of commercial, cultural, educational and recreational facilities and activities within public buildings.

Existing efforts in support of this policy include:

- *Rentschler Field* – The State owned Rentschler Field, located in East Hartford, is a 40,000 seat sports & entertainment stadium managed by Madison Square Garden. In addition to being the home of the University of Connecticut Huskies football team, Rentschler Field hosts concerts, conferences, banquets and special events.
- *Leasing of State Owned Property* – A significant number of state owned properties, primarily through the Connecticut Department of Transportation, are leased to commercial entities, local governments and private individuals and are utilized for public, private and commercial purposes.

**Encourage Public Pedestrian Traffic** – In accordance with C.G.S. 4b-23(n)(3), it is the policy of the State, to the extent practicable, to encourage public access to and stimulate public pedestrian traffic around, into and through public buildings, permitting cooperative improvements to and uses of the areas between the building and the street, so that such activities complement and supplement commercial, cultural, educational and recreational resources in the neighborhood of public buildings.

Existing efforts in support of this policy include:

- *Connecticut Heritage Foundation* - The Connecticut State Library's Heritage Foundation promotes the awareness of Connecticut's history and culture by providing resources that will support and expand the collections and educational programs of the Connecticut State Library and the Museum of Connecticut History. The Connecticut State Library is open to the public.
- *State Parks & Outdoor Recreation* – The Department of Environmental Protection administers the state park system and provides for water based recreation within the state inland waters and beaches, manages the State's system of campgrounds, manages a statewide system of recreational trails, manages and operates historic and cultural sites, operates and maintains state boat launch access areas and provides for interpretation of historic and natural resources.
- *Culture, Arts & Tourism* - The Connecticut Commission on Culture & Tourism operates six historic properties which are open to the public: Old New-Gate Prison and Copper Mine, Henry Whitfield State Museum, Sloane-

Stanley Museum, Prudence Crandall Museum, Viets Tavern and Amos Bull House.

**Encourage Public Use** – In accordance with C.G.S. 4b-23(n)(4), it is the policy of the State to encourage the public use of public buildings for cultural, educational and recreational activities.

Existing efforts in support of this policy include:

- *Touring The Capital and Legislative Office Buildings* – The Joint Committee on Legislative Management offers regular tours of the State Capitol and Legislative Office buildings where the public learns the history of the State Capitol, views items important to Connecticut history, visits the Hall of Flags, learns about the legislative process while viewing the House and Senate chambers and observes the proceedings of the General Assembly from the public galleries when the House and Senate are in session.
- *Museum of Connecticut History* – The Connecticut State Library’s Museum of Connecticut History is housed in the 1910 State Library and Supreme Court Building and consists of Memorial Hall, a magnificently restored beaux-arts style gallery, and three adjoining exhibit areas. The Museum’s collections contain portraits of Connecticut Governors as well as historic documents, including the State's original *1662 Royal Charter*, the *1818 State Constitution* and the *1639 Fundamental Orders*.

**Encourage Modernization of State Facilities** – In accordance with C.G.S. 4b-23(n)(5), it is the policy of the State to encourage the ownership or leasing of modern buildings to replace obsolete facilities, achieve cost and energy efficiencies, maximize delivery of services to the public, preserve existing infrastructure and provide a comfortable and space-efficient work environment.

Existing efforts in support of this policy include:

- *Energy Efficiency* – C.G.S. 16a-38a requires the Commissioner of the DAS to conduct energy audits of state buildings and to recommend retrofit measures to enable the buildings to attain the energy performance standards established under the “*National Energy Conservation Policy Act*”; and C.G.S. 16a-38h states that DAS may not enter into a new lease, in excess of ten thousand square feet, for State use unless and until an energy audit has been conducted on the building and the necessary improvements have been made.
- *Preliminary Design Approval* – C.G.S. 16a-38(c) requires that no State agency may obtain preliminary design approval for a major capital project unless DAS makes a written determination that the design is cost-effective on a life-cycle cost basis. To make such determinations, DAS requires



documentation that the design meets or exceeds the standards set forth in the National Bureau of Standards Handbook and the State Building Code.

**Encourage Use of Public Facilities for Day Care & Child Development** – In accordance with C.G.S. 4b-23(n)(6), it is the policy of the State to encourage the establishment of child day care facilities and child development centers including provisions for (A) full-day and year-round programs for children of working parents, (B) opportunities for parents to choose among accredited public or private programs, (C) open enrollment for children in child day care and school readiness programs, and (D) incentives for the colocation and services integration of child day care programs and school readiness programs pursuant to C.G.S. 4b-31.

Existing efforts in support of this policy include:

- *The Creative Child Center* – Located at The University of Connecticut Health Center, the Creative Child Center offers opportunities for parents to participate programs with their children. Parents may visit the center, enjoy lunch with their child and participate in their activities. The Center has a "whole child development" curriculum, which includes the physical, emotional, social and intellectual development of the child.
- *Child and Family Development Center* – Located at Eastern Connecticut State University, the mission of the Center is to promote the positive development of young children of diverse cultural and economic backgrounds, and to serve as a model program for future teachers, and early childhood professionals.

### **Additional Space Management Policies**

To ensure that space management and utilization decisions are consistent with increasing the quality of service delivery, maximizing cost efficiency, effectively preserving the State's real property infrastructure and providing a space-efficient and safe working environment, this Plan, in addition to those policies required by C.G.S. 4b-23(n), has established several additional space management policies.

Each of these additional space management policies is to be considered by state agencies whenever space utilization, space management, space acquisition, construction, renovation or leasing decisions are to be made, and it is the expectation that agencies will duly consider and implement each of these policies unless such implementation would prove unfeasible and imprudent when compared with available alternatives.

**Maximization of Limited Resources** - It is the policy of the State of Connecticut that state agencies consider only those options which encourage the best and highest use of all existing State owned facilities, especially those that are unutilized or underutilized.

Existing efforts in support of this policy include:

- *Effective Management of Resources* – C.G.S. 4-67g(2) requires the Bureau of Real Property Management (the Bureau) within the OPM, to determine the level of efficiency of each and every state agency’s use of all real property. To this end all space requests submitted to the Bureau are compared against the State’s building inventory system to determine the feasibility of using existing space prior to consideration of property acquisition, construction or leasing.
- *Reduction of Leased Space* - In addition, the OPM endeavors to encourage agencies to reduce their reliance on leased facilities by discontinuing leases where feasible, limiting the use of leased property to interim needs and replacing leases with State owned facilities as soon as it is economically feasible.
- *Utilization of Surplus Property* - C.G.S. 4b-21(b) requires agencies to notify OPM when real property is no longer needed by the agency. The Bureau then notifies all agencies of the availability of the property and agencies are given an opportunity to submit re-use plans. The Bureau is also responsible for reviewing all properties scheduled for disposition by the Department of Transportation (DOT) under CGS 13a-80 and CGS 13a-80a to determine if the property could be reutilized by another State agency.
- *Revised Employee Space Standard* – In 2013 the Commissioner of DAS established, where feasible, a space standard of 220 square feet per employee for both State owned and leased locations. This figure includes office space, support space, hallways, rest rooms, etc. This space standard will be phased in over time when agencies are relocated to new locations.

**Encourage Energy Efficiency in State Facilities** - It is the policy of the State that agencies should consider only those acquisition, construction, renovation and leasing options which encourage the highest level of energy efficiency.

Existing efforts in support of this policy include:

- *Efficiency In New Construction* – C.G.S. 16a-38b requires that the Commissioner of the DAS and the Secretary of the OPM, take such actions as may be necessary or appropriate to enable all state facilities to meet the State’s energy performance standards in new construction, and section 70(b) of Public Act 06-187 requires any new construction of state facilities projected to cost five million dollars or more to comply with building standards that are consistent with or exceed the silver building rating of the Leadership in Energy and Environmental Design’s rating system, or an equivalent standard.
- *Building Operator Certification* – The Department of Energy and Environmental Protection contracts with a provider to offer Building Operator Certification (BOC) programs to state building facility managers. The BOC

courses train facilities personnel to understand how building systems work together, and how to bring them to their most efficient level of operation. Level I training provides an overview of critical building systems. Level II emphasizes preventative maintenance and more targeted training.

- *Demand Response* – Under the New England Independent System Operator (ISO) “*Demand Response*” program, certain State facilities during peak periods of electricity demand, can reduce their consumption of electricity or generate their own electricity. In return, the State is paid a fee which is based on the facility’s reduction of electrical usage during these peak periods. Fees received under this program are reinvested in energy efficiency improvements at State facilities.

**Urban Neighborhood Revitalization & Support** - It is the policy of the State that agencies consider only those acquisition, construction, renovation or leasing options which best encourage the location of new state facilities within the urban areas of Connecticut’s central cities.

Existing efforts in support of this policy include:

- *Affordable Housing* – The Department of Economic and Community Development (DECD), through its FLEX program, provides quality affordable housing for Connecticut residents, preserves existing affordable housing, promotes and supports homeownership and mixed income developments and helps to revitalize Connecticut’s inner cities. DECD also makes funds available for uses such as multi-family rental housing, adaptive reuse of historic structures, special needs housing and the redevelopment of vacant properties.
- *Enterprise Zones* – The Connecticut Enterprise Zone Program, administered through DECD, provides a 5-year, 80% abatement of local property taxes on all qualifying real and personal property for those eligible businesses which relocate or expand within an Enterprise Zone.
- *Urban Jobs Program* – The Urban Jobs Program, administered by DECD, provides benefits for eligible projects such as manufactures and warehouse distributors, which are taking place within a Targeted Investment Community. Benefits include abatement of local property taxes as well as tax credit towards the Connecticut Corporation Business Tax.

**Coordinated Service Delivery** - It is the policy of the State that agencies consider only those acquisition, construction, renovation or leasing options which encourage the location of new facilities in those geographic areas which best provide for the centralization and coordination of state services and administrative offices and which best provide access to public transportation for those consumers of human services who rely on public transportation.

Existing efforts in support of this policy include:

- *Co-location of Services* – Provisions of C.G.S. 4b-23(e) and C.G.S. 4b-31(e) require that human services, wherever feasible, are to be co-located. In addition, the State endeavors to consider only those space options which best coordinate or centralize the delivery of services in order to avoid unnecessary duplication and to maximize the utilization of available resources.
- *Centralization of Services* – Because there is a recognition among State agencies that the most efficient mechanism for administrative efficiency is through central office consolidation, agencies that occupy multiple locations, are encouraged to centralize their central administrative offices into single locations. Towards this end, a significant percentage of the State's use of office space is centered in the Capitol Area of Hartford and is used for the State's central administrative functions.
- *Access To Public Transportation* – Public Act 07-70 requires the Commissioner of the DAS, when leasing or purchasing a state facility, to consider the proximity of the facility to railroads or motor bus routes, and to consult with the DOT regarding the current and future status of railroad and motor bus routes prior to leasing or purchasing state facilities.

**Safe, Comfortable Working Environment** - It is the policy of the State that agencies consider only those acquisition, construction, renovation or leasing options which best retain and attract high quality employees, protect the health and safety of workers and enhance the professional appearance of the State in the eyes of the public.

Existing efforts in support of this policy include:

- *Tenant Handbooks* – For buildings under its control, DAS has developed a series of “*Tenant Handbooks*” which include policies to ensure that employee workstations and common areas are maintained in a manner which is safe, comfortable, sanitary and professional in appearance. These Handbooks also include procedures to be followed in the event of emergencies such as fire, flood, security breach, etc.
- *Tenant Meetings* – For those facilities under its control, DAS conducts meeting with tenant agencies to serve as a forum to discuss facility issues and employees concerns related to building health and safety.
- *DAS Environmental & Safety Group* – For all facilities under its control, DAS performs audits to ensure compliance with all applicable environmental and safety regulations as well as investigating and resolving any indoor air quality complaints. DAS also responds to all insurance carrier building investigation reports and works to improve the safety of its buildings.

**Accessibility for All Persons** - It is the policy of the State that agencies consider only those acquisition, construction, renovation or leasing options which best provide accessibility to State facilities by all persons with disabilities consistent with Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act (ADA)*.

Existing efforts in support of this policy include:

- *Improving Accessibility* – Under the ADA State and local governments are required to follow specific architectural standards in the new construction or alteration of their buildings. The ADA emphasizes the provision of integrated benefits and services.
- *Accessibility To Leased Facilities* – As part of the “State Standard Lease” document, all leases entered into by the State, through the Commissioner of the DAS, include the requirement that the lease premises fully comply with “...the Americans with Disabilities Act of 1990, as it may be amended from time to time...”

**Minimum Environmental Impact** - It is the policy of the State that agencies consider only those acquisition, construction, renovation, leasing and on-going maintenance and operating options which have minimal impacts upon the environment.

Existing efforts in support of this policy include:

- *Connecticut Environmental Policy Act (CEPA)* – In accordance with C.G.S. 22a-1 through C.G.S. 22a-1(h), CEPA identifies and evaluates the impacts of proposed state actions which may significantly affect Connecticut's land, water, air or other environmental resources and provides opportunity for public review and comment on proposed State actions. CEPA reviews provide state agencies with the information necessary to determine whether or not to proceed with a proposed project.
- *Use of Environmentally Friendly Products* – Executive Order # 14, issued by Governor M. Jodi Rell, requires all state agencies in the executive branch, whenever practicable, to procure and use cleaning and/or sanitizing products that minimize potential impacts to human health and the environment and are consistent with maintaining clean and sanitary State facilities.

**Leases Renewals** - It is the policy of the State of Connecticut that leases only contain renewal options if the cost to the State during the option term is equal to or less than the cost to the State during the initial term of the lease.

Existing efforts in support of this policy include:

- *Interagency Working Group* – An interagency working group consisting of staff from OPM, DAS and the SPRB meet on a regular basis to discuss various real estate issues including lease issues such as lease costs, terms, etc.

### **Promotion of Connecticut's Colocation Goals**

C.G.S. 4b-23(c) requires that this plan include a statement of the degree to which the Plan promotes the colocation goals delineated in C.G.S. 4b-31(e) which are; (1) accessibility to consumers of human services who rely on public transportation; (2) ability to provide opportunities for colocation of human services agencies with each other and with federal, municipal and private agencies providing human services; (3) ability to provide opportunities for integration of services for multiproblem consumers; and (4) ability to provide cost effective services

- *Accessibility to Public Transportation* – This Plan has set forth, as the policy of the State of Connecticut, that state agencies should consider only those acquisition, construction, and renovation or leasing options which encourage the location of new facilities in those geographic areas which best provide access to public transportation for those consumers of human services who rely on public transportation.
- *Colocation of Human Services Agencies* – This Plan has set forth as the policy of the State of Connecticut that state agencies should consider only those acquisition, construction, renovation or leasing options which encourage the location of new facilities best provide for the centralization and coordination of state services and administrative offices.
- *Integration of Services for Multiproblem Consumers* – Through the requirements of C.G.S. 4b-31(e) and this Plan's policy to consider only those acquisition, construction, renovation or leasing options which encourage the location of new facilities which best provide for the centralization and coordination of state services, it is anticipated that those human services agencies which serve multiproblem consumers, will be collocated, where feasible, in order to provide the highest level of service while at the same time integrating federal, state, municipal and private human service providers for those multiproblem consumers.
- *Cost Effective Services* – Through the State's policies concerning the modernization of State facilities, maximization of limited resources, energy efficiency in State facilities and coordinated service delivery, this Plan has established statewide policies which allow the State of Connecticut to provide cost effective services wherever feasible.

- *Existing Colocations* – As part of agency space requests submitted to OPM, it was reported that 25% of the State’s existing leased locations represent sites where multiple State agencies are located.

This document has set forth broad, statewide policy guidelines designed to enable the State to achieve the colocation goals as delineated in C.G.S. 4b-31(e), and agencies have reported to OPM that 25% of all existing leases represent locations where multiple State agencies are located.

Therefore, it is the opinion of the Secretary of the OPM that this *State Facility Plan* adequately promotes the colocation goals of the State of Connecticut as delineated in C.G.S. 4b-31(e).

## DATA COLLECTION & METHODOLOGY

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Under C.G.S. 4b-23(a) state agencies are responsible for reporting their facility needs to the Secretary of the OPM on or before September 1<sup>st</sup> of each even numbered year.

Historically, several months prior to the September 1<sup>st</sup> deadline, the OPM sends the necessary information and forms to agencies in order to allow them to submit the required information on or before September 1<sup>st</sup> of each even numbered year.

For this Plan, the listing of agencies that received submission packages was based upon the following:

1. Agencies with existing leases and/or approved space requests,
2. Agencies which were included in the previous Plan,
3. Agencies reporting information to the OPM Bureau of Real Property Management under the JESTIR inventory system,
4. Agencies identified by the DAS Leasing & Property Transfer Unit as potentially requiring space during the period to be covered by this Plan.

Based on these lists, the OPM e-mailed spreadsheets and instructions to state agencies in July 2012.

Agencies which did not submit by the September deadline were contacted and reminded that each agency seeking to lease space during the period covered by this Plan is required to submit their space requests to OPM.

Each space request received by OPM was forwarded to DAS who reviewed the agencies submissions to ensure that their existing square footage and cost information was consistent with realistic cost factors and space requirements.

Upon completion, DAS forwarded updated spreadsheets to OPM where specific square footage and cost recommendations for each space request were made. It is these specific square footage and cost recommendations which represent each agency's *State Facility Plan* "approval".

Although C.G.S. 4b-23(a) requires that agencies submit their requests to OPM "*...and a copy thereof to the Commissioner of Administrative Services...*" many agencies do not provide a copy of their submissions to DAS' as submissions were received by OPM, copies were forwarded to DAS.



## **Responding Agencies**

Of the agencies which received reminder packages from OPM, responses were ultimately received from 32 agencies. Should the agencies which did not respond or did not anticipate the need for leased space desire to enter into a lease agreement during the period covered by this Plan, they will first have to complete the *Interim Space Request* process as required by C.G.S. 4b-23(k). The agencies responding and submitting space requests are as follows:

1. Board of Regents
2. Commission on Human Rights & Opportunities
3. Connecticut State Library
4. Department of Administrative Services
5. Department of Banking
6. Department of Children & Families
7. Department of Correction
8. Department of Developmental Services
9. Department of Economic & Community Development
10. Department of Labor
11. Department of Mental Health & Addiction Services
12. Department of Motor Vehicles
13. Department of Rehabilitation Services
14. Department of Revenue Services
15. Department of Social Services
16. Department of Veterans Affairs
17. Division of Criminal Justice
18. Insurance Department
19. Judicial Branch
20. Military Department
21. Office of the Attorney General
22. Office of the Child Advocate
23. Office of the Claims Commission
24. Office of the Governor
25. Office of the State Comptroller
26. Office of the State Treasurer
27. Public Defender Services Commission
28. Soldiers Sailors and Marines
29. State Department of Education
30. Teachers Retirement Board
31. University of Connecticut Health Center
32. Workers' Compensation Commission

## **Space Request Approval Process**

Each space requested submitted was reviewed and analyzed by OPM. Upon completing its analysis, OPM approved a specific square footage and cost estimate for each request.

It is these specific square footage and cost estimate approvals which are to guide the State leasing process during the time period covered by this Plan, and no State agency may enter into a lease unless a specific square footage and cost estimate has been approved, and included as part of this Plan.

In addition, during the period of time covered by this Plan, any agency wishing to enter into a lease which is not approved in this Plan, or for which the square footage and/or cost estimate is more than 10% above their *State Facility Plan* approval level, the agency is first required to complete the *Interim Space Request* process in accordance with C.G.S. 4b-23(k).

# REQUESTS & RECOMMENDATIONS SUMMARY

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**DATA NOTE: State Owned Space** – Agencies that currently occupy State owned space and anticipate remaining in State owned space are not included as part of this Plan.

**DATA NOTE: Sectors of Government** – In order to provide a framework for analysis and comparison and to achieve consistency with the State Budget document, each of the 32 agencies which submitted space requests to OPM have been placed into one of the following eight (8) “Government Sectors”:

1. **Conservation & Development** – *Department of Economic and Community Development*
2. **Corrections** – *Department of Children and Families, Department of Correction*
3. **Education** – *Board of Regents, Connecticut State Library, State Department of Education, Teachers Retirement Board, University of Connecticut Health Center*
4. **General Government** – *Department of Administrative Services, Department of Revenue Services, Department of Veterans’ Affairs, Division of Criminal Justice, Office of the Attorney General, Office of the Claims Commission, Office of the Governor, State Comptroller, State Treasurer*
5. **Health and Hospital** – *Department of Developmental Services, Department of Mental Health and Addiction Services*
6. **Human Services** – *Department of Rehabilitative Services, Department of Social Services, Soldiers, Sailors and Marines Fund*
7. **Judicial** – *Judicial Branch, Public Defender Services Commission*
8. **Regulation and Protection** – *Commission on Human Rights and Opportunities, Department of Banking, Department of Labor, Department of Motor Vehicles, Insurance Department, Military Department, Office of the Child Advocate, Workers’ Compensation Commission*

## Square Footage – Existing, Requested and Approved All Government Sectors

The State of Connecticut currently leases approximately 2.87 million square feet of space to house various agencies and their respective functions. The largest single sector of government for which space is leased is the Judicial sector which represents approximately 19% of all space currently being leased by the State.

In total, agencies have requested a total of 2.89 million square feet of space, or approximately 0.58% over existing levels.

For the period covered by this Plan, OPM has approved a total of 2.74 million square feet of leased space which represents a decrease of approximately 4.4% over existing levels.

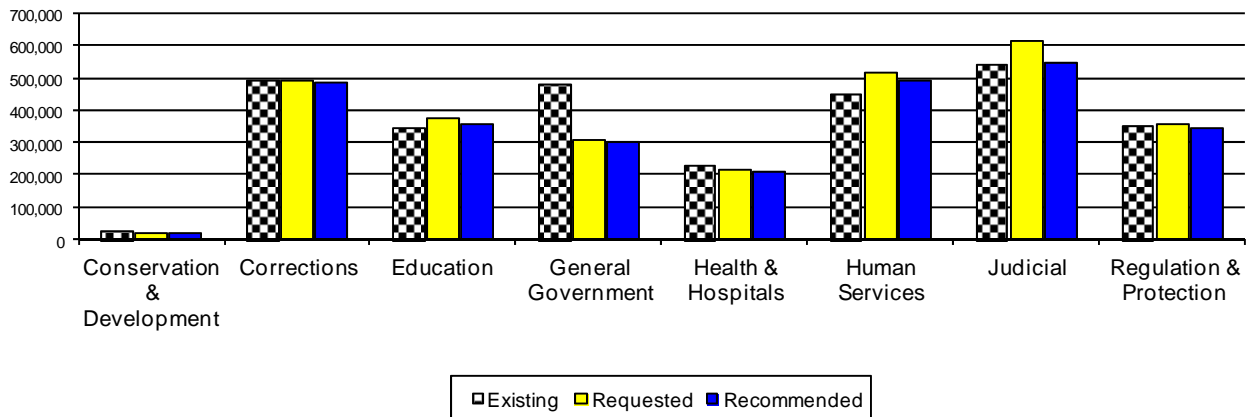
### Square Footage Existing, Requested and Recommended

Table 1

Sector	Existing Square Footage	Requested Square Footage	Recommended Square Footage	Approved Increase Over Existing Levels
<i>Conservation &amp; Development</i>	21,115	21,115	21,115	0.0%
<i>Corrections</i>	486,833	492,470	485,495	(0.3%)
<i>Education</i>	340,333	373,671	359,133	5.5%
<i>General Government</i>	478,163	305,910	298,389	(37.6%)
<i>Health and Hospitals</i>	222,323	215,392	206,099	(7.3%)
<i>Human Services</i>	443,199	513,653	489,950	10.5%
<i>Judicial</i>	538,847	615,457	543,955	0.9%
<i>Regulation and Protection</i>	344,580	354,503	344,070	(0.1%)
<b>TOTAL ALL SECTORS</b>	<b>2,875,393</b>	<b>2,892,171</b>	<b>2,748,206</b>	<b>(4.4%)</b>

### Square Footage Existing, Requested & Recommended

Figure 1



## Annual Costs – Existing, Requested and Approved All Government Sectors

The State of Connecticut currently spends approximately \$60.1 million annually to lease approximately 2.8 million square feet of space. Almost 40% of these costs are directly attributable to the Judicial and Corrections sectors which represent approximately 21% and 19% respectively.

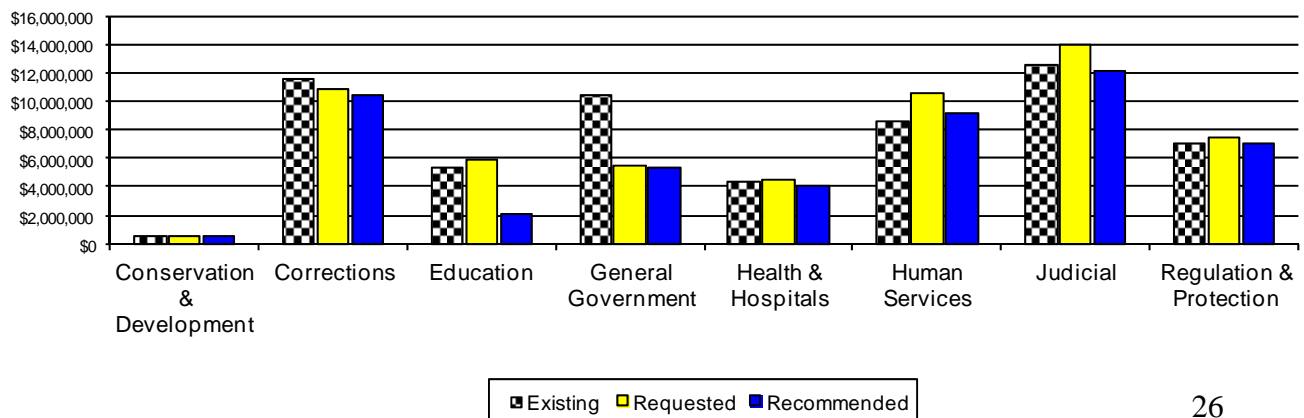
In total, agencies have requested a decrease of \$0.9 million annually for leased space. It should be noted that all tenant fit-out projects undertaken in leased facilities are contracted and performed by the landlord and any costs are typically amortized over the initial term of the lease and are included as part of the State’s square footage cost.

For the period covered by this Plan, OPM has approved a total of \$50.7 million annually for leased space which represents an approximate decrease of 15.6% over existing levels.

**Annual Costs  
Existing, Requested and Recommended**  
*Table 2*

Sector	Existing Annual Costs	Requested Annual Costs	Recommended Annual Costs	Approved Increase Over Existing Levels
<i>Conservation &amp; Development</i>	496,202	496,202	496,202	0.0%
<i>Corrections</i>	11,613,724	10,833,019	10,424,378	(10.2%)
<i>Education</i>	5,264,304	5,865,877	2,113,735	(59.8%)
<i>General Government</i>	10,395,198	5,406,232	5,357,828	(48.5%)
<i>Health and Hospitals</i>	4,269,234	4,538,893	3,991,723	(6.5%)
<i>Human Services</i>	8,503,360	10,559,545	9,216,154	8.4%
<i>Judicial</i>	12,572,689	13,997,023	12,142,166	(3.4%)
<i>Regulation and Protection</i>	7,000,660	7,487,125	7,024,439	0.3%
<b>TOTAL ALL SECTORS</b>	<b>60,115,375</b>	<b>59,183,920</b>	<b>50,766,629</b>	<b>(15.6%)</b>

**Annual Costs  
Existing, Requested & Recommended**  
*Figure 2*



## Average Costs per Square Foot – Existing, Requested and Approved All Government Sectors

On average, the State of Connecticut currently pays approximately \$20.83 per square foot for its leased space with the Conservation and Development sector paying the highest average per square foot cost of \$23.50 while the Education sector pays the lowest per square foot cost of approximately \$15.47.

On average, agencies have requested an approximate 1% decrease in the per square footage costs being paid by the State..

For the period covered by this Plan, OPM has approved a decrease of approximately 12% in the per square footage cost.

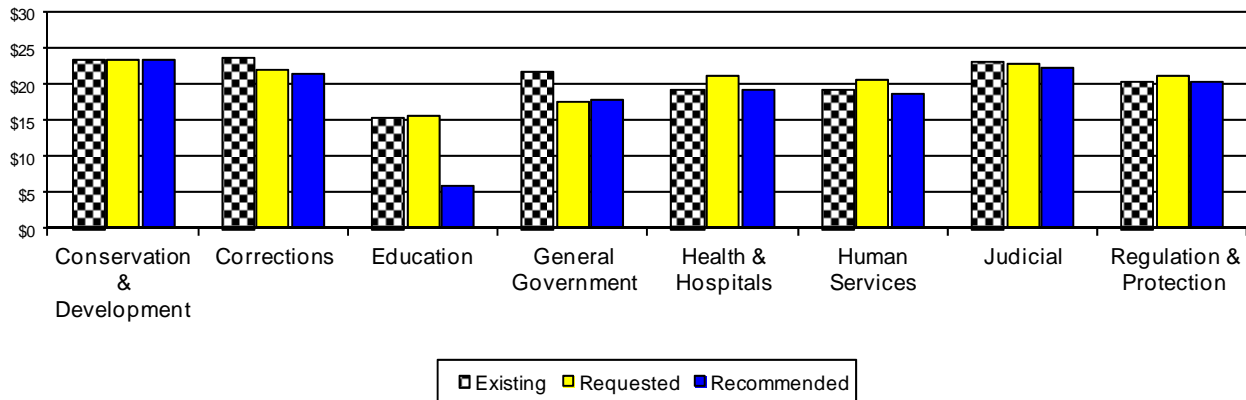
### Average Cost per Square Foot Existing, Requested and Recommended

Table 3

Sector	Existing Average \$ per S.F.	Requested Average \$ per S.F.	Recommended Average \$ per S.F.	Approved per S.F. Change Over Existing
<i>Conservation &amp; Development</i>	\$23.50	\$23.50	\$23.50	\$0.00
<i>Corrections</i>	\$23.89	\$22.00	\$21.47	(\$2.38)
<i>Education</i>	\$15.47	\$15.70	\$5.89	(\$9.58)
<i>General Government</i>	\$21.74	\$17.67	\$17.96	(\$3.78)
<i>Health and Hospitals</i>	\$19.20	\$21.07	\$19.37	\$0.17
<i>Human Services</i>	\$19.19	\$20.56	\$18.81	(\$0.38)
<i>Judicial</i>	\$23.33	\$22.74	\$22.32	(\$1.01)
<i>Regulation and Protection</i>	\$20.22	\$21.12	\$20.42	\$0.10
<b>TOTAL ALL SECTORS</b>	<b>\$20.83</b>	<b>\$20.55</b>	<b>\$18.72</b>	<b>(\$2.11)</b>

### Average Cost per Square Foot Existing, Requested & Recommended

Figure 3



## Type of Space Leased – Existing, Requested and Approved All Government Sectors

Of the space currently leased by the State of Connecticut almost 72% is leased for office and/or regional office use, while approximately 7% is leased for use as court space. The remaining space is used for combination of educational, medical services and storage functions.

In total, agencies have requested an additional 16,778 million square feet of space.

For the Period covered by this Plan, OPM has approved approximately a 4.4% decrease in the number of square feet when compared to existing levels. The office and/or regional office uses continue to represent the largest percentage of space to be leased with a combined total of approximately 81% of all approved square footage.

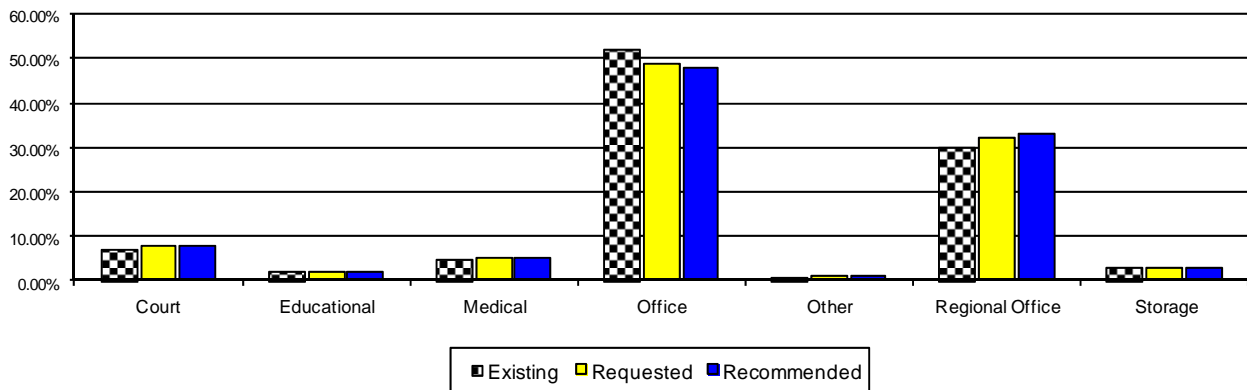
### Type of Space Leased Existing, Requested and Recommended

Table 4

Type of Space	Existing Square Feet and % of Total		Requested Square Feet and % of Total		Recommended Square Feet and % of Total	
	Square Feet	% of Total	Square Feet	% of Total	Square Feet	% of Total
<i>Court</i>	207,721	7%	217,293	8%	207,371	8%
<i>Educational</i>	48,549	2%	68,887	2%	57,749	2%
<i>Medical Services</i>	146,119	5%	146,119	5%	146,119	5%
<i>Office</i>	1,502,897	52%	1,416,299	49%	1,331,522	48%
<i>Other</i>	35,371	1%	32,777	1%	31,271	1%
<i>Regional Office</i>	859,488	30%	936,633	32%	900,011	33%
<i>Storage</i>	75,248	3%	74,163	3%	74,163	3%
<b>TOTAL ALL TYPES</b>	<b>2,875,393</b>	<b>100%</b>	<b>2,892,171</b>	<b>100%</b>	<b>2,748,206</b>	<b>100%</b>

### Type of Space Leased Percentage of Total Space Existing, Requested & Recommended

Figure 4



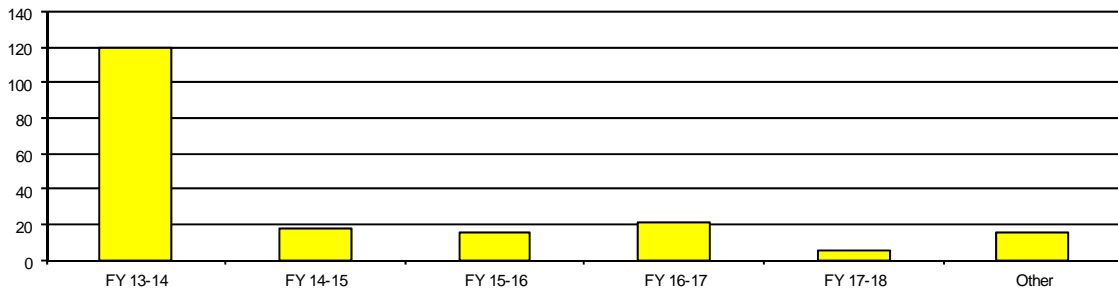
## Requests by Fiscal Year All Government Sectors

OPM has recommended approval of space requests totaling 2.7 million square feet at an approximate annual cost of \$50.7 million. Of these requests, agencies have requested that almost 63% of them, representing approximately 59% of all square footage approved, be fulfilled during fiscal year 2013-2014.

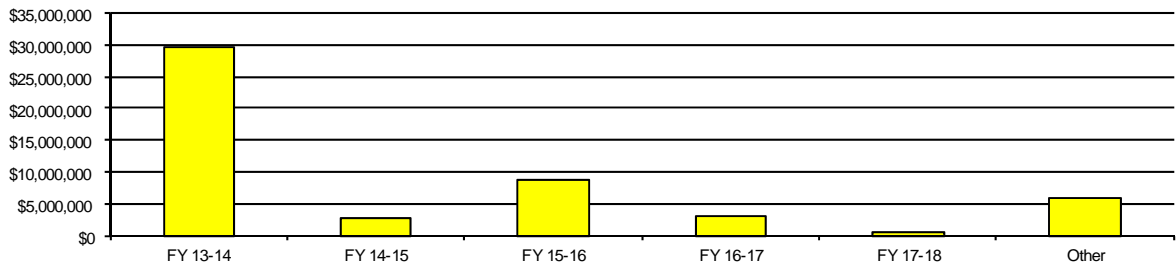
**Requests by Fiscal Year**  
*Table 5*

Requested Fiscal Year	Number of Requests	Recommended Square Footage	Recommended Annual Costs
2013-2014	120	1,632,752	\$29,515,576
2014-2015	18	228,787	\$2,788,607
2015-2016	15	403,341	\$8,832,411
2016-2017	21	175,259	\$3,078,760
2017-2018	2	24,966	\$559,744
Other	15	283,101	\$5,991,531
<b>TOTAL</b>	<b>191</b>	<b>2,748,206</b>	<b>\$50,766,629</b>

**Number of Requests by Fiscal Year**  
*Figure 5.1*



**Recommended Annual Costs by Fiscal Year**  
*Figure 5.2*





## **STATE FACILITY PLAN IMPLEMENTATION**

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C.G.S. 4b-23(e) makes the Commissioner of the DAS responsible for the implementation of the Plan and for conducting a study of each proposed facility in the Plan.

The results of the Commissioner's study, and all supportive materials, are to be sent to the SPRB, who upon receipt of the Commissioner's decision, must call a meeting within two (2) weeks and may meet as often as necessary to review the Commissioner's submission.

The Commissioner of the DAS is responsible for reviewing and approving each facility plan implementation action and submitting to the SPRB, a list of each such action approved and the method and plan by which it is to be accomplished (the Commissioner's proposed action).

The SPRB, at its discretion, may request that the Commissioner of the DAS, or any member of the Commissioner's staff, the head of the requesting agency, or any member of the requesting agency staff, appear before the SPRB for the purpose of supplying pertinent information.

Within 90 days of receiving the Commissioner's proposed action, the SPRB must either accept, reject or request modification of the Commissioner's proposed action, however, at the discretion of the SPRB, when more time is required, the SPRB may have a 90 day extension, provided that the SPRB advises the Commissioner of the DAS, in writing, as to the reasons for the extension.

If the Commissioner's proposed action is disapproved, the SPRB is to inform the Commissioner of such disapproval as well as the reasons for disapproval. The Commissioner is then to inform the head of the requesting agency and the Secretary of the OPM that the request has been rejected by the SPRB.

If the Commissioner's proposed action is approved, the SPRB is to inform the Commissioner of its approval and the Commissioner is to communicate his decision to the head of the requesting agency and to the Secretary of the OPM. The Commissioner of the DAS is then required to set forth the procedures necessary to accomplish the results of such decision.

All decisions made by the Commissioner, under C.G.S. 4b-23(e), require review by the SPRB and except as otherwise noted, with regard to the acquisition of any real estate by lease or otherwise, the approval of the SPRB is binding on the Commissioner of the DAS and the requesting agency. A majority vote of the SPRB is required to accept or reject a decision of the Commissioner of the DAS.

C.G.S. 4b-23(f) requires that within 45 days from the date of the SPRB's decision, the head of the requesting agency is to notify the Commissioner of the DAS:

1. That it accepts the Commissioner's proposed action, or
2. That it rejects the Commissioner's proposed action and withdraws its request, or
3. That it does not approve the Commissioner's proposed action and requests that all or part of the proposed action be modified by the Commissioner.

If the requesting agency requests modification of the Commissioner's proposed action, the Commissioner shall, within three (3) weeks from receipt of such request, consider and act upon the request for modification and submit his proposed action to the SPRB.

If the Commissioner and the SPRB fail to agree to such modification, in whole or in part, the requesting agency may, within ten (10) days from the date of notification of such final decision, accept the Commissioner's final decision, reject the decision and withdraw its request, or appeal to the Governor.

If the requesting agency appeals to the Governor, the Commissioner of the DAS shall submit a report to the Governor stating the SPRB's conclusions and relevant, supporting material. In addition, the requesting agency shall submit a report to the Governor stating its objections to the Commissioner's proposed action along with any relevant, supporting material.

Within thirty (30) days, the Governor shall make a decision which is binding upon the parties involved. In the absence of any such appeal or withdrawal of request, the decision of the Commissioner and the SPRB is final and binding upon the requesting agency.

It should be noted that C.G.S. 4b-23(h) states that SPRB approval is not required prior to State Bond Commission authorization of funds for planning costs and other preliminary expenses for any construction or acquisition project as defined by C.G.S. 4b-23(i).

However, any consultants selected by the Commissioner, and any contracts entered into by the Commissioner with any consultants for employment, on any project under the provisions of C.G.S. 4b-23(i), is subject to the approval of the SPRB prior to the employment of the consultants by the Commissioner.

C.G.S. 4b-23(e) makes the Commissioner of the DAS responsible for endeavoring to locate human service agencies in the same buildings as municipal and private agencies that provide human services.

Within thirty (30) days the SPRB is to approve or disapprove the proposed acquisition by lease of any residential property by the Commissioner of the Department of Mental Retardation (DMR) pursuant to C.G.S. 4b-3(d). If the SPRB has not acted on the request within the 30 day period, the SPRB is deemed to have approved the request.

C.G.S. 4b 23(e) empowers the Commissioner of the DAS to determine which decisions may be made public, both to the time and manner of disclosure, but in no event shall such

period exceed one (1) year. The Commissioner shall, when he deems to be in the public interest, authorize the disclosure of such information; however, in the absence of such authorization, any unauthorized disclosure shall be subject to the criminal provisions of C.G.S. 4b-27.

## **Assignment of Space**

Under C.G.S. 4b-30(a) the Commissioner of the DAS is responsible for assigning office space and for providing necessary accommodations in state-owned facilities for state agencies with the exception of institutions, the Legislative Department and the Judicial Department.

In those instances where an agency's space need is to be met via a lease, C.G.S. 4b-30(a) empowers the Commissioner with the responsibility for executing all leases for offices or any other type of space or facility necessary to meet the needs of all state agencies, the Judicial Department, the Division of Criminal Justice, the Public Defender Services Commission and state institutions. C.G.S. 4b-30(a) states that the Commissioner of the DAS is to be the sole authority for negotiating such leases.

## **The State Leasing Process**

When no State owned space is available to meet the needs of a state agency, non-state owned space may be utilized by a state agency to meet their space needs. In such instances a formal lease agreement is required. These formal lease documents include provisions which delineate what space is to be leased; the cost to the state of leasing the space; the duration of the lease; what utilities are included in the lease; what construction, renovation and/or tenant fit-out projects are to be made to the leased space to accommodate the agency; etc.,

Typically, for most state agencies, these formal lease agreements are entered into by the DAS on behalf of the State and requesting agency. Within DAS, the Leasing and Property Transfer Division (DAS Leasing) is responsible for carrying out the leasing process.

The objective of DAS Leasing is to lease property on behalf of state agencies, in accordance with established State statutes, policies and guidelines, at the most economically advantageous terms and conditions. This is accomplished by assisting agencies in determining their space requirements, conducting advertisements, searching for suitable space, reviewing prospective sites with agencies, conducting negotiations with the property owner/landlord (landlord), performing on-site inspections to ensure that any renovations made on behalf of the agency are performed in accordance with approved plans and specifications and conducting lease compliance reviews on an annual basis, etc.,

DAS Leasing is also responsible for preparing all necessary lease documents and soliciting approval of the landlord, requesting agency, DAS, SPRB, OPM and the Office

of the Attorney General (AG), each of which is required before the state can enter into a lease.

Typically, there are two (2) leasing scenarios; (1) agencies which occupy existing leases, and (2) agencies seeking leased space for the first time.

For agencies in existing leases, DAS Leasing contacts the agency approximately eighteen (18) months prior to the expiration of their existing lease. The agency is typically asked if they wish to remain in their existing location, relocate to another location or if the leased space is no longer required and, therefore, if the lease can be cancelled. For those instances where the lease is no longer required, the lease is allowed to expire, and upon expiration of the lease all State personnel and equipment are removed from the leased space.

In those instances where the agency anticipates a continued need for leased space or where a new lease is being entered into, the agency is required to submit to DAS Leasing a Request for Space (RFS) form.

These RFS forms provide DAS with the information necessary to determine the true space needs of the agency such as the number of personnel to be located in the leased space, the number of parking spaces required, any special requirements an agency has such as hearing rooms, conference rooms, etc.,.

In addition, DAS determines if the requesting agency is approved for the space under the Plan. If the agency is not approved for the necessary square footage under the Plan, or if the agency's project space needs exceed their *State Facility Plan* approval levels by more than 10%, the requesting agency first must seek approval of an *Interim Space Request* (Interim Requests) before DAS can continue with the leased space acquisition process.

Upon successful completion of the RFS process, and approval of any necessary Interim Requests, DAS Leasing initiates the process for leased space acquisition. In accordance with State statute and DAS policy, any necessary advertisements are placed and prospective landlords are typically allowed thirty (30) days to respond.

DAS Leasing reviews all responses and determines which proposed sites will receive an on-site inspection by DAS Leasing and the requesting agency with the objective of narrowing down the proposed sites to two (2) or three (3) preferred sites which are generally suitable to the requesting agency.

Negotiations are then held between the landlord and DAS Leasing with the intent of obtaining the space on behalf of the requesting agency at terms and conditions that are in the best interests of the State of Connecticut. Negotiations continue until an agreement is reached, or until DAS Leasing determines that no agreement is possible, at which point negotiations terminate and DAS Leasing begins new negotiations with a different landlord for other space.

Upon completion of successful negotiations, DAS Leasing prepares all necessary documents and submits them to the landlord for approval. Once the landlord has signed all the necessary documents, they are circulated for all necessary State approvals (i.e. the requesting agency, DAS, OPM, SPRB and the AG). Once the lease has been fully executed, and pending completion of any necessary renovations to the space by the landlord, the agency is then able to move into the space.

The process to obtain leased space via this process typically takes 18-24 months and it should be noted that although the leased space is being acquired on behalf of the requesting agency, C.G.S. 4b-30(a) makes the Commissioner of the DAS the sole authority for negotiating leases and C.G.S. 4b-27 makes it a Class A misdemeanor for any individual to disclose an agency's real estate needs or interests without the authorization of the Commissioner of the DAS.

The DAS has created a *State Standard Lease* (Standard Lease) which was developed for use by State agencies in most office space lease situations. This Standard Lease is provided to prospective landlords who are advised that the State of Connecticut will only enter into leases utilizing the Standard Lease and that changes or alterations to the Standard Lease are not possible.

## **Interim Space Requests**

C.G.S. 4b-23(k) outlines the process by which an agency may request approval for those space requests which are not included in the Plan because they were not submitted for approval or for those which were submitted but were not approved.

Each agency seeking such an Interim Request approval may submit a request to the Secretary of the OPM which provides the following information:

1. Justification for the interim request, and
2. In the case of a request not previously submitted to the Secretary, the reasons why it was not so submitted, and
3. In the case of a request which had previously been submitted to the Secretary but where the request was not approved, the agency must provide sufficient new information to warrant reconsideration, and
4. If the Secretary requires, agencies must also submit capital development impact statements and/or colocation statements in accordance with C.G.S. 4-66b and C.G.S. 4b-31(e) respectively.

Any such interim requests for additional facilities which are determined by the Secretary of the OPM to be of emergency nature or the lack of which may seriously hinder the efficient operation of the state, may, according to C.G.S. 4b-23(k), be approved by the

Secretary of the OPM and the SPRB and are known as an interim approvals made during between *State Facility Plans*.

C.G.S. 4b-23(k) specifically states “*No action may be taken by the state to lease or construct such additional facilities unless the secretary makes such a determination.*” Traditionally, in addition to those requests which either were not submitted by agencies or those requests which were submitted but not approved, such interim requests are required by the Secretary of the OPM whenever an agency is seeking space which is in excess of their approved *State Facility Plan* levels by more than 10%.

In addition, interim requests submitted to OPM are required to be accompanied by a DAS RFS analysis. The RFS performed by the DAS constitutes an in-depth space needs analysis which determines the appropriate square footage level which is required by the requesting agency as well as a recommendation from the Commissioner of the DAS as to the appropriate square footage which the Secretary of the OPM should approve for the requesting agency. This process helps to ensure that the State does not lease more space than is required for the requesting agency to adequately carry out its functions.

It should be noted that it is not uncommon for a period of 12-18 months to elapse between the time an interim request is approved and the time DAS is able to secure a lease on behalf of the requesting agency. If the publication of a new Plan occurs during that 12-18 month period, then any interim requests approved by OPM prior to the publication of the Plan technically, expire and agencies need to resubmit their interim requests.

However, in an effort to reduce the number of interim requests which are necessary, as well as reducing the time necessary for DAS to secure a lease on behalf of the requesting agency, the OPM and the DAS have jointly agreed that interim requests approved by the OPM will be considered valid for a period of 18 months from the date of OPM approval.

## **Lease Compliance**

C.G.S. 4b-30(b) empowers the Commissioner of the DAS with the primary responsibility for ensuring that the landlords of the offices, spaces or other facilities which are leased to the State comply with the provisions and terms of the lease. The statute requires the Commissioner to inspect such offices, spaces and other facilities at least once annually.

In addition, C.G.S. 4b-26(b) makes the AG responsible for determining the legal sufficiency of all leases, both as to substance and to form, and the AG is empowered to enforce all terms of such agreements, including the obligations of all landlords to meet the terms of leases.

# BUREAU OF REAL PROPERTY MANAGEMENT

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In addition to the space management policies set forth in this document, and in order to achieve a higher level of efficiency, C.G.S. 4-67g established the Bureau of Real Property Management (the Bureau) within the OPM.

C.G.S. 4-67g makes the Bureau responsible for:

1. Long-range planning with regard to the use of all state real property, and
2. Determining the level of efficiency of each and every state agency's use of any and all real property under its control, and
3. Reviewing the inventory of state property maintained by the Commissioner of Administrative Services pursuant C.G.S. 4b-1(a)(6) to determine the appropriate use of such properties.

In order to meet its statutory mandate for “*Long-range planning with regard to the use of all state real property*” the Bureau has undertaken a series of on-going, long term planning and planning related activities:

- *State Facility Plan* – The Bureau is primarily responsible for the coordination and development of the *State Facility Plan* which is required by C.G.S. 4b-23.
- *Surplus State Property* – With regards to the process by which the State divests itself of surplus real property, the Bureau is responsible for carrying out OPM’s responsibilities under C.G.S. 4b-21 as well as OPM’s responsibilities outlined in a *June 1998 Memorandum of Understanding* between the OPM and the DAS specifically related to the surplus property disposition process.
- *Property Transactions* – A significant number of State owned properties are sold or leased by the state to non-state entities for private, municipal and commercial uses. Where required by statute or existing administrative processes, the Bureau is responsible for reviewing and approving all such transactions to ensure that the proposed transaction is in the best interests of the State and that no state owned property is being leased or sold which could be potentially be utilized by another state agency.
- *In-House Consultant* - Through the development of accurate, timely and unbiased research-based facility plans which are both economically responsible and logistically practicable the Bureau acts as an “in-house” consultant, assisting agencies with facility planning, development of budget estimates, development of project implementation timelines, cost vs. benefit analysis, etc., for difficult facility, procedural and implementation issues.

In order to meet its statutory mandate for “*Determining the level of efficiency of each and every state agency's use of any and all real property under its control*” the Bureau has undertaken the following:

- *Lease Proposals* – The Bureau reviews each lease request submitted to OPM in order to determine its compliance with the *State Facility Plan* as well as comparing the request against the State’s building inventory system and the inventory of surplus property to determine if the needs outlined in the lease request could be satisfied through the utilization of existing state owned space.
- *Interim Space Requests* – The Bureau reviews each interim space request submitted to OPM under C.G.S. 4b-23(k) in order to determine its compliance, if any, with the *State Facility Plan* as well as comparing the request against the State’s building inventory system and the inventory of surplus property to determine if the needs outlined in the interim space request could be satisfied through the utilization of existing state owned space.
- *State Building Inventory (JESTIR)* – In 2001 the OPM, the DAS and the Office of the State Comptroller (OSC) undertook a mutual effort to combine each agency’s existing building inventory system into a single system. This single system, is known as the *Joint Effort for State Inventory Reporting (JESTIR)* and is maintained and administered by the Bureau. The JESTIR system collects state owned building inventory information from all state agencies and on a quarterly basis, the Bureau provides copies of the database to the DAS, the SPRB, the OSC and the State Insurance and Risk Management Board.

C.G.S. 4-67g makes the Bureau responsible for “*Reviewing the inventory of state property maintained by the Commissioner of Administrative Services pursuant C.G.S. 4b-1(a)(6) to determine the appropriate use of such properties*”. C.G.S. 4b-1(a)(6) requires the Commissioner of the DAS to “*Maintain a complete and current inventory of all state-owned or leased property and premises, including space-utilization data.*”.

- *State Owned Property Space Utilization* – Since JESTIR is maintained and administered by the Bureau on behalf of the DAS and the OSC, there is effectively no DAS maintained inventory of state owned buildings and space-utilization data for the Bureau to review. However, the JESTIR system does provide space utilization data in the form of a “*Utilization Rate*” which is calculated for each state owned structure in the JESTIR system as well as capturing each state owned structure’s “*Occupancy Status*”.
- *Appropriate Use of State Owned Property* – Through the JESTIR system, the Bureau has access to data concerning the use of each state owned structures via the “*Structure Classification*” category which places each state owned structure into 1 of 26 possible classification categories such as office space, warehouse space, hospital space, classroom space, courtroom space, etc.. In



addition, JESTIR collects information regarding each building's construction, current condition, the number of square feet being utilized, the number of square feet not being utilized as well as a listing of all tenants (State and non-state) making use of each state owned building and for what purposes each tenant is using the space.

- *Leased Property Space Utilization* - The leased space inventory provided by the DAS to the Bureau does not contain space utilization data and therefore, the Bureau is unable to review it as required under C.G.S. 4-67g. However, each lease submitted by the DAS is accompanied by a RFS analysis which determines the appropriate amount of space required and C.G.S. 4b-30(b) requires the Commissioner of the DAS to inspect each leased facility at least once annually. Based on these factors, the Bureau is confident that DAS is adequately ensuring that the space being leased by the State is being utilized to its maximum efficiency.
- *Appropriate Use of Leased Property* – Since Commissioner of the DAS is responsible inspecting each leased facility at least once annually and since the Bureau is responsible for reviewing and approving all lease requests submitted to the OPM, and since each such request is also subject to the approval of the requesting agency, the DAS, the SPRB and the AG, the Bureau is confident that all space being leased by the State of Connecticut is being utilized in an appropriate and necessary manner.

# Appendix

- Appendix A – Buildings Proposed for Abandonment and/or Demolition
- Appendix B – Text of C.G.S. 4b-23 – State Facility Plan
- Appendix C – Agency Parking Requests and Approvals
- Appendix D – Agency Space Requests and Recommendations

## **APPENDIX – A**

**BUILDINGS PROPOSED FOR ABANDONMENT/DEMOLITION** - C.G.S. 4b-23(a) requires that agencies report to OPM “*Facilities proposed for demolition or abandonment which have potential for other uses.*” The following buildings were identified by agencies as potentially being abandoned and/or demolished during the period covered by this *State Facility Plan*:

### **Board of Regents**

- *Seabury Hall* - 501 Crescent Street, New Haven

### **Department of Developmental Services**

- *Incinerator Building* - 40 Shore Road, Waterford
- *Abatoir* - Cassidy Rd, Southbury
- *Cassidy Barn* - Cassidy Rd, Southbury
- *Cow & Hay Barn* - Spruce Brook Rd, Southbury
- *Garage For Staff House 11* - Route 172, Southbury
- *Garage For Staff House 6 & 8* - North Of Rt 172, Southbury
- *Heifer Barn W/2/Stalls* - Cassidy Barn, Southbury
- *Personnel Village 25* - 25 Village Rd, Southbury
- *Staff House 3* - Route 172, Southbury
- *Staff House Apt 80/81/82* - Purchase Brook Road, Southbury
- *Staff House 1* - Route 172, Southbury

## APPENDIX – B

### TEXT OF C.G.S. 4b-23

**Sec. 4b-23. (Formerly Sec. 4-26b). State facility plan. Implementation. Responsibilities of Secretary of the Office of Policy and Management, Commissioner of Public Works and Properties Review Board. Regulations.** (a) As used in this section, "facility" means buildings and real property owned or leased by the state. The Secretary of the Office of Policy and Management shall establish guidelines which further define such term. All agencies and departments of the state shall notify the Secretary of the Office of Policy and Management of their facility needs including, but not limited to, the types of such facilities and the municipalities or general location for the facilities. Each agency and department shall continue long-range planning for facility needs, establish a plan for its long-range facility needs and submit such plan and related facility project requests to the Secretary of the Office of Policy and Management, and a copy thereof to the Commissioner of Public Works, on or before September first of each even-numbered year. Each such request shall be accompanied by a capital development impact statement, as required by section 4-66b, and a colocation statement, as required by section 4b-31, if the secretary so requires. Each agency and department shall base its long-term planning for facility needs on a program plan. The secretary shall establish a content guide and schedule for such plans. Each agency and department shall prepare its program plan in accordance with such guide and file it with the secretary pursuant to such schedule. Facility plans shall include, but not be limited to: Identification of (1) long-term and short-term facility needs, (2) opportunities for the substitution of state-owned space for leased space, (3) facilities proposed for demolition or abandonment which have potential for other uses and (4) space modifications or relocations that could result in cost or energy savings. Each agency or department program plan and facility plan and its facility project requests shall cover a period of at least five years. The secretary shall provide agencies and departments with instructions for preparing program plans, long-term facility plans and facility project requests and shall provide appropriate programmatic planning assistance. The Commissioner of Public Works shall assist agencies and departments with long-term facilities planning and the preparation of cost estimates for such plans and requests. The Secretary of the Office of Policy and Management shall review such plans and prepare an integrated state facility plan which meets the aggregate facility needs of the state. The secretary shall review the cost effective retrofit measures recommended to him by the Commissioner of Public Works under subsection (b) of section 16a-38a and include in the plan those measures which would best attain the energy performance standards established under subdivision (1) of subsection (b) of section 16a-38.

(b) On or before December first of each even-numbered year, the Commissioner of Public Works shall provide the Secretary of the Office of Policy and Management with a review of the plans and requests submitted pursuant to subsection (a) for consistency with realistic cost factors, space requirements, space standards, implementation schedules, priority needs, objectives of the Commissioner of Public Works in carrying out his responsibilities under section 4b-30 and the need for the maintenance, improvement and replacement of state facilities.

(c) The Secretary of the Office of Policy and Management shall present a proposed state facility plan to the Properties Review Board on or before February fifteenth of each odd-numbered year. Such plan shall be known as the recommended state facility plan and shall include all leases and capital projects and a statement of the degree to which it promotes the colocation goals addressed in subsection (e) of section 4b-31. The secretary shall establish guidelines defining "capital projects". The Properties Review Board shall submit its recommendations to the secretary on or before March first of each odd-numbered year. The Properties Review Board recommendations shall address the goals described in subsection (e) of section 4b-31. The secretary shall present the recommended state facility plan to the General Assembly on or before March fifteenth of each odd-numbered year.

(d) Upon the approval by the General Assembly of the operating and capital budget appropriations, the Secretary of the Office of Policy and Management shall update and modify the recommended state facility plan, which shall then be known as the state facility plan. The state facility plan shall be used as an advisory document for the leasing of property for use by state agencies and departments and for related capital projects.

(e) Implementation of the state facility plan shall be the responsibility of the Commissioner of Public Works. He shall conduct a study of each proposed facility in the plan to determine: (1) The method of choice for satisfying each such facility need, (2) the geographical areas best suited to such need, (3) the feasibility and cost of such acquisition using a life-cycle cost analysis as established by subdivision (2) of subsection (b) of section 16a-38, (4) the degree to which the plan promotes the goals addressed in subsection (e) of section 4b-31 and (5) any other relevant factors. Said commissioner shall review and approve each facility plan implementation action and shall submit to the Properties Review Board a list of each such action approved and the method and plan by which it shall be accomplished. Said commissioner shall endeavor to locate human services agencies in the same buildings as municipal and private agencies that provide human services. The results of said commissioner's study along with all supportive materials shall be immediately sent to the Properties Review Board. The board shall meet to review the decision of the commissioner and may request the commissioner or any member of his department, and the head of the requesting agency or any of his employees to appear for the purpose of supplying pertinent information. Said board shall call a meeting within two weeks of the receipt of the commissioner's decision, and may meet as often as necessary, to review said decision. The board, within ninety days after the receipt of the decision of the Commissioner of Public Works, shall either accept, reject or request modification of such decision, except that when more time is required, the board may have a ninety-day extension of time, provided the board shall advise the Commissioner of Public Works in writing as to the reasons for such extension of time. If such decision is disapproved by the board, it shall so inform the commissioner along with its reasons therefor, and the commissioner shall inform the head of the requesting agency and the Secretary of the Office of Policy and Management that its request has been rejected. If such decision is approved by the board it shall inform the commissioner of such approval and the commissioner shall immediately communicate his decision to the head or acting head of such governmental unit and to the Secretary of the Office of Policy and Management and shall set forth the procedures to be taken to accomplish the results of

such decision. The decision to make public such decision shall rest solely with the commissioner both as to time and manner of disclosure, but in no event shall such period exceed one year. The commissioner shall, when he deems it to be in the public interest, authorize the disclosure of such information; however, in the absence of such authorization, any unauthorized disclosure shall be subject to the criminal provisions of section 4b-27. All decisions made by the commissioner under the provisions of this section shall require review by the board. Except as otherwise hereinafter provided, the approval or disapproval of the Properties Review Board shall be binding on the commissioner and the requesting agency with regard to the acquisition of any real estate by lease or otherwise, notwithstanding any other statute or special act to the contrary. A majority vote of the board shall be required to accept or reject a decision of the commissioner.

(f) Within forty-five days from the date of the board's decision regarding the request of a governmental unit, the head or acting head of such unit shall notify the commissioner (1) that it accepts his decision, (2) that it rejects his decision and withdraws its request, or (3) that it does not approve such decision and requests that all or part of such decision be modified by the commissioner. When such modification is requested, the commissioner shall, within three weeks from receipt of such request, consider and act upon such request for modification and submit his decision to the Properties Review Board. If the commissioner and the board fail to agree to such modification in whole or in part, the governmental unit may, within ten days from the date of notification of such final decision, accept the commissioner's final decision, reject such decision and withdraw its request, or appeal to the Governor. Upon such appeal, the commissioner shall submit a report to the Governor stating the board's conclusions and supporting material therefor and the governmental agency shall submit a report to the Governor stating its objections to such decision and its supporting material therefor. The Governor shall, within thirty days of the receipt of such reports, make a decision which shall be binding on the parties involved. In the absence of any such appeal or withdrawal of request, the decision of the commissioner and the board shall be final and binding upon the governmental unit.

(g) After final action is taken approving any request or modification thereof, condemnation procedures shall continue to be prosecuted in the same manner as they were on July 1, 1975, by the agency involved, where such procedures are applicable and authorized by statute.

(h) Approval by the Properties Review Board shall not be required prior to State Bond Commission authorization of funds (1) for planning costs and other preliminary expenses for any construction or acquisition project, or (2) for any construction or acquisition project for which an architect was selected prior to July 1, 1975.

(i) As used in this subsection, (1) "project" means any state program, except the downtown Hartford higher education center project, as defined in subsection (l) of section 4b-55, requiring consultant services if (A) the cost of such services is estimated to exceed fifty thousand dollars or, in the case of a constituent unit of the state system of higher education, the cost of such services is estimated to exceed three hundred thousand dollars, or (B) (i) the construction costs in connection with such program are estimated to

exceed five hundred thousand dollars or, in the case of a constituent unit of the state system of higher education, other than The University of Connecticut, the construction costs in connection with such program are estimated to exceed two million dollars, and (ii) the cost of a consultant services contract for such program exceeds twenty thousand dollars or the cost of an amendment to a consultant services contract makes the total cost of the amendment, all previous amendments to such contract and the contract exceed twenty thousand dollars for the first time; (2) "consultant" means "consultant" as defined in section 4b-55; and (3) "consultant services" means "consultant services" as defined in section 4b-55. Any consultant selected by the commissioner, and any contracts entered into by the commissioner with any consultants for employment, on any project under the provisions of this section, shall be subject to the approval of the Properties Review Board prior to the employment of said consultant or consultants by the commissioner. The Properties Review Board shall, within thirty days, approve or disapprove the selection of or contract with any consultant made by the Commissioner of Public Works pursuant to sections 4b-1 and 4b-55 to 4b-59, inclusive. If upon the expiration of the thirty-day period a decision has not been made, the Properties Review Board shall be deemed to have approved such selection or contract.

(j) The Properties Review Board shall, within thirty days, approve or disapprove the proposed acquisition by lease of any residential property by the Commissioner of Mental Retardation pursuant to subsection (d) of section 4b-3. If upon the expiration of such thirty-day period a decision has not been made, the Properties Review Board shall be deemed to have approved such lease.

(k) Any agency or department of state government requiring additional facilities not included in the state facility plan may submit a request to the Secretary of the Office of Policy and Management outlining the justification for its request. The agency or department shall also provide (1) in the case of a request not previously submitted to the secretary pursuant to subsection (a) of this section, the reasons why it was not so submitted, and (2) in the case of a request so submitted, sufficient new information to warrant reconsideration. Such request shall include a statement of the degree to which the proposed state facility plan promotes the goals addressed in subsection (e) of section 4b-31, if the secretary so requires. Such request shall also be accompanied by a capital development impact statement as required under section 4-66b, if the secretary so requires. Subsections (b) to (d), inclusive, of this section shall not apply to the review of such requests. Any such request for additional facilities which are determined by the Secretary of the Office of Policy and Management to be of emergency nature or the lack of which may seriously hinder the efficient operation of the state, may be approved by the Properties Review Board and the Secretary of the Office of Policy and Management and shall be known as an approval made during the interim between state facility plans. No action may be taken by the state to lease or construct such additional facilities unless the secretary makes such a determination.

(l) The Commissioner of Public Works shall monitor the amount of leased space being requested and the costs of all proposed and approved facility project actions and shall advise the Secretary of the Office of Policy and Management and the Governor when the space to be leased or the forecast costs to complete the project exceed the

square footage amount or the cost levels in the approved state facility plan by ten per cent or more. Approval of the Secretary of the Office of Policy and Management, the Properties Review Board, the State Bond Commission and the Governor shall be required to continue the project.

(m) (1) Plans to construct, renovate or modify state-owned or occupied buildings shall provide for a portion of the total planned floor area of newly constructed state buildings or buildings constructed specifically for use by the state to be served by renewable sources of energy, including solar, wind, water and biomass sources, for use in space heating and cooling, domestic hot water and other applications. For the plan due December 1, 1979, the portion to be served by renewable energy sources shall be not less than five per cent of total planned new floor area. For each succeeding state facilities plan submitted after December 1, 1979, the portion of the total planned floor area of any additional newly constructed state buildings or buildings constructed specifically for use by the state to be served by renewable energy sources shall be increased by at least five per cent per year until a goal of fifty per cent of total planned floor area of any additional newly constructed state buildings or buildings constructed specifically for use by the state is reached. For any facility served by renewable energy sources in accordance with this subsection, not less than thirty per cent of the total energy requirements of any specific energy application, including, but not limited to, space heating or cooling and providing domestic hot water, shall be provided by renewable energy sources. The installation in newly constructed state buildings or buildings constructed specifically for use by the state of systems using renewable energy sources in accordance with this subsection, shall be subject to the life-cycle cost analysis provided for in section 16a-38. (2) The state shall fulfill the obligations imposed by subdivision (1) of this section unless such action would cause an undue economic hardship to the state.

(n) The recommended state facility plan shall include policies for:

(1) The encouragement of the acquisition, transfer and utilization of space in suitable buildings of historic, architectural or cultural significance, unless use of such space would not prove feasible and prudent compared with available alternatives;

(2) The encouragement of the location of commercial, cultural, educational and recreational facilities and activities within public buildings;

(3) The provision and maintenance of space, facilities and activities to the extent practicable, which encourage public access to and stimulate public pedestrian traffic around, into and through public buildings, permitting cooperative improvements to and uses of the areas between the building and the street, so that such activities complement and supplement commercial, cultural, educational and recreational resources in the neighborhood of public buildings;

(4) The encouragement of the public use of public buildings for cultural, educational and recreational activities;



(5) The encouragement of the ownership or leasing of modern buildings to replace obsolete facilities, achieve cost and energy efficiencies, maximize delivery of services to the public, preserve existing infrastructure and provide a comfortable and space-efficient work environment; and

(6) The encouragement of the establishment of child day care facilities and child development centers including provisions for (A) full-day and year-round programs for children of working parents, (B) opportunities for parents to choose among accredited public or private programs, (C) open enrollment for children in child day care and school readiness programs, and (D) incentives for the colocation and service integration of child day care programs and school readiness programs pursuant to section 4b-31.

(o) Not later than January 1, 1988, the Commissioner of Public Works shall adopt regulations, in consultation with the Secretary of the Office of Policy and Management and the State Properties Review Board, and in accordance with the provisions of chapter 54, setting forth the procedures which the Department of Public Works and such office and board shall follow in carrying out their responsibilities concerning state leasing of offices, space or other facilities. Such regulations shall specify, for each step in the leasing process at which an approval is needed in order to proceed to the next step, what information shall be required, who shall provide the information and the criteria for granting the approval. Notwithstanding any other provision of the general statutes, such regulations shall provide that: (1) The Commissioner of Public Works shall (A) review all lease requests included in, and scheduled to begin during, the first year of each approved state-wide facility and capital plan and (B) provide the Secretary of the Office of Policy and Management with an estimate of the gross cost and total square footage need for each lease, (2) the secretary shall approve a gross cost and a total square footage for each such lease and transmit each decision to the requesting agency, the commissioner and the State Properties Review Board, (3) the commissioner shall submit to the secretary, for approval, only negotiated lease requests which exceed such approved cost, or which exceed such approved square footage by at least ten per cent, and (4) the secretary shall approve or disapprove any such lease request not more than ten working days after he receives the request. If the secretary fails to act on the request during such period, the request shall be deemed to have been approved and shall be forwarded to the board.

## APPENDIX – C

Agency Name	Lease Address	Town	Parking Spaces Leased	Monthly Cost per Parking Space	Total Annual Lease Cost	Lease Expiration Date
Judicial	153 WILLIAMS ST	NEW LONDON	25	\$35.65	\$10,695	3-Jan-11
Judicial	CENTER ST. MUN. LOT	DANIELSON	50	\$15.00	\$9,000	11-Jul-14
Judicial	RT. 63 & SOUTH ST	LITCHFIELD	30	\$25.00	\$9,000	16-Sep-15
Judicial	142 CENTER ST	MERIDEN	50	\$18.40	\$11,040	9-Jul-14
Judicial	54 W. MAIN ST	MERIDEN	107	\$40.00	\$51,360	21-Sep-29
Judicial	14 FRANKLIN SQ	NEW BRITAIN	35	\$65.00	\$27,300	29-Dec-16
Judicial	5 PARK PL	DANBURY	12	\$55.00	\$7,920	3-Jan-00
Judicial	MARKET & SHETUCKET	NORWICH	100	\$5.00	\$6,000	30-Jun-33
Judicial	BANK ST	WATERBURY	167	\$0.00	\$0	3-Jan-00
Judicial	314-322 FAIRFIELD AVE	BRIDGEPORT	90	\$75.00	\$81,000	31-Aug-12
Judicial	95 CHAPEL ST	BRIDGEPORT	140	\$75.00	\$126,000	25-Sep-13
Judicial	690 STATE ST	NEW HAVEN	309	\$75.00	\$278,100	22-Dec-13
Judicial	ELIZABETH & THOMPSON	DERBY	90	\$20.00	\$21,600	22-Sep-25
Board of Regents	1181 Main Street	HARTFORD	25	\$49.00	\$12,250	31-May-14
Board of Regents	1 Temple Street	NEW HAVEN	700	\$115.50	\$970,200	31-May-32
Children and Families	245 HAMILTON ST	HARTFORD	85	\$39.00	\$39,780	18-Feb-15
Children and Families	481-489 MEADOW ST	WATERBURY	96	\$54.88	\$56,304	9-Jul-12
Children and Families	FREIGHT ST	WATERBURY	77	\$25.97	\$24,000	9-Jul-12
Children and Families	94/110 Buckingham	HARTFORD	60	\$70.00	\$50,400	3-Jan-00
Insurance Department	153 Market Street	Hartford	120	\$115.00	\$165,600	26-Jan-16

## **APPENDIX – D**

### **Agency Space Requests & Approvals**





Agency Name	Town	Program Housed	Fiscal Year	Existing Square Feet	Existing Total Cost	Requested Square Feet	Requested Total Cost	Approved Square Feet	Approved Total Cost
<b>Administrative Services</b>	East Hartford	Not Provided	FY 2016-2017	192,253	\$4,988,965	20,000	\$0	15,000	\$0
	New Britain	Not Provided	FY 2013-2014	60,648	\$853,311	60,648	\$853,311	60,648	\$853,311
			<b>Agency Total</b>	<b>252,901</b>	<b>\$5,842,277</b>	<b>80,648</b>	<b>\$853,311</b>	<b>75,648</b>	<b>\$853,311</b>
<b>Attorney General</b>	Hartford	Not Provided	FY 2015-2016	71,328	\$1,453,943	71,328	\$1,453,943	71,328	\$1,453,943
			<b>Agency Total</b>	<b>71,328</b>	<b>\$1,453,943</b>	<b>71,328</b>	<b>\$1,453,943</b>	<b>71,328</b>	<b>\$1,453,943</b>
<b>Board of Regents</b>	Bristol	Not Provided	FY 2014-2015	8,003	\$156,989	8,003	\$156,989	8,003	\$0
	Colchester	Non-Credit Motorcycle Class	FY 2014-2015	1,000	\$0	1,000	\$1,600	1,000	\$0
	Danbury	Classroom-Labs/Offices-Student Space	FY 2014-2015	6,000	\$79,380	14,000	\$218,660	6,000	\$0
	Meriden	Campus Classrooms	FY 2014-2015	12,818	\$195,682	15,956	\$239,425	12,818	\$0
	Meriden	Manufacturing Center	FY 2014-2015	2,380	\$13,210	2,380	\$13,210	2,380	\$0
	Milford	Campus Classrooms	FY 2014-2015	1,350	\$0	1,350	\$0	1,350	\$0
	Norwich	Non-Credit Motorcycle Class	FY 2014-2015	1,000	\$0	1,000	\$1,600	1,000	\$0
	Willimantic	Campus Classrooms	FY 2014-2015	15,998	\$278,525	15,998	\$278,351	15,998	\$0
	Willimantic	Quinebaug Valley CC	FY 2015-2016	-	\$0	9,200	\$220,524	9,200	\$0
			<b>Agency Total</b>	<b>48,549</b>	<b>\$723,786</b>	<b>68,887</b>	<b>\$1,130,359</b>	<b>57,749</b>	<b>\$0</b>
<b>Child Advocate</b>	Hartford	Not Provided	FY 2013-2014	5,365	\$103,008	5,365	\$103,008	5,365	\$103,008
			<b>Agency Total</b>	<b>5,365</b>	<b>\$103,008</b>	<b>5,365</b>	<b>\$103,008</b>	<b>5,365</b>	<b>\$103,008</b>
<b>Children &amp; Families</b>	Bridgeport	Not Provided	FY 2015-2016	40,000	\$1,029,205	44,435	\$1,071,742	40,000	\$1,029,205
	Danbury	Not Provided	FY 2014-2015	13,800	\$374,127	13,800	\$331,430	13,800	\$331,430
	Hartford	Not Provided	FY 2014-2015	63,645	\$1,048,716	63,645	\$866,488	63,645	\$866,488
	Manchester	Not Provided	FY 2013-2014	40,198	\$925,083	40,198	\$748,176	40,198	\$748,176
	Meriden	Not Provided	FY 2013-2014	14,009	\$283,985	12,955	\$267,016	12,955	\$267,016
	Meriden	Not Provided	FY 2013-2014	18,656	\$420,601	18,656	\$365,471	18,656	\$365,471
	Middletown	Not Provided	Other	17,360	\$417,492	17,360	\$340,771	17,360	\$340,771
	Milford	Not Provided	Other	39,907	\$1,031,234	39,907	\$945,851	39,907	\$945,851
	New Britain	Not Provided	FY 2013-2014	41,482	\$1,041,924	41,482	\$865,115	41,482	\$865,115
	New Haven	Not Provided	FY 2013-2014	56,334	\$1,481,309	49,529	\$1,246,867	49,529	\$1,246,867
	Norwalk	Not Provided	FY 2013-2014	15,040	\$483,774	23,785	\$992,538	15,040	\$483,774
	Norwich	Not Provided	FY 2015-2016	36,022	\$810,983	36,022	\$752,120	36,022	\$752,120
	Stamford	Not Provided	FY 2013-2014	9,000	\$264,566	-	\$0	9,000	\$264,566
	Torrington	Not Provided	FY 2013-2014	10,000	\$248,568	19,316	\$309,005	16,521	\$248,568
	Waterbury	Not Provided	Other	5,129	\$122,078	5,129	\$92,068	5,129	\$92,068
	Windham	Not Provided	FY 2015-2016	23,263	\$453,146	23,263	\$399,959	23,263	\$399,959
	Hartford	Not Provided	FY 2013-2014	2,521	\$48,403	2,521	\$48,403	-	\$0
		<b>Agency Total</b>	<b>446,366</b>	<b>\$10,485,193</b>	<b>452,003</b>	<b>\$9,643,018</b>	<b>442,507</b>	<b>\$9,247,443</b>	
<b>Connecticut State Library</b>	Hartford	Not Provided	FY 2013-2014	43,806	\$306,642	43,806	\$306,642	43,806	\$306,642
	Windham	Not Provided	FY 2013-2014	10,067	\$112,876	10,067	\$112,876	10,067	\$112,876
			<b>Agency Total</b>	<b>53,873</b>	<b>\$419,518</b>	<b>53,873</b>	<b>\$419,518</b>	<b>53,873</b>	<b>\$419,518</b>
<b>Criminal Justice</b>	Litchfield	Not Provided	FY 2016-2017	2,600	\$46,737	2,600	\$46,737	2,600	\$46,737
	New Haven	Not Provided	FY 2013-2014	1,770	\$42,500	1,770	\$42,500	1,770	\$42,500
	West Hartford	Not Provided	FY 2013-2014	7,496	\$62,517	7,496	\$62,517	7,496	\$62,517
			<b>Agency Total</b>	<b>11,866</b>	<b>\$151,754</b>	<b>11,866</b>	<b>\$151,754</b>	<b>11,866</b>	<b>\$151,754</b>

Agency Name	Town	Program Housed	Fiscal Year	Existing Square Feet	Existing Total Cost	Requested Square Feet	Requested Total Cost	Approved Square Feet	Approved Total Cost
Department of Banking	Hartford	Not Provided	FY 2013-2014	30,144	\$710,952	30,144	\$710,952	30,144	\$710,952
			<b>Agency Total</b>	<b>30,144</b>	<b>\$710,952</b>	<b>30,144</b>	<b>\$710,952</b>	<b>30,144</b>	<b>\$710,952</b>
Department of Correction	Hartford	Regional Office	FY 2013-2014	19,805	\$574,234	19,805	\$616,110	19,805	\$574,234
	New Haven	New Haven Parole	FY 2013-2014	4,000	\$95,460	4,000	\$97,520	4,000	\$95,460
	New Haven	Regional Office	FY 2013-2014	5,000	\$105,185	5,000	\$107,036	5,000	\$105,185
	Norwich	Regional Office	FY 2016-2017	3,735	\$125,400	3,735	\$127,661	3,735	\$125,400
	Waterbury	Regional Office	FY 2013-2014	10,448	\$276,655	10,448	\$290,077	10,448	\$276,655
			<b>Agency Total</b>	<b>42,988</b>	<b>\$1,176,935</b>	<b>42,988</b>	<b>\$1,238,404</b>	<b>42,988</b>	<b>\$1,176,935</b>
Department of Labor	Bridgeport	Employment Security	FY 2013-2014	21,727	\$391,412	21,727	\$450,000	21,727	\$391,412
	Danielson	Employment Security	Other	4,900	\$140,017	4,900	\$140,017	4,900	\$140,017
	Hamden	Employment Security	FY 2013-2014	22,391	\$400,000	22,391	\$440,000	22,391	\$400,000
	Hamden	Hamden Call Center	FY 2013-2014	10,820	\$210,221	10,820	\$210,000	10,820	\$210,000
	Hartford	Employment Security	FY 2013-2014	28,268	\$482,000	28,268	\$500,000	28,268	\$482,000
	Hartford	Hartford Call Center	FY 2013-2014	14,000	\$282,000	14,000	\$300,000	14,000	\$282,000
	Meriden	Employment Security	FY 2013-2014	1,845	\$40,000	1,845	\$40,000	1,845	\$40,000
	Middletown	Employment Security	FY 2013-2014	15,000	\$250,000	15,000	\$262,500	15,000	\$250,000
	New Britain	Employment Security	FY 2016-2017	10,515	\$200,000	10,515	\$300,000	10,515	\$200,000
	New London	Employment Security	FY 2014-2015	13,912	\$300,000	13,912	\$300,000	13,912	\$300,000
	Newington	Warehouse	FY 2013-2014	8,680	\$30,380	7,595	\$35,000	7,595	\$30,380
	Norwich	Employment Security	FY 2013-2014	9,848	\$180,000	9,848	\$189,000	9,848	\$180,000
	Norwich	Norwich Field Audit Office	FY 2013-2014	2,850	\$52,000	2,850	\$54,600	2,850	\$52,000
	Torrington	Office Space	Other	5,900	\$145,000	6,300	\$150,000	5,900	\$145,000
	Waterbury	Employment Security	Other	24,256	\$560,000	24,256	\$560,000	24,256	\$560,000
	Willimantic	Employment Security	FY 2016-2017	8,980	\$195,000	8,980	\$195,000	8,980	\$195,000
			<b>Agency Total</b>	<b>203,892</b>	<b>\$3,858,030</b>	<b>203,207</b>	<b>\$4,126,117</b>	<b>202,807</b>	<b>\$3,857,809</b>
Developmental Services	East Hartford	Regional Office	FY 2014-2015	32,628	\$583,000	32,628	\$652,000	32,628	\$583,000
	New Haven	Regional Office	FY 2016-2017	12,972	\$215,000	12,972	\$234,500	12,972	\$215,000
	New London	None	FY 2013-2014	4,100	\$36,941	-	\$0	-	\$0
	Wallingford	Regional Office	FY 2013-2014	25,232	\$444,632	25,232	\$478,965	25,232	\$444,632
	Windham	Regional Office	FY 2014-2015	8,693	\$125,541	8,693	\$141,514	-	\$0
			<b>Agency Total</b>	<b>83,625</b>	<b>\$1,405,114</b>	<b>79,525</b>	<b>\$1,506,979</b>	<b>70,832</b>	<b>\$1,242,632</b>
Economic & Community Development	Hartford	Not Provided	FY 2017-2018	21,115	\$496,203	21,115	\$496,203	21,115	\$496,203
			<b>Agency Total</b>	<b>21,115</b>	<b>\$496,203</b>	<b>21,115</b>	<b>\$496,203</b>	<b>21,115</b>	<b>\$496,203</b>
Education	Hartford	Offices	FY 2013-2014	-	\$0	10,000	\$150,000	6,600	\$99,000
	Hartford	Not Provided	FY 2013-2014	3,120	\$31,980	3,120	\$31,980	3,120	\$31,980
	Hartford	Regional School Choice Office	FY 2013-2014	-	\$0	3,000	\$45,000	3,000	\$45,000
	Middletown	Various Sde Programs	FY 2013-2014	37,621	\$650,000	37,621	\$650,000	37,621	\$650,000
	Middletown	Various Sde Programs	FY 2013-2014	37,621	\$650,000	37,621	\$650,000	37,621	\$650,000
			<b>Agency Total</b>	<b>78,362</b>	<b>\$1,331,980</b>	<b>91,362</b>	<b>\$1,526,980</b>	<b>87,962</b>	<b>\$1,475,980</b>
Human Rights & Opportunities	Bridgeport	Not Provided	FY 2017-2018	3,851	\$63,542	3,851	\$63,542	3,851	\$63,542
	Hartford	Not Provided	FY 2013-2014	4,427	\$79,686	4,427	\$79,686	4,427	\$79,686
			<b>Agency Total</b>	<b>8,278</b>	<b>\$143,228</b>	<b>8,278</b>	<b>\$143,228</b>	<b>8,278</b>	<b>\$143,228</b>

Agency Name	Town	Program Housed	Fiscal Year	Existing Square Feet	Existing Total Cost	Requested Square Feet	Requested Total Cost	Approved Square Feet	Approved Total Cost
<b>Insurance</b>	Hartford	Not Provided	FY 2013-2014	41,887	\$987,695	41,887	\$987,695	41,887	\$987,695
			<b>Agency Total</b>	<b>41,887</b>	<b>\$987,695</b>	<b>41,887</b>	<b>\$987,695</b>	<b>41,887</b>	<b>\$987,695</b>
<b>Judicial Branch</b>	Bridgeport	Offices	FY 2016-2017	33,376	\$976,582	33,376	\$697,892	33,376	\$697,892
	Bristol	Adult Probation	FY 2015-2016	5,204	\$88,468	5,204	\$89,925	5,204	\$88,468
	Bristol	Ga Court	FY 2013-2014	22,581	\$146,777	22,581	\$146,777	22,581	\$146,777
	Danbury	Adult Probation	FY 2013-2014	6,263	\$168,663	6,263	\$124,884	6,263	\$124,884
	Danielson	Adult Probation	FY 2016-2017	5,534	\$146,098	5,534	\$85,224	5,534	\$85,224
	Derby	Adult Probation	FY 2013-2014	5,730	\$238,948	5,730	\$150,699	5,730	\$150,699
	East Hartford	Admin; Judges & Staff Training	FY 2015-2016	5,330	\$158,301	5,330	\$180,000	5,330	\$180,000
	East Hartford	Support Enforcement Admin	FY 2013-2014	8,712	\$164,831	8,712	\$181,645	8,712	\$164,831
	East Hartford	Data Center, Admin, Training	FY 2015-2016	31,271	\$928,749	32,777	\$930,000	31,271	\$930,000
	Enfield	CSSD - Adult Probation	FY 2013-2014	-	\$0	7,300	\$120,450	4,620	\$76,230
	Hartford	Adult Probation	FY 2013-2014	20,118	\$383,248	23,223	\$418,943	20,118	\$383,248
	Hartford	Family Court & Services, etc	Other	79,097	\$2,401,203	79,097	\$2,401,203	79,097	\$2,401,203
	Hartford	Support Enforcement	FY 2013-2014	10,939	\$164,085	10,939	\$182,681	10,939	\$164,085
	Litchfield	Court Operations	FY 2013-2014	13,720	\$205,526	13,370	\$205,526	13,370	\$205,526
	Litchfield	Family Services	FY 2013-2014	2,550	\$70,202	2,550	\$70,202	2,550	\$70,202
	Manchester	Adult Probation	FY 2013-2014	6,700	\$188,672	8,050	\$167,305	6,700	\$167,305
	Meriden	Court Operations, Adult Probation	FY 2013-2014	6,491	\$87,629	6,491	\$99,247	6,491	\$87,629
	Meriden	CSSD - Adult Probation	FY 2013-2014	-	\$0	7,800	\$128,700	5,280	\$87,120
	Meriden	Not Provided	FY 2013-2014	2,490	\$41,284	2,490	\$41,284	2,490	\$41,284
	Middletown	Adult Probation	FY 2016-2017	5,950	\$119,476	5,950	\$132,685	5,950	\$119,476
	Middletown	Juvenile Probation	FY 2016-2017	3,214	\$64,794	3,214	\$72,026	3,214	\$64,794
	Middletown	Not Provided	FY 2013-2014	6,473	\$128,776	6,473	\$128,776	6,473	\$128,776
	Milford	Adult Probation	FY 2016-2017	4,797	\$142,039	4,797	\$130,191	4,797	\$130,191
	New Haven	Adult Probation	FY 2015-2016	22,805	\$469,853	22,805	\$475,000	22,805	\$475,000
	New Haven	CSSD - Adult Probation	FY 2015-2016	-	\$0	23,500	\$387,750	-	\$0
	New Haven	Support Enforcement	FY 2013-2014	15,718	\$452,993	15,718	\$318,447	15,718	\$318,447
	New London	Adult Probation	FY 2014-2015	9,150	\$167,720	14,250	\$307,988	9,150	\$167,720
	Norwalk	Adult Probation	Other	6,249	\$181,912	6,249	\$142,352	6,249	\$142,352
	Norwalk	Adult Probation	FY 2013-2014	4,442	\$111,494	-	\$0	-	\$0
	Norwich	CSSD - Adult Probation	FY 2014-2015	-	\$0	8,500	\$140,250	-	\$0
	Norwich	Support Enforcement	FY 2013-2014	5,038	\$88,165	5,038	\$93,203	5,038	\$93,203
	Putnam	Family Services	FY 2015-2016	4,563	\$94,363	4,563	\$100,067	4,563	\$94,363
	Putnam	Support Enforcement	FY 2015-2016	2,721	\$56,624	2,721	\$61,195	2,721	\$56,624
	Rocky Hill	Warehouse, Property Accounting	FY 2014-2015	22,762	\$199,578	22,762	\$292,947	22,762	\$199,578
	Torrington	Juvenile Court	FY 2016-2017	4,877	\$108,757	4,877	\$118,560	4,877	\$108,757
	Vernon	Family Services	FY 2013-2014	2,378	\$50,770	2,378	\$55,598	2,378	\$50,770
	Vernon	Juvenile Court	FY 2016-2017	9,072	\$185,976	9,072	\$198,223	9,072	\$185,976
	Vernon	Support Enforcement	FY 2014-2015	4,014	\$47,682	4,014	\$55,429	4,014	\$47,682
	Waterbury	Adult Probation, Support Enf.	FY 2013-2014	17,040	\$436,224	17,040	\$382,378	17,040	\$382,378
	Waterford	Juvenile Court	FY 2015-2016	19,962	\$615,052	19,962	\$688,742	19,962	\$688,742
	Wethersfield	Cib, Jury, Court Ops Admin	FY 2016-2017	30,618	\$681,633	30,618	\$601,950	30,618	\$601,950
	Wethersfield	Court Support Services Admin	FY 2013-2014	21,436	\$441,367	26,250	\$888,926	21,436	\$441,367
	Wethersfield	Victim Services	FY 2013-2014	10,206	\$215,347	10,206	\$219,735	10,206	\$215,347
	Windham	Adult Probation	FY 2013-2014	5,980	\$207,925	5,980	\$119,421	5,980	\$119,421
	Windham	Juvenile Court	FY 2013-2014	18,545	\$508,318	18,545	\$820,060	18,545	\$820,060
			<b>Agency Total</b>	<b>524,116</b>	<b>\$12,336,105</b>	<b>582,299</b>	<b>\$13,354,486</b>	<b>529,224</b>	<b>\$11,905,582</b>



Agency Name	Town	Program Housed	Fiscal Year	Existing Square Feet	Existing Total Cost	Requested Square Feet	Requested Total Cost	Approved Square Feet	Approved Total Cost
<b>Mental Health &amp; Addiction Services</b>	Bridgeport	CT Mental Health Center	FY 2013-2014	4,931	\$73,589	-	\$0	-	\$0
	Bridgeport	Office Space	FY 2013-2014	25,631	\$526,579	25,631	\$525,435	25,631	\$525,435
	Danbury	Local Mental Health Authority	FY 2013-2014	11,056	\$259,268	11,056	\$193,472	11,056	\$193,472
	New Haven	Substance Abuse Treatment	FY 2016-2017	7,600	\$174,800	7,600	\$198,740	7,600	\$174,800
	New Haven	CT Mental Health Center	FY 2013-2014	4,776	\$97,191	4,776	\$103,954	4,776	\$97,191
	Old Saybrook	River Valley Services	FY 2013-2014	1,854	\$34,288	1,854	\$43,088	1,854	\$34,288
	Stamford	F.S. Dubois Center	FY 2013-2014	34,000	\$928,000	34,000	\$1,014,000	34,000	\$928,000
	Stamford	Respite Care	FY 2013-2014	478	\$13,000	478	\$13,000	478	\$13,000
	Torrington	Local Mental Health Authority	FY 2013-2014	15,214	\$264,645	15,214	\$310,366	15,214	\$264,645
	Torrington	Regional Mental Health Center	FY 2013-2014	-	\$0	2,100	\$35,700	1,500	\$25,500
	Waterbury	Local Mental Health Authority	FY 2014-2015	20,327	\$292,709	20,327	\$376,669	20,327	\$292,709
	Waterbury	Yas	FY 2016-2017	6,031	\$83,228	6,031	\$90,344	6,031	\$83,228
	West Haven	Mental Health Center	FY 2013-2014	6,800	\$116,824	6,800	\$127,146	6,800	\$116,824
			<b>Agency Total</b>	<b>138,698</b>	<b>\$2,864,120</b>	<b>135,867</b>	<b>\$3,031,914</b>	<b>135,267</b>	<b>\$2,749,091</b>
<b>Military Department</b>	Hartford	Not Provided	FY 2016-2017	1,900	\$30,001	1,900	\$32,984	1,900	\$30,001
			<b>Agency Total</b>	<b>1,900</b>	<b>\$30,001</b>	<b>1,900</b>	<b>\$32,984</b>	<b>1,900</b>	<b>\$30,001</b>
<b>Motor Vehicles</b>	Bridgeport	Motor Vehicle Office	FY 2013-2014	15,000	\$384,716	15,000	\$384,716	15,000	\$384,716
	Danbury	Motor Vehicle Office	FY 2013-2014	9,889	\$233,755	10,000	\$233,755	9,889	\$233,755
	New Britain	Motor Vehicle Office	Other	11,500	\$249,238	11,500	\$249,238	11,500	\$249,238
	Stamford	Branch Office	FY 2013-2014	-	\$0	800	\$24,000	800	\$24,000
	Waterbury	Motor Vehicle Office	FY 2013-2014	7,725	\$176,729	7,500	\$176,729	7,500	\$176,729
	Windham	Motor Vehicle Office	FY 2013-2014	9,000	\$123,308	9,000	\$123,308	9,000	\$123,308
			<b>Agency Total</b>	<b>53,114</b>	<b>\$1,167,746</b>	<b>53,800</b>	<b>\$1,191,746</b>	<b>53,689</b>	<b>\$1,191,746</b>
<b>Office of the Governor</b>	Washington DC	Not Provided	FY 2013-2014	963	\$61,526	963	\$61,526	963	\$61,526
			<b>Agency Total</b>	<b>963</b>	<b>\$61,526</b>	<b>963</b>	<b>\$61,526</b>	<b>963</b>	<b>\$61,526</b>
<b>Public Defender</b>	Bridgeport	GA # 2 Public Defender	FY 2013-2014	-	\$0	3,370	\$74,140	-	\$0
	Hamden	Appellate Unit	FY 2013-2014	5,400	\$78,300	5,400	\$78,300	5,400	\$78,300
	Hartford	Child Protection	FY 2013-2014	4,041	\$72,738	4,041	\$72,738	4,041	\$72,738
	Hartford	GA # 14 Public Defender	FY 2013-2014	-	\$0	3,370	\$80,038	-	\$0
	Hartford	Judicial District Public Defender	FY 2013-2014	-	\$0	1,492	\$35,435	-	\$0
	Litchfield	Public Defender	FY 2016-2017	725	\$14,333	725	\$14,333	725	\$14,333
	Middletown	Juvenile Post-Conviction/Re-Entry	FY 2013-2014	-	\$0	3,270	\$61,313	-	\$0
	New Haven	GA # 23 Public Defender	FY 2013-2014	-	\$0	3,370	\$84,250	-	\$0
	Rockville	Juvenile Matters Public Defender	FY 2013-2014	-	\$0	2,145	\$45,045	-	\$0
	Rocky Hill	Habeas Unit	FY 2013-2014	4,565	\$71,214	4,565	\$71,214	4,565	\$71,214
	Waterbury	Juvenile Matters Public Defender	FY 2013-2014	-	\$0	1,410	\$25,733	-	\$0
			<b>Agency Total</b>	<b>14,731</b>	<b>\$236,585</b>	<b>33,158</b>	<b>\$642,538</b>	<b>14,731</b>	<b>\$236,585</b>
<b>Rehabilitation Services</b>	Bridgeport	Not Provided	FY 2013-2014	6,080	\$133,760	6,080	\$133,760	6,080	\$133,760
	Danielson	Not Provided	Other	1,278	\$18,045	1,278	\$18,045	1,278	\$18,045
	New Haven	Not Provided	FY 2013-2014	5,000	\$80,000	5,000	\$80,000	5,000	\$80,000
	New London	Not Provided	FY 2013-2014	818	\$15,239	818	\$15,239	818	\$15,239
	Norwich	Not Provided	FY 2013-2014	38,000	\$570,000	38,000	\$570,000	38,000	\$570,000
	West Hartford	Not Provided	FY 2013-2014	4,592	\$78,018	4,592	\$78,018	4,592	\$78,018

Agency Name	Town	Program Housed	Fiscal Year	Existing Square Feet	Existing Total Cost	Requested Square Feet	Requested Total Cost	Approved Square Feet	Approved Total Cost
	Windsor	Not Provided	FY 2013-2014	40,340	\$524,420	40,340	\$524,420	40,340	\$524,420
			<b>Agency Total</b>	<b>96,108</b>	<b>\$1,419,483</b>	<b>96,108</b>	<b>\$1,419,483</b>	<b>96,108</b>	<b>\$1,419,483</b>
<b>Revenue Services</b>	Bridgeport	Regional Office	FY 2013-2014	5,785	\$132,457	5,785	\$132,457	5,785	\$132,457
			<b>Agency Total</b>	<b>5,785</b>	<b>\$132,457</b>	<b>5,785</b>	<b>\$132,457</b>	<b>5,785</b>	<b>\$132,457</b>
<b>Social Services</b>	Bridgeport	Not Provided	FY 2013-2014	57,430	\$1,282,320	57,430	\$1,303,176	57,430	\$1,282,320
	Danbury	Not Provided	FY 2013-2014	14,643	\$354,222	14,643	\$359,783	14,643	\$354,222
	Hartford	Not Provided	FY 2013-2014	72,544	\$318,052	72,544	\$333,954	72,544	\$318,052
	Manchester	Not Provided	FY 2013-2014	25,370	\$670,946	25,370	\$684,246	25,370	\$670,946
	Middletown	Not Provided	FY 2013-2014	24,000	\$595,122	25,000	\$609,308	24,000	\$595,122
	New Haven	Office Space	FY 2013-2014	-	\$0	51,282	\$769,230	49,500	\$742,500
	New Haven	Not Provided	FY 2013-2014	48,294	\$1,340,381	51,282	\$1,932,493	48,294	\$1,340,381
	Newington	Not Provided	Other	28,325	\$956,987	28,325	\$976,106	28,325	\$956,987
	Stamford	Not Provided	FY 2013-2014	17,600	\$415,580	17,600	\$422,337	17,600	\$415,580
	Torrington	Not Provided	FY 2013-2014	8,280	\$182,248	10,280	\$186,556	8,280	\$182,248
	Waterbury	Not Provided	FY 2013-2014	35,853	\$573,648	42,249	\$1,159,611	35,853	\$573,648
	Windham	Not Provided	FY 2013-2014	12,003	\$364,666	18,791	\$373,557	12,003	\$364,666
			<b>Agency Total</b>	<b>344,342</b>	<b>\$7,054,172</b>	<b>414,796</b>	<b>\$9,110,357</b>	<b>393,842</b>	<b>\$7,796,672</b>
<b>Soldiers Sailors and Marines</b>	Bridgeport	Not Provided	FY 2013-2014	250	\$0	250	\$0	-	\$0
	Hartford	Not Provided	FY 2013-2014	486	\$7,776	486	\$7,776	-	\$0
	Hartford	Not Provided	FY 2013-2014	1,653	\$16,530	1,653	\$16,530	-	\$0
	New Haven	Not Provided	FY 2013-2014	360	\$5,400	360	\$5,400	-	\$0
			<b>Agency Total</b>	<b>2,749</b>	<b>\$29,706</b>	<b>2,749</b>	<b>\$29,706</b>	<b>-</b>	<b>\$0</b>
<b>State Comptroller</b>	Hartford	Not Provided	FY 2015-2016	70,651	\$1,440,143	70,651	\$1,440,143	70,651	\$1,440,142
			<b>Agency Total</b>	<b>70,651</b>	<b>\$1,440,143</b>	<b>70,651</b>	<b>\$1,440,143</b>	<b>70,651</b>	<b>\$1,440,142</b>
<b>State Treasurer</b>	Hartford	Offices	FY 2015-2016	61,021	\$1,243,846	61,021	\$1,243,846	61,021	\$1,243,846
			<b>Agency Total</b>	<b>61,021</b>	<b>\$1,243,846</b>	<b>61,021</b>	<b>\$1,243,846</b>	<b>61,021</b>	<b>\$1,243,846</b>
<b>Teachers Retirement</b>	Hartford	Not Provided	FY 2013-2014	13,430	\$218,238	13,430	\$218,238	13,430	\$218,238
			<b>Agency Total</b>	<b>13,430</b>	<b>\$218,238</b>	<b>13,430</b>	<b>\$218,238</b>	<b>13,430</b>	<b>\$218,238</b>
<b>UCONN Health Center</b>	East Hartford	Medical and Office	FY 2013-2014	30,544	\$488,704	30,544	\$488,704	30,544	\$0
	Farmington	Center for Disabilities	FY 2013-2014	12,865	\$228,354	12,865	\$228,354	12,865	\$0
	Farmington	CMHC	FY 2013-2014	4,526	\$84,863	4,526	\$84,863	4,526	\$0
	Farmington	Community Med Lease	FY 2013-2014	16,460	\$312,740	16,460	\$312,740	16,460	\$0
	Farmington	Dermatology	Other	26,876	\$23,113	26,876	\$23,113	26,876	\$0
	Farmington	Dermatology	Other	752	\$6,580	752	\$6,580	752	\$0
	Farmington	OccMed	FY 2013-2014	9,779	\$183,356	9,779	\$183,356	9,779	\$0
	Farmington	Office/Medical/Cardiology	FY 2016-2017	3,915	\$104,256	3,915	\$104,256	3,915	\$0
	Farmington	Office/Medical/Cardiology	FY 2016-2017	100	\$875	100	\$875	100	\$0
	Farmington	Pharmacy Lease	FY 2013-2014	4,526	\$84,863	4,526	\$84,863	4,526	\$0
	Plainville	Primary Care /Cardiology	FY 2013-2014	456	\$3,292	456	\$3,292	456	\$0
	Simsbury	Medical Space	FY 2016-2017	3,748	\$80,470	3,748	\$80,470	3,748	\$0
	Southington	Medical Space & Office	Other	13,595	\$326,280	13,595	\$326,280	13,595	\$0
	Storrs	Clinical Space	Other	17,977	\$643,037	17,977	\$643,037	17,977	\$0

Agency Name	Town	Program Housed	Fiscal Year	Existing Square Feet	Existing Total Cost	Requested Square Feet	Requested Total Cost	Approved Square Feet	Approved Total Cost
			<b>Agency Total</b>	<b>146,119</b>	<b>\$2,570,783</b>	<b>146,119</b>	<b>\$2,570,783</b>	<b>146,119</b>	<b>\$0</b>
<b>Veterans Affairs</b>	Bridgeport	Not Provided	FY 2013-2014	1,127	\$20,850	1,127	\$20,850	1,127	\$20,850
			<b>Agency Total</b>	<b>1,127</b>	<b>\$20,850</b>	<b>1,127</b>	<b>\$20,850</b>	<b>1,127</b>	<b>\$20,850</b>
<b>Workers' Compensation</b>	Middletown	District Court	FY 2013-2014	-	\$0	9,922	\$191,395	-	\$0
			<b>Agency Total</b>	<b>-</b>	<b>\$0</b>	<b>9,922</b>	<b>\$191,395</b>	<b>-</b>	<b>\$0</b>
			<b>State Total</b>	<b>2,875,393</b>	<b>\$ 60,115,376</b>	<b>2,892,171</b>	<b>\$ 59,183,920</b>	<b>2,748,206</b>	<b>\$ 50,766,629</b>