

**USDA Forest Service
Conveyance Authority
Conveyance Project Fact Sheet**

A. General Information

Project Name:

Admin. Unit:

State/County/Congressional District:

General Location:

Congressional Interest/Involvement:

Indicate whether proceeds will be used for construction, maintenance, or disposal of buildings with no conveyance value:

B. Description of the Facility to be Conveyed

Write a one-paragraph narrative on the facility and associated site. If this is an undeveloped parcel of land without improvements, note that fact here.

Complete the following table for each building involved in the conveyance.

FS DISTRICT	BUILDING INFRA ID #	CATEGORY/ SUBCATEGORY	GROSS SQFT	ANNUAL MTC. NEED ELIMINATED	DEFERRED MAINTENANCE ELIMINATED	YR CONST	VALUE ⁽¹⁾

(1) Estimated sale value of the property

C. Selection Criteria

Describe how the project meets each of the following criteria

1. Readiness

State whether the facility is included for disposal in the Facility Master Plan, and whether there may be problematic NEPA issues.

2. Contacts with and Support of Elected Officials

Describe whether local, state, and federal elected officials are aware of the potential disposal of this property and their level of support for the project. Indicate when these contacts occurred and whether they were over the phone or face-to-face.

3. Funds

Provide an estimate of the amount of funds projected to be generated from the sale.

4. Use of Conveyance Proceeds

Indicate whether the proceeds will be used for construction, maintenance, or disposal of buildings with no conveyance value. If the funds will be used for construction, identify the project by name, location, administrative unit, project purpose, the year construction will commence, and whether appropriated dollars are needed for the project. If appropriated dollars are needed, indicate which fiscal year they will be sought. If proceeds will be used for maintenance, describe in general terms the type of maintenance work to be performed, whether critical health and safety items are a priority, and the administrative unit that will spend them. If the proceeds will be used to dispose of a building(s), then complete section 8 below.

5. Heritage

Describe the status of the historic evaluation. Is one required? Could clearance be complicated? Why?

6. Impacts to Local Communities

Describe interests or concerns expressed by local, state, or federal agencies or local community groups. Include benefits to the community provided by the sale.

7. Benefits to the Agency

Describe any hazards or liabilities that are eliminated and partnership opportunities created.

8. Potential Barriers to Completion

Describe any potential barriers that could slow the conveyance process if they exist.

9. Disposal of Buildings with No Conveyance Value

List the buildings that will be disposed with the proceeds. Documenting this information will help the Agency demonstrate the full benefit of the conveyance authority.

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D. Photographs

If readily available, include at least two digital photographs of each building involved in the conveyance. Each photo must be labeled.