DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON DC 20350 2000

IN REPLY REFER TO
OPNAVINST 11011.10F
OP-44E
24 OCT 1989

OPNAV INSTRUCTION 11011.10F

From: Chief of Naval Operations

Subj: UTILIZATION OF NAVY REAL PROPERTY (R

Ref: (a) Executive Order 12512 of 29 Apr 85
(b) Code of Federal Regulations (CFR) Title 41 Public Contracts, Property Management, Chapter 101, Federal Property Management Regulations, Subpart 101-47.8, Identification of Unneeded Federal Real Property Amended (NOTAL)
(c) DOD Directive 4165.6 of 1 Sep 87 (encl. in SECNAVINST 11011.46A) (NOTAL)
(d) Stewart B. McKinney Homeless Assistance Act of 1987 (42 U.S.C. 11411) (A

Encl: (1) Annual Real Property Utilization Documentation
(2) Survey Procedures and Executive Agency Duties for Real Property Utilization Surveys
(3) Procedures for Compliance with the Stewart B. McKinney Homeless Assistance Act
(4) Federal Property Information Checklist for Reporting Properties under the McKinney Act

1. Purpose. To provide guidance and assign responsibility for (1) analysis of Navy real property utilization; (2) preparation of the Annual Real Property Utilization Review Report; (3) compliance with the Stewart B. McKinney Homeless Assistance Act; and (4) participation in real property utilization surveys initiated in compliance with reference (a). (R

2. Cancellation. OPNAVINST 11011.10E.

3. Background

a. Reference (a) directs each executive agency to establish internal policies and systems of accountability that ensure effective use of real property: Class I (land) and Class II (improvements) in support of mission-related activities, consistent with federal policies regarding such assets. Those policies and systems will include periodic reviews and surveys of real property holdings, following standards and procedures determined by the General Services Administration (GSA). (R

b. Reference (b) sets forth procedures to be followed in the analysis and cataloging of property into categories of use, and survey procedures to be employed by surveying agents in their

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periodic evaluation. Reference (c) standardizes the definitions and procedures for determining appropriate use categories.

c. Reference (d) requires federal agencies to identify and (R
report to the U.S. Department of Housing and Urban Development (HUD) any unutilized, underutilized, or excess Class I and II properties for possible use by homeless assistance groups. HUD, not the landholding agency, makes a determination of the property's suitability for use by homeless groups. However, the (R
landholding agency is allowed to determine whether extenuating circumstances (safety, security, etc.) preclude making property available to the homeless.

d. Implementation of references (a) through (d) within the Navy shore establishment extends to properties in all of the states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, the Trust Territory of the Pacific Islands and any other territories or possessions of the United States.

4. Policy

a. Real property utilization documentation in support of references (a) through (d) shall consist of an Annual Real Property Utilization Review Report and documentation for excess, underutilized, and unutilized properties as they become known. Documentation is required for all naval activities having Class I and/or II property and shall be executed following utilization criteria of reference (b). Enclosures (1) through (4) describe required documentation and provide guidance for its preparation.

(1) An analysis of real property utilization will be incorporated in the activity's master plan.

(2) The Annual Land Utilization Review Report will be an annual assessment of real property utilization as of 30 June of the report year.

b. Real property categorized as "not utilized", or (R
"underutilized", shall either be declared excess or retained with detailed justification in the Master Plan and/or Annual Real Property Utilization Review Report. Guidance for determining appropriate classification is provided in enclosure (1). In (R
compliance with reference (d), such property must also be reported to HUD in the checklist format provided in enclosure (4). The checklist shall be completed by the activity and transmitted for review and approval by major claimants through the chain of command with an advance copy to Chief of Naval Operations (CNO) (OP-44E). Once approval is obtained, the property will be reported to the cognizant regional Naval Facilities Engineering

Field Division (EFD) for Department of Defense (DOD) screening and subsequent reporting to HUD.

c. Addressees will cooperate in every way with the real property utilization survey teams (comprised of representatives from GSA, OPNAV, and Engineering Field Divisions (EFD)), provide assistance and recommendations as necessary, and provide pertinent records and plans relative to real property utilization. Enclosure (2) contains specific procedures for these surveys.

5. Responsibilities

a. Chief of Naval Operations will

(1) Act as a focal point for real property utilization survey coordination within the Department of the Navy.

(2) Provide assistance and guidance to activity commanding officers in preparing for and in handling a property utilization survey.

(3) Accompany GSA and the activity on property utilization surveys of designated activities to assure accuracy and quality of reviews.

(4) Develop and promulgate criteria and procedures based on references (a) through (d) for periodic updating of land utilization analyses, and for conducting and documenting the annual land utilization review.

(5) Issue guidance in compliance with the McKinney Act to ensure timely reporting to HUD of appropriate properties.

b. Major claimants will

(1) Provide planning and programming guidance to activities to support timely land utilization determinations.

(2) Review real property utilization documentation and Annual Real Property Utilization Review Reports for (1) conformance and compliance with references (a) through (c), and (2) provide specific comments and recommendations to CNO (OP-44E) relative to land considered excess, unutilized, or underutilized but considered necessary for retention by the Navy.

(3) Comment and provide information as necessary to CNO (OP-44E) for response to GSA or Department of Defense (DOD) on survey reports.

(4) Review real property utilization documentation for submission under reference (d) for consistency with resource requirements.

(5) Ensure activity compliance with annual reporting requirements during Inspector General audits.

c. Activity Commanding Officers will

(1) Conduct the Annual Real Property Utilization Review in accordance with reference (b), prepare the report, and forward the report to reach CNO (OP-44E) by 1 October via the chain of command with copy to the cognizant EFD, as described in enclosures (1) through (3). In cases where land and improvements are under the cognizance of different activities and major claimants, Class I property owners have the responsibility for submitting annual reports. Class I and II owners should coordinate to ensure inclusion of information for Class II properties. (R

(2) Assist the Naval Facilities Engineering Command in the updating of activity master plans to include current real property utilization information.

(3) Initiate necessary actions to dispose of property determined to be excess to the requirements of the activity.

(4) Inform CNO (OP-44E), upon notification by GSA, of a scheduled Real Property Utilization Survey.

(5) Cooperate and provide assistance in the execution of a Real Property Utilization Survey following the guidelines of reference (b), and as outlined in enclosure (2).

(6) Provide information as necessary to CNO (OP-44E) for response to GSA on survey reports.

(7) Comply with McKinney Act requirements for notification to HUD of appropriate properties, as described in enclosure (3). (R

d. Commander, Naval Facilities Engineering Command will

(1) Revise and update real property utilization documentation during the periodic update of activity master plans.

(2) Provide planning and technical assistance relative to Real Property Utilization Surveys, including representation on the survey team.

(3) Provide assistance in the preparation of documentation required by HUD to comply with the McKinney Act. (R

(4) Submit Navy reports of excess, unutilized, and underutilized properties to HUD.

6. Action. Addressees shall execute their responsibilities relative to land utilization following this instruction.

7. Reports. Report symbol OPNAV 11011-6 is assigned to the Annual Land Utilization Review Report contained in paragraph 4a and is approved for three years from the date of this directive.

8. Form. OPNAV 11011/3 (8-89), Federal Property Information Checklist can be obtained from cognizant Engineering Field Divisions.

S. R. ARTHUR
Vice Admiral, U. S. Navy
Deputy Chief of Naval
Operations (Logistics)

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ANNUAL REAL PROPERTY UTILIZATION DOCUMENTATION

1. General. Reference (a) requires that the Navy identify and release all land and improvements that are no longer essential to its mission and responsibilities. The Executive Order also requires that GSA establish uniform procedures to facilitate the determination of land utilization. As such, the definitions and guidelines developed by GSA are listed in this enclosure and shall be used to establish the level of land utilization and to identify nonessential or excess land at shore activities. Reference (c) further clarifies the definitions and criteria. Reference (d) requires federal agencies to also notify HUD of all Class I and II (R property which is not utilized or is underutilized.

2. Format. The Annual Real Property Utilization Review Report for all Class I and II properties may be formatted and developed in either one of the following methods, dependent upon the nature of the changes in real property utilization since preparation of the previous Annual Real Property Utilization Review Report. Reference (a) has assigned report symbol OPNAV 11011-6 to the annual report.

a. A letter stating that no change in real property utilization has occurred since the previous report.

b. A report documenting changes in real property utilization which have occurred since the last annual report was submitted.

3. Definitions

a. Fully Utilized. An entire property, or portion thereof, with or without improvements, which is being put to the highest and best use for current program purposes.

b. Not Utilized. An entire property, or portion thereof, with or without improvements, which is not being occupied for current program purposes or is occupied in caretaker status only. (Land which provides necessary separation for aviation safety or explosives quantity distance is considered to be fully utilized; however, such distance must be clearly specified by written Navy directive.)

c. Underutilized. An entire property, or portion thereof, with or without improvements, which is being used:

(1) At regular periods, or intermittently, for current program purposes.

(2) For current program purposes that can be satisfied with only a portion of the property.

4. Guidelines. The following general guidelines, along with mission fulfillment requirements shall be considered in classifying property use and in developing the Annual Real Property Utilization Review Report.

a. To determine if the property is being put to its highest and best use, consider such aspects as:

(1) Surrounding neighborhood, zoning, and other environmental factors;

(2) Whether all use is compatible with state, regional, or local development plans and programs.

(3) Whether Navy use of the property would be justified if an equivalent commercial rental charge for its use were added to the program costs for the function it is serving.

b. Are operating and maintenance costs excessive? Do the location, site, physical condition, or excessive operating and maintenance costs cause continued utilization and ownership to be unjustified, operationally or economically?

c. Will contemplated changes to the activity's mission, task and/or functions alter property requirements?

d. Is all the property absolutely essential for program requirements?

e. Are buffer zones kept to an absolute minimum?

f. Is present property inadequate to serve contemplated future plans?

g. Can net savings be realized by the Navy through relocation considering property values, cost of moving, occupancy, and increased efficiency of operations?

h. Have developments on adjoining nonfederally-owned land or public access of road right-of-ways granted across government-owned land rendered the property, or any portion thereof, unsuitable or unnecessary for program requirements?

i. If federal employees and/or military personnel are housed in government-owned residential property, is the local market willing to acquire government-owned housing, or can it provide the necessary housing and other related services, thereby enabling the government-owned housing area to be released?

j. Can the property be disposed of and program requirements satisfied through reserving rights and interests to the government in the property if it is released?

k. Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, and utility systems?

l. Is any land being retained merely because it is considered undesirable property due to topographical features or encumbrances for right-of-ways?

m. Is land being retained merely because it is land-locked?

n. Is there land or space in Navy-owned buildings which can be made available for utilization by others within or outside the federal government on a temporary basis?

5. A Real Property Utilization Map must show all Class I and II (R property on the activity's plant account, including in-leases, out-leases, permits, licenses, easements, etc.

a. The map will be annotated to show the following:

(1) Highlighted exterior boundary lines;

(2) The total acreage contained within each land use;

(3) Existing land utilization on the activity;

(4) Existing zoning or major land uses of adjoining property, such as residential, park, forest, woodland, cropland, environmental/conservation areas, grazing lands and commercial or industrial areas (name specific industries that may affect activity land use);

(5) Outlined areas of Navy-owned land utilized by non-Navy parties and lists of use, such as agricultural leases;

(6) Aircraft clear zones, accident potential zones, flight safety zones and aviation easements required by specific criteria;

(7) Noise impact zone contours;

(8) Explosives safety distances around storage and handling areas and facilities; and

(9) Radio Frequency Interference (RFI) zones around receiver facilities, and electromagnetic radiation (EMR) hazardous zones around transmitting facilities.

b. Functional areas will be shaded with the following color codes:

(1) Black. Station boundaries will be outlined with a heavy black line.

(2) Light blue. All water areas, whether or not within Navy property.

(3) Olive. Recreation areas.

(4) Red. Built-up area, including administrative, hospital, berthing and messing, shops, research and development, warehouse, waterfront and airfield operations.

(5) Yellow. All family housing areas.

(6) Pink. Large operational areas, such as training areas, maneuver areas, or large drill fields.

(7) Orange. All operationally constrained or contaminated land including:

(a) Explosives Safety Quantity Distance (ESQD) requirements - inhabited explosives quantity distance requirements shall be shown based on the actual allowable explosives capacity of the structure. If the ESQD falls outside the activity property line, the area beyond the property line will be cross-hatched in orange and the waiver authority cited adjacent to or within the area designated.

(b) Petroleum, oil and lubricant (POL) storage. POL storage safety areas will be identified relative to source and shown within the radius of the zone (indicated in feet).

(c) Radio Frequency (RF) and Electromagnetic Radiation (EMR) Hazard Zones. Radio Frequency and Electromagnetic Radiation (HERO-Ordnance; HERF-Fuel; HERP-Personnel) hazard zones shall be identified relative to source and shown within the radius of the zone (indicated in feet). If the hazard zone falls outside the activity property line, the area beyond the property line shall be cross-hatched in orange.

(d) Airfield clear zones, accident potential zones (APZ), noise zones and airfield clearance easements required by airfield safety criteria shall be identified. If any of these uses fall upon another color coded function use, apply orange cross-hatching over the other color.

(e) Firing ranges. Firing ranges, including indications of the firing line and all impact and danger areas.

(f) Contaminated areas. Areas considered contaminated because of chemicals, bomb disposal or impact, ordnance or radioactive material.

c. Real Property Utilization Identification. The utilization of property shall be highlighted according to the following:

(1) Fully Utilized. Use color code of functional land use.

(2) Not Utilized. Use color code white.

(3) Underutilized. Use color code of functional land, but cross-hatch in black.

(4) Not being put to optimum use. Use color code of functional land use with explanatory note.

SURVEY PROCEDURES AND EXECUTIVE AGENCY DUTIES FOR REAL PROPERTY UTILIZATION SURVEYS

1. General. Every naval activity within the geographic area discussed in the basic instruction with Class I and Class II (R
property holdings should expect a Real Property Utilization Survey or resurvey by GSA or DOD, under the authority of reference (a) at some time in the future. Upon completion of a survey the results are forwarded to the Secretary of the Navy. In order to avoid the possibility of misunderstanding or premature publicity, preliminary survey findings are normally not discussed at the time of the survey.

2. Formal Surveys. These surveys consist of an on-site detailed (R
survey of all land and improvements along with a complete review of all relevant data relative to the type and degree of use. These surveys involve: (1) a written report provided by the activity with detailed information on land and facility utilization; (2) a formal command briefing; (3) ground level and, on occasion, aerial tours to review real property holdings; and (4) discussion with activity officials concerning real property utilization and mission fulfillment requirements.

3. Survey Procedures. Reference (b) provides the procedures under which GSA will conduct surveys of property holdings of all executive agencies. The procedures are also used by all other federal agencies in assessing and conducting surveys of real property utilization. Reference (b) provides for the following:

a. The head of the field office of the agency having accountability for the facility will be notified in advance of a scheduled GSA survey and furnished at the time with a copy of the regulations (reference (b)).

b. The head of the field office shall arrange for an appropriate official of the executive agency having necessary authority, and who is sufficiently knowledgeable concerning the property and current and future program uses of the property, to be available to assist the GSA representative in the survey.

c. To facilitate the GSA survey, executive agencies will:

(1) Cooperate fully with GSA in its conduct of surveys.

(2) Make available to the GSA survey representative records and information pertinent to the description and to current and proposed use of the property such as:

(a) Brief description of facilities (number of acres, buildings, and supporting facilities).

(b) The most recent real property utilization report or analysis made of the property including the written record of the annual review made by the agency together with any supporting documents.

(c) Detail maps which show property boundaries, major land uses, improvements, safety zones, proposed uses, and regulations or other authorizations that sanction the usage made or proposed for individual parcels or the entire property; drawings; and layout plans.

(3) Upon receipt of notification of a pending GSA survey, the executive agency shall initiate action immediately to provide the GSA representative with an escort into classified or sensitive areas or to inform that representative of steps that must be taken to obtain necessary special security clearances or both.

4. Responsibilities. Activity commanding officers shall:

a. Upon notification of a scheduled GSA property survey immediately notify CNO (OP-44E) and provide the following information:

(1) Date of scheduled survey.

(2) Prevailing conditions and circumstances which will delay or preclude admittance of the survey team.

(3) Problems anticipated, if any, during the survey.

b. Prepare a written report documenting real property utilization in accordance with number 5. of this enclosure. A draft copy of the report should be made available to CNO (OP-44E) at least 30 days prior to the survey.

c. Make available to the survey team, at least two weeks prior to the survey, the report and any additional information, as needed, and accord the team all necessary assistance and privileges (including escorts) incidental to effective completion of the survey. (R

d. Present and fully justify to the survey team the Navy's use and need for the real property under its present control or planned for future use.

e. Provide information as necessary to CNO (OP-44E) for the Secretary of the Navy to reply to GSA with concurrence or reclama of a survey report.

5. Written Report Guidelines. The written report shall be prepared with detailed information on the following. A draft copy shall be provided to CNO (OP-44E) for review at least 30 days prior to the survey and a final copy shall be provided to the GSA survey team at least two weeks in advance.

a. Name and location of activity or facility.

b. Mission statement or purpose of activity and present utilization.

c. History of facility including acquisitions, disposals, and total cost of land and improvements.

d. List of all fee-owned land, easements, and other interests.

e. How property was acquired (withdrawn, condemnation, fee, and any reversionary interests).

f. Surrounding land uses.

g. Improvements: list and number of buildings, structures, and other facilities by type of use, total square footage. Identify any vacant buildings.

h. List of tenant activities and missions.

i. Number and type of personnel.

j. Mineral activity. Statement of any significant mineral deposits on the property and any mineral exploration of the property or in the vicinity.

k. Historic or cultural significance. Identify buildings and/or areas listed on the National Register of Historic Places.

l. Existence of floodplains or wetlands.

m. Prospective utilization of property. Discuss future plans for use of property. Indicate if approved or proposed, in 5-year plan, etc. Discuss plans for expansion, reduction or change in mission of activity.

n. Current trends of real property development in the area, particularly adjacent to property.

o. Effect of activity on local economy.

p. Color coded map showing utilization. Refer to enclosure (1) for preparation guidelines.

q. Vicinity map showing property in relation to the surrounding area.

r. Annual Real Property Utilization Review Report (see enclosure (1) for guidance).

PROCEDURES FOR COMPLIANCE WITH THE STEWART B. MCKINNEY ACT (A

1. General: In compliance with reference (d), controlling agency heads are required to identify, by survey, real property which is excess, unutilized, or underutilized. References (a) and (b) provide the mechanism for conducting such surveys.

2. Survey procedures. If Class I or II property is identified by an activity during a survey, information about the property shall be provided on enclosure (4) and forwarded through the chain of command to the major claimant for review and concurrence. If the major claimant concurs, the property shall be reported to the Naval Facilities Engineering Command (NAVFACENGCOM) Engineering Field Division (EFD) for screening within the Department of Defense (DOD). If there is no DOD interest in the property, it shall be submitted to NAVFACENGCOM for consolidation and reporting to the Department of Housing and Urban Development (HUD). NAVFACENGCOM will coordinate with CNO (OP-44E) to provide HUD with preliminary notification of availability of the property.

3. Determinations. HUD will determine the suitability of the property for use by the homeless and publish a notice of its determination in the Federal Register within 60 days of receipt of the Navy's submission of a property. The Navy then has 30 days after notification of suitability to provide final notification of availability. Such notice shall include a statement as to whether the property is excess, can be made available to the homeless on an interim basis (at least one year) or reasons why the property is not available. If the property is excess, the Navy reports the property to GSA. If the property is unutilized or underutilized and will be retained by the Navy, but is available for use by the homeless, then the Department of Health and Human Services (HHS) will screen homeless assistance groups to determine those which qualify for use of the property. If a group desires use of the property on an interim basis, and the Navy concurs, the Navy shall execute a lease with the group for a period of at least one year.

4. Outleasing

a. Properties proposed for outleasing to a tenant who will provide no benefit to the Navy (other than rental) are subject to reporting under the McKinney Act and a determination of suitability by HUD.

b. If leased to a homeless group, no charge can be required for the space. All other costs shall be the responsibility of the homeless group.

5. Exclusions. The following actions or situations do not require implementation of the McKinney Act:

a. Properties that specific legislation has directed to be either sold or transferred;

b. Demolition of dilapidated structures on government property if the underlying land is not designated as underutilized;

c. Properties under easement which are being transferred to local governments;

d. Properties to be conveyed to landholders adjacent to military installations where the landholders are currently using the property;

e. Intrabranch (DOD) property transfers where the branch receiving title already utilizes the property;

f. Properties to be leased to private entities which provide services to the military;

g. Properties which have restrictions limiting their use specifically to "Navy use" or "military use".

TITLE V OF THE STEWART B. McKINNEY HOMELESS ASSISTANCE ACT
FEDERAL PROPERTY INFORMATION CHECKLIST

Instructions: (1) Use this form or a facsimile thereof;
(2) Complete all items below - use N/A where item is not applicable.

1. Federal Landholding Agency: _____

2. Property Name and Address: _____

ADDRESS: STREET CITY COUNTY STATE

3. Property Description: Building _____ Vacant Land _____
Other _____ (Identify Easement, Air Space, etc.)

_____ Excess; _____ Surplus; _____ Unutilized; _____ Underutilized

a. Building

(1) Age: _____
(2) Structure type:
(3) Size (Useable square feet per floor): _____
(4) Number of Floors: _____
(5) Current use: _____ If occupied indicate: _____

(a) Percentage of total space occupied or utilized: _____%

(b) Expiration date of any existing lease or renewal period: _____

(c) Current license or use restrictions (if any):
_____

b. Vacant Land (Complete when building(s) do not fully occupy site)

(1) Size: _____

(2) Improvements (e.g., paved): _____

(3) Current use: _____ If occupied, indicate: ___
_____

SAMPLE

(a) Percentage of total land area occupied or utilized: _____

(b) Expiration date of any existing lease or renewal period: _____

(c) Current license or use restrictions (if any): _____

4. Condition of Building: Meets or has potential to meet the following criteria:

a. Operating sanitary facilities: Yes ____ No ____

b. Potable water: Yes ____ No ____

c. Electric power: Yes ____ No ____

d. Heating facilities adequate for climate: Yes ____ No ____

e. Structurally sound foundation, floors, roofs and exterior and interior walls: Yes ____ No ____: Estimated Rehabilitation Cost: (1) Occupancy: $_____
(2) Storage: $_____

5. Condition of Vacant Land: Meets or has potential to meet the following criteria:

a. Operating sanitary facilities: Yes ____ No ____
b. Potable Water: Yes ____ No ____
c. Utilities: Yes ____ No ____

6. Access

a. Is the property accessible by road?

Yes ____ No _____ Indicate

(1) Distance to nearest road: _____ Miles

(2) Estimated cost of providing access: $_____

7. Environmental Suitability

a. Is the property subject to contamination by toxic or hazardous waste:

No ____ No Survey Completed ____ Yes ____

If "Yes" Identify:

(1) Basis for Determination (Submit Document): _____

(2) Nature of Contaminants: _____

(3) Location of Contaminants: _____

(4) Extent (percentage of building or number of acres affected) of contaminants: _____

(5) Any scheduled clean-up plans (including projected date of completion and estimated cost, if known): _____

b. Is an industrial/commercial facility handling flammable or explosive material (excluding underground storage) located on the property or within 2,000 feet of its boundary?

No ____ Yes ____ If "Yes", Indicate:

(1) Number of acres located more than 2,000 feet from such facility: _____ acres; _____ percentage of site.

(2) Nature of the facility: _____

c. Is any portion of the property located within an airport runway clear zone?

No ____ Yes ____; Indicate that portion (percentage) of the property which is so located: _____

d. Is any portion of the property located in the "floodway" of a 100 year floodplain based on a flood study prepared under the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001-4128) under the definition of "Floodway" used by either the Army Corps of Engineers or by the Federal Emergency Management Agency (FEMA)?

No ____ (assumed if no study has been completed) Yes ____

Enclosure (4)

* "Floodway" generally means that portion of the floodplain which is effective in carrying flow, where the flood hazard is generally the greatest, and where water depths and velocities are the highest.

For properties over 15 acres, indicate the percentage of the land area located in the floodway: _____%

e. Is the property impacted by any other known environmental condition which might jeopardize the safety of occupants of the property (e.g., friable asbestos, periodic flooding)?

No ____ Yes ____; Indicate:

(1) Basis for determination (submit document): _____

(2) Nature of condition: _____

(3) Extent of condition: _____

(4) Location of condition: _____

8. Security

a. Is the property located in a secure facility to which the general public is denied access?

No ____ Yes ____

b. If the answer to item 8 is "Yes", can alternative access be provided for the general public without compromising security requirements?

No ____ Yes ____; Indicate:

(1) Method for providing access: _____

(2) Estimated cost: $ _____

SAMPLE

9. Limitations on Use

a. Are there now, or are there anticipated to be, any limitations on the use of this property to assist the homeless for a period of one year or more?

No ____ Yes ____

b. If the answer to item 9 "a" is "Yes":

(1) Describe the limitation: _____

_____

_____

(2) Does the limitation currently exist? Yes ____ No ____

(3) If "No", when will any limitation take effect:

_____
Date of Effect

Checklist Contact Person: _____
Name Title

Telephone Number: _____

Date: _____

SAMPLE

Enclosure (4)