

STANDARD SURPLUS LAND DISPOSITION CHECKLIST

1	<input type="checkbox"/> Declare land “surplus” and not necessary for the agency’s use, as supported by written findings, at a regular public meeting.
2	<p>Send Notice of Availability* (NOA) that includes customized cover letter with property description and location to all required entities:</p> <input type="checkbox"/> HCD via Surplus Land Portal <input type="checkbox"/> Local public entities (e.g., school district, tribes, county, etc.**) via Bcc email or certified mail <input type="checkbox"/> CalHFA certified housing sponsors via Bcc email or certified mail
3	<input type="checkbox"/> Receive all Letters of Interest (LOI) during the 60-calendar day period after local agency sends the NOA. Received an LOI? Go to Step #4. None received? Skip to Step # 6.
4	<input type="checkbox"/> Begin good faith negotiations with <i>all</i> entities that submitted a qualifying LOI (beginning on day 61 and for a minimum full 90-calendar day period).
5	<input type="checkbox"/> Prioritize submittals (see Section 202(a)(3) of SLA Guidelines) and conclude negotiations (after at least 90 calendar days of good faith negotiations).
6	<p>Submit the following to the Portal under Surplus Land Disposition Submission tab:</p> <input type="checkbox"/> Description of disposition form <input type="checkbox"/> Adopted surplus land declaration/resolution <input type="checkbox"/> NOA sent <input type="checkbox"/> Evidence NOA was sent to all required entities (snapshot of email showing all recipients & a copy of the certified mailing receipt is acceptable) <input type="checkbox"/> Summary of negotiations (if applicable) <input type="checkbox"/> Draft affordability covenant and/or equity sharing agreement Save and submit request. Contact publiclandsportal@hcd.ca.gov if you encounter issues.
7	HCD assigns case in approx. 1-4 business days. Staff may request missing information.
8	<input type="checkbox"/> Receive HCD’s Findings Letter (approx. 30 calendar days if submission is complete).
9	<input type="checkbox"/> If HCD finds the proposed disposition complies with the SLA, dispose of property and record affordability covenant.
10	<input type="checkbox"/> Submit recorded covenant to HCD via the Portal under Surplus Land Act Recorded Covenant/Restriction Submission.

* NOAs with conditions/restrictions should be reviewed by HCD prior to issuance.

** Each local agency determines their respective local public entities (as defined by Health and Safety Code section 50079).