

“To-Be” Gap Analysis Implementation Steps

1. Gap Identification: Title Gap Number 1: Integration and Standardization of the Title Process
2. Implementation Steps:
 - a. Step 1: Implement an integrated, nationwide Title data, based on a cadastral data that is current, accurate and easily accessible.
 - i. Determine what documents will be maintained in the Title system
 1. Survey all BIA program offices to assure documents that are maintained meet all office needs
 2. Survey all contracted/compact tribes for their requirements
 - ii. Develop data requirements for Title system
 - iii. Develop implementation plan for deployment of Title system
 - iv. Develop access requirements for all offices needing access to Title data
 - v. Populate Title system with information
 1. Ensure land descriptions come from the geo-spatial cadastral layer of the land status records system maintained by the Survey process
 - vi. Develop training for Title system, including tribally contracted Title programs
 - vii. Implement deployment of Title system, procedures, and training
 - b. Step 2: Standardize Title recordation processes and procedures.
 - i. Determine scanning/imaging equipment needs for all offices
 - ii. Determine budget needed to deploy the equipment to all sites
 - iii. Purchase any needed equipment
 - iv. Develop “overall” process procedures
 - v. Develop Records Management procedures
 1. Develop procedures for processing electronic documents
 2. Develop procedures for retention and storage for electronic and hardcopy records
 - vi. Develop training on new processes and procedures
 - vii. Develop training schedule on new processes and procedures per the implementation plan developed in Step 1
 - viii. Develop and implement performance measures for the Title process
 - ix. Continuous improvement of the title process and procedures
 1. Documents that require recordation
 2. LTRO procedures, quality control checklist

“To-Be” Gap Analysis Implementation Steps

3. Dependencies on Business Processes:

Business Process Name	Process Name (As specified in “To- Be” Model)	Dependency Description
BRDM		
Predecessors	1. None	
Successors	1. None	
FO		
Predecessors	1. None	
Successors	1. None	
LNRP – Wide Area Plan		
Predecessors	1. None	
Successors	1. P.2.2.2 Collect Pertinent Data	1. Acquire title data from the integrated data.
LNRP - Appraisals		
Predecessors	1. None	
Successors	1. P.1.2 Conduct Valuation	1. Acquire title data from the integrated data.
LNRUM		
Predecessors	1. UM.2.6 Approve Land Use Contract	1. Electronic receipt of land use contract from the line official for recording into the Title database.
Successors	1. UM.1.1 Establish Management Unit	1. Acquire title data from the integrated data.

“To-Be” Gap Analysis
Implementation Steps

Business Process Name	Process Name (As specified in “To-Be” Model)	Dependency Description
	Baseline	
Ownership – Title		
Predecessors	1. O.4.1 Record Approved Title Document	1. Release the approved, recorded title document.
Successors	1. O.4.2 Receipt of Recorded Title Document and Update Title	1. After recording an approved title document the Title Database is updated.
Ownership – Probate		
Predecessors	1. O.3.3 Close Probate	1. Probate decision that authorizes ownership changes.
Successors	1. None	
Ownership - Conveyance		
Predecessors	1. O.1.5 Close Transaction	1. Send an approved conveyance document for recording.
Successors	1. None	
Ownership - Survey		
Predecessors	1. O.2.7 Distribute Survey Services Information	1. Accurate land descriptions in the land status record system.
Successors	1. None	

“To-Be” Gap Analysis Implementation Steps

4. Dependencies on Universal Support Functions:

Universal Support Function	Dependency Description
Automated System Requirements	1. Title System
Policies, Procedures and Regulations	1. Rewrite of 25 CFR 150 to conform to the new process 2. Policy regarding the use of electronic documents as the official record
Training	1. Title system <ul style="list-style-type: none"> a. Use of the Title system b. Use of equipment (imaging) c. Records Management (electronic and hardcopy) 2. Overall title process and training regarding the interactions between title and other processes
Records Management	1. Retention and storage of electronic and hardcopy title records
Risk Assessment	1. Risk associated with using electronic records as the official record for title
Workforce Planning	1. Workload analysis completed for each LTRO
Internal Controls / Fiduciary Security	1. Review of documents by LTRO staff for accuracy. At a minimum a checklist includes: <ul style="list-style-type: none"> 1. Grantor Name(s) 2. Grantor ID No. (if applicable) 3. Grantee Name (s) 4. Grantor ID No. (if applicable) 5. Document Date 6. Approval Date 7. Proper Legal Description (For example: QTR/QTR & Sec/Twp/Rge (if it is surveyed lands), does legal match the acreage for example: NWNW = 40.00 acres, etc.) 8. Fractional Interest being conveyed (i.e. deeds) 9. Notary Acknowledgement 10. Approval Signature (Designated Line Official) 11. Witness Signature(s), if applicable

“To-Be” Gap Analysis
Implementation Steps

Universal Support Function	Dependency Description
	<ul style="list-style-type: none">12. Supporting Documents attached such as plats (for ROWs)13. Approval Authority (citation)14. Beginning and ending dates (on leases/permits, if applicable)15. Check document for unapproved alterations or corrections16. Does Grantor name match signature17. Failure to initial and date any changes18. Is the document an original, certified copy or copy with authentic signatures