

# **APPLICATION INSTRUCTION BOOKLET**

**FOR THE**

## **DEPARTMENT OF HEALTH & HUMAN SERVICES FEDERAL REAL PROPERTY ASSISTANCE PROGRAM OFF-SITE**

**PROGRAM SUPPORT CENTER**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0937-0191. The time required to complete this information collection is estimated to average 200 hours/ minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.

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**APPLICATION INSTRUCTIONS  
FEDERAL REAL PROPERTY ASSISTANCE PROGRAM**

**(OFF-SITE)**

Please provide complete responses to *each* item in the application format. For ease of reference, begin each response with its respective item number and heading. In an instance where a request for information is not applicable to your program, please include the heading and state “Not Applicable.” A good presentation of an application reflects a well thought out plan and objective for the property.

At HHS’ discretion, applications determined incomplete will either result in a disapproval of the application or a request for additional information. It is to the applicant’s benefit to err on the side of providing too much information as opposed to omitting information or not providing enough detail. It is the applicant’s responsibility to ensure its application presents all the information requested in a detailed, accurate, and complete manner.

Complete responses to the items contained in the application are due to HHS by the date specified in the accompanying transmittal letter.

Applications should be submitted electronically as Personal Document Files (PDFs) by email to [rpb@psc.hhs.gov](mailto:rpb@psc.hhs.gov). It is acceptable to submit large files in multiple emails if needed. If the applicant is unable to submit its application electronically, the applicant should contact staff on (301) 443-2265 or at [rpb@psc.hhs.gov](mailto:rpb@psc.hhs.gov) in advance of the application due date for further instruction.

If you have any difficulties with the application, or have other questions or concerns, please contact staff on (301)443-2265 or at [rpb@psc.hhs.gov](mailto:rpb@psc.hhs.gov).

## APPLICATION CHECKLIST

Please use the following checklist to ensure that your application is complete before sending it to HHS. If HHS finds an application to be incomplete, HHS may deny the application.

- \_\_\_ 1. Provide a detailed response to Items 1-12 of the application
- \_\_\_ 2. Certify accuracy of application by signing Item 13 of the application
- \_\_\_ 3. Attach any requested documents, along with other documents the applicant feels will present a more complete understanding of the proposed use of the property
- \_\_\_ 4. Certify applicant's compliance with applicable Federal laws and insurance requirements, by signing **Attachment A**
- \_\_\_ 5. Complete and sign the Resolution to Acquire Property in **Attachment B**
- \_\_\_ 6. Complete and certify the Environmental Questionnaire in **Attachment C**
- \_\_\_ 7. Provide copies of all relevant documentation for the Environmental Questionnaire

## APPLICATION FORMAT

Use the following format to complete your application. Include any supporting documentation as attachments.

- ✓ At the top of the first page state the official name, address of the Federal installation where the surplus property is located (include city, county, and State when giving address), and GSA and/or landholding agency number assigned to the property.
- ✓ Put the GSA and/or landholding agency number assigned to the property at the top of each additional page.

### 1. Applicant Identification

State the legal name of the applicant organization and provide the applicant's address, phone number, and email address.

### 2. Applicant Organizational Eligibility

- A. State whether the applicant is a State, political subdivision of the State, or a private nonprofit organization, tax-exempt under section 501(c)(3) of the Internal Revenue Code of 1986, as amended. If the applicant is a 501(c)(3) tax-exempt nonprofit organization, attach a copy of the formal exemption letter from the Internal Revenue Service as **Exhibit 1** to the application.
- B. Attach a copy of the document showing statutory or other authority which permits your organization to acquire and hold title to real property for the proposed use. A copy of the applicable citation from the Corporations Division of the Secretary of State's Office, where the applicant is registered, will satisfy this requirement. If the applicant is a nonprofit corporation, present evidence showing said corporation's authorization, under its charter, to hold title to the real property for which it has applied. Provide a copy of the charter and State certification. Documents should be submitted as **Exhibit 2** to the application.

### 3. Authorized Representative

State the name and title of the official authorized to complete this transfer on behalf of the applicant and provide their physical address, email address, and phone number. Please note that the authorized official must sign the application and be named as the authorized official in the governing board resolution.

### 4. Other Point of Contact

If the authorized official is not the representative to be contacted in day-to-day matters relating to the completion and submittal of this application, please state the name and title of the appropriate representative and provide their physical address, email address, and phone number.

### 5. Identification of the Requested Real Property

- A. Provide a general description of the requested property, including information related to the improvements (buildings, structures, etc.). For each building, provide the

building number, name, and square footage. The amount of property requested should not exceed normal operating requirements.

- B. Include a statement that the construction of the building(s) desired will meet the State and local building regulations for the proposed program of use when relocated on the new site.
- C. Certify that the property may be lawfully placed at the new site. Provide all documents issued by the local municipality as evidence of certification, as **Exhibit 3**.
- D. State where the property will be relocated and provide evidence that the property is owned by the applicant. If applicant does not own the site, a minimum five-year lease from the date of conveyance is required. Provide a copy of the ownership deed or lease as **Exhibit 4**.
- E. Applicants may generally acquire related personal property included with the available real property if the need and use are specifically included and justified in the application. It is subject to the same discount allowance as the real property for which you have applied. Identify such related personal property by an inventory showing the description, serial number, or other adequate identification. Applicants may obtain this information from the landholding and/or disposal agency.

**6. Program of Utilization**

Describe the proposed program of utilization for each building/structure requested, including salvage or conversion plans.

**7. Need**

Describe the need for each building/structure requested.

**8. Site Clearance**

Indicate that the applicant is able, willing, and authorized to perform site clearance work as required by the Department and/or holding agency having jurisdiction over the premises. A performance bond may be required to guarantee satisfactory performance of site clearance.

**9. Implementation Plan**

State the time required to relocate the property and to reconstruct and put it into use.

**10. Ability to Finance**

Provide an itemized list of estimated costs anticipated to relocate and reconstruct the property, and to return the Federal site to the holding agency's required standards. Give a full and complete statement of the ability to finance these estimated costs, being sure to specifically identify all funding sources.

Provide an itemized list of estimated costs anticipated to operate the proposed program through use of the requested property. Give a full and complete statement of the ability to finance these estimated costs, being sure to specifically identify all funding sources.

**11. Completion of Attachments A, B, and C**

- A. The applicant must certify, by signature of **Attachment A**, its assurance of compliance with nondiscrimination, and insurance requirements.
- B. Complete the governing board resolution, enclosed as **Attachment B**, authorizing a representative to act on behalf of the applicant organization. Be sure to fill out the information regarding the property name and description. Also note that the certifying officer must be an official other than the representative named in the Resolution.
- C. The National Environmental Policy Act of 1969 (P.L. 91-190 42 U.S.C. Sections 4321-4347) requires consideration of the environmental effects that may result from major Federal actions significantly affecting the quality of the human environment, including real property conveyances. Your completion of the Environmental Questionnaire found in **Attachment C** will assist us in evaluating any potential environmental effects arising from your proposal. **You are required to provide the documentation supporting your questionnaire responses and may be required to provide more detailed information at a later time.**

**12. Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification**

The applicant certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal grant, award or public benefit conveyance programs by any federal department or agency.

Failure to make required disclosures can result in adverse administrative action including disapproval of applicant's application, reversion of the property and any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

Where the applicant is unable to attest to the statements in this certification, it must state such and include an explanation.

The applicant also certifies, by submission of this application, that neither it nor its principals, have any federal liens or outstanding judgments against it. Where the applicant is unable to certify this statement, it must state such and include an explanation.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**13. Certification**

I, \_\_\_\_\_, on behalf of the applicant, am aware that  
(Name of authorized official)

HHS relies on the accuracy of the statements contained in the application and material false statements on the application may result in adverse administrative action and/or criminal prosecution under 18 U.S.C. § 1001.

I, \_\_\_\_\_, certify that the information in the application  
(Name of authorized official)

is true, accurate and complete to the best of my knowledge. I also understand that the Department of Health and Human Services' (HHS') approval of the application does not constitute the final decision on whether to transfer the property. Authority to assign the property for transfer rests with the disposal agency, not HHS.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature and Title of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
If you have any questions regarding the application, or the application process, please call the Program Support Center, Real Property Management Services, at (301)443-2265 or send an email to [rpb@psc.hhs.gov](mailto:rpb@psc.hhs.gov).



ATTACHMENT A

**APPLICANT CERTIFICATION**

1. The applicant will not discriminate on the basis of race, color, national origin, religion, sex, age, familial status, or handicap in the use of the property, and will maintain the records required to demonstrate compliance with the following Federal laws: section 606 of the Federal Property and Administrative Services Act of 1949; the Fair Housing Act (42 U.S.C. § 3601-19); Executive Order 11063 (Equal Opportunity in Housing), as applicable; Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d to d-4) (Nondiscrimination in Federally Assisted Programs); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681); the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07) and implementing regulations; and the prohibitions against otherwise qualified individuals with handicaps under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Architectural Barriers Act Accessibility Standards (ABAAS) (36 CFR 1191, Appendices C and D); and all other implementing regulations for the above listed statutes.
2. The applicant agrees for itself, its successors and assigns, that it shall insure all conveyed improvements against loss, damage, or destruction. If any such loss, damage, or destruction shall occur during the period transferee holds title to said property subject to the conditions and restrictions of transfer, said insurance and all monies shall be held in trust by the transferee, its successors or assigns, and shall be promptly used by the transferee for the purpose of repairing such improvements and restoring the same to their former condition and use or for the purpose of replacing said improvements with equivalent or more suitable improvements, or if not so used, the transferee shall cause to be paid over to the Treasurer of the United States that part of the insurance proceeds that is attributable to the Government's reversionary interest in the property lost, damage, or destroyed, determined on the basis of the fair market value of the property at the time of the loss, damage, or destruction.
3. The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

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Name of Applicant

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Signature and Title of Authorized Official

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Date

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Print Name of Authorized Official

**ATTACHMENT B**

**RESOLUTION FORMAT FOR OFF-SITE REAL PROPERTY**

Whereas, certain property owned by the United States, located in the County of \_\_\_\_\_, State of \_\_\_\_\_, has been declared surplus and is subject to assignment for disposal for public health purposes by the Secretary of Health and Human Services under the provisions of 40 U.S.C. §550, as amended, and Title V of the McKinney-Vento Homeless Assistance Act, as amended; and the rules and regulations promulgated pursuant thereto, more particularly described as follows [*Please insert property name and description below*]:

Whereas, \_\_\_\_\_ needs and can  
(Legal name of applicant)

utilize said property for homeless assistance or public health purposes in accordance with the requirements of said Acts and the rules and regulations promulgated pursuant thereto, of which this Board is fully informed, including commitments regarding use and time within which such use shall commence.

Now, Therefore, Be It Resolved, that \_\_\_\_\_ has legal authority,  
(Legal name of applicant)

is willing, and is in a position financially and otherwise to assume immediate care and maintenance of the property and ensure its utilization, and that

\_\_\_\_\_,  
(Name of Official(s) legally authorized)

\_\_\_\_\_, is/are hereby authorized, for and on behalf of the  
(Title of Official(s))

\_\_\_\_\_ to do and perform any  
(Legal name of applicant)

and all acts and things which may be necessary to carry out the foregoing resolution, including the preparing, making, and filing of plans, applications, reports, and other documents; the execution, acceptance, delivery, and recordation of agreements, deeds and other instruments pertaining to the transfer of said property; and the payment of any and all sums necessary on account of the purchase price thereof, including fees or costs incurred in connection with the transfer of said property for surveys, title searches, appraisals, recordation of instruments, or escrow costs, site work and any other cost necessary to utilize the property, together with any payments by virtue of nonuse or deferral of use of the property.

\_\_\_\_\_  
Legal Title of Governing Body of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

I, \_\_\_\_\_, hereby certify that I am the  
(Name of Certifying Officer)

\_\_\_\_\_, of the \_\_\_\_\_ and that the  
(Title of Certifying Officer) (Title of Governing Body)

foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority  
of members of \_\_\_\_\_ present at a meeting of said Board on  
(Title of Governing Board)

\_\_\_\_\_ at which a quorum was present.  
(Date)

\_\_\_\_\_  
Signature of Certifying Officer

**Note:** The person named in the Resolution **cannot** sign as the Certifying Officer.

## Environmental Questionnaire

### Introduction

The Department of Health and Human Services (HHS) is required to include environmental information in its decision-making activities, including the consideration of applications for the use of excess and surplus real property for public health purposes under the Federal Real Property Assistance Program. It is, therefore, necessary for the applicant to submit environmental information to HHS. HHS uses this information to evaluate the potential environmental impacts of your proposed program of use, as described in your application.

The General Services Administration (GSA) and other agencies (when appropriate) have included environmental information in their management of the property, including the decision to make it available for this program. However, the information provided does not include information about your program's use of the property including various actions and/or activities which were unknown to the other agencies at the time of their disposal decisions.

This application is a request for HHS action (the transfer of Federal property). Therefore, HHS retains the responsibility to evaluate independently the adequacy and accuracy of the information submitted, and to make its own evaluation of the environmental issues which may arise.

HHS will use the requested information to determine if the requested action is a Categorical Exclusion (CatEx) in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. If the action is a CatEx, no further environmental review is required. However, if there is insufficient information to make a determination, additional information will be required. In some circumstances, such as the renovation of a Historic Property or major construction, HHS may approve an incomplete application, subject to the completion of an Environmental Assessment (EA) or an Environmental Impact Statement (EIS), if the application is otherwise complete. If the applicant does not cooperate or refuses to provide requested information for either an EA or an EIS, HHS will consider the application incomplete, and thus disapproved.

### Instructions

Please give a detailed response for each question. If a question is not applicable, state as such along with any information that lead to that determination. Applicants must provide a basis for determination for each answer and attach all relevant documents used to answer the questions. Number and answer each question as presented, and include the applicant organization's name and the property's name and location (municipality, and State) on the top of each page.

**There is no need to duplicate any efforts made elsewhere. If an EA or an EIS has been prepared on the proposed project for another local, state, or Federal agency which addresses all of the requested information, attach the EA or EIS in lieu of attaching a completed questionnaire.**

Failure to provide the requested information will necessitate returning the application for completion.

## **Basis for Determination and Documentation**

The basis for determination and any requisite documentation must be traceable and establish the factual data to support the response to each question. The information may include, but is not limited to:

- Printed Material: comprehensive land use plans, zoning maps, city master plans, environmental baseline surveys, an EA/EIS, other documented Federal determinations, etc.;
- Personal Contacts: communication with accepted authorities on the subject(s) along with supporting documentation, including the name, organization, the title of the person contacted and the date of the conversation; and,
- Site Visit: initial inspection of the property, and surrounding area, in order to make preliminary determinations regarding environmental issues, along with supporting documentation including the date of the site visit, by whom, and observations; testing or sampling not required at this time.

## **Guidance**

- ✓ The requested information will assist HHS in the environmental review of the proposed Federal action – transferring the property to the applicant organization. Detailed and clearly stated responses allow HHS to more efficiently and accurately assess the environmental impact, and are in the applicant organization’s best interest.
- ✓ Several questions ask to compare the proposed use to the prior use. If the property is currently a vacant structure, use the last occupied use of the structure as the point of comparison. If the structure has been vacant for an extended period of time, or is an undeveloped tract of land, use its current unoccupied state as the point of reference.
- ✓ The questions focus on the impact of the proposed use of property on the surrounding environment or the demands of the program on public resources. To better answer these questions, keep in mind the demographics of the area and the demographics of the clientele, including age, served by the proposed program. For example, if the surrounding area is industrial or undeveloped, a temporary shelter for homeless youth will have a different demographic than the surrounding area and most likely require different and/or additional public resources.
- ✓ Due diligence is expected. It is not necessary to consult an environmental professional, but applicants should research any unknowns, contact local and State officials for information, and request any available information from the landholding Federal agency, GSA, and/or the U.S. Department of Housing and Urban Development (HUD).
- ✓ Applicants may contact the disposal agency to arrange a site visit.
- ✓ Please be sure that any information obtained is current and relevant. If a document is lengthy or otherwise difficult to attach to the application, provide a citation for the document so that an outside reviewer can locate the specific reference, e.g., author, document title, publication date, and page number.

- ✓ Applicants should contact HHS if they encounter any difficulty or confusion in trying to find requested information. Applicants may reach a Realty Specialist at (301) 443-2265 or at [rpb@psc.hhs.gov](mailto:rpb@psc.hhs.gov).

## Questions

### CURRENT CONDITION OF PROPERTY

1. Structures or other property:
  - a. List the year in which they were built.
  - b. If the structure is over fifty (50) years-old:
    - i. Is the structure on the National Register of Historic Places?
    - ii. Contact the State Historic Preservation Officer (SHPO) to determine if the proposed use will adversely impact a historic property. Document and provide a copy of any response from the SHPO.
2. Describe any current contamination or adverse environmental condition of the requested property and the ground water below the property. This includes lead-based paint and asbestos in any current structures on the property. Applicants should also list any publicly known contamination on neighboring sites, including if there are any sites on the U.S. Environmental Protection Agency's National Priorities List (NPL) within 1 mile of the property (available at <http://www.epa.gov/superfund/sites/npl/npl.htm>). An in-depth search is not required.
3. State any known institutional controls on the property due to environmental contamination (this may include use restrictions, covenants, deed notices, etc. imposed by a prior owner or local, State, or Federal agency).
4. Provide copies of any relevant land use plans (Federal, state, or local) for the requested property, and explain any known conflict(s) between the proposed use and any relevant land use plans, including zoning.

### WASTE AND POLLUTION

5. What kind/amount of waste will the proposed program create (e.g. municipal waste, construction debris, hazardous waste)?
  - a. If there will be any hazardous waste produced/disposed of on the property, please detail which activities will produce the waste. Such activities include, but are not limited to, dry cleaning, air conditioning repair and service, motor pools, automobile repair, welding, services stations, gas stations, landscaping, agricultural and farming activities, print shops, hospitals, clinics, and medical facilities.
  - b. Detail the disposal plans for any hazardous waste.

6. What pollution prevention measures, if any, does the applicant plan for the location, design, construction, or operation of the proposed use (including soil, sedimentation, or erosion controls, and source reduction/recycling)?
7. Does your State or local government require a storm water control plan for the proposed use of the property?

#### SURROUNDING COMMUNITY

8. What is the scope of the use of the surrounding property (e.g. residential, commercial, or mixed-use), and is the proposed use uncharacteristic of the area?
9. Will there be any change in the community noise level, relevant to the time of day, due to the proposed use of the property?
10. Describe any direct or indirect effect on nearby parkland, other public lands, or areas of recognized or scenic value.
11. Will the proposed use of the property emit, or cause to be emitted, any air pollutants?
12. Will the proposed use of the property change the amount of carbon dioxide and other greenhouse gases released as compared to the prior use of the property?

#### PUBLIC RESOURCES

13. Does the proposed program require the construction/development of any new public facilities or services (e.g. schools, medical facilities, roads, sewage, or public transportation)?
14. Will the proposed use of the property require an increase in or the generation of more energy/electricity? (Contact the local utility or supplier and document the name and date of contact.)
15. Will the proposed use of the property require an increase in other non-electric utilities such as natural gas?
16. Will the proposed use of the property change the amount of solid waste generated on the property compared to the prior use?
17. Will the proposed use of the property increase the amount of wastewater in need of treatment from the property compared to the prior use?

#### FEDERAL LAW

18. Safe Drinking Water:
  - a. Is the property in proximity to an EPA designated sole source aquifer?

- b. Will the proposed use of the property change the amount of drinking water needed as compared to the prior use?
19. Floodplains:
- a. Is the property located in a flood plain?
  - b. Will the proposed use of the property encourage development in a floodplain?
20. Wetlands and Navigable Waters (lakes, rivers, streams, etc.; including any ditch, culvert, or other source of water that has a hydrologic connection to a larger body of water):
- a. Are there any wetlands or water resources on or near the property?
  - b. Does the proposed use of the property require construction in wetlands?
  - c. If construction is required, will there be any dredging or filling of a wetland or water resource?
21. Coastal Zone Management:
- a. Will the proposed use of the property directly affect a designated Coastal Zone? (Coastal Zones are not necessarily the just area immediately next to the coast; some zones encompass the entire State, such as Florida, or major watersheds such as the Chesapeake Bay watershed.)
  - b. If so, provide the State Coastal Zone Management Plan and highlight any potential conflicts? (Each State adjacent to a coast, including those located in the Great Lakes region, should have a State office to manage its coastal zone development and use.)
22. Wild and Scenic Rivers:
- a. Is the property located near a wild, scenic, or recreational river area?
  - b. If so, will the proposed use create conditions inconsistent with the character of the river?
23. Farmland Protection:
- a. Will the proposed use of the property convert any agricultural lands to non-agricultural uses?
24. Wilderness:
- a. Is the property located near a designated Wilderness Area or other public land with a similar designation?
  - b. If so, will the proposed program have any direct or indirect effect on the Wilderness Area or public land?
25. Endangered Species:
- a. Does the property have, or is it located near, any critical habitat of an endangered or threatened species?
  - b. Will the proposed use of the property affect, directly or indirectly, any Federal or State listed endangered or threatened species?



DUE DILIGENCE

- 26. Demonstrate that the applicant has performed due diligence to ensure that the proposed use of the property will not result in a known violation of applicable (Federal, State, or local) laws or regulations that protect the environment or public health and safety. If the proposed use will result in a known violation, explain fully.
- 27. Describe, within reason, any known controversy over the environmental effects of the proposed use for the property.

CERTIFICATION

- 28. Either complete a copy of the below certification or complete and remove this page from the application.

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I, \_\_\_\_\_, certify that the information in the  
(Name of Authorized Official)  
Environmental Questionnaire is true, correct, and accurate to the best of my knowledge.

I understand that HHS may require more environmental information prior to either the approval/disapproval of the application or transfer of the requested property. Such information may include, but is not limited to, Environmental Assessments or Environmental Impact Statements.

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Name of Applicant

---

Signature and Title of Authorized Official

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Date

---

Print Name of Authorized Official

---

## Attachment D

### Protection and Maintenance Standards

The following is an excerpt from the GSA's Customer Guide to Real Property Disposal, as referred to in the Federal Management Regulations (FMR) § 102-75.965 (41 CFR § 102-75.965):

#### **Protection Standards**

*For all protected properties--*

- If a property is within the range of municipal or other public protection services but is outside the geographic boundaries of the service provider, then advance arrangements should be made with the local authorities to provide police and fire protection.
- If a property or facility has large areas that need protection, then use automobiles to patrol the area.
- If a property is fenced, only keep open a minimum number of gates.

*Fire protection or security personnel are not needed at--*

- Facilities that have no buildings, structures or related personal property.
- Facilities where the value of the improvements and/or related personal property (or realizable recovery of their value) is less than the cost to protect and maintain the property for one year.
- Facilities with little value, which can be locked or boarded up and are located within public police and fire department service areas.
- Facilities where major buildings do not contain large quantities of easily removable personal property and also are equipped with automatic sprinklers supervised by a monitoring service.
- Facilities where agreements can be made with a lessee of a portion of the property to protect the remaining portion(s) at no cost or nominal cost.

*Properties that need a resident custodian (guard) are--*

- Facilities containing little removable personal property but have many buildings that will be sold for off-site use when
  - the buildings have low realizable value
  - the buildings are spaced far enough apart that loss of more than a few buildings in a single fire is improbable
  - the buildings are located near water for firefighting purposes and the local public fire and police protection services will respond promptly.
- Small inactive industrial and commercial facilities that need to remain open for inspection and public fire and police protection can be secured by telephone.
- Facilities whose highest and best use is salvage.
- Facilities with only salvage value but are potentially dangerous and attractive to children or curiosity seekers and posting signs is not sufficient to protect the public or the property.

*Properties needing continuous guard service are--*

- Fenced facilities with high market value require one guard on duty at all times (5 guards in total are required).
- These properties are permitted one open gate which can be locked during patrols.

- All buildings can be locked.
- Local fire and police protection can be secured by telephone.

*Properties needing a high degree of protection*

At a minimum, two firefighter-guards will be on duty at all times for the classes of facilities listed below. Consider all relevant and pertinent factors when deciding on the number and assignment of the guards.

- Facilities with a high market value that require an on-site fire-fighting force adequate to subdue fires until outside help arrives.
- Facilities with a high market value without access to outside assistance require an on-site fire-fighting force adequate to extinguish fires.
- Facilities with a high market value with large areas to patrol.
- Facilities with a high market value with no fencing and containing large quantities of personal property susceptible to pilferage.
- Facilities with a high market value needing several gates open for operating purposes.

*Firefighter-Guards*

Firefighters and guards provide fire protection and security for excess and surplus real property requiring both forms of protection. Combine the duties of each to the maximum extent possible. In the interest of cost savings, they can also be used for various miscellaneous services such as grass/weed removal, servicing fire extinguishers and other activities related to the general protection of the property.

*Operating Requirements of Protection Units*

Firefighter-guards or guards should periodically patrol facilities requiring protection. The frequency of the patrols will be determined by the location and size of the facility, type of structures and physical barriers, and the amount and type of activity at the facility. In some instances, a centralized monitoring service provider will suffice.

*Watchman's Clock*

To ensure adequate coverage of the entire property by firefighter-guards or guards, an approved watchman's clock should be provided, with key stations strategically located to enable guards to cover the entire property.

*Protection Alarm Equipment*

Automatic fire detection devices and related equipment and services can substantially reduce protection costs. However, using these devices are primarily for obtaining fire and police protection in an emergency. Such devices can supplement or in some cases, eliminate the need for guard patrols.

*Sentry Dogs*

Some high market value facilities that cover a large area and/or are in remote locations, invite intrusion by curiosity seekers, hunters, vagrants, etc. These facilities require special protection measures. Using sentry dogs is a cost effective alternative to additional security personnel. Get advice on the use, care, and training from the nearest police department using sentry dogs. Also, when sentry dogs are used to protect government property, post a sign with view unobstructed that says "Warning—This Government Property Patrolled by Sentry Dogs."

## **Maintenance Standards**

The following standards or criteria should be used as a guide for the upkeep of excess and surplus real property:

### *Temporary Buildings and Structures*

Vacant temporary structures should not be maintained except in unusual circumstances. Temporary buildings housing personal property that cannot be readily removed to permanent structures should be maintained only to the extent necessary to protect the personal property.

### *Permanent Buildings and Structures*

- (a) Don't paint the interior. Only spot paint exterior wood or metal surfaces to prevent serious deterioration.
- (b) Limit carpentry and glazing to only that which is necessary to close openings to prevent weather damage and pilferage, repair damage to floors, roofs, and side-walls to prevent further damage, shoring and bracing to prevent structural damage, and other similar operations.
- (c) Patch damage to roofing and sheet metal as necessary.
- (d) Perform masonry repairs, such as brick, tile, and concrete work only to prevent leakage or disintegration or to protect against imminent structural damage.
- (e) Don't heat buildings for maintenance purposes except in unusual circumstances.

### *Mechanical and Electrical Installations*

These include plumbing, heating, ventilating, air conditioning, sprinkler systems, fire alarm systems, electrical equipment, elevators, and other similar systems.

#### **For inactive facilities:**

- Maintain mechanical and electrical systems only when necessary to stop or prevent serious deterioration.
- Employ personnel for this work temporarily, at periodic intervals when an inspection indicates that this work is necessary.
- De-energize electrical systems, drain water from all fixtures, turn off heat, and secure the building against unauthorized entry.
- Drain sprinkler systems during freezing weather and reactivate when there is no danger of freezing.

#### **For active facilities:**

- Keep equipment in reasonable operating condition.
- Operate equipment to service private tenants or procure utility services to distribute to private tenants only to the extent necessary to comply with a lease or permit, or in cases where tenants can't get these services directly from utility companies or other sources.
- Inspect (periodically) facilities that have elevators and/or high-pressure boilers and related equipment. Inspections should be made by qualified, licensed inspectors to protect against injury or death to personnel and damage to property.
- Use individual heaters, when practical, instead of operating heating plants.

### *Grounds, Roads, Railroads, and Fencing*

- Limit grounds maintenance to the removal of vegetation in order to avoid fire hazards and to control poisonous or noxious plant growth in accordance with State and local laws and regulations.
- Plow fire lanes where needed.
- Remove snow from roads and other areas to the extent necessary for access for maintenance, fire protection, and other similar activities.
- Sell hay crops (wherever practicable) to the highest bidder (s) with the purchaser performing all labor in connection with cutting and removal.
- Use agricultural and/or grazing leases to reduce costs of grounds maintenance, where practical.
- Maintain the portion of road network necessary for fire trucks and other minimum traffic. These roads should be maintained to the extent necessary to allow safe passage at a reasonable speed.
- Maintain railroads to the extent necessary for protection and maintenance operations or as required in lease or permit provisions.
- Clear ditches and drainage facilities to allow surface water run-off.
- Fencing and other physical barriers should be sufficient to protect against unauthorized entry.

#### *Utilities*

In cases where utilities are purchased by contract, review the utility contracts to see if you can save money by revising them.

#### **For inactive properties:**

- Maintain water systems, sewage disposal systems, electrical distribution systems, etc., to the extent necessary to provide minimum service.
- De-energize electrical systems and turn off the water in buildings or areas that don't require these services.
- Don't maintain utilities not in use or that service dismantled or abandoned buildings/structures.

#### **For active properties:**

- Operation rates for water supply, electrical power, and sewage disposal facilities should be far below normal capacities.
- Use engineering studies to determine structural and operating changes necessary for maximum economy.
- Turn off, rather than repair, leaky water lines unless they are necessary for fire protection or other purposes.

#### *Properties Disposed of as Salvage*

Do not spend money to maintain property whose highest and best use is salvage.

#### **Repairs**

Limit repairs to additions or changes necessary for preservation and maintenance of the property to--

- Deter or prevent excessive, rapid, or dangerous deterioration or obsolescence.
- Restore property damaged by storm, flood, fire, accident, or earthquake when restoration is required.

