



Business Leases Evaluation  
18-001T CY Justin's Rancheria

Hello Tweety Bird - Tribal Employee

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- 2018
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    - Appraisals
    - Beneficiary Process Prog
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All Assessments

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| Evaluation | Required Documents  | Response | Upload Required | Comment                               |
|------------|---|----------|-----------------|---------------------------------------|
| ?          | Question  |          |                 |                                       |
| 1          | Do tribal employees have access to Trust Asset & Accounting Management System (TAAMS) at the Tribe's location for this particular program?  |          |                 | <a href="#">Click to add comments</a> |
| 1a         | If no, please explain how the Tribe determines land ownership.  |          |                 | <a href="#">Click to add comments</a> |
| 2          | 25 CFR §1000.355(d)(7) Do you maintain a log to document every transaction that encumbers trust land? (25 CFR §1000.355(d)(7))  |          |                 | <a href="#">Click to add comments</a> |
| 2a         | If yes, please upload log of approved transactions within scope of review.  |          | Yes             | <a href="#">Click to add comments</a> |
| 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)) |          |                 | <a href="#">Click to add comments</a> |
| 3a         | If yes, please upload what is utilized.   |          | Yes             | <a href="#">Click to add comments</a> |
| 3b         | If no, please explain how the Tribe ensures accuracy in the processing of trust transactions.   |          |                 | <a href="#">Click to add comments</a> |
| 4          | 25 CFR §162.438 Is Secretarial approval obtained for all trust transactions? (25 CFR §162.438)  |          |                 | <a href="#">Click to add comments</a> |
| 4a         | If no, under what authority are the trust transaction approved. Upload supporting documentation (e.g. Hearth Act)   |          | Yes             | <a href="#">Click to add comments</a> |

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| 5<br>25 CFR §1000.355(d)(7)<br>Do you maintain originals/copies of all processed/approved documents? (25 CFR §1000.355(d)(7))   |          |                 | <a href="#">Click to add comments</a> |
| 5a<br>If no, please explain.  |          |                 | <a href="#">Click to add comments</a> |
| 6<br>25 CFR §1000.355(d)(7)<br>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)) (GAO Internal Control Management and Evaluation Tool) |          |                 | <a href="#">Click to add comments</a> |
| 6a<br>If no, please explain.  |          |                 | <a href="#">Click to add comments</a> |
| 7<br>25 CFR §1000.355(d)(7)<br>Do you have a policy that establishes the timeframes for the processing of trust transactions? (25 CFR §1000.355(d)(7))  |          |                 | <a href="#">Click to add comments</a> |
| 7a<br>If yes, upload a copy.  |          | Yes             | <a href="#">Click to add comments</a> |
| 7b<br>If no, please explain.  |          |                 | <a href="#">Click to add comments</a> |
| 8<br>25 CFR §1000.355(d)(7)<br>Do you utilize Bureau of Indian Affairs (BIA) handbooks for policies & procedures in managing this function/program? (25 CFR §1000.355(d)(7))  |          |                 | <a href="#">Click to add comments</a> |
| 8a<br>If no, has the Tribe developed its own policies and procedures?   |          |                 | <a href="#">Click to add comments</a> |

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| 8a1 If yes, please upload Tribe's policies and procedures.  |          | Yes             | Click to add comments |
| 9 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 |
| 9a If yes, please explain.  |          |                 | Click to add comments |
| 9b Please upload Tribe's policies and procedures.   |          | Yes             | Click to add comments |
| 10 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 |
| 11 Are you aware of any instances of fraud, waste or abuse?   |          |                 | Click to add comments |
| 12 Are trust transactions submitted to the Land, Title, & Records Office (LTRO) to be recorded? (25 CFR §150.6)   |          |                 | Click to add comments |
| 12a If yes, does the Tribe or the BIA send trust transactions to the LTRO?  |          |                 | Click to add comments |
| 13 Is a Fair Market Value Appraisal or waiver utilized for every transaction? (25 CFR §162.421)   |          |                 | Click to add comments |

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| 25 CFR §150.6<br>Are trust transactions submitted to the Land, Title, & Records Office (LTRO) to be recorded? (25 CFR §150.6)   |          |                 | <a href="#">Click to add comments</a> |
| 12a If yes, does the Tribe or the BIA send trust transactions to the LTRO?  |          |                 | <a href="#">Click to add comments</a> |
| 13<br>25 CFR §162.421<br>Is a Fair Market Value Appraisal or waiver utilized for every transaction? (25 CFR §162.421)   |          |                 | <a href="#">Click to add comments</a> |
| 13a If no, please explain.  |          |                 | <a href="#">Click to add comments</a> |
| 14<br>25 CFR §162.439<br>Do you have an approved National Environmental Policy Act (NEPA) document or decision document for each trust transaction (Environmental review)? (25 CFR §162.439)  |          |                 | <a href="#">Click to add comments</a> |
| 15<br>25 CFR §§162.424(c)(5)(ii)<br>Does tribal staff send out notifications to direct pay lessee(s) to make payment(s) to the lockbox instead of the decedent? (25 CFR §§162.424 (c)(5)(ii)) |          |                 | <a href="#">Click to add comments</a> |
| 15a If no, please explain   |          |                 | <a href="#">Click to add comments</a> |
| 16<br>25 CFR §162.434<br>Is a bond collected on all leases? (25 CFR §162.434)   |          |                 | <a href="#">Click to add comments</a> |
| 16a If no, please explain.  |          |                 | <a href="#">Click to add comments</a> |
| 17<br>25 CFR §162.465<br>Have there been any lease violations? (25 CFR §162.465)  |          |                 | <a href="#">Click to add comments</a> |
| 17a If yes, please explain the violation(s) and the action taken. (25 CFR §162.466)   |          |                 | <a href="#">Click to add comments</a> |

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