



OIL SPILL COORDINATION OFFICE

Alaska Region

FAX COMPLETE

TO: Distribution

FAX: \_\_\_\_\_

UNIT: \_\_\_\_\_

Verification No. \_\_\_\_\_

FROM: Dave Cabbow

FAX: \_\_\_\_\_

REMARKS: pls FAX to:

- ✓ Carol Fries
- ✓ Norm Lee 257-2510
- 762-2529 < ✓ Dennis Cattery
- ✓ Bob Rice 786-3635
- ✓ Judy Robinson
- ✓ Alex Swiderski
- 202 208-3877 ✓ Barry Roth
- ✓ Jim Ayers

I propose a teleconference at 9:00 AM Tuesday MAY 3rd to finalize these procedures

Total number of pages (including cover): 4

Date Sent: 4/29 Time: \_\_\_\_\_

# DRAFT

April 29, 1994

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION; ATTORNEY WORK PRODUCT  
DO NOT RELEASE UNDER FOIA

## 12 STEP PROCESS FOR APPRAISAL/APPRaisal REVIEW/APPROVAL

1. Lead Negotiating Agency advises Landowner that the Trustee Council is prepared to authorize an appraisal after their consent. The Landowner is advised that they should provide all information they believe is important in determining the value of its interests. The Lead Negotiating Agency informs the Landowner that it may, at its option and expense, procure its own market value appraisal but that it must comply with USPAP and UASFLA in order to be considered by the governments. It is preferable that any such appraisal be completed and submitted in the same general time frame as that of the Trustee Council contract appraisal to provide for concurrent review.
2. Lead Negotiating Agency, through the Executive Director, requests that the Forest Service task the Contract Appraiser to conduct an appraisal of Landowner's interests.
3. The Forest Service issues a task order to the Contract Appraiser identifying the scope of work to be conducted. The task order, among other things, requires the Contract Appraiser to address the following: (1) the objective of the assignment; (2) an identification of the real estate and property rights being appraised; (3) the date of the value estimate; and (4) the definition of fair market value used in the appraisal. A copy of the standardized appraisal specifications is attached.
4. The Contract Appraiser and representatives of the Lead Negotiating Agency hold a Pre-Work Conference with representatives of the Landowner. If applicable, the Landowner's appraiser should attend the conference. Purposes of the conference are to: (1) discuss the conduct of the appraisal; (2) establish target dates for completion of the Contract Appraisal and any Landowner Appraisal; and (3) establish an appropriate procedure for the Landowner to provide to the Contract Appraiser all information it believes is important or relevant to determining the value of its property.
5. A site visit of the subject property by the Contract Appraiser is conducted. Representatives from the Lead Negotiating Agency, the Landowner and Landowner Appraiser are encouraged to attend and provide further pertinent information.
6. The Contract and Landowner Appraisers (if a landowner appraisal is expected to be prepared) submit first Draft Appraisal Reports, which the Forest Service distributes to the Lead Negotiating Agency Review Appraiser and the State and Federal Review Appraisers for

# DRAFT

2

review and comment (Landowner Appraisal Report is reviewed by Landowner prior to submission). The Lead Negotiating Agency Review Appraiser and State and Federal Review Appraisers review the overall methodology used by the Contract and Landowner Appraisers to determine whether they are consistent with USPAP and UASFLA.

7. State and Federal Review Appraisers submit comments to Lead Review Appraiser and Forest Service Contract Officer. The Forest Service then provides comments to Contract and Landowner Appraisers (Landowner is copied with comments regarding the Landowner Appraisal).

8. The Contract and Landowner Appraisers consider review comments received and modify their respective Draft Appraisal Reports where appropriate. The Contract and Landowner Appraisers submit final Appraisal Reports to the Forest Service, which then distributes them to the Lead Negotiating Agency Review Appraiser and the State and Federal Review Appraisers. The review appraisers cannot modify the Contract or Landowner Appraisers value determinations, but can request further documentation and clarification as they determine. It is possible that this step may be repeated.

9. State, and Federal Review Appraisers submit comments to the Lead Negotiating Agency Review Appraiser who issues a Approved Appraisal Report and Review Statement, designating an approved Appraisal.

10. The Lead Negotiating Agency submits the Approved Appraisal Report and Review Statement to the Landowner for review and the opportunity to comment.

11. Lead Negotiating Agency Review Appraiser receives and transmits Landowner's comments concerning the Approved Appraisal Report and Review Statement to the Appraiser and State and Federal Review Appraisers for consideration.

12. Once all appropriate modifications are made, the Lead Negotiating Agency Review Appraiser specifies the Final Approved Appraisal and issues a Final Review Statement.

04/26/94 14:00

907 276 7178

EY Restoration →→→ D.GIBBONS

002/002

**DRAFT****Appraisal Process**

4/26/94

(Shadowed boxes indicate landowner involvement)

