

Use Case 020.RPM.L2.02 Beneficial Conveyance of Historic Federally owned Building to State Government

End-to-End Business Process: 020.Acquire-to-Dispose

Business Scenario(s) Covered

- L2.02 Heritage Real Property
- L2.07 State Government Requests Surplus Real Property

Business Actor(s):

GSA Public Building Service, National Park Service, Finance Office, Procurement Office, State Government, State Historic Preservation Officer

Synopsis

A state government's expression of interest in a surplus Federally-owned building is evaluated by GSA Public Building Service (PBS) and the historical status of the building is identified. A determination is made that the adverse effects associated with the potential transfer of the historic building to the state government may be mitigated through the inclusion of a preservation clause, and a request for concurrence with the decision to include a preservation clause to mitigate the adverse effects is provided to the State Historic Preservation Office (SHPO). Concurrence from the SHPO is received, and a memorandum of agreement is developed to document resolution of the adverse effects associated with the potential transfer of the historic building to the state government. A notification of the state government's interest in the surplus historical building is developed and provided to the National Park Service (NPS) Historic Surplus Property Program.

A request for a formal application for beneficial conveyance of the historic building, including the state government's preservation plan, use plan, and financial plan, is developed, and provided to the state government. The state government's application for the surplus historic building, including a description of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes, is submitted. The application for the historical building, including the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes, is provided to the NPS Historic Surplus Property Program for review. The state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes are evaluated against national standards for the use and rehabilitation of historic assets, and the preservation plan and rehabilitative changes are determined to be sufficient to ensure preservation of the historic building. The state government's intended use and rehabilitative changes are approved, and a recommendation to proceed with the transfer, including approval of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes, is provided to GSA PBS. The application for the surplus historical building is evaluated and approved. The building is transferred at 100% discount, without charge, to the state government. A deed documenting the conveyance of the historic building and site is developed, including a preservation clause requiring the long-term preservation of the historic building and a reversionary clause, is filed with appropriate authorities, and ownership of the building is transferred. The building is inspected periodically during the term of the reversionary clause to ensure it continues to meet its intended use and that its historic purpose is preserved.

Assumptions and Dependencies

General FIBF

- 1.1 There is no presumption as to which events are executed by which business actor.
- 1.2 There is no presumption as to which events are automated, semi-automated, or manual.
- 1.3 There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities and between provider solutions/systems.
- 1.4 All predecessor events required to trigger the Initiating Event have been completed.

Business Use Case Specific

- 2.1 Any of the business actors performing an RPM event have access to the RPM solution/service.
- 2.2 Any of the business actors performing an ACQ event have access to the ACQ solution/service.
- 2.3 Any of the business actors performing an FFM event have access to the FFM solution/service.
- 2.4 Government-wide and organization-specific real property regulations, policies, guidance, and standards have been established.
- 2.5 The real property program strategy and plans have been established.
- 2.6 The historic building being transferred is a multiple use historic asset.
- 2.7 All appropriate options for continued Federal use of the historic asset have previously been exhausted by the Federal government.
- 2.8 The historic building has previously been determined to be surplus to the Federal government's needs.
- 2.9 The surplus historic building has been decommissioned and all Federal personal property removed.
- 2.10 The surplus historic building has previously been deemed eligible for the National Register.
- 2.11 A surplus screening notice containing a brief description of the historic building and its availability for public benefit conveyance has previously been published.
- 2.12 There are no special circumstances that may encumber the conveyance of the historic building (e.g., asbestos found, antitrust law violation concerns).
- 2.13 The state government's application for the historic building is complete and contains accurate information.

- 2.14 GSA PBS has sufficient budget to take appropriate actions to transfer the building to the state government.
- 2.15 There are no significant issues with the deed or title when transferring the historic building and site.
- 2.16 There are no violations of intended use or proper preservation of historical purpose by the state government of the historic building.

Federal Records Management

- 3.1 In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during RPM events (Business Use Case Inputs or Outputs) that are considered RPM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR).
- 3.2 For each type of RPM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- 3.3 During the retention period of an RPM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).
- 3.4 Once an RPM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

Initiating Event	A state government submits an expression of interest in a surplus Federally-owned building to an appropriate Federal point of contact.
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Typical Flow of Events

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
1	<p>a. Capture state government's expression of interest in a surplus Federally owned building</p> <p>b. Evaluate state government's expression of interest, identify and document the historic status of the surplus Federally owned building, and record results</p> <p>c. Evaluate potential transfer of the surplus historic building to the state government, determine that the only adverse effects involve the transfer of the property, and record results (RPM.060.040 Real Property Asset Disposal)</p>		<ul style="list-style-type: none"> Letter of interest for a surplus Federally-owned historic building^(FR) Real property asset record information 	<ul style="list-style-type: none"> Evaluation results concerning letter of interest for a surplus Federally-owned historic building^(FR) Determination of the historic status of the surplus Federally owned building^(FR) Determination that that the only adverse effects involve the transfer of the property^(FR) Evaluation results concerning potential transfer of the surplus historic building to the state government^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
2	<p>a. Determine and document that the adverse effects associated with the potential transfer of the historic building to the state government may be mitigated through the inclusion of a preservation clause</p> <p>b. Develop and document preservation clause for use in potential transfer of the surplus historic building to the state government</p> <p>c. Develop and document preservation clause for use in potential transfer of the surplus historic building to the state government</p> <p>d. Develop and document reversionary clause for use in potential transfer of the surplus historic building to the state government</p> <p>e. Develop, document, and provide a request for concurrence with the decision to include a preservation clause to mitigate the adverse effects to the State Historic Preservation Office, including intended preservation clause (SHPO)</p> <p>(RPM.060.040 Real Property Asset Disposal)</p>		<ul style="list-style-type: none"> • Evaluation results concerning letter of interest for a surplus Federally-owned historic building^(FR) • Determination of the historic status of the surplus Federally owned building^(FR) • Determination that that the only adverse effects involve the transfer of the property^(FR) • Evaluation results concerning potential transfer of the surplus historic building to the state government^(FR) 	<ul style="list-style-type: none"> • Determination that adverse effects associated with the potential transfer of the historic building to the state government may be mitigated through the inclusion of a preservation clause^(FR) • Preservation clause for use in potential transfer of the surplus historic building to the state government^(FR) • Reversionary clause for use in potential transfer of the surplus historic building to the state government^(FR) • Request for concurrence with the decision to include a preservation clause to mitigate the adverse effects, including intended preservation clause^(FR)

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3	<p>a. Capture concurrence from the State Historic Preservation Office (SHPO)</p> <p>b. Develop and document memorandum of agreement describing resolution of the adverse effects associated with the potential transfer of the historic building to the state government</p> <p>c. Develop, document, and provide notification of the state government's interest in the surplus historic building to the National Park Service (NPS) Historic Surplus Property Program</p> <p>d. Develop, document, and provide a request for a formal application, including a preservation plan, use plan, and financial plan, for beneficial conveyance of the requested historic building, along with contact information for the National Park Service (NPS) for assistance with the application, to the state government</p> <p>(RPM.060.040 Real Property Asset Disposal)</p>		<ul style="list-style-type: none"> Concurrence from the SHPO 	<ul style="list-style-type: none"> Notification of the state government's interest in the surplus historic building^(FR) Request for a formal application, including a preservation plan, use plan, and financial plan, for beneficial conveyance of the requested historic building, along with contact information for the National Park Service (NPS) for assistance with the application^(FR)

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4	<p>a. Capture request for feedback on application for beneficial conveyance of the requested historic building, including specific questions and concerns about the application and preservation of the historic building, from the state government</p> <p>b. Develop, document, and provide feedback on application for beneficial conveyance of the requested historic building to the state government (RPM.060.040 Real Property Asset Disposal)</p>		<ul style="list-style-type: none"> Request for feedback on application for beneficial conveyance of the requested historic building, including specific questions and concerns about the application and preservation of the historic building^(FR) 	<ul style="list-style-type: none"> Feedback on application for beneficial conveyance of the requested historic building to the state government^(FR)

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5	<p>a. Capture state government's application for the surplus historic building, including a description of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes</p> <p>b. Develop, document, and provide request for review of the state government's application for the surplus historic building, including a description of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes, to the National Park Service (NPS) Historic Surplus Property Program</p> <p>(RPM.060.040 Real Property Asset Disposal)</p>		<ul style="list-style-type: none"> State government's application for the surplus historic building, including a description of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes^(FR) 	<ul style="list-style-type: none"> Request for review of the state government's application for the surplus historic building, including a description of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
6	<p>a. Receive request for review of the state government's application for the surplus historic building, including a description of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes</p> <p>b. Evaluate state government's application for the surplus historic building against national standards for the use and rehabilitation of historic assets and record results</p> <p>c. Determine that the preservation plan and rehabilitative changes are sufficient to ensure preservation of the historic building, approve the preservation plan and rehabilitative changes, and document results</p> <p>d. Develop, document, and provide recommendation to proceed with the transfer, including approval of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes, to GSA Public Building Service (PBS)</p> <p>(RPM.060.040 Real Property Asset Disposal)</p>		<ul style="list-style-type: none"> Request for review of the state government's application for the surplus historic building, including a description of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes^(FR) 	<ul style="list-style-type: none"> Evaluation results concerning state government's application for the surplus historic building against national standards for the use and rehabilitation of historic assets^(FR) Determination that the preservation plan and rehabilitative changes are sufficient to ensure preservation of the historic building Approval of the state government's intended use, preservation plan Recommendation to proceed with the transfer, including approval of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes^(FR)

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7	<p>a. Receive recommendation to proceed with the transfer, including approval of the proposed rehabilitative changes, from the National Park Service (NPS) Historic Surplus Property Program</p> <p>b. Evaluate the state government's application for the surplus historic building to determine GSA Public Building Service (PBS) approval, approve the application, and record results</p> <p>c. Develop and document schedule for periodic inspection of use of the historic building</p> <p>d. Develop, document, and provide award letter for the transfer of the historic building and site, including a confirmation that the building will be transferred at no cost to the state government and schedule for inspections</p> <p>(RPM.060.040 Real Property Asset Disposal)</p>		<ul style="list-style-type: none"> Recommendation to proceed with the transfer, including approval of the state government's intended use, preservation plan, financial plan, and proposed rehabilitative changes^(FR) 	<ul style="list-style-type: none"> GSA PBS evaluation results concerning state government's application for the surplus historic building^(FR) GSA PBS approval of the state government's application for the surplus historic building^(FR) Schedule for periodic inspection of use of the historic building^(FR) Award letter for the transfer of the historic building and site, including a confirmation that the building will be transferred at no cost to the state government and schedule for inspections^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
8	<p>a. Develop and document deed for transfer of title to the surplus Federally owned building and site to the state government, including preservation clause requiring the long-term preservation of the historic building and reversionary clause</p> <p>b. Execute deed for transfer of title to the surplus Federally owned building and site to the state government, including preservation clause requiring the long-term preservation of the historic building and reversionary clause, and record with the appropriate authorities (RPM.060.040 Real Property Asset Disposal Management)</p>	.	<ul style="list-style-type: none"> • Preservation clause for use in potential transfer of the surplus historic building to the state government • Reversionary clause for use in potential transfer of the surplus historic building to the state government • State-government signed award letter for the transfer of the historic building and site • Schedule for periodic inspection of use of the historic building^(FR) 	<ul style="list-style-type: none"> • Deed for transfer of title to the surplus Federally owned building and site, including preservation clause requiring the long-term preservation of the historic building and reversionary clause^(FR)
9	<p>a. Update real property asset record to reflect transfer and document results</p> <p>b. Provide updates to the real property asset record and supporting information to the real property asset inventory and the OMB-designated repository</p> <p>c. Develop, document, and provide request for information about the surplus Federally owned building and site to be updated to reflect the transfer (RPM.040.010 Real Property Asset Information Management)</p>		<ul style="list-style-type: none"> • Real property asset record^(FR) 	<ul style="list-style-type: none"> • Updates to the real property asset record^(FR) • Request for information about the surplus historic building and site to be updated to reflect the transfer

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10		Update asset information about surplus property to reflect transfer (FFM.060.030 Public Receivable Receipt Processing)	<ul style="list-style-type: none"> Request for information about the surplus Federally owned building and site to be updated to reflect transfer 	<ul style="list-style-type: none"> Appropriate real property asset information entries created with reference to source information
11	a. Conduct physical inspection of space in historic building and document results b. Evaluate state government's use of the space in the historic building, determine that the state government is adhering to the terms of the transfer, and record results (RPM.060.040 Real Property Asset Disposal Management)		<ul style="list-style-type: none"> Schedule for periodic inspection of use of the historic building^(FR) 	<ul style="list-style-type: none"> Physical inspection concerning the historic building^(FR) Determination that the state government is adhering to the terms of the transfer^(FR)