



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

Title: Solicit Land Use Contracts	Process Number UM.2.1
<i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Compile management unit Land information by target market for promotion of Land availability.
1.2 Process Overview	<p>Generally, an attempt is made to contract trust lands that are not currently under a use agreement or not being used by the landowner(s). Unless the land is highly fractionated (see UM.1.2 Secure Beneficiary Consent), landowners are each sent a 90-day notice advising them of their right to negotiate a lease with the tenant of their choice. The consent of the majority (50% or greater) binds the minority, as long as the minority receive fair rental value. In the event the land owners are unable to negotiate a lease during the 90-day period, the Secretary may advertise the property for lease on their behalf. The availability for land use contracts such as grazing permits under 25 CFR Section 166 may be limited to tribal members pursuant to a tribal resolution authorizing tribal allocations for non-competitive grazing privileges. Highly fractionated lands may be granted after a constructive notice is provided.</p> <p>For a detailed description of the process, see the following:</p> <ul style="list-style-type: none"> UM.2.1.1 Advertise Land Use Availability UM.2.1.2 Process Pre-Contract Receipt Encoding UM.2.1.3 Process Land Use Application
1.3 Stops With	A qualified application. In some cases, bid deposits are received.

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
<p>OBJECTIVE 4.1: LAND AND NATURAL RESOURCE ASSET PLANS AND STEWARDSHIP STRATEGIES</p> <p>Develop Land and natural resource asset plans and stewardship strategies.</p>
<p>OBJECTIVE 4.2: PRESERVATION AND PROTECTION OF LAND AND NATURAL RESOURCE ASSETS</p> <p>Preserve and protect the long-term viability of Land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the as-sets.</p>



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Goal/Objective
<p>OBJECTIVE 4.3: LAND AND NATURAL RESOURCE ASSET BUSINESS MANAGEMENT</p> <p>Manage Land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.</p>
<p>OBJECTIVE 4.4: APPRAISALS</p> <p>Obtain appraisal information, as needed, on trust and restricted Lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.</p>

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
<p>A beneficiary may provide input on the media to be selected and the content of the advertisement.</p> <p>A beneficiary may advertise on his/her/their own behalf.</p>

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, OSM 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
BIA	Agency		<p>Collect and record initial remittance.</p> <p>Complete remittance coupon and submit coupon and money to lockbox.</p> <p>Prepare advertising content, notice content and materials for publication.</p> <p>May manage and track non-trust funds.</p> <p>Prepare receipt encoding information.</p> <p>Receive application from potential lessee/operator.</p>



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Organization	Office	Role	Contribution
			<p>Ensure that application package is complete and that all required supporting documentation is included.</p> <p>Image or electronically submit application and supporting documents.</p>
OST	Agency or Regional Office		<p>Verify to the agency that the lockbox payment has been received for same day land use contract perfection.</p>
Consortium	Service Provider		<p>Prepare advertising content, notice content and materials for publication.</p> <p>Prepare receipt encoding information.</p> <p>Collect and record initial remittance.</p> <p>Complete remittance coupon and submit coupon and money to lockbox.</p> <p>Receive application from potential lessee/operator.</p> <p>Ensure that application package is complete and that all required supporting documentation is included.</p> <p>Image or electronically submit application and supporting documents.</p>
Tribe	Business Arm Economic Development Office		<p>Provide direction on what areas should be promoted or advertised.</p>
BIA	Central Office Economic Development		<p>Provide direction on what areas should be promoted or advertised.</p>



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Organization	Office	Role	Contribution
Compacted or Contracted Tribe	Program Office		Perform all DOI functions except those considered inherently federal.

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

External Organization	Contribution
Media Organization (e.g. internet sites, newspapers, periodicals, trade magazines)	Provide media to accommodate the land advertisement

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
Land Availability	Land use contract cancellation, renewal or planned MU development	
Management Unit Plan Finalized	Includes Land description and FMV representation.	

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
Management Unit Plan	Resources inventories, status, estimated FMV, necessary valuations, Land use history. Identifies the attributes and condition of the Management Unit to be marketed.
Tribal Preferences	Tribal priorities for applicants and requirements for Land use
Officers Report	Indicates the appropriateness for the sale of a natural resource



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Input	Description
Set Values	Determines the Land use contract values for a specific program use

6.2 Outputs

Output	Description
Competitive Advertisement	Advertisement requesting bid responses.
Advertisement	Advertisement for available Land use
Bid Opening Notification	Public notice providing the date of bid opening as well as the requirements for preliminary bid deposits.
Prospectus	Forestry - Contains contract information about the sale offer. Identifies location, volume, acreage, access, contract length, advertised value, bonding, and restrictions on exporting, merchantability specs, tribal ordinances, logging unit map, payment schedule, and restrictions on logging. (Is supplied upon request to potential bidder). Agriculture – contains a listing of Land with legal description, acreage, availability of water or other resources. Map of the area.
Forest Officer's Report	The timber sale package. Includes a narrative describing the project, the cruise report, appraisal, silvaculture (schedule of stand treatments, prescription, NEPA document, POA, contract and the maps of the area to be harvested.

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 attached Schedule 1		



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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
Tribal Preferences	External control	
Tribal Codes and Ordinances	External control	
Market Opportunity	External control	Depicts the appropriate timing and method of advertisement to assure optimal return on the prospective Land use.
IAMs	Internal control	
Handbooks and Manuals	Internal control	
Directives	Internal control	

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
Realty System	System should enable electronic development of advertisement and links to Land management unit availability and use requirement data derived at the management unit plan level.
GIS	System should enable links to integrate GIS data to create maps accompanying the advertisement.
GIS	System should enable GIS capability to tract performance of the activity.
NIIMS	System should enable access to NIIMS (Nat'l Irrigation Information Management System) data for advertising purposes.
Internet	System should allow for electronic data access to current market valuations.



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9.0 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
UM.1.5	Draft Land Use Requirements	Provides the use requirements and the types of Land available for use.
UM.4.3	Assess MU Use	In cases where owners use needs to be under a contract to provide for compensation to other co-owners, a use contract will be initiated.
B.6.2.3	Beneficiary Involvement for Land and NR Use and Management	Provide information and/or documentation gathered during discussions with the beneficiary.
P.1.4	Transmit Determination	Site-specific appraisal is used to determine fair market value for new land use contract proposals.

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
UM.2.2	Award Tribal Enterprise	Includes the award to a tribal enterprise as well as the development of draft terms and conditions to be included in the land use contract.
UM.2.3	Perform Tribal Allocation	Includes the conduction of tribal allocation as well as the development of draft terms and conditions to be included in the land use contract
UM.2.4	Conduct Bidding	Includes the conduction of bidding as well as the development of draft terms and conditions to be included in the land use contract
UM.2.5	Negotiate Land Use Contract	Includes the conduction of negotiation as well as the development of draft terms and conditions to be included in the land use contract



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Process No.	Name	Condition of Relationship
UM.2.8	Close Land Use Contract	Advertise land availability prior to land use contract closure.
B.6.2.3	Beneficiary Involvement for Land and NR Use and Management	Promote and advertise lands available for use by contract employing the developed material.
FO. 1.2b	Receive and Post Non-Trust Funds	Remittance coupons for cash bonds, bid deposits and 1st year rental to perfect land use contracts are received.
FO.3.1	Create Funds Payable	Monies will be disbursed against contract prepayments.
P.1.1	Determine Appropriate Value	In cases where general appraisal provided in the Wide-Area planning process cannot be used for new land use contract proposals, a request will be initiated for a site-specific appraisal.

90 **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
	None