

**Attachment A**

**WORKSHEET FOR REQUESTS TO PURCHASE REAL PROPERTY**

**Absence of Other Options**

1. How has the State agency determined that the necessity for locating the new site in the proposed area?
  
2. Has the State agency attempted to locate State/local government-owned or donated space in the proposed area? Please provide documentation.
  
3. Please provide documentation from some authority which affirms the absence of adequate rental property in the proposed area?
  
4. Has the State agency attempted to use State and/or local monies to fund the purchase of the proposed site? Please provide documentation.
  
5. Has the State examined the cost of alternative sites? If so please list.
  
6. Has the State explored the practicality of expanding nearby sites or purchasing a mobile site?

## Attachment A

### Acceptability of a site

1. Is the proposed site centrally located in the area which it is intended to serve?
2. Is the proposed site located in proximity to a hospital and/or local health agency? To public transportation?
3. Is the proposed site large enough to house adequate staff and equipment to accommodate the numbers of participants it is anticipated to serve?
4. Will the proposed site provide easy access for pregnant women, children, and handicapped persons?
5. Can the proposed site handle the program's automation needs (e.g. telephone lines, electrical outlets, and security)?
6. How does the projected purchase cost of the proposed site compare to the cost of equal size rental space in the proposed are (over a 5-year period of time)?
7. Can the proposed site be easily adapted/renovated into an adequate clinic setting?

Attachment A

WIC's Fair Share of Costs

1. What programs or offices will be located in the building to be purchased?
  
2. What methodology is being used to calculate each party's fair share of the projected purchase cost? Does this methodology assign to WIC a portion of the cost reasonably commensurate with the benefit WIC receives from the use of the space?

Conditions

1. Requests for current fiscal year funds must be submitted to FNS by July 1 to ensure consideration.
  
2. If approved, the State must agree that in the event that the WIC Program vacates the site that will be responsible for contacting FNS for disposition instructions in accordance with 7 CFR 3016.31.

Check box to indicate agreement with this condition

**State Agency Reviewing Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_