

STATE PROPERTIES COMMITTEE SUBMISSION APPLICATION

The State Properties Committee submission site is an application for agencies to submit their documentation for approval by the State Properties Committee. The submission requirements have not changed and follow what is required per the State Properties Committee Rules and Regulations.

LOG-IN

EXECUTIVE BRANCH USERS: Agencies within the Executive Branch must log in using the “Azure AD” option on the Dashboard

NON-EXECUTIVE BRANCH USERS: All other agencies must log in using the “Azure AD B2C: login. Non-Executive branch users must also create a sign up beforehand.

CREATE A SUBMISSION:

1. Select the “Create” button
2. Fill in the required information and select “Save and Continue”
3. Please refer to the different types of transactions that are listed below for what documentation is required for each transaction

1. ACQUISITION BY LEASE (PRELIMINARY REVIEW)

Required Documents:

Cover Memorandum

Action Request Form

Evidence of RI Commerce Corporation Notification

Other (option to submit additional documents)

2. ACQUISITION BY LEASE (FINAL APPROVAL)

- Check Box: Did this lease receive preliminary review? (Yes or No)
 - If No – Are you requesting a waiver of preliminary review? (Yes or No)
 - If Yes – Please briefly state the reason you believe the Committee should waive preliminary review

- Check Box: Does this lease require a resolution of the General Assembly pursuant to §R.I.G.L. 37-6-2(d)? (Yes or No)
 - If Yes – Has there been a resolution of the General Assembly for this Lease?

Required Documents:

Cover Memorandum

Action Request Form

Lease Agreement

Certificate of No Conflict of Interest

Certificate of Authority

Certificate of Disclosure

Certificate of Insurance

Evidence of RI Commerce Corporation Notification

Aerial photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

Other (option to upload additional documents)

3.ACQUISITION BY PURCHASE, GIFT OR DEVISE (FINAL APPROVAL)

Required documents:

Cover Memorandum

Action Request Form

Appraisal

Evidence of RI Commerce Corporation Notification

Purchase and Sale Agreement

Aerial Photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

Certificate of No Conflict of Interest

Certificate of Disclosure

Certificate of Authority

Other (option to upload additional documents)

4.ACQUISITION BY CONDEMNATION (FINAL APPROVAL)

Required documents:

Cover Memorandum

Action Request Form

Appraisal

Aerial Photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

Other (option to upload additional documents)

5. CONVEYANCE BY LEASE (PRELIMINARY REVIEW)

Required documents:

Cover Memorandum

Action Request Form

Appraisal or other determination of value

Evidence of RI Commerce Corporation Notification

Aerial Photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

Other (option to upload additional documents)

- Check Box: Does this lease require an Open Space and Natural Values Evaluation in accordance with §R.I.G.L. 42-17.9-1? (Yes or No)
 - If Yes – Upload the Open Space and Natural Values Evaluation

6. CONVEYANCE BY LEASE (FINAL APPROVAL)

- Check Box: Did this lease receive preliminary review? (Yes or No)
 - If No – Are you requesting a waiver of preliminary review? (Yes or No)
 - If Yes – Please briefly state the reason you believe the Committee should waive preliminary review

Required Documents:

Cover Memorandum

Action Request Form

Lease Agreement

Appraisal or other determination of value

Evidence of RI Commerce Corporation Notification

Certificate of Disclosure

Certificate of Authority

Certificate of Insurance

Aerial Photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

Other (option to upload additional documents)

7. CONVEYANCE BY LICENSE (FINAL APPROVAL)

Required documents:

Cover Memorandum

Action Request Form

Evidence of RI Commerce Corporation Notification

License Agreement

Certificate of Disclosure

Certificate of Authority

Certificate of Insurance

Aerial Photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

Other (option to upload additional documents)

- Check Box: Does this lease require an Open Space and Natural Values Evaluation in accordance with §R.I.G.L. 42-17.9-1? (Yes or No)
 - If Yes – Upload the Open Space and Natural Values Evaluation

8. GRANT OF EASEMENT (FINAL APPROVAL)

Required Documents:

Cover Memorandum

Action Request Form

Certificate of Disclosure

Certificate of Authority

Certificate of Insurance

Evidence of RI Commerce Corporation Notification

Aerial Photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

Other (option to upload additional documents)

- Check Box: Does this lease require an Open Space and Natural Values Evaluation in accordance with §R.I.G.L. 42-17.9-1? (Yes or No)
 - If Yes – a button to upload the Open Space and Natural Values Evaluation

9. CONVEYANCE BY SALE OR GIFT (PRELIMINARY REVIEW)

Required documents:

Cover Memorandum

Action Request Form

Evidence of RI Commerce Corporation Notification

Aerial Photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

Chief Purchasing Officer Approval

DEM Open Space Values and Natural Resources Evaluation

Division of Planning Evaluation

Other (option to upload additional documents)

10. CONVEYANCE BY SALE OR GIFT (FINAL APPROVAL)

Required documents:

Cover Memorandum

Action Request Form

Purchase and Sale Agreement and/or Deed

Appraisal

Certificate of Disclosure

Certificate of Authority

Aerial Photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

Other (option to upload additional documents)

11. TRANSFER OF LAND BETWEEN STATE AGENCIES (FINAL APPROVAL)

Required documents:

Cover Memorandum

Action Request Form

Aerial Photographs, dimensional site maps, locus maps, and/or other documentation that clearly displays the size, location, and condition of this subject property

DEM Open Space and Natural Resources Values Evaluation

Other (option to upload additional documents)