

# DTNI CAT PROCESS<sup>®</sup>

## STAGE 1

3 weeks



Trawl

**LPS**  
Issues D1 (disposal of surplus asset) to DTNI

**DTNI**  
Circulates D1 to members and third sector organisations (TSO)

**DTNI**  
Confirms CAT interest/s to LPS by end of trawl period

8 weeks



CAT Questionnaire Completion

**LPS**  
Issues bespoke expression of interest (EOI) questionnaire/s to DTNI

**DTNI**  
Shares EOI questionnaire/s with each TSO that has expressed an interest

**DTNI**  
Assists TSO in completion of questionnaire and in seeking confirmation of a sponsor body

**DTNI**  
Submits questionnaire/s and sponsor body confirmation to LPS

4 weeks



CAT Questionnaire Review

**LPS**  
Sends questionnaire/s to asset owner and DfC VCD

**Asset owner**  
Reviews questionnaire responses with input from DfC VCD where required

**Asset owner**  
Makes decision on whether to proceed to Stage 2. If a number of organisations submit a questionnaire, the asset owner decides which organisation is successful in proceeding

**LPS**  
Informs DTNI of asset owner's decision following questionnaire review, and of asset owner's preferred transfer option

**DTNI**  
Informs TSO/s of decision and asset owner's preferred transfer option

## STAGE 2

4 months



Business Plan

**DTNI**  
Liaises with TSO to establish key milestones and target dates

**DTNI**  
Submits key milestones and dates to LPS for asset owner's review and approval

**DTNI**  
Assists TSO in appointing professionals for feasibility assessment and business plan development. Often involves assistance in securing funding in advance

**DTNI**  
Liaises with LPS, asset owner, TSO, and sponsor body to assist with business plan development and to request information including title pack, valuation etc.

**TSO**  
Prepares business plan with support of business development professional based on preferred transfer option and key milestones

**LPS, DfC VCD & asset owner**  
Monitor progress against key milestones

**Asset owner**  
Undertakes a review of completed business plan with input from LPS and DfC VCD

2 months



Business Case

**LPS CAU**  
Provides current valuation to asset owner

**DfC**  
Appoints a consultant from SIB to work with the asset owner/dispersing body and the TSO to develop the business case/Green Book appraisal

**Asset owner**  
Prepares business case to confirm decision to dispose and/or to approve capital investment

**Sponsor body**  
Provides input into asset owner's business case to confirm basis of sponsorship

**DfC VCD**  
Monitors progress against key milestones

## STAGE 3

Approve & Transact



Approve & Transact

**Asset owner**  
Approves business case

**Asset owner**  
Instructs legal team to complete transaction with TSO

### KEY:

**LPS CAU**  
Land & Property Services Central Advisory Unit

**DTNI**  
Development Trusts NI

**TSO**  
Third Sector Organisation

**DfC VCD**  
Department for Communities Voluntary & Community Division

**SIB**  
Strategic Investment Board