



Agriculture Evaluation
18-001T CY Justin's Rancheria

Hello Tweety Bird - Tribal Employee

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Evaluation	Required Documents	Question	Response	Upload Required	Comment
1		Do tribal employees have access to Trust Asset & Accounting Management System (TAAMS) at the Tribe's location for this particular program?			Click to add comments
1a		If no, please explain how the Tribe determines land ownership.			Click to add comments
2	25 CFR §1000.355(d)(7)	Do you maintain a log to document every transaction that generates trust income? (e.g. agriculture leases/permits)? (25 CFR §1000.355(d)(7))			Click to add comments
2a		If yes, please upload log of approved transactions within scope of review.		Yes	Click to add comments
3	25 CFR §1000.355(d)(7)	Do you utilize an internal control to help ensure accuracy in the processing of trust transactions? (e.g. policy, checklist, desk operating procedures) (25 CFR §1000.355(d)(7))			Click to add comments
3a		If yes, please upload what is utilized.		Yes	Click to add comments
3b		If no, please explain how the Tribe ensures accuracy in the processing of trust transactions.			Click to add comments
4	25 CFR §162.215	Is the Secretarial approval obtained for all trust transactions? (25 CFR §162.215)			Click to add comments

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4a	If no, under what authority are the trust transactions approved? Upload supporting documentation (e.g. Hearth Act)		Yes	Click to add comments
5	Are trust transactions submitted to the Land, Title, & Records Office (LTRO) to be recorded? (25 CFR §150.6)			Click to add comments
5a	If yes, does the Tribe or the BIA send trust transactions to the LTRO?			Click to add comments
6	Do you maintain originals/copies of all processed/approved documents? (25 CFR §1000.355(d)(7))			Click to add comments
6a	If no, please explain.			Click to add comments
7	Are key duties and responsibilities divided or segregated among different people to reduce the risk of error, waste, or fraud, i.e., conflicts of interest, no one person is allowed to control all key aspects of a transaction? (25 CFR §1000.355(d)(7))			Click to add comments
7a	If yes, upload Tribe's policy or desk operating procedures.		Yes	Click to add comments
7b	If no, please explain.			Click to add comments
8	Do you have a policy that establishes the timeframes for the processing of trust transactions? (25 CFR §1000.355(d)(7))			Click to add comments

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8a If yes, upload a copy.		No	Click to add comments
8b If no, please explain.			Click to add comments
9 Do you utilize Bureau of Indian Affairs (BIA) handbooks for policies & procedures in managing this function/program? (25 CFR §1000.355(d)(7))			Click to add comments
9a If no, has the Tribe developed its own policies and procedures?			Click to add comments
9a1 If yes, please upload Tribe's policies and procedures.		Yes	Click to add comments
10 Do you preserve, protect, and manage all fiduciary trust records created and/or maintained by the Tribe during management of trust programs? (25 CFR §1000.355(d)(7); Funding Agreement - Trust Records Management)			Click to add comments
10a If yes, please explain.			Click to add comments
11 Do you have an approved National Environmental Policy Act (NEPA) document or decision document on timber sales (Environmental review)? (25 CFR §162.213(c))			Click to add comments
12 Are you aware of any instances of fraud, waste or abuse?			Click to add comments
13 Is there a policy and/or procedures that restricts trust records so that only authorized personnel have access to them? (25 CFR §1000.355(d)(7))			Click to add comments

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13a If yes, please explain the cause of the backlog and upload a list of those currently in backlog.		Yes	Click to add comments
14 25 CFR §162.201 Has an agricultural resource management and monitoring plan (ARMMP) been developed? (25 CFR §162.201)			Click to add comments
14a If yes, please upload top page, table of contents and signature page.		Yes	Click to add comments
15 25 CFR §1000.355(d)(7) Have you deviated from the ARMMP? (25 CFR §1000.355(d)(7))			Click to add comments
15a 25 CFR §1000.355(d)(7) If yes, how are deviations from the ARMMP documented? Please explain and upload support. (25 CFR §1000.355(d)(7))		Yes	Click to add comments
16 25 CFR §5162.226 (b)(1) Does tribal staff send out notifications to direct pay lessee(s) to make payment(s) to the lockbox instead of the decedent? (25 CFR §5162.226 (c)(1))			Click to add comments
16a If no, please explain.			Click to add comments
17 25 CFR §162.211 Is a Fair Market Value Appraisal or waiver utilized for every transaction? (25 CFR §162.211)			Click to add comments

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17a		If no, please explain.			Click to add comments
18 <small>25 CFR §162.023</small>		Does the Tribe have a policy that addresses instances of trespass? (25 CFR §162.023)			Click to add comments
18a		If yes, please upload policy.		Yes	Click to add comments
18b		If no, explain what the Tribes does in instances of trespass.			Click to add comments
19 <small>25 CFR §162.251</small>		Have there been any lease violations? (25 CFR §162.251)			Click to add comments
19a <small>25 CFR §162.251</small>		If yes, please explain the violation(s) and the action taken. (25 CFR §162.251)			Click to add comments
19a1 <small>25 CFR §162.248 25 CFR §162.251</small>		Was a letter sent to the Lessee and to the sureties within 5 business days from the date the violation was discovered? (25 CFR §162.248 & 25 CFR §162.251)			Click to add comments
19a2		If yes, please upload a copy of the violation letter.		Yes	Click to add comments

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19a1 25 CFR §162.248 25 CFR §162.251 Was a letter sent to the Lessee and to the sureties within 5 business days from the date the violation was discovered? (25 CFR §162.248 & 25 CFR §162.251)			Click to add comments
19a2 If yes, please upload a copy of the violation letter.		Yes	Click to add comments
19b 25 CFR §162.251 Is the Lessee given 10 business days to cure the violation when a violation notice is sent? (25 CFR §162.251)			Click to add comments
20 25 CFR §162.234 25 CFR §162.235 Is a bond collected on all leases? (25 CFR §162.234 & 25 CFR §162.235)			Click to add comments
20a If no, please explain.			Click to add comments

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