

**ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
MANUAL OF BOARD POLICIES**

Policy Type	Subject of Policy	Policy No.
Administrative	Review and Acceptance of Gifts of Real Estate	1014

I. POLICY

It is the policy of the Developmental Disabilities Services Board that the Board and the DDS Director will together decide which gifts of real estate to accept on behalf of the agency based on, but not limited to, the factors listed below.

II. PURPOSE

The purpose of this policy is to establish a mechanism for reviewing real estate offered for donation.

III. PROCEDURE

When real estate is offered to the agency, or when notice of an intended gift is received, the Board and the DDS Director will consider the following factors, which are not all inclusive, before deciding whether to accept the gift:

1. Will the long-term cost of maintaining the property exceed the long-term value?
2. Is the distance of the property from the agency problematic?
3. Is the property a small part of a large trust with multiple beneficiaries?
4. Are there liens, encumbrances, or liabilities associated with the property?
5. Has the donor given the agency approval for sale, marketing, or other use or disposal of the property?

Effective Date: October 19, 2002 (promulgated October 9, 2002, reviewed by Legislative Council November 1, 2002)

References: DDS Board Action