

Sale Implementation Strategy

INTERNAL WORKING DOCUMENT – NOT FOR PUBLIC RELEASE

Case: *(fill in case name and number and identify selling unit)*

Property Description

(Discuss the property to be disposed of: when it was acquired, current/prior use, location, legal description, acreage, and improvements.)

(Discuss how the property was acquired: authority, grantors, type of deed, and date acquired. Also, discuss any other relevant matters, such as, zoning, adjacent ownership, legal and physical access, and land use in the area.)

(List outstanding rights and anticipated reservations by the US. Include a discussion of the planned disposition of any special use permits or other FS authorizations to third parties.)

(List the improvements: type, construction date, condition, and size or square footage of each.)

Facility Master Plan/Forest Plan Conformance

(Address compliance with the facility master plan and/or Forest Plan)

Disposal Authority to be Used

(Identify the specific disposal authority being used for the conveyance)

Anticipated NEPA Process to Be Used

(Discuss whether project will be categorically excluded or full environmental assessment. If to be categorically excluded, include rationale.)

Use of Proceeds from Sale

(Discuss how the proceeds collected will be used.)

Known or Suspected Hazardous Substances

(Discuss hazardous substance examination, and specifics under the headings below, following is sample language.)

Other known issues, complications, support, and opposition

(Discuss other issues, such as known opposition to the conveyance, or potential for political involvement, attempts by entities to acquire at no cost, etc.)

Marketing Strategy

(Discuss the reasonably foreseeable use of the property from the market analysis. Identify who will handle marketing of the property: GSA, a private real estate broker, or some combination of vendors. Discuss whether the sale will be competitive or direct. Include rationale for direct sale. Explain whether multiple advertising opportunities will be used. Discuss whether the minimum bid price has been

requested from the assigned review appraiser and, if received, what the minimum bid price is for competitive bidding. If a direct sale, discuss whether the appraisal has been requested and, if so, what the status of that assignment is. Did the valuation consulting report provide advice about marketing of the property as a whole, in parcels, or both? Are there any timing issues that will affect the sale?)

Exhibit A – Implementation Schedule

(Prepare and attach Implementation Schedule as Exhibit A. Show projected dates and the responsible staff for each item. This schedule can also be expanded to estimate costs.)

Exhibit B – Valuation Consultation and Market Analysis

Exhibit C – Maps and Photos

Exhibit D – Legal Description Verification

Exhibit E – Federal Land Status Report

Recommended by:

(Name)
(Forest Supervisor/Station Director)
(Unit Name)

Date

Approved by:

(Name)
Director, (Title)
(Name) Region

Date