

Guidelines for LSOHC and LCCMR Projects **NOT involving a gift conveyance to the DNR**

- When the project is anticipated to have an appraised value **over 1 million dollars**

Grant recipient should contact the Grants Administrator to establish a use of funds agreement letter to provide for payment of LAM services and contracts. Once a use of funds has been approved, the Grants Administrator will provide funding authorization to accounting and will subsequently authorize the LAM appraisal unit to begin work. Please plan to submit the request to the Grants Unit in advance of your request for Appraisal Review. For appropriate timelines discuss with your Grants Administrator.

You will also need to submit all required documentation to the Acquisition and Appraisal Supervisor.

Required items:

- Vesting deed/proof of ownership,
- Status of appraisal data – protected or non-protected as required under grant agreement
- Copy of survey completed to DNR Survey Unit standards (if survey)
- Landowner Disclosure Statement
- Aerial map clearly depicting the parcel(s) to be conveyed
- Initial Site Assessment
- CRP contract and maps (if applicable),
- Copies of any leases, easements or other agreements that affect the land
- Other documents as applicable

Once the LAM Appraisal Unit has received the required documents from the grant recipient they can begin the appraisal review. Once we complete the review the project will be recommended to LAM Directors for approval and signature. You can expect a review and approval of a well prepared appraisal to take 4–6 weeks from authorization to proceed.