

COUNTY FOREST LAND ACQUISITION - STEWARDSHIP
Grant Process – Responsibilities & Procedures

Rev. 10-26-10

*Dependent on 15 yr. plan, local government procedures, and agreement in Memorandum of Understanding (MOU) which is also still Draft until NR51 rule is passed.

Negotiation & Approval phase

- Initial interest / consideration in purchase
- **Forestry Committee** – Grants approval to investigate / pursue acquisition
- **Forestry Committee** – Grants approval to apply for Stewardship Grant and forwards to County Board

Stewardship Application phase

- **County Board** – Grants approval to apply for Stewardship Grant, commit to required matching funds, and negotiate with seller.
- **County (authorized representative)** – Completes Knowles-Nelson Stewardship Grant application (form 8700-329) with all attachments and submits to DNR County Forest Specialist.
- **County Forest Specialist** – ensures applications are complete, parcels are eligible and all attachments are included

Ranking & Award phase

- **County Forest Ranking panel** – Ranks County & State Forest projects consistent with MOU between DNR and County Forests.
- **County Forest Specialist** notifies DNR Community Financial Assistance (CFA) of awards and amounts.
- **County Forest Specialist** notifies Counties of ranking / preliminary project acceptance and outlines needs (e.g. appraisals, etc.)
- **Counties** work with Regional DNR Real Estate to get appraisals approved and if necessary, 2nd appraisals scheduled
- After Real Estate approval – appraisals and approval sheets are forwarded to County Forest Specialist

County Forest Specialist transfers files to Community Financial Assistance

Grant Disbursement phase

- **CFA** notifies County of award via letter including grant amount and forwards along with Grant Contract and request for remaining documents (reimbursement claim forms, etc.)
- **County** approves Grant Contract, returning one copy to CFA and recording the other at Register of Deeds.
- **CFA** encumbers funds for the grant (not done if the County elects to do an escrow closing)



- **Register of Deeds** returns a copy of the recorded contract to County along with Reimbursement claim form.
 - A. If escrow closing - one Reimbursement claim form (for appraised property value) should be submitted to CFA prior to closing. The second Reimbursement claim form (for miscellaneous other eligible expenses) should be submitted after the closing along with invoices & cancelled checks
 - B. If no escrow closing – All expenses may be included on one Reimbursement claim form
- Closing
 - A. If escrow closing:
 - **CFA** issues letter to escrow agent authorizing disbursement of escrow funds
 - **CFA** issues escrow check to escrow agent
 - **County** submits second Reimbursement claim form along with invoices / cancelled checks for misc. expenses
 - **CFA** issues final reimbursement for misc. expenses
 - B. If no escrow closing
 - **County** submits expenses on Reimbursement claim form for both property value and misc. expenses.
 - **CFA** disburses grant payment to County
- **County** records property deed

County Forest Entry phase

- Within one year of grant award **County** completes County Forest Law Application for Entry and submits to DNR County Forest Specialist
- **County Forest Specialist** completes Order of Entry, gets it approved and sends to County for recording.
- **County Register of Deeds** returns recorded Order of Entry to County Forest Specialist

