

(Sept 1999)

Before a site can be considered, there must be a need established as set forth in one or more of the department's programs or plans.

After the need has been established and set forth, the manpower, equipment, and facility requirements are stipulated in the Department's Blue Book.

The next step toward fulfillment of the need is scheduling land acquisition and development in the department's Ten-Year Capital Outlay Building Program. The position of a particular acquisition or development project will depend upon its priority in relation to other Capital Outlay needs within a region and the department. After the annual approval of the updated Ten-Year Capital Outlay Building Program, it is then necessary to give consideration to detailed selection of sites. It is very important that the site selection process be initiated early and completed prior to the budget request for the specific land acquisition, or prior to the request for lease of a site. Note, however, that CDF policy requires that permanent facilities be established on land owned by the state or under lease for at least 25 years. As current leases expire, every effort must be made to acquire the land in fee simple prior to the expiration of the lease. Site selection should, therefore, be initiated at least 5 years ahead of the expiration date. Note also that the budget request for the selected site must precede the Capital Outlay construction budget request by two years.

If analysis of the improvements at an existing CDF site indicate the need for almost total replacement, due to age or obsolescence, the Phase I and Phase II criteria set forth in Sections 3323.1 and 3323.2 apply as though a new site were being selected.

There are various required plans, reports and documents to be completed and approved prior to site acquisition. A brief summary of the major actions required by many state agencies, and sections of CDF relative thereto, are given in Section 3333.2 as the Acquisitions Procedures Checklist.

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