**REUSE APPLICATION FOR SURPLUS STATE PROPERTY**

**Direct Proposals To:**

Office of Policy and Management

450 Capitol Avenue

Hartford, CT 06106

Attention: Paul F. Hinsch

Proposals must include the information outlined below. All information is required unless otherwise noted. Clearly label and number each section of your reuse proposal.

**Section #1 - Property Information**

1. Provide the property address and town.

**Section #2 - Agency Contact Person Information**

1. Provide the name, mailing address, phone number and email address of a contact person at your agency who can answer questions concerning this reuse proposal.

**Section #3 - Transmittal Memo**

1. Provide a transmittal memo addressed to the Secretary of the OPM which has been signed by your agency head.

**Section #4 - Program Description**

1. Provide a detailed narrative as to how your agency anticipates using the property.
2. Indicate if this program is mandated by federal, state or local law.
3. Indicate if the proposed reuse represents a new program, the expansion of an existing program, or the relocation of an existing program.

**Section #5 - Implementation Schedule**

1. Provide a detailed timeline for the development and reuse of this property.

**Section #6 - Budgetary Information**

1. Provide a detailed five (5) year operating and capital budget which outlines the anticipated cost/revenue sources for the reuse of this property as well as the implementation of the associated program.

**Section #7 - Alternative Options**

1. Provide a detailed description as to where and how your agency will house and implement the program if your agency is not able to reuse this specific property.

**Section #8 - Additional Documentation (optional)**

1. Include any additional, relevant, supporting documentation.