**Stewardship Grant Approval Process for County Forest Land Acquisition**

**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 form and 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.