**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 ESTABLISHEDFD – AC 387 CASE ESTABLISHEDPT – AC 095 FUNDED BY LWCFPT – AC 501 REFERENCE NUMBERPT – AC 500 GEOGRAPHIC NAMEPT – 542 SUPPLEMENTAL USE/PURPOSE |
| Field Office | Note the public land records / LR2000Segregate the Federal lands | CH 5 | FD - AC 552 LAND SEGREGATEDFD - 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 CCh 2 E.1.b |  |
| Field Office | Survey information (Land Surveyor Report) | Ch 2 E.2.b | FD - AC 981 CAD REVIEW NOT REQUIREDFD - AC 982 CAD REVIEW REQUESTEDFD - AC 983 CAD CERTIFICATE ISSUEDPT - AC 981 CAD REVIEW NOT REQUIREDPT - AC 982 CAD REVIEW REQUESTEDPT - 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.5Ch 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 environmentaldocumentation, 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 RQSTEDPT - AC 133 APPR-REAPPR RQSTED |
| Field Office | Contaminant inventory and Environmental Site Assessments | Ch 6 Illus 6-1 | FD - AC 068 CONTAMINANT SRVY APPVPT - AC 068 CONTAMINANT SRVY APPV |
| DOI – OVS | OVS review and approval of appraisals for land exchange transactions. | Ch 7 | FD - AC 132 APPRAISAL/REAPPR APPVPT - 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 RECEIVEDFD - AC 098 CASH EQUALIZATION WAIVEDPT – AC 391 ESCROW DEPOSITPT – AC 859 PAYMENT MADEPT – AC 098 CASH EQUALIZATION WAIVED |
| Field Office | Complete second Certificate of Inspection and Possession | Ch 15 B.3Ch 16 C.2.b |  |
| Field Office | Notify R/W HoldersAdjust R/W Case Files and Serial Register PagesIssue 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 ISSUEDFD - AC 620 QCD-DISCLAIMER ISSUEDFD - AC 400 US RIGHTS ACQ/RESFD - AC 372 SEGREGATION TERMINATEDPT – AC 866 DEED SIGNED PT – AC 865 TITLE ACCEPTED BY USPT – AC 400 US RIGHTS ACQ/RESPT – 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 conveyancesAcquired lands(s) open to entry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Finalize LR2000 and perform quality check of data input | Ch 17 | PT – AC 404 TITLE RECORDATIONPT – AC 873 OPEN TO ENTRY |
| Field Office | Closing | Ch 17 | FD - AC 968 CASE ACTION COMPLETEDPT – AC 968 CASE ACTION COMPLETED |
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