

Stewardship Grant Approval Process for County Forest Land Acquisition

Negotiation & Application

Ranking & Award

Step #1—Forestry Committee grants approval to investigate/ pursue acquisition and to apply for Stewardship Grant and forwards to County Board.

Step #2—County Board grants approval to apply for Stewardship grant, commit matching funds, and negotiate with seller.

Step #3—County completes grant application (form 8700-329) and submits with attachments to DNR County Forest Specialist.

Step #4—DNR County Forest Specialist ensures applications are complete, parcels are eligible, and all attachments are included.

Step #5—County Forest Ranking panel ranks projects consistent with the MOU between DNR and County Forests.

Step #6—DNR County Forest Specialist notifies Counties of ranking and preliminary project acceptance and outlines requirements.

Step #7—County orders appraisal, title commitment and submits to DNR. DNR also orders appraisal for lands valued over \$350,000.

Step #8—DNR County Forest Specialist sends municipal notification letters to County and town(s) impacted if the project is expected to proceed. Local governments have 30 days to respond.

Step #9—DNR Review Appraiser/s review and approval appraisal. County Forest Specialist & Stew. Grant Manager prep project material for JFC review and/or contract.

Step #10a — If award amount is <\$250,000, DNR completes real estate due diligence and prepares contract.

Step #10b — If award amount is >\$250,000, OR if parcel is north of Hwy. 64, DNR prepares material for JFC passive review.

Step #11— Grant Manager prepares and sends grant contract and reimbursement claim forms. Grant funds “encumbered” for the project.

Step #12a—If escrow closing: County takes signed contract to closing; DNR Real Estate coordinates with Title Co. to send funds to closing.

Step #12b—If reimbursement: County records contract; submits reimbursement claim for & submits shape file of property.

Step #13—County submits reimbursement claim form for any remaining eligible expenses.

Step #14— DNR issues final payment.

Step #14 — DNR digitizes property maps for use on DNR’s web-based Public Access Lands interactive map.

Step #15—County completes County Forest Law Application for Entry within one year.

Step #16—DNR County Forest Specialist completes and approves Order of Entry, and sends to County for recording.

Step #17—Register of Deeds records Order of Entry and returns it to DNR County Forest Specialist.

Acceptance

Disbursement

County Forest Entry