**Land Exchange Processing Checklist**

Serial Number: Exchange Name:

District/Field Office: Proponent:

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| Responsible Office | Action | H-2200-1 Land Exchange Handbook | LR2000 Action Codes |
|  | **Developing Land Exchange Proposal** |  |  |
| Field Office | Informal discussions with proponent:   * Land exchange processing procedures / timeframes / requirements * Obtain preliminary title information for non-Federal land * Preliminary permission for entry on the non-Federal land | Ch 2 B&C |  |
| Field Office | Interdisciplinary team preliminary evaluation of exchange proposal:   * LUP/RMP conformance * Land status/preliminary review of non-Federal land title * Mining claims * Preliminary mineral potential * Natural resource and public benefit evaluation * Need for cadastral survey * Water rights * Estimate of NEPA analysis * Need for withdrawal * Staffing/workload * Funding/workmonths available | Ch 2 B,C&F |  |
| Field Office | Upon consensus to proceed:   * Establish the serialized case file for the proposed land exchange and enter data into LR2000 in accordance with set data Standards | Ch 5 | PT – AC 387 CASE ESTABLISHED  FD – AC 387 CASE ESTABLISHED  PT – AC 095 FUNDED BY LWCF  PT – AC 501 REFERENCE NUMBER  PT – AC 500 GEOGRAPHIC NAME  PT – 542 SUPPLEMENTAL USE/PURPOSE |
| Field Office | Note the public land records / LR2000  Segregate the Federal lands | CH 5 | FD - AC 552 LAND SEGREGATED  FD - AC 543 SEGREGATION (MINERAL)  FD - AC 544 SEGREGATION (SURFACE)  FD - AC 247 FUTURE ACTION SUSPENSE “SEGREGATION EXPIRES” |
|  | **Evaluating the Feasibility of Land Exchange Proposal** |  |  |
| Field Office | Prepare draft feasibility report   * Land exchange maps | Ch 2 E |  |
| Field Office | Valuation analysis / consultation | Ch 7 |  |
| Field Office / OVS | Preliminary title evidence | Ch 2 C  Ch 2 E.1.b |  |
| Field Office | Survey information (Land Surveyor Report) | Ch 2 E.2.b | FD - AC 981 CAD REVIEW NOT REQUIRED  FD - AC 982 CAD REVIEW REQUESTED  FD - AC 983 CAD CERTIFICATE ISSUED  PT - AC 981 CAD REVIEW NOT REQUIRED  PT - AC 982 CAD REVIEW REQUESTED  PT - AC 983 CAD CERTIFICATE ISSUED |
| Field Office | Land exchange processing costs | Ch 3 |  |
| Field Office | Prepare draft Agreement to Initiate a Land Exchange (ATI) | Ch 4 |  |
| Field Office | Prepare draft Notice of Exchange Proposal (NOEP) | Ch 5 |  |
| Field Office | Prepare Feasibility Review Package:   * Approval Request Memorandum * Issue Paper * Feasibility Summary * Feasibility Analysis / Report * Appraisal / Valuation Information * Documentation of Review by Regional Solicitor * Draft ATI * Draft NOEP * Maps * Additional supporting information as needed | Ch 2 E.11.a |  |
| State Office | State Office review of Feasibility Review Package | Ch 2 E.11 |  |
| Solicitor’s Office | Solicitor’s Office review of Feasibility Review Package | Ch 2 E.11.b |  |
| State Office | State Director approval of Feasibility Report / Analysis | Ch 2 E.11.b |  |
| State Office | Upload approved Feasibility Review Package to Data Tracking System (DTS) and submit for Washington Office review | Ch 2 E.11.c |  |
| Washington Office | Washington Office review of Feasibility Review Package   * Feasibility Approval Memorandum * Feasibility Review Statement | Ch 2 E.11.c |  |
|  | **Exchange Processing and Documentation** |  |  |
| Field Office | Execute Agreement to Initiate a Land Exchange (ATI) | Ch 4 | FD - AC 305 AGRMT TO INITIATE EX |
| Field Office | Develop mailing / consultation list of 3rd party interests, adjacent landowners, Native American tribes, other key constituents | Ch 2 E.5  Ch 6 Illus 6-1 |  |
| Field Office | Publish and mail out the Notice of Exchange Proposal (NOEP)   * Publish in local newspaper (once a week for four consecutive weeks) * 45 day comment period ends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Mail NOEP to interested parties, authorized users, state and local governments, congressional delegations, Native Americans * Also mail NOEP to others expressing interest (environmental groups, user groups, land tenure mailing list * Grazing permittee(s) – Notice of Cancellation | Ch 5 D | FD - AC 862 NOTICE OF EX PROPOSAL |
| Field Office | 60-day notice sent to ROW holders | Ch 5 D |  |
| Field Office | Conduct consultations with Native American tribes, congressional delegations, state and local government, key constituents | Ch 5 D |  |
| Washington Office | Congressional notification per WO IM 2008-197 (if applicable) | Ch 2 E |  |
| Field Office | Conducting detailed resource analysis and environmental  documentation, including:  • Mineral potential report  • Cultural and historic report  • Wildlife and T & E report  • Botanical and T & E report  • Noxious Weeds  • Timber  • Wetlands, floodplains  • Water resources, water rights  • Recreation, Wilderness, Visual  • Socio-economic and environmental justice  • NEPA documentation | Ch 6 |  |
| Field Office | Public Interest Determination documented in NEPA document | Ch 9 |  |
| Field Office | Request formal appraisal from OVS | Ch 7 | FD - AC 133 APPR-REAPPR RQSTED  PT - AC 133 APPR-REAPPR RQSTED |
| Field Office | Contaminant inventory and Environmental Site Assessments | Ch 6 Illus 6-1 | FD - AC 068 CONTAMINANT SRVY APPV  PT - AC 068 CONTAMINANT SRVY APPV |
| DOI – OVS | OVS review and approval of appraisals for land exchange transactions. | Ch 7 | FD - AC 132 APPRAISAL/REAPPR APPV  PT - AC 132 APPRAISAL/REAPPR APPV |
| State Office / Field Office | Acceptance of an OVS approved appraisal for Agency use. | Ch 7 |  |
| Field Office | Preliminary Title Opinion | Ch 15 |  |
|  | **Decision Analysis and Approval** |  |  |
| Field Office / State Office | BLM and the non-Federal exchange parties reach agreement on the relative values of the Federal and nonfederal lands and equalizing values. | Ch 7 |  |
| Field Office / State Office | Use of arbitration, bargaining or other methods to resolve disputes over value | Ch 8 |  |
| Field Office | Prepare decision (DR/ROD) and Notice of Decision | Ch 9 |  |
| Field Office | Prepare Binding Exchange Agreement (optional) | Ch 10 |  |
| State Office | State Office reviews decision package and requests Field/Regional Solicitor concurrence | Ch 9 |  |
| State Office | Upload Decision Review Package to Data Tracking System (DTS) and submit for Washington Office review | Ch 9 |  |
| Washington Office | Washington Office Decision Review and Approval requirements | Ch 9 (C) |  |
| Field Office | NEPA DR/ROD approved | Ch 9 | FD - AC 005 NEPA ANALYSIS APPROVED |
| Field Office | Publishing and mailing Notice of Decision (NOD) / Notice of Availability (NOA)   * Publish in local newspaper one time * 45 day comment period ends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Mail NOD/NOA to interested parties, authorized users, state and local governments, congressional delegations, Native Americans * Also mail NOD/NOA to others expressing interest (environmental groups, user groups, land tenure mailing list   Grazing permittee(s) – Notice of Cancellation | Ch 9 | FD - AC 863 NOTICE OF DECISION (NOD) |
| Field Office / State Office | Protest resolution, if applicable | Ch 9 |  |
| Field Office | Date NOD is final | Ch 9 | FD - AC 550 DETERMINED SUITABLE |
| Field Office | Executing a Binding Exchange Agreement (optional)(required when hazardous substances are present on non-Federal lands and/or to lock in approved market values – signed by State Director) | Ch 10 | FD - AC 229 EXCHANGE AGREEMENT APPV |
|  | **TITLE TRANSFER** |  |  |
| Field Office / State Office | Equalizing land exchange values. | Ch 11 |  |
| Field Office | * Update preliminary title reports * Update Environmental Site Assessment (must be completed within 180 days of title transfer) * Submit request to State Office for Preliminary Opinion of Title * Relocation issues addressed | Ch 10 |  |
| Field Office | Complete first Certificate of Inspection and Possession (CIP) | Ch 15 B.3 |  |
| State Office | Submit request for Preliminary Opinion of Title to Solicitor’s Office | Ch 15 |  |
| Field Office | * Provide approved preliminary title opinion to proponent for review and acceptance of opinion and allowed encumbrances * Work with proponent and title company for removal of unacceptable encumbrances * Request issuance of conveyance documents to State Office * Finalize escrow/closing package * Obtain Grantor’s Hazardous Materials Certification | Ch 15 |  |
| Field Office / State Office | Prepare escrow instructions, final patent(s)/deed(s) and assign closing costs | Ch 16 |  |
| Field Office | Date equalization payment received by BLM. Enter $ amount in action remarks. | Ch 16 C.3 | FD - AC 392 MONIES RECEIVED  FD - AC 098 CASH EQUALIZATION WAIVED  PT – AC 391 ESCROW DEPOSIT  PT – AC 859 PAYMENT MADE  PT – AC 098 CASH EQUALIZATION WAIVED |
| Field Office | Complete second Certificate of Inspection and Possession | Ch 15 B.3  Ch 16 C.2.b |  |
| Field Office | Notify R/W Holders  Adjust R/W Case Files and Serial Register Pages  Issue Grazing Adjustment Decisions | Ch 17 A.3 |  |
| Field Office | Obtain Final Title Policy (U.S. ALTA Policy – 9/28/91)  Simultaneous transfer of titles | Ch 16 |  |
| Field Office | Submit request for Final Title Opinion to State Office | Ch 15 |  |
| State Office / Regional Solicitor | Submit request for approval of Final Opinion of Title to Solicitor’s Office for approval of:  • title evidence,  • conveyance documents,  • escrow and closing instructions,  • binding exchange agreements,  • other closing documents. | Ch 15 | FD - AC 271 PATENT ISSUED  FD - AC 620 QCD-DISCLAIMER ISSUED  FD - AC 400 US RIGHTS ACQ/RES  FD - AC 372 SEGREGATION TERMINATED  PT – AC 866 DEED SIGNED  PT – AC 865 TITLE ACCEPTED BY US  PT – AC 400 US RIGHTS ACQ/RES  PT – AC 513 ACRES ACCESSIBLE |
| State Office | Issue notice to Governor and local governments of conveyance(s) | Ch 17 A.1 |  |
| State Office / Field Office | Completing Field Office and State Office post-conveyance actions and land status updates.  Request notation to official land status records of acquisitions and conveyances  Acquired lands(s) open to entry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Finalize LR2000 and perform quality check of data input | Ch 17 | PT – AC 404 TITLE RECORDATION  PT – AC 873 OPEN TO ENTRY |
| Field Office | Closing | Ch 17 | FD - AC 968 CASE ACTION COMPLETED  PT – AC 968 CASE ACTION COMPLETED |
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