

PREFERENCE TRANSFER AND GRAZING PERMIT/LEASE APPLICATION PROCESSING CHECKLIST

From (Transferor): RAS Operator Number:

To (Transferee): RAS Operator Number:

Assigned to: Assigned by: Date Assigned:

This internal checklist helps BLM track processing of an application to transfer grazing preference and the associated application for a grazing permit or lease. Offices can include some of these steps in other land management work processes such as the development and implementation of an activity level management decision. Some of the steps are completed concurrently, such as records development, while others are completed in sequence.

TASK	Date	Staff Initials
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1. Application Processing Service Charge Collected and Receipt for Payment Provided to Applicant

2. Submission of All Information Necessary to Perfect Application for Preference and/or Preference Transfer

(a) *When the purpose of the application is to apply for preference that, at time of application, is attached to base property owned or controlled by transferee:* Transferee has completed page 1 of "Preference Transfer Application" (Form 4130-1a). *(In this circumstance, applicant does not need to complete page 2 of Form 4130-1a.)*

(a2) *When the purpose of the application is to transfer all or a part of a Transferor's current preference from their base property to Transferee owned or controlled property:* Transferee has completed page 1 of Form 4130-1a and Transferor has completed page 2 of Form 4130-1a. *When Transferor does not own the base property from which preference is being transferred and/or it is encumbered by a lien, then:*
Application has been signed by: Base Property owner *and/or* Base Property Lien holder(s)

(b) Transferee has submitted documentary evidence that shows they control the property that they are offering as base property (e.g. deed, lease).

(c) Transferee has completed "Grazing Application - Supplemental Information" (Form 4130-1b). *(Under situation (a2), above, Transferor also completes/updates Form 4130-1b if action will result in Transferor retaining a permit or lease.)*

(d) Transferee and Transferor have completed "Assignment of Range Improvements" (Form 4120-8).

(e) Transferee (and Transferor, if applicable) has completed "Grazing Schedule - Grazing Application" (Form 4130-1). *(If the transfer action will result in the Transferor retaining a permit or lease, Transferor also must complete Form 4130-1.)*

(f) All other documentation that BLM requires has been submitted. *(This may include: documents proving business relationships/affiliations (e.g. articles of incorporation, partnership agreements); documentation of control of livestock per 43 CFR 4130.7(d); brand registration issued by State; statement regarding livestock use by sons and daughters of permittees/lessees; and/or other documents pertaining to Transferee qualifications.)*

(g) Exchange-of-Use Agreement (Form 4130-4), if appropriate and desired by Transferee and BLM, has been completed and submitted.

3. Application Information Verification, Analysis, Correction and Approval *(If errors/omissions are identified, inform Transferee and/or Transferor of information they must correct or additional documentation that BLM must have before we can proceed with application processing).*

(a) Term of current transfer is for at least 3 years, and subject preference has not been transferred for at least 3 years, or BLM has determined and documented their determination that a shorter term is consistent with management and resource condition objectives under 43 CFR 4110.2-3(f).

Information and signatures on all forms and records submitted in support of application have been reviewed. The information is accurate and complete and demonstrates that:

(b) Transferee qualifies for grazing use on public lands under 43 CFR 4110.1 (a) and has a satisfactory record of performance under 4130.1-1(b).

<p>(c1) <i>For situation described at 2 (a1), above:</i> Transferee's offered property matches existing BLM base property record for the desired preference. Also, for land base property, the requested attachment of AUM's shown on page 1, Form 4130-1a matches current BLM records for that base property.</p>		
<p>(c2) <i>For situation described at 2 (a2), above:</i> Transferee has certified that offered property meets applicable base property requirement (see 43 CFR 4110.2-1(a) and (b)). Also, for land base property, the description of the property from which AUM's are being transferred (page 2, Form 4130-1a) matches BLM's existing records for that base property. Owner and lien holder signatures are verified.</p>		
<p>(d) Transferor has assigned, and Transferee has accepted assignment, of interest and obligation in range improvements. This application(s) for permit(s)/lease(s) (Form 4130-1) shows desired grazing terms and conditions and includes at a minimum the kind and number of livestock and their grazing use period(s) by allotment(s). Information on EOU form, if submitted, is accurate.</p>		
<p>(e) Staff completes memorandum to Field Manager that chronicles the transfer action, indicates the resulting attachment(s) of preference by status (active and suspended AUM's) to the affected base property(ies), includes other pertinent information that will assist in future administration of the preference and permit/lease, and that recommends approval or rejection of the application. <i>If staff recommendation is to reject the application, then prepare a proposed grazing decision to reject the application - otherwise continue with items on this checklist.</i></p>		
<p>(f) Application package has been forwarded to District or Field Manager with cover memorandum and highlights for approval (signature and date):</p> <p><input type="checkbox"/> "Grazing Preference Application and Preference Transfer Application" (Form 4130-1a);</p> <p><input type="checkbox"/> "Assignment of Right, Title and Interest in Range Improvements" (Form 4120-8).</p> <p><input type="checkbox"/> EOU agreement, as applicable. Documentation that preference transfer is categorically excluded from NEPA is completed.</p>		
<p>(g) Preference transfer is approved by District or Field Manager.</p>		
<p>4. Preference Transfer Records Transmittal to Signatory Parties</p>		
<p>(a) A copy of each executed document to each party who signed that document has been mailed to them for their records. Indicate documents mailed:</p> <p><input type="checkbox"/> Transferee _____</p> <p><input type="checkbox"/> Transferor _____</p> <p><input type="checkbox"/> Base property owner _____</p> <p><input type="checkbox"/> Base property lien holder(s) _____</p>		
<p>5. Action on Application(s) for Permit(s)/Lease(s) Filed With Application for Preference and/or Preference Transfer</p>		
<p>(a) Transferee (permit/lease applicant) has been informed of the need for NEPA-required documentation concerning environmental analysis of grazing as applied for and informed of the estimated date as to when application processing will be completed.</p>		
<p>(b) Consultation and data analysis and evaluation sufficient to support proposed permit or lease terms and conditions completed. Transferee requested permit/lease terms and conditions have been considered in the analysis, as well as terms and conditions specified by BLM to achieve allotment's(s') management and resource condition objectives, including conformance with 43 CFR 4180 and LUP objectives.</p>		
<p>(c) Proposed permit/lease terms and conditions have been reviewed with Transferee including, as applicable, a term and condition that requires compliance with the applicable AMP, another activity plan, previous grazing decisions, pertinent LUP decisions, etc. Transferee questions have been addressed.</p>		
<p>(d) NEPA-required analysis of the affects of grazing that is proposed to be authorized by the permit/lease is documented. <i>Note: If BLM will not fully process permit or lease before it is issued, then indicate the legal authority that allows BLM to issue a permit or lease to authorize grazing until it completes full processing of the permit or lease application, and the month and year that the permit or lease is expected to be fully processed.</i></p> <p>LEGAL AUTHORITY: <input type="checkbox"/> Interior Appropriations Act <input type="checkbox"/> Administrative Procedure Act <input type="checkbox"/> 43 CFR 4160.4(b) (permit/lease continuation)</p>		
<p>(e) Grazing decision under § 4160 that indicates BLM's action on application and that offers new Permit/Lease to Transferee has been issued.</p>		

(f) As applicable, new permit/lease has been issued to transferor that reflects authorized grazing use after their preference change.		
(g1) Offered Permit(s)/Lease(s) has (have) been accepted [signed, dated, returned] by the <input type="checkbox"/> Transferee <input type="checkbox"/> Transferor (if applicable);		
(g2) If decision offering Permit/Lease (step 5(d)) has been protested/appealed, indicate appellant: <input type="checkbox"/> Transferee <input type="checkbox"/> Other Party <i>(Note – If terms and conditions of newly-offered permit or lease have been appealed and stayed, see §4160.4(b).)</i>		
(h) Grazing decision(s) is (are) no longer subject to administrative or civil appeal, has not been stayed, and is in effect. Transferee has signed permit. <i>(Note - If decision is in effect, but transferee has not signed permit or lease, the transferee is not authorized to make grazing use.)</i>		
(i) Grazing permit(s) or lease(s) has (have) been signed by District or Field Manager. One copy of the approved grazing permit or lease has been mailed to Transferee, Transferor (if applicable) and one has been placed in the respective case record(s).		
6. Records Development and Management - See Manual Handbook H-4010-1: Range Management Records		
(a) Base property plat(s) have been created/updated for <input type="checkbox"/> Transferee and <input type="checkbox"/> Transferor (Only if applicable).		
(b) Allotment map(s) for permitted/leased allotments have been updated and placed in case record(s) of <input type="checkbox"/> Transferee <input type="checkbox"/> Transferor		
(c) Rangeland Administration System (RAS) records have been created, updated or deleted, as applicable, for: <input type="checkbox"/> Transferee <input type="checkbox"/> Transferor.		
(d) Case history summary has been created or updated for: <input type="checkbox"/> Transferee <input type="checkbox"/> Transferor.		
(e) Pertinent historical records from Transferor's case records have been placed in Transferee's case records.		
(f) Transferor case records have been closed or updated. (Note - Consult your administrative staff regarding procedure to archive closed records.)		
(g) New case record for Transferee is complete.		
(h) Land use plan records and GIS records (as applicable) have been created or updated.		
(i) All applicable units of work have been reported in accordance with office progress tracking requirements.		
7. Reviewed and Approved by:		
NAME:	SIGNATURE:	
TITLE:	DATE:	
REMARKS: <input type="checkbox"/> Are included in transfer memorandum (step 3(e) of this checklist); or <input type="checkbox"/> Are included below.		