# 2024 Grant Application

# Natural and Scenic Area Grant Program

# Submission Deadline: April 1, 2024 (by 11:59pm)

Before starting this application, please read the [2024 Natural and Scenic Area Program Manual](https://files.dnr.state.mn.us/assistance/grants/land/nsa/fy2023-ns-manual-final.pdf). If you resubmit an application from a previous cycle, please be sure to use this application as there have been several changes.

Only one park may be included in an application and only one application per park. Applicants can submit more than one application and receive more than one grant. Significant progress must be completed on active projects before an additional proposal can be submitted.

Be sure to allow enough time to complete the applicant resolution, public participation and appraisals. Staff are available to discuss your projects so please contact them with any questions or concerns. If you would like comments on draft applications, submit them by **11:59pm, February 29, 2024**. Only complete applications submitted by the deadline will be considered.

To submit your application, format the entire application, including all attachments, as one

“pdf” and email it to Parkgrants.DNR@state.mn.us by **11:59pm, April 1**. Use the form provided for each item or reproduce it in the same format. Use **Application Check-List** as your cover sheet.

After submission, make sure you receive a confirmation email that your application arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding. Paper submission of applications are no longer be accepted.

**Timeline: 2023 Grant Round**

* Application materials become available December 2023
* Review of draft applications (optional) February 29, 2024
* Submission deadline April 1, 2024
* Awards announced June 2024
* State Historic Preservation Office (SHPO) review…Summer 2024
* Contracts signed after final approvals …. Between October 2024 and March 2025
* Grants expire – projects completed June 30, 2026

For assistance, please contact

* Jennifer Bubke, 651-259-5638, jennifer.bubke@state.mn.us
* Sarah Wennerberg, 651-259-5579, sarah.wennerberg@state.mn.us
* Department of Natural Resources (DNR) Information Center, 1-888-646-6367

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**NATURAL AND SCENIC AREA GRANT PRORAM APPLICATION CHECK-LIST**

*Please use this checklist to make sure your application is complete before submitting.*

***Application Deadline: April 1, 2024***

***Please note that if your project advances to final selection review, financial documentation will need to be provided including recent financial statements and audit as well as a statement of financial position.***

|  |
| --- |
| Required for all applicants |

**Grant Application**

[ ]  Item 1: Application Summary

[ ]  Item 2: Project Narrative

[ ]  Item 3: Cost Breakdown

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Attachment B – Maps

[ ]  Location Map

[ ]  Boundary Map

[ ]  Attachment C - Federal Appraisal

[ ]  Attachment D – Project Timeline

## ITEM 1 - APPLICATION SUMMARY –2024 APPLICATION

## Applicant Information

Name of applicant: **Click here to enter text.**

Name and title of contact: **Click here to enter text.**

Address: **Click here to enter text.**

City: **Click here to enter text.**

State: **MN**

Zip Code: **Click here to enter text.**

Phone: **Click here to enter text.**

Email: **Click here to enter text.**

## Park Information

Park Name: **Click here to enter text.**

Park Address: **Click here to enter text.**

City: **Click here to enter text.**

Nine Digit Zip Code: **Click here to enter text.**

County: **Click here to enter text.**

Existing Park Acres: **Click to enter amount.**

## Project Information

Type (Check all that apply to this project):

 [ ]  Acquisition: Acres to be purchased: **Click to enter amount.**

[ ]  Betterment Activities

Description: Provide a short description (less than 30 words) of your project proposal. Include only items that will be accomplished with this project. Do not include work to be accomplished in future phases.

**Click here to enter text.**

## Financial Information

The Applicant must provide a non-state match of, at least, 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the applicant or donations or any combination of these. Applicants that provide at least 20% of the match from their own resources will receive additional consideration in the review. The total cost shown below must equal the total costs in Item 3 – Cost Breakdown.

Total Project Cost: **Click to enter amount.**

Grant Request:  **Click to enter amount.**

Match Amount: **Click to enter amount.**

**Match Description**: List all sources and amounts of the match and identify if it is committed or pending. This program requires a one-to-one match. The match can consist of cash, the value of materials, labor and equipment usage by the local sponsor, donations (including donation on selling price) or any combination thereof. Other state and federal grants are not eligible for match under this program.

Applicants who provide at least 20% of the match from their own resources and/or have their match committed at the time of the application will receive additional consideration in the review.

| Matching Share Contributors (Name and funding source)  | Match Amount/Value | Type (cash, donated land, etc.) | Is Match Secured or firmly committed. If committed, list date expected to be secured. |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| GRAND TOTAL |  |  |   |

## ITEM 2 - PROJECT NARRATIVE

The Project Narrative should include a general descriptive overview of what the project involves and what will be accomplished by the completion of the project. Also, describe the public benefits that will result from this project. Describe any future restoration/recreational development plans. Please limit your narrative to one page.

**Click here to enter text.**

## ITEM 3 - COST BREAKDOWN

Complete the cost breakdown below with information from the appraisal(s) and answer the acquisition questions below. Your application must include a current self-contained appraisal report for each parcel to be acquired with this grant. The appraisals must conform to the standards as described in **Attachment C – Appraisal(s).**

| Parcel Identification Number or location | Description of property  | Acres | Appraised Value |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Grand Total |  |  |  |

1. Why is this acquisition needed?

 **Click here to enter text.**

1. Describe the existing resources and features of the site that make it desirable for public outdoor recreation.

 **Click here to enter text.**

1. Explain how you envision this acquisition contributing to outdoor recreation in the long term.

**Click here to enter text.**

1. From whom is this property being purchased?

**Click here to enter text.**

1. Are any buildings or structures being purchased along with the property?
	1. [ ]  No
	2. [ ]  Yes – Describe what is planned for those structures and whether the grant funded project includes the value of those structures.

**Click here to enter text.**

1. How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)? At a minimum, park and funding acknowledgement signs must be posted prior to close of the grant and the park open for public access.

**Click here to enter text.**

1. Is this property being acquired under threat of condemnation?

 **Click here to enter text.**

1. Was the property listed for public sale?
	1. [ ]  No
	2. [ ]  Yes – Explain how the property owner was made aware of the grant sponsor’s interest in the property.

**Click here to enter text.**

1. Does this project involve donated property?
	1. [ ]  No
	2. [ ]  Yes – Include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose to donate the property instead.

 **Click here to enter text.**

**Betterment Costs (if applicable)**

Minimal betterment activities are eligible as part of the proposed acquisition project. They may include interpretive, educational or boundary signage and protective fencing. Also allowed are active restoration efforts and betterment activities that would significantly improve the site’s natural resource values. All restoration activities will require a restoration and management plan to be submitted prior to contract approval. If federally funded, the Build America, Buy America Act will apply ([BABAA](https://www.doi.gov/grants/buyamerica)). We recommend including pricing from BABAA compliant companies to the extent possible on applicable budget lines.

| Activity | Description (linear feet, dimensions, material used, number of components, etc.) | Cost Per Unit | Total Cost |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Grand Total |  |  |  |

1. How were the cost estimates derived?

 **Click here to enter text.**

1. What assurances are there that the costs listed are reasonable?

 **Click here to enter text.**

1. Describe any project elements or costs that will improve site resiliency and facility longevity, if any.

**Click here to enter text.**

1. What is the anticipated life span of the facilities that will be funded as part of this project? What are the estimated annual maintenance costs?

**Click here to enter text.**

1. What is your recent experience completing similar projects with state or federal grant funding?

 **Click here to enter text.**

## ITEM 4 - PROJECT SITE EVALUATION

All applicants must prepare and submit the Project Site Evaluation on the next pages. The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the project area. It is very important, therefore, that the project site evaluation identify all possible impacts of the proposed project. This will help determine whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. Use the resources below to help you fill out the evaluation:

### Endangered Species and Critical Habitat Resources

US Fish and Wildlife Service (USFWS) [Information for Planning and Consultation (IPaC) Report](https://ecos.fws.gov/ipac/) provides a list of species and other resources such as critical habitat (collectively referred to as trust resources) under the USFWS’ jurisdiction that are known or expected to be in or near the project area. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

**Minnesota’s List of Endangered and Threatened Animal Species**

Additional information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). A booklet entitled [Minnesota’s List of Endangered and Threatened Animal Species](http://files.dnr.state.mn.us/natural_resources/ets/endlist.pdf), that includes a list of all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available from the DNR by calling (651) 296-6157 or (888) 646-6367 or at the DNR website [Minnesota's Endangered, Threatened, and Special Concern Species.](http://www.dnr.state.mn.us/ets)

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information about county biological surveys is available at [Minnesota Biological Survey](http://www.dnr.state.mn.us/mbs/index.html).

### Wetlands Resources

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed, or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized, and compensatory mitigation must be provided for all values that have been lost or diminished. The basic reference for wetland determination will be the [National Wetlands Inventory](https://www.dnr.state.mn.us/wetlands/maps.html) produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

### Project Site Evaluation

Using the following format and subject categories below, address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

### ****Part 1 –**** USFWS Information for Planning and Consultation (IPaC) Report

Review of your project by the US Fish and Wildlife Service (USFWS) [Information for Planning and Consultation (IPaC) Report](https://ecos.fws.gov/ipac/) is required to provide a list of species and other resources such as critical habitat (collectively referred to as trust resources) under the USFWS’ jurisdiction that are known or expected to be in or near the project area, as well as a determination of the project’s impact on the list of species and other resources (consistency letter). The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

From the website, click on “Get Started” then enter a location, define the area, and confirm the area where the project activities will occur. Then click on “Continue,” print the resource list and **attach to your application**. Next, follow the [IPaC Determination Key guidance](https://www.fws.gov/sites/default/files/documents/Instructions%20IPaC%20Determination%20Key%20508%20compliant.pdf) to receive a determination for each listed species and resource and **attach the consistency letter to your application**. Use this information to help guide your responses below. Use this information to help guide your responses below.

### ****Part 2 – Minnesota State Historic Preservation Office**** (SHPO) Data Request

Send an email request to DataRequestSHPO@state.mn.us with the township, section, range of the park and ask for a data search for previously known archaeological sites and historic properties in the project area. Take a look at the information you get back, if any, to see if they are in or adjacent to the project area. Use this information and your community history to help guide your responses below. **Attach the response to your application.**

### ****Part 3 - Description of the Environment and Environmental Impact of the Proposed Project****

1. Present Land Use: Describe the existing site conditions, facilities, and park acres.

**Click here to enter text.**

1. Explain why the site is suitable for the type of outdoor recreation proposal being submitted.

**Click here to enter text.**

1. Does the site include any elements that visually detract from the outdoor recreation experience or that represent a potential public safety hazard?
	1. ☐ No
	2. ☐ Yes – Explain and describe whether this project will help to address those concerns.
2. Environmental Intrusions: Describe **all** rights-of-way, easements, reversionary interests, etc. within the proposed boundary area. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

**Click here to enter text.**

1. Fish and Wildlife: Indicate whether the proposed project site is on or adjacent to a national, state, or local wildlife management area, park, or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

**Click here to enter text.**

1. Vegetation: Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed project, as well as any restoration and/or protection activities planned as part of the project.

**Click here to enter text.**

1. Wetland Resources: Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality on or adjacent to the site.

**Click here to enter text.**

1. Geologic and Physiographic Features: Describe any interesting, unique, or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed protection activities or measures to provide public education, interpretation, and enjoyment of these resources.

**Click here to enter text.**

1. Flood plains: Describe any flood plains in the project area. Include flood plain levels, what development in the flood plain areas will look like and all mitigation efforts.

**Click here to enter text.**

1. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impact(s) on adjacent land uses or landowners.

**Click here to enter text.**

I. Archeology/ Ground Disturbances: Provide a description of current and historic land use and ground disturbances. Include available information concerning known or suspected archaeological resources within or adjacent to the park. Indicate if any of these identified resources will be impacted by the proposed project.

**Click here to enter text.**

J. Historic Structures: List known historic buildings or structures located within or adjacent to the project area (i.e., individual properties or districts which are listed in the National Register of Historic Places, or which meet the criteria for listing in the National Register). If applicable, identify any expected or potential impacts to these properties with the proposed project.

**Click here to enter text.**

K. Surveys: Have there been any previous cultural and/or historic resource surveys completed that included this project site within the area of potential effect that was assessed?

[ ]  No – Describe any construction planned as a result of this project that will extend beyond the pre-existing disturbance area (including surface area and depth).

**Click here to enter text.**

[ ]  Yes – Attach survey and summarize findings and include page number references below.

**Click here to enter text.**

### Part 4 - Environmental Screening Form (ESF):

The table below serves as a record of the environmental resources present at the site, whether the proposed action is likely to have a significantly negative impact on those resources, and whether further information is needed to determine the potential impact. Review the listed resources and identify any resources that may be significantly impacted by the action. The Environmental Screening Form (ESF) should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.

For each resource, indicate if positive or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact.

| + | indicates positive impacts are anticipated to result from the action |
| --- | --- |
| - | indicates negative impacts are anticipated to result from the action |
| ? | indicates further information is needed to determine the potential impact |
| n/a | indicates resource does not exist on site or there is no impact |
|  |  |

Site Name:

|  | **How will the project affect the following resources?** | **+** | **-** | **?** | **n/a** |
| --- | --- | --- | --- | --- | --- |
| 1 | Air quality |[ ] [ ] [ ] [ ]
| 2 | Circulation and transportation |[ ] [ ] [ ] [ ]
| 3 | Climate |[ ] [ ] [ ] [ ]
| 4 | Contamination or hazardous materials even if remediated |[ ] [ ] [ ] [ ]
| 5 | Endangered species: (listed or proposed threatened or endangered) including associated habitat |[ ] [ ] [ ] [ ]
| 6 | Environmental justice: minority and low-income populations |[ ] [ ] [ ] [ ]
| 7 | Geological resources: soils, bedrock, slopes, streambeds, landforms, etc. |[ ] [ ] [ ] [ ]
| 8 | Historic or cultural resources |[ ] [ ] [ ] [ ]
| 9 | Invasive species |[ ] [ ] [ ] [ ]
| 10 | Land use plans or policies from other agencies including tribes |[ ] [ ] [ ] [ ]
| 11 | Lightscapes, especially night sky |[ ] [ ] [ ] [ ]
| 12 | Migratory birds |[ ] [ ] [ ] [ ]
| 13 | Recreation resources |[ ] [ ] [ ] [ ]
| 14 | Socioeconomics: changes to tax base or competition with private sector |[ ] [ ] [ ] [ ]
| 15 | Sound (noise impacts) |[ ] [ ] [ ] [ ]
| 16 | Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc. |[ ] [ ] [ ] [ ]
| 17 | Water quality and/or quantity |[ ] [ ] [ ] [ ]
| 18 | Water: coastal barrier resources or coastal zones |[ ] [ ] [ ] [ ]
| 19 | Water: marine and/or estuarine |[ ] [ ] [ ] [ ]
| 20 | Water: stream flow characteristics |[ ] [ ] [ ] [ ]
| 21 | Water: wetlands and floodplains |[ ] [ ] [ ] [ ]
| 22 | Other important resourcesExplain: |[ ] [ ] [ ] [ ]

1. Have there been any previous environmental documents that are relevant to this project or this specific site?
	1. [ ]  No
	2. [ ]  Yes – Attach and summarize findings and include page number references below
2. Explain any negative or unknown impacts identified in the Table of the ESF.

**Click here to enter text.**

1. How was the information identified in the table derived and what sources of data were used to justify the impact selection?

**Click here to enter text.**

1. Who contributed to filling out the ESF (include name, title, agency) and what qualifications do they have that provide the necessary resource expertise to determine impact significance?

**Click here to enter text.**

1. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

**Click here to enter text.**

## ITEM 5 – PUBLIC PARTICIPATION

Address the following questions regarding public participation, planning process and how this project will provide new and/or expanded recreational opportunities.

1. Describe both short- and long-term outdoor recreation benefits that will be achieved as a result of this project.

**Click here to enter text.**

1. Explain how this project fits as part of other projects planned for this same site in the next three years.

**Click here to enter text.**

1. Describe the process that led to the development of this proposal and how the public was involved.
* Who was involved (include any state, local, and federal agency professionals, subject matter experts, Native American tribes, and members of the public)?
* What information was made available and what opportunity to be involved in planning and developing your proposal was provided?
* How were they able to review the completed proposal?
* Describe any public meetings held and/or formal public comment periods, including dates and length of time. Were formal comments received and did you provide written responses?

**Click here to enter text.**

## ITEM 6 – AVAILABILITY FOR PUBLIC USE

The park must be designed and available for general public use and open during typical park hours.

State the specific hours of operation, including seasonal hours, and any current or anticipated programmed use for the park. Saying the park will be open during normal park hours is not specific. Also describe any arrangements with schools, local organizations, clubs, reservation systems or city programs for the use of the park. Explain how this may impact availability to the general public.

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park.

**Click here to enter text.**

## ATTACHMENT A - APPLICANT’S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that <APPLICANT> act as legal sponsor for the project contained in the Natural & Scenic Areas Grant application to be submitted on <DAY / MONTH / YEAR> and that <APPLICANT’s REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of <APPLICANT>.

BE IT FURTHER RESOLVED that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that <APPLICANT> has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement and ensure adequate construction, operation, maintenance, and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that <APPLICANT> has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that <APPLICANT> has or will acquire fee title or permanent easement over all the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the state,

<APPLICANT> may enter into an agreement with the State of Minnesota for the above-referenced project, and that <APPLICANT> certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that <Title of Authorized Official> is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED: WITNESSED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Signature)

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(Title) (Date) (Title) (Date)

## ATTACHMENT B – MAPS

1. **Location Map**

The location map shows the location of the park within your community. The map should identify the main roads to access the park.

1. **Boundary** **Map**

The map must clearly indicate the area to be acquired and/or developed as well as the proposed boundary of the larger park/recreation area that would be subject to the perpetual protection provisions, all known outstanding rights and interests in the area held by others, total acres within the boundary, and a north arrow. The Boundary Map will become part of the grant contract so it is important to have an accurate map. Please also note the color coding instructions below.

Include the following information on your boundary map:

* Park/site name and address, including county name.
* Latitude/longitude of park entrance or parking are
* Map legend
* Draw and label the complete park boundary in a dashed red line. This boundary must include all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
* Indicate any rights-of-ways, easements, reversionary interests, etc. to the park area, including overhead utility lines.
* Geographic reference point such as a section corner or designated road intersection.
* Acreage of the park and/or each parcel to be acquired.
* North arrow and graphic bar scale using the example below:

500 Feet

250

0

* Signed and dated by the applicant.

**Color Coding for map/plan**

* Red Park boundary (dashed line)
* Green Existing boundary to be added
* Yellow Acquisition and/or betterment activities accomplished with this grant.

## ATTACHMENT C – APPRAISAL(S)

The application must include an appraisal report by a general real property appraiser licensed by the State of MN that meets the [Uniform Appraisal Standards for Federal Land Acquisition (UASFLA)](https://www.justice.gov/enrd/appraisal-unit). It must include the DNR and the National Park Service as intended users, and the landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within six months of the application deadline.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104. See [UASFLA](https://www.justice.gov/file/408306/download) Section C-1 for further guidance on technical reviews.

To ensure the appraiser understands the appraisal requirements, we suggest using the sample engagement letter provided below.

# Sample Appraiser Engagement Letter

<<Date>>

<<Appraiser Name>>

<<Appraiser Address>>

Re: <<Title of Acquisition>>

Dear <<Appraiser Name>>:

<<Applicant Name>> is pleased to submit to you this letter of engagement. It outlines our understanding regarding the terms and conditions under which you are directed to complete a fair market value appraisal of the <<Title of Acquisition>>, containing approximately <<\_\_\_>> acres located in <<County>> County, Minnesota, with an address of <<address>>.

The appraisal will establish the fair market value of the land together with improvements of contributory value, if any. The estate to be appraised is Fee Simple Title. The appraisal will be performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). In addition to <<Applicant Name>>, the Minnesota Department of Natural Resources (DNR) and the National Park Service must be named as intended users. Any technical corrections to the appraisal report required by <<Applicant Name>> and/or the DNR in the course of their review and acceptance will be performed within the fee set forth below. You will provide <<\_\_\_>> copies of the appraisal report to <<Applicant Name>>.

The appraisal will be completed on or before <<Completion Date>>. The cost of the appraisal will not exceed <<Appraisal Cost>>, including expenses. Payment in full will be made by <<Applicant Name>> subject to receipt of an invoice from you.

Please indicate your acceptance of this engagement with a signature in the space provided at the bottom of this letter and return a copy to me. I will contact you regarding notice to proceed.

Sincerely,

<<Applicant Contact>>

<<Applicant Name>>

<<Accepted this <<Acceptance Date>>

<<Appraiser Name>>

<<Appraiser’s Business Name >>

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ATTACHMENT D – PROJECT TIMELINE

Please include a project timeline for the activity. The timeline should start at day “0” and reference duration in days, weeks, and months. Do not provide specific dates/months in the timeline.