**NON–FEDERAL CONTRACT REVIEW APPRAISER:**

**FOREST LEGACY PROJECT TASK ASSIGNMENT TEMPLATE**

**FOR WRITTEN APPRAISAL INSTRUCTIONS**

*This form should be prepared by the* ***Contract Review Appraiser*** *in partnership with the State (and Non-Profit Agency, if appropriate) for Forest Legacy Projects involving under $1 million in Forest Legacy Program funding. This form is intended to assure that proper appraisal instructions and adequate information are provided to the appraiser prior to the notice to proceed.*

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| --- | --- |
| Date: |  |
| Contract Review Appraiser Contact Information: | Name  Title  Address  Phone:  Fax:  Email: |

The Client is the State. The Intended Users of the appraisal are the U.S. Forest Service, the State, and non-profit partners (NGO).

The Contract Review Appraiser shall approve the selection of the non-Federal contract appraiser to insure that the selected appraiser has no conflict of interest. *Uniform Standards of Professional Appraisal Practice* (USPAP, Ethics Rule) of the Appraisal Foundation require an appraiser to disclose any services regarding the subject property that the appraiser has performed within the three (3) year period immediately preceding accepting the assignment, as an appraiser or in any other capacity. The non-Federal appraiser shall report any conflict of interest, any potential conflict of interest, or any situation which may be perceived to result in an appearance of a conflict of interest prior to accepting the appraisal assignment.

During the review process, it is imperative that dialogue regarding technical valuation issues occurs only between the Contract Appraiser and the Contract Review Appraiser. The appraiser should contact the review appraiser for a pre-work meeting to discuss basic specifications, appraisal instructions, and review procedures upon Notice to Proceed.

The Contract Review Appraiser is required to prepare a technical review report under USPAP SR-3. The review report must be maintained in the State’s files along with a copy of the final approved appraisal as required for Quality Assurance Inspections by the Forest Legacy Program.

The Contract Review Appraiser must review the appraisal for compliance with the current edition of the *Uniform Standards of Professional Appraisal Practice* (USPAP) of the Appraisal Foundation and the *Uniform Appraisal Standards for Federal Land Acquisitions* (UASFLA), or “Yellow Book”. The appraiser may be requested to provide revisions, corrections, or clarification of appraisal issues to the review appraiser. The review appraiser is required to provide an opinion as to whether the appraisal is in substantial compliance with UASFLA and USPAP as required by USPAP SR-3.

**The Appraiser shall not provide copies of the appraisal, analyses, or opinions of value to the State or non-profit partner until notification by the reviewer that the appraisal has been reviewed and approved for Forest Service use. The Appraiser shall not provide appraisal data, analyses, opinions of value, or copies of the appraisal to the property owner at any time during or after completion of the assignment.** The Intended Users shall not receive a copy of the appraisal until after it has been reviewed and approved by the review appraiser. The Intended Users shall not be involved in the review process, and shall not be provided with appraisal work product until the appraisal has been reviewed and approved for Forest Service use. Violation of these procedures jeopardizes the appraisal and review process.

This Task Assignment Summary has been prepared based upon the best information available at this time. If additional information becomes available during the course of this assignment, which is not consistent with the information included in this Task Assignment, the assignment instructions may be revised. The appraiser is instructed to contact the review appraiser if additional information becomes available which would require a revision of the assignment instructions.

**Appraisal Assignment Instructions**

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| Official Case Info |  |
| Appraisal File Tracking No.: |  |
| FLP Project (Grant) #: |  |
| FLP Project Name: |  |
| Project Tract: |  |
| State / County: |  |
| Property Rights Acquired: |  |
| Client, Intended Users/Intended Use: |  |
| Client | The State of ???. |
| Intended Users | *The IRS is not an intended user of this appraisal. The property owner is not an intended user of this appraisal.*  The intended users are the State of ???, NGO ???, and authorized representatives of the U.S. Forest Service. |
| Intended Use | The intended use of the appraisal is to assist the State in applying for funding for the proposed acquisition from the Forest Legacy Program of the U.S. Forest Service. |
| Professional Standards and Assignment Conditions | The appraisal is to be prepared in conformance with the *Uniform Appraisal Standards for Federal Land Acquisitions* (Appraisal Institute, Washington, D.C., 2000) (UASFLA), and the *Uniform Standards for Professional Appraisal Practice* (The Appraisal Foundation, current edition) (USPAP).  If any of the provisions of USPAP conflict with UASFLA, then the standards of UASFLA take precedence under the Jurisdictional Exception of USPAP. |
| Legal Description(s) | *Lengthy legal descriptions may be attached.*  The legal description for the larger parcel is ???.  The legal description for the remainder parcel is ???. |
| Interests (Estate) Appraised | *The interests (estate) to be appraised are the “as is” rights, title, and interests which the property owner can convey as of the effective date of value. Refer title, last deed, outstanding rights, recorded and unrecorded agreements, etc.*  Larger Parcel:  All rights, title and interests in ======= , as identified in *(cite title, last deed, etc.),* subject to the following outstanding rights:   * *List outstanding rights, easements, encumbrances, etc.*   Remainder Parcel:  All rights, title and interests in ======= , as identified in *(cite title, last deed, etc.),* subject to the following outstanding rights:   * *List outstanding rights, easements, encumbrances, etc.* * *As if encumbered with the proposed FLP conservation easement (see Hypothetical Conditions).* |
| Hypothetical Conditions | *The appraisal must not include any hypothetical conditions not approved in writing in advance by the reviewer.*   1. The appraisal should include the Hypothetical Condition that the remainder property is encumbered with the proposed Forest Legacy conservation easement as of the effective date of value. |
| Extraordinary Assumptions | *The appraisal must not include any extraordinary assumptions not approved in writing in advance by the reviewer.*   1. The appraisal should include the Extraordinary Assumption that the property does not have any contamination or hazardous materials on site. |
| Definition of Value | “Market value is the amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the appraisal, after a reasonable exposure time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under any compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the appraisal.” \*  Note: This definition of market value is not linked to specific “exposure time” as required by USPAP, SR-1 and SR-2. “Such estimates are inappropriate for, and must not be included in, appraisal reports prepared for federal land acquisitions under these standards”(UASFLA, Section A-9).  \*A-9, Uniform Appraisal Standards for Federal Land Acquisitions, (Appraisal Institute, Washington, D.C. 2000) |
| Purpose of the Appraisal | The purpose of the appraisal is to provide an opinion of value for the larger parcel before the proposed acquisition (based upon the following Hypothetical Condition and Extraordinary Assumptions===),  and  to provide an opinion of value for the remainder parcel after the proposed acquisition (based upon the following Hypothetical Condition and Extraordinary Assumptions===) and based on the Hypothetical Condition that it is encumbered with the proposed FLP conservation easement.  Supplementary Assignment Instructions: *(FLP eligibility requirements may require that opinions of value be allocated to components which are eligible and components which are not eligible for FLP funding. Eligibility considerations should be discussed with the State/NGO during the preparation of written appraisal instructions).* |
| Larger Parcel | ***The appraiser is ultimately responsible for the determination of the larger parcel. The information provided in this task assignment regarding ownership is intended to assist the appraiser in forming a preliminary understanding the scope of the assignment. The appraiser should contact the reviewer to discuss the appraiser’s opinion of larger parcel early in the appraisal process.*** |
| Ownership | *The appraisal must include a discussion of larger parcel. Unity of ownership requires identifying property contiguous to, or in proximity to, the acquisition. Relevant ownership information must be provided to the appraiser with the information package.*  Identify and describe property under same ownership. |
| Land/Acres |  |
| Location |  |
| Access (Legal and Physical Access) |  |
| Oil, Gas, Mineral, Sand/Gravel Assets |  |
| Timber | Timber assets are/are not expected to require a timber inventory and valuation report or timber cruise. (Identify the type of timber valuation report required, if applicable, and who is responsible for contracting for it.) |
| Water Features |  |
| Other Features |  |
| Buildings and Site Improvements | *Describe.* |
| Approaches to Value | All appropriate approaches to value shall be included in the appraisal.  An income approach is required or is not required for this assignment. (For properties with a highest and best use of timber operations, and over a certain size, a discounted cash flow analysis based on typical timber production and associated revenues may be required.) |
| Acquisition | The proposed acquisition is that of conservation easement rights to encumber ??? acres of the larger parcel.  And/Or  The proposed acquisition is a whole acquisition of all rights, title and interest in ??? acres. |
| Remainder Property Description |  |
| Land/Acres |  |
| Location |  |
| Access (Legal and Physical Access) |  |
| Oil, Gas, Mineral, Sand/Gravel Assets |  |
| Timber |  |
| Water Features |  |
| Other Features |  |
| Buildings and Site Improvements | *Describe.* |
| Approaches to Value | All appropriate approaches to value shall be included in the appraisal.  An income approach is required/not required for this assignment. |
| State Forest Legacy Program Coordinator Contact Information |  |
| NGO (Third Party Facilitator) Contact Information |  |
| Owner or Representative Contact Information and Phone Number |  |
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| Pre-work, Appraisal Inspection, Report Format and Delivery |  |
| Pre-Work Meeting | A pre-work meeting is required for this assignment. The appraiser is required to contact the reviewer to arrange a pre-work meeting, either by phone or in person during a field inspection. |
| Field Inspection and Notice | The appraiser is required to conduct a detailed field inspection of the subject property, unless directed otherwise in writing. The appraiser is instructed to provide reasonable notice of the field inspection to the landowner and/or representative and to the reviewer with an invitation to attend. |
| Written Instructions and Supplementary Information: | The appraisal must include a copy of all written appraisal instructions, including this Task Assignment.  The addenda should also include last deeds, title information, copy of the proposed conservation easement, and any consultant reports relied upon. |
| Delivery of Appraisals/Number of Copies/PDF | ***The contract appraiser shall not provide any appraisal work product to intended users until notified that the appraisal has been approved for Agency use.***  Insert requirements re: number of copies, binding type, etc. |
| Format Specifications | Appraisal reports must be on 8 ½” x 11” paper, single sided (no double sided or facing pages), and bound in a comb binding or 3 ring binder. |
| Qualifications and State-Certification | The appraisal should include qualifications, a copy of the appraiser’s state certification, and verification of completed training in the application of the December 2000 edition of Uniform Standards for Federal Land Acquisitions approved for continuing education credits in the state where the appraiser is certified. |
| Information Available/Provided to Appraiser | *Identify information to be provided to appraiser.* |
| Legal Descriptions |  |
| Survey |  |
| Appraisal Maps (GIS, etc.) |  |
| Title Report/Deeds |  |
| Current Contracts for Sale, Marketing Information, Listing Information |  |
| Copy of Proposed Conservation Easement |  |
| Timber Cruise/Inventory and Timber Valuation Report |  |
| Sub-consultant Reports |  |
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