



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Review Valuation <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	Process Number <u> P.1.3 </u>
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1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	A completed valuation is received for review.
1.2 Process Overview	<p>The review and approval of Trust land valuations is an inherently federal function. All valuations are reviewed if the report will be used as the basis for decision-making. Conversely, if a beneficiary wants to know the value of their/his/her land for information only, Agency staff can give a range of potential value, but cannot reach a conclusion for the beneficiary. An OAS Regional Appraiser or Staff Reviewer most often performs reviews. In response to a specific request, the Chief Appraiser may personally perform the review.</p> <p>The OAS Regional Appraisal Office receives a valuation report, reviews the report, and either approves or rejects the report. The valuation will be reviewed for content, purpose and supporting documentation to ensure that the information contained is not misleading to its intended user.</p> <p>Acting on the Staff Reviewer's opinion, if the Regional Appraiser determines a valuation is accurate; he/she signs the report as approved and forwards it to the client. If the Regional Appraiser determines the report is acceptable within certain standards and range, he/she can conditionally approve the report and forward it to the client. If the Regional Appraiser determines that a valuation report needs to be materially changed, affecting the determined value, he/she has 3 options:</p> <ul style="list-style-type: none"> • If prepared by an OAS staff or contracted appraiser, return the report to the same or a different appraiser for re-work • If prepared by a tribal or BIA contracted appraiser, attach a review statement, reject the report ("Recommends Rejection without Alternate Valuation") and return it to the Tribal Realty Official or BIA Superintendent. • Write his/her own report based on the information provided and submit the new report to another reviewer.
1.3 Stops With	Decision to accept or reject a valuation.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
Goal 4: Land and natural resources management that maximizes return while meeting beneficiary desires
Objective 4.3 Land and natural resource asset business management: Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.



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Goal/Objective
Objective 4.4 Appraisals: Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
A beneficiary could submit an appraisal review request. Appraisal review is an inherently federal function; therefore, OAS completes all reviews of appraisals completed on Trust property.

4. Organizations, Offices and Roles. *Identify the DOI organizations and related roles that should be involved in performing the process.*

4.1 DOI Organizations. *Identify the DOI organizations, offices and individual roles that contribute to this process.*

*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, among others.
 Offices include Central Offices, Regional Offices, Agency (Field) Offices, etc.
 All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
DOI National Business Center	OAS Regional Office		Receive a completed valuation report; perform a technical review. Recommend approval or rejection of the report. Attach a review statement to all contracted valuations.
DOI National Business Center	OAS Regional Office		Receive a completed valuation report, assign the report to an appraiser for review. Approve or reject the reviewer's recommendation. May personally perform a review.
BIA	Regional Office Agency/Field Office		Review timber valuation prepared by a BIA Agency Forester.
BLM	State Office		Provide sand, gravel, mineral, oil or gas deposit valuation reviews.
OSM	Regional Office		Provide coal deposit valuation review.



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4.2 External Organizations. *Identify the non-DOI organizations that support the execution or control of this process.*

External Organization	Contribution
None	

5. Event(s) *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
A valuation review is requested		

6. Inputs and Outputs. *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

6.1 Inputs

Input	Description
Valuation report	
Official Valuation Review Request Form	

6.2 Outputs

Output	Description
An accepted or rejected appraisal report, feasibility study, investment analysis, or other valuation document.	



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7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
See Schedule 1 Attached		

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Continuing Education Requirement	Included in position description for appraisers.	Required per USPAP and state licensing agencies.
Valuation Review Signature	Meets inherently federal function requirements.	Reviewer signs his/her valuation review.
Regional Appraiser Approval		Regional Appraiser signs valuation review before forwarding to client.
Appraisal Handbook	Ensure consistency. A set of guidelines for developing and reporting opinions of value of Trust properties.	Internal control document produced by the BIA while appraisers were part of BIA. The Handbook is in draft form and is currently being revised.
Contracting Document	If a contracted appraiser performed the valuation, the contract spells out the terms of the engagement and the Statement of Work.	

8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Workflow tools	Valuation reports are routed through the review and approval process.



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System Name	Support
Integrated data	Accurate data, easily retrievable, is essential to the review of a valuation. Examples of data include encumbrances, zoning, BIA land inventory, and lease and ownership data.
Request tracking system	Sequential numbering system and date stamp to record valuation status.
Imaging	The ability to scan hardcopy documents into a digital format. Examples of documents include completed plans, leases and contracts, tribal documents and contracted valuations.
Geo-spatial referenced data	The ability to drape aerial photography, digital elevation models, or satellite imagery resource data over survey measurements and boundary lines. Ability to manipulate and retrieve GIS functionality; e.g., legal descriptions and trust allotment or tract numbers.
Internet access	<p>Comparable Data Systems: Local sources of real estate lease and sales information.</p> <p>MAPTECH: Free site where topographical maps can be downloaded.</p> <p>State Websites: Free websites where aerial maps, soils, roads, livestock and water information, can be downloaded.</p> <p>Aerial Photograph Files: Can be purchased from 3rd party sources or BLM.</p> <p>Capitalization Rate Studies</p> <p>Rental Studies</p>

9. Inter-Process Relationships *Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

9.1 Predecessors. *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
P.1.2	Conduct Valuation	A valuation report is ready for review.
B.2.4	BRDM: Transfer Inquiry/ Requests to Appropriate Office	Receive a request for a valuation review from a beneficiary, another federal agency or third party.



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9.2 Successors. Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
P.1.2	Conduct Valuation	If the valuation was prepared or contracted by DOI, a rejected report is returned to the preparer for rework.
P.1.4	Transmit Determination	Approved valuations or reviewed and rejected valuations are ready for transmittal to the requestor.

10. Comments Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)

Category	Comment
Recommendation	Rights-of-way applicants usually provide an appraisal to support their offer and deposit. OAS should ensure that all valuations of rights-of-way over Trust lands are performed following generally accepted industry methods and within the scope of work expected from peers in the private sector and other federal agencies.