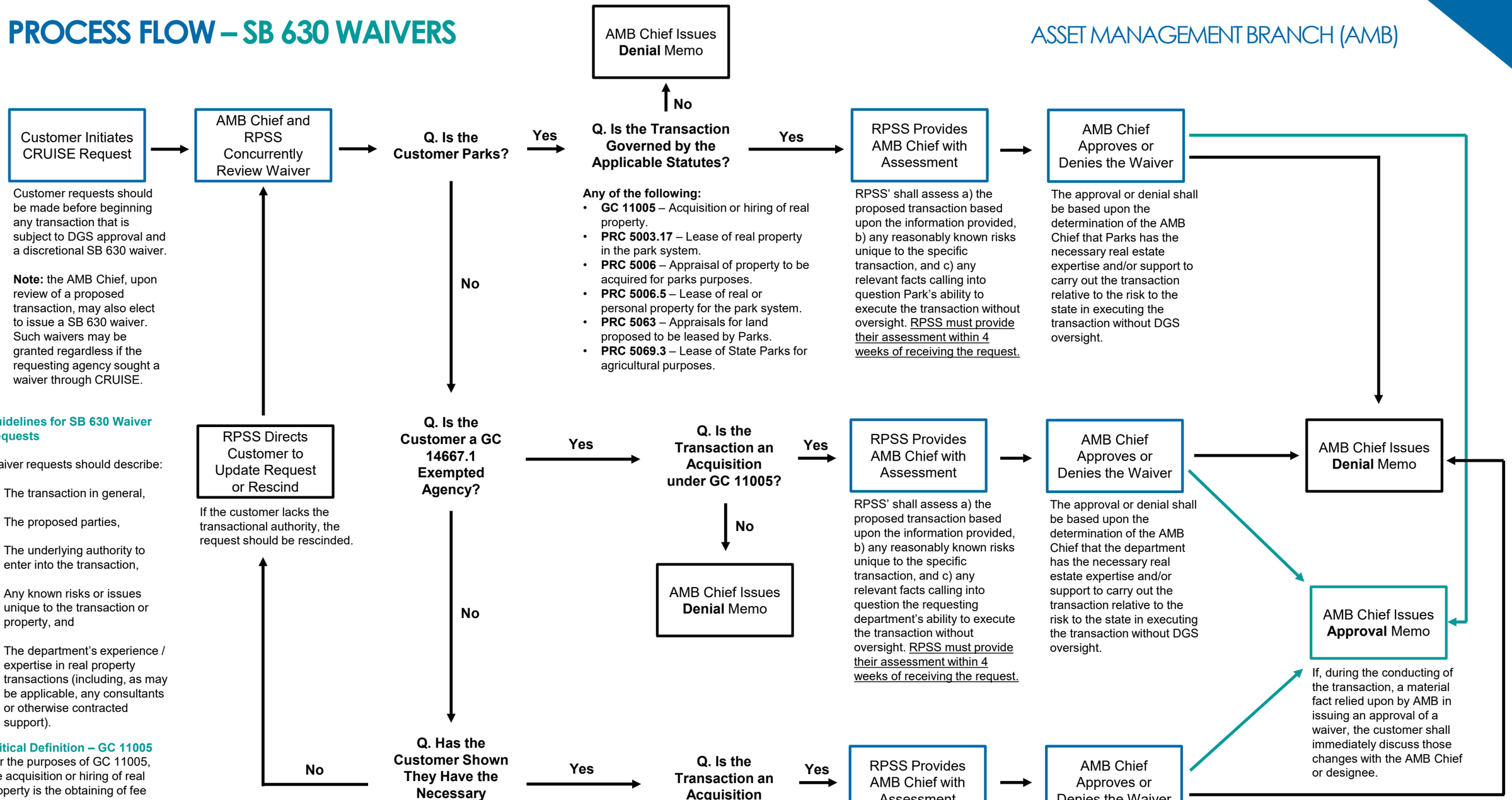
PROCESS FLOW – SB 630 WAIVERS

ASSET MANAGEMENT BRANCH (AMB)



Guidelines for SB 630 Waiver Requests

Waiver requests should describe:

1) The transaction in general,
2) The proposed parties,
3) The underlying authority to enter into the transaction,
4) Any known risks or issues unique to the transaction or property, and
5) The department's experience / expertise in real property transactions (including, as may be applicable, any consultants or otherwise contracted support).

Critical Definition – GC 11005

For the purposes of GC 11005, the acquisition or hiring of real property is the obtaining of fee ownership, or the obtaining of any lesser estate or interest (such as leases, easements, licenses or permits), in real property (including any existing improvements located on the real property).

Capital Outlay Relationship

Any transaction for which a department is seeking a waiver that is related to a current or planned Capital Outlay project (ex: the acquisition of property that supports such a project) is not subject to SB 630 Waivers unless a) for projects managed by DGS, the Chief of the Project Management and Development Branch concurs with the approval of the waiver, or b) for projects not managed by DGS, the Department of Finance concurs with the approval. For DGS-managed projects, AMB shall consult with PMDB prior to issuing an approval memo. For projects not managed by DGS, it is the responsibility of the requesting department to demonstrate that DOF has concurred.