



KANSAS FOREST LEGACY PROGRAM APPLICATION INSTRUCTIONS

The Kansas Forest Legacy Program is a voluntary program that encourages the protection of environmentally important privately owned forestlands from conversion to non-forest use.

Background

The Kansas Forest Legacy Program (FLP) is a partnership between the State of Kansas and the U.S. Forest Service that creates and supports well-managed, healthy forests across Kansas. The FLP works primarily with private property owners to preserve their forests, helping them create a lasting legacy. This is achieved in two ways. The FLP can acquire conservation easements on private land, where the landowner is paid to give up certain uses of their property, or the FLP can purchase the land outright, in a process called Fee Simple Acquisition. A conservation easement is a legal agreement that limits certain uses on privately owned land, ensuring the land remains forested over time. Purchasing the land transfers it to public control, creating a public conservation area. The FLP only works with willing landowners, and particularly those who want to make a lasting impact in Kansas. The FLP helps prevent fragmentation of our forests and preserves natural areas for the benefit of all Kansans.

There is dedicated funding to support this effort. Money for the FLP is generated through drilling royalties, secured through The Great American Outdoors Act, and distributed through the Land and Water Conservation Fund. While FLP funds primarily flow from the federal government, the FLP in Kansas is administered by the Kansas Forest Service, who distributes funds and manages acquired property and easements. To be eligible for the program, property must be located within a Forest Legacy Area, be privately owned and be at least 75% forested. The federal government may fund up to 75% of project costs, with at least 25% coming from non-federal cash, land donation or other sources.

Landowners who participate in the program by establishing a conservation easement on their property will gain the benefit of working closely with KFS and other partners to help manage their forests. Through the FLP, landowners create and follow a Multi-Resource Management Plan. Similar to a Forest Stewardship Plan, an MRMP supports working forests and conservation on a particular property. Activities consistent with forest management and conservation easement values are often included, such as timber harvesting, grazing, wildlife management and recreation activities. Often landowners use MRMPs as a way to access other funding sources to further support their conservation and land management goals. FLP conservation easements provide funding and support for landowners who want to create a long-lasting legacy.

Landowners who are considering selling their property and are interested in conservation are also good candidates for the program. The FLP can help landowners think about the future of their land and provide a way to give back to the community through the creation of permanent conservation areas. In

these cases, the forests will be managed to provide Kansas with the benefits of permanently conserved forested spaces.

While any landowner can apply, forestlands at greatest risk of conversion to non-forest use and show a high significance of conservation values receive priority. Properties that are at least 200 acres tend to be the most competitive. If you or someone you know is interested, reach out to KFS to learn more.

Proposal Instructions

The Kansas Forest Service, in partnership with the U.S. Forest Service, is pleased to request applications for the 2025 Forest Legacy Program (FLP).

Resources: Find information about Kansas's FLP in the [Kansas Forest Action Plan](#). Information on the National Forest Legacy Program is available on the [USFS Forest Legacy website](#). For more information or support, call KFS at 785-532-3300 or email rarmbrust@ksu.edu.

Deadlines: The state accepts projects on a rolling basis, with the goal of making each project as competitive as possible. For each year, there will be a cut-off date for funding; after this date, eligible projects will be considered for funding the following year.

Application completion: These forms may be filled out by the landowner, the landowner's representative, a project partner or in collaboration with the FLP specialist.

Submit completed applications to KFS:

rarmbrust@ksu.edu
Kansas Forest Service
ATTN: Ryan Armbrust
Forest Legacy Program
2610 Claflin Road
Manhattan, KS 66502

Contact for more information:

Ryan Armbrust
KFS Rural Forestry Program Coordinator
rarmbrust@ksu.edu

Funding timeline: Projects typically take 4-5 years from initial concept to the transfer of money to a private property owner. However, this timeline varies greatly depending on each project.

Project Eligibility

The project eligibility questions help KFS understand if this project is eligible for funding through the FLP.

Eligibility requirements

- The property must be located within, or partially within, a designated **Forest Legacy Area**.
- The property must be at least **75% forested** or be able to become 75% forested. For example, properties that have experienced deforestation often still qualify, but areas that were historically non-forest cannot qualify through afforestation (tree planting) alone.
- The property must be **privately owned**.
- The property owners must be **willing sellers**.
- The property owners must have had **an initial meeting with KFS** to discuss the project.

If you don't meet any of these requirements, reach out to KFS to discuss. You may still qualify, depending on the individual circumstances of your project. If your property does not qualify for Forest Legacy funding, KFS may be able to connect you to other programs to help you meet your conservation and forest management goals.

Applicant Information

In the FLP, the project applicant is the landowner. Project applicants often choose to work with other individuals or organizations as part of their participation in the FLP. All people and entities who work with or on behalf of the project applicant are members of the project team. Projects with multiple applicants (landowners) should include a copy of this section for EACH separate landowner tract.

Each member of the project team must be listed on the application with a description of their role on the team. The application should also include all legal documents and contracts describing the relationship between the project applicant and project team members that impact the property, application or close-out process. Failure to include the entirety of these contracts may result in disqualification from the program. People or organizations who are not a part of the project team listed on the application may not attend progress meetings, unless expressly invited by KFS.

Common application team members include the landowner, the landowner's representative, primary contact and project partners.

Property Information

This section provides general information about the property. Projects with multiple applicants (landowners) should include a copy of this section for EACH separate landowner tract. For the "Brief property description" line, give a high-level overview of the property. Consider including the function of property (a working ranch, timber land, former scout camp, family land), physical attributes (creeks, hills, forests) and major conservation attributes (migratory routes, rare plants/animals). This should be just a few sentences and should give a general sense of the property.

The list of permanent structures should include all current structures and improvements. If additional information is needed, provide it. For example, if a structure is registered as a historic structure, is in disrepair or is no longer used.

Describe proposed future buildings, infrastructure and/or building envelopes you would like to place on the property. This could include areas set aside for future housing, new roads or other uses.

Maps and Documents

Map or Document	Notes
Vicinity map	The vicinity map should display identifiable landmarks and show boundaries of the property and its relationship to the surrounding landscape. It should also depict the surrounding land ownership (state, federal, other CEs and private land) and the current development and infrastructure (subdivisions, roads, streets, power lines, railroad lines, existing wildlife crossings, etc.).
Property map	The property map should clearly identify the property's boundaries and depict human-made and important natural features. The property map must identify the locations of existing physical and legal access to the property and any building envelopes proposed. The map should also clearly show which areas are forested versus not forested, with the percent forested labeled. Ideally this map should be laid on a color aerial photograph.
GIS files	GIS files should be shapefiles of the property's geographic boundary, proposed building envelopes and other relevant infrastructure (roads, subdivision lines, buildings). Shapefiles should be projected as UTM Zone 12 or 13 in NAD 1983 datum.
Property survey	Property survey should be certified, and it may include the county plat.
Property documentation	Documentation should be included in its original form or as a written description. Include known liens, encumbrances, covenants, title defects, mortgages, easements, rights-of-way, water restrictions, contracts, leases, etc., on the property
Value determination	This can include an appraisal, market analysis or other verifiable mechanism.
Match documentation	This includes any documents outlining match contributions and requirements from other partners. It can also include bargain sale commitment from the landowner.
Forest Stewardship Plan	This is not <i>necessary</i> to apply. Provide if present and specify the date of creation.

Photos

These must be original photographs highlighting the unique values of the property. These photographs will be included in the federal application and should speak to the conservation and forest values of the property. They can also include pictures of rare or endangered species, reasons for conversion threat or other subjects that would increase the quality of the application. No more than four total photos will be included in the federal application, regardless of the number of individual tracts/landowners in the project.

The FLP purchases two types of real estate: 1) Conservation easements on private property that remain private, or 2) Fee simple acquisition of the property that converts the property to a public conservation area.

Conservation easements

A conservation easement is a voluntary, legal agreement that permanently limits the use of private land in order to protect its conservation values. Forest Legacy Conservation easements are written to meet the goals of the landowner, providing an attractive option for those wishing to permanently conserve their property.

FLP conservation easement attributes

- A legally binding agreement between a landowner and KFS (or an eligible State of Kansas entity), where the landowner retains many private property rights
- Protect property from being developed, subdivided or mined in perpetuity
- Allow property owners to still use their land for forestry, agriculture, recreation, conservation or other compatible uses
- Do not automatically make properties open to the public. However, allowing public access makes a project more competitive.
- If donated wholly or in part, may provide valuable state and federal tax benefits to landowners

Building envelopes

In some cases, properties contain working buildings, residences or other structures. If these structures will be maintained, or new ones will be built, they must be located within areas called building envelopes (BEs). Projects may propose up to three BEs, with fewer and smaller BEs creating a more competitive project. For each proposed BE, describe the size, approximate location and intended uses (e.g., residence, agricultural structures, new buildings, existing buildings, etc.). Include current or proposed square footage for each structure, if known.

Easement holder

If the landowner has identified an eligible easement holder they would prefer to work with, please include that information here. Information on eligible entities is available from KFS.

Fee simple acquisition

A fee simple acquisition is the sale of the property to KFS (or an eligible State of Kansas entity). The land will be converted into a public conservation area, benefiting the people of Kansas. As part of this process, certain deed restrictions will be placed on the property, including language to prevent it from being developed, subdivided or mined. The property will be placed under a multi-resource management plan and managed to conserve its forests and environmental values in perpetuity.

Existing structures

To support the long-term maintenance of the property, list the current structures on the property. This should match the information provided in the Property Information section.

Fee simple owner

If the landowner has identified an eligible permanent owner they would prefer to work with, please include that information here. Information on eligible entities is available from KFS.

Financial Information

The FLP provides grants to purchase the property outright (fee simple acquisition) or purchase a conservation easement on the property. The total grant request must equal the market value of the purchase, to be determined by a yellow book appraisal, reviewed and approved by the USFS. The USFS will provide 75% of the price of this market value, and non-federal funds must provide 25% of the price. The 25% “match” can be met through a donation of property (or conservation easement value) into the program via a bargain sale, state grants, private donations and/or other means.

At times, information and documents provided may be considered estimates and will be updated and confirmed closer to closing and fund distribution. Matching funds (25%) do not need to be secured at when applying, although it will make the grant more competitive.

There are two tables in the application. Fill out the table that applies to the type of real estate being offered (conservation easement or fee simple acquisition). All projects must fill out the Match Information section.

Conservation easement (CE)		
A	Property's total acreage	The total acreage of the parcel
B	Acreage proposed for CE	The acreage that will be covered within the CE
C	Total acreage of proposed building envelopes	Acreage of the proposed building envelopes
D	Estimated value of CE	Value of the CE as determined by an appraisal or market assessment. Supportive documentation must be attached as part of the application.
E	Requested transaction and due diligence costs	This includes the cost of the transaction and due diligence work, such as a yellow book appraisal, title search, title insurance and creation of a multi-resource management plan. If you don't have cost estimates, reach out to KFS for more information.
F	Total amount of project (D + E)	This is typically D + E. For example: Estimated CE value: \$3,750,000 Estimated due diligence and transaction costs: \$250,000 Total cost: \$4,000,000
G	FLP funding requests (no more than 75% of F)	This is typically 75% of F. For example: \$4,000,000 x .75 = \$3,000,000 FLP funding request
H	Amount of cash match from non-federal partners (if known)	This is typically obtained through state partners, local governments, foundations or private donors.
I	Amount of other match (if known)	This match is typically obtained through a bargain sale, which may provide additional tax benefits for the landowner.
J	Total value of match (must be least 25% of F)	This must be at least 25% of the total project costs (F).

Fee simple acquisition (FSA)		
A	Property's total acreage	Total acreage of the parcel
B	Acreage proposed for FSA	The acreage that will be sold
C	Estimated value of FSA	Value of the FSA property as determined by an appraisal or market assessment. Supportive documentation must be attached as part of the application.
D	Requested transaction and due diligence costs	This includes the cost of the transaction and due diligence work, such as a yellow book appraisal, title search, title insurance and creation of a multi-resource management plan. If you don't have cost estimates, reach out to KFS for more information.
E	Total amount of project (C + D)	This is typically C + D. For example: Estimated FSA value: \$3,750,000 Estimated due diligence and transaction costs: \$250,000 Total cost: \$4,000,000
F	FLP funding requests (no more than 75% of E)	This is typically 75% of E. For example: \$4,000,000 x .75 = \$3,000,000 FLP funding request
G	Amount of cash match from non-federal partners (if known)	This is typically obtained through state partners, local governments, foundations or private donors.
H	Amount of other match (if known)	This match is typically obtained through a bargain sale, which may provide additional tax benefits for the landowner.
I	Total value of match (must be least 25% of E)	This must be at least 25% of the total amount of project (E).

Match information

It is not required to secure match prior to application. Many projects use FLP funding to catalyze further grants from other partners. However, obtaining match commitments in advance may make the project more competitive.

List all confirmed or potential match partners. Match documents should be attached as part of the **Maps and Documents** section. Often, match partners have additional requirements that may or may not be compatible with the FLP. If you have any questions, reach out to KFS.

Project Readiness

Projects are rated based on a variety of factors. One of these factors is readiness, comprising the factors below. A project receives one point for each factor completed prior to application. More points will result in a more favorable rating. While none of these are required for application, the more that are done in advance, the more favorable rating, and the more competitive the project application will be.

For conservation easements: Draft conservation easement agreed to by project applicant and KFS	CEs: KFS has template language that may be used for the basis of a CE. To qualify for this point, the CE language must be substantially completed and agreed upon by the project applicant and KFS.
For fee simple acquisition: Draft deed language agreed to by KFS	FSAs: Deed language must be based on the FLP Implementation Guidelines and the goals stated in this application. To qualify for this point, the deed language must be substantially completed and agreed upon by the Future Landowner and KFS.
Completed title search with encumbrances identified	The title search must have been completed and reviewed, with the report provided to KFS. This report must include identifying any temporary or permanent protections and whether existing encumbrances impact project eligibility.
Mineral rights holders identified. If mineral rights are severed, mineral assessment and determination of remoteness completed.	Minerals rights must have been evaluated through a title search and/or other research, AND if rights are severed, then a minerals assessment and determination of remoteness has been completed and provided to KFS.
Signed purchase option/agreement between landowner and KFS	The landowner must have a signed purchase agreement naming KFS as the primary option holder with the right to negotiate directly with the project applicant.
25% non-federal grant match secured	Cost-share commitment must have been obtained from specified source(s) and documented through funding commitment letters, bargain sale agreement with landowner or other mechanisms.

Forest Stewardship or Multi-Resource Management Plan

Each project requires a Multi-Resource Management Plan prior to distribution of funding, but this is not required to apply to the program. If the project has a Forest Stewardship Plan, it may need to be updated to qualify as an MRMP. Funding may be requested as part of the due diligence costs to create an MRMP or update the Forest Steward Plan into a MRMP.

Kansas Application Narrative

The following Kansas application narrative closely mirrors the federal application requirements. Once the project is approved by the state, adjustments may be made to the Kansas narrative to make it more competitive on a national level. The notes and guide are intended to help increase the strength of the application both at the state and federal level. Not every project will be able to speak to each point.

There are six sections, each with a different focus. The project overview should be written out in paragraph form, but the other five sections are required to be in the form of short bullet points. The applicant does not need to utilize all the bullet points allowed.

What	Form or maximum number of bullet points allowed	Notes and Guide
Project name	Short title	
Project overview	Two paragraphs	This is the executive summary of the project. It should include the core arguments for why the project is important, threatened and strategic (see below). The project overview should include the most compelling attributes and unique aspects of the project. Include how this project supports the goals and priorities identified in the Kansas Forest Action Plan .
Importance	20 bullet points	This section focuses on the attributes of the property and the environmental, economic and public benefits gained from the conservation and management of the property and its resources now and into the future. Highly competitive applications demonstrate the quality, scope and impact of the attributes of the property and project. Ideally, the application would be able to stress state and national benefits. This list of criteria are particularly considered during project assessment and scoring by the state and federal governments. Review each criteria and include if it's applicable to your property. Make sure to stress multiple state and national benefits and touch on all criteria/benefits to the extent possible. Economic benefits from timber and potential forest productivity – This category includes three independent components: (1) Landowner demonstrates sustainable forest management in accordance with a management plan. State if the land is third-party certified (Sustainable Forestry Initiative, Forest Stewardship Council or American Tree Farm System). (2) Forestry activities contribute to the resource-based economy for a community or region. (3) The property contains characteristics (such as highly productive soils) to sustain a productive forest over time.

		• Economic benefits from non-timber products and recreation – Provides non-timber revenue to the local or regional economy through non-timber forest products (maple syrup, pine straw, ginseng collection, etc.); recreation and tourism (local or regional benefits related to lodging, rentals, bikes, boats, outdoor gear, guided tours for fishing, hunting or birdwatching, etc.); hunting leases; and/or ranching. • Threatened or endangered species habitat – The property has documented threatened or endangered plants and animals or designated habitat. Documented occurrence and use of the project area is given more consideration in point allocation than if it is habitat without documented occurrence or use. Federally listed species are given more consideration than state-only listed species when evaluating the significance of this attribute. • Fish, wildlife, plants and unique forest communities – The property contains unique forest communities and/or important fish or wildlife habitat as documented by a formal assessment or wildlife conservation plan or strategy developed by a government or a non-governmental organization. Contributions to international initiatives to support and sustain migratory species can be considered here if the property will make a significant contribution, e.g., the target species has been documented to regularly use the property during seasonal migration. • Water supply, aquatic habitat and watershed protection – (1) The property has a direct relationship with protecting the water supply or watershed, such as providing a buffer to public drinking water supply, containing an aquifer recharge area or protecting an ecologically important aquatic or marine area, and/or (2) the property contains important riparian area, wetlands, shorelines, river systems or sensitive watershed lands. Consider the importance of the resource, the scope and scale of the property, magnitude and intensity of the benefits that will result from protection of the property. Merely being located within an aquifer recharge area or in a water supply area is not given the same consideration as a property that makes a significant conservation contribution to water, riparian, and aquatic resources and habitats. • Cultural/historic – The property contains features of cultural and/or historical significance that are documented by a governmental or a non- governmental organization. A federal designation receives greater consideration. • Tribal – The property provides meaningful benefits to tribal and other Indigenous communities, contains features or resources of cultural significance and/or uses management techniques significant to tribes (traditional ecological knowledge). Greater consideration is given to projects that have been developed with active involvement and partnership with a tribe, or where a tribal organization has documented the importance of the property for cultural practices, resources and benefits. • Benefits to local communities – The property provides meaningful benefits for an identified local community, as designated by a government-sponsored data tool. • Public access – Protection of the property will secure existing access,
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		expand access or establish new access by the public for recreation (including waterfront access); however, restrictions on specific use and location of recreational activities may be allowed. More consideration is given to projects that expand or provide certainty of public access as a result of the proposed project. • Scenic – The property is located within a viewshed of a government-designated scenic feature or area (such as a trail, river or highway). Federal designation is given more consideration than state-only designations when evaluating the significance of this attribute. • Carbon sequestration/climate resilience, adaptation to climate change – Protection of the property will result in benefits related to climate resilience and adaption and carbon sequestration.
Threatened	10 bullet points	This section focuses on how likely it is that the property will be converted from a forest to a non-forest use. This section specifically focuses on the larger forces acting on the property, such as development potential, renewable energy potential, sale of nearby properties, landowner circumstances, etc. This list of criteria are particularly considered during project assessment and scoring by the state and federal governments. Review each category and list if applicable to your property. Stress multiple state and national benefits, and touch on all criteria/benefits to the extent possible. • Lack of protection – The lack of temporary or permanent protections (e.g., current zoning, temporary or permanent easements, moratoriums and encumbrances that limit subdivision or conversion) that currently exists on the property and the likelihood of the threat of conversion. • Land and landowners circumstances – Land and landowner circumstances such as property held in an estate, age of landowner, interest of ownership and stewardship of property by heirs of current landowners is uncertain, property is for sale or has a sale pending, landowner anticipates owning the property for a short duration, landowner has received purchase offers, land has an approved subdivision plan, landowner has sold subdivisions of the property, etc. • Adjacent land use – Adjacent land use characteristics such as existing land status; rate of development, growth, and conversion; rate of population growth (percent change); rate of change in ownership, etc. • Ability to develop – Physical attributes of the property that will facilitate conversion, such as access, buildable ground, zoning, slope, water/sewer, electricity, etc.
Strategic	10 bullet points	This section reflects the project’s relevance or relationship to conservation efforts on a broader perspective, considering scale, location and relative contribution to landscape-scale conservation goals. This list of criteria are particularly considered during project assessment and scoring by the state and federal government. Review each category and list if applicable to your property. Stress multiple state and national benefits, and touch on all criteria/benefits to the extent possible. • Conservation initiative, strategy or plan – How the project contributes

		to either an existing or new conservation initiative, strategy or plan. Describe the relative contribution of the property to achieving the conservation goals of the plan, strategy or initiative considering scale, location and project attributes. Conservation plans that have been formally designated by a governmental, tribal or non-governmental entity should be given more consideration. Contributions to a new strategy or a strategy under development may also be discussed. This can be useful if a project would contribute to, or catalyze, a new conservation initiative, strategy or plan. For new initiatives, specific goals should be defined and potential contributions of how the project advances those goals should be highlighted. • Complement protected lands – How the project is strategically linked to or enhances already protected lands, including past FLP projects, public lands (federal, state or local), or private lands conserved through permanent easements. Provide specifics on how the proposed tracts connect to and maintain landscape-scale benefits, e.g., ecological resilience, wildlife migration, watershed function and scenic viewshed integrity. • Benefits to local communities – How the project benefits a disadvantaged community (as defined in the Importance section) • Other landscape-scale goals and public benefits – How the project strategically contributes to the advancement of larger scale conservation goals and public benefits. Examples could include but are not limited to the following: ○ Forest resilience and disaster mitigation ○ Reduced community impacts from wildfire, floods, invasive species ○ Expanded public access ○ Protection of critical water supplies
Supporting parties	Unlimited bullet points	This section highlights who supports the project. For fiscal supporters, include how much they are contributing. For others, describe the partner and/or their support. For each, include letters documenting the support.

Optional Criteria & Additional Info

Use this space to provide optional criteria and any additional comments not included elsewhere in the application. Attach additional sheets if necessary.

Definitions

Conservation easement: A conservation easement is a voluntary, legal agreement that permanently limits the use of private land in order to protect its conservation values. FLP conservation easements are written to meet the goals of the landowner, providing an attractive option for those wishing to permanently conserve their property.

Fee simple acquisition: A fee simple acquisition is the sale of the property to KFS (or another eligible State of Kansas entity).

Forested land: Forested land has at least 10% canopy cover of trees of any size or has had at least 10% canopy cover of trees in the past, based on the presence of stumps, snags or other evidence, and that will be naturally or artificially regenerated. Additionally, the land is not subject to nonforest use(s) that prevent normal tree regeneration and succession, such as regular mowing, intensive grazing or recreation activities. Forested land includes transition zones, such as areas between heavily forested and nonforested lands that are at least 10% canopy cover with trees and forest areas adjacent to urban and built-up lands. Also included are oak savannah and afforested areas. The minimum area for classification of forest land is 1 acre (0.4 ha) in size and 120 feet (36.6 m) wide measured stem-to-stem from the outer-most edge. Unimproved roads and trails, streams and clearings in forest areas are classified as forest if less than 120 feet wide. More information can be found on the US Forest Service's [definitions website](#). This definition is also found in the Kansas Forest Action Plan, Assessment of Need. If the two definitions disagree, the definition in the Kansas Forest Action Plan shall be the one used.

Landowner: Any owner of a legal or equitable interest in real property, and includes the heirs, successors and assigns of such ownership interests. Considered the project applicant.

Landowner's representative: An individual or organization designated in writing by the landowner to perform specific tasks and represent the interests of the landowner. This is often a lawyer representing the landowner. The landowner's representative may be the primary contact or part of the project team. The landowner's representative is considered to be representing the interests of the project applicant.

Primary contact: A dedicated person who has the legal right to answer questions and provide information for the landowner. This is often the landowner or the landowner's representative. Primary contacts are considered to be representing the interests of the project applicant.

Project applicant: For the FLP, the landowner(s) are considered the project applicants.

Project partner: Typically a non-profit organization or other individual who facilitates the creation and submission of the application, and after funding, facilitates the creation and submission of required due diligence and transaction documentation. Project partners are considered to be representing the interests of the project applicant.

Project team: Includes all individuals and organizations which support the project applicant in the creation of the application, and after funding, close-out of the project. The project team is considered to be representing the interest of the project applicant.

Property: All real property subject to land-use regulation by a local government.

Privately owned property: Land that is not owned by a government entity, but instead by an individual, business or organization.

Grant Process

The FLP is a competitive grant program. Below is a high-level overview of the grant process. For more details on each step, contact the FLP specialist.

1. *Pre-submission stage*
 - a. Project applicant (PA) or project team (PT) meets with KFS representative
 - b. PA/PT submits Kansas application to KFS
2. *Kansas application stage*
 - a. Application reviewed by KFS
 - i. If approved, application is sent to State Forest Stewardship Coordinating Committee (SFSCC) for review
 - b. Application reviewed by SFSCC
 - i. SFSCC ranks the project against other state projects and, if applicable, provides comments to strengthen application
 - ii. PA/PT & KFS update application based on SFSCC comments
 - c. The CSFS submits application to Western Review Panel
3. *National application stage*
 - a. Western Review Panel
 - i. WRP ranks projects against other FLP projects and, if applicable, provides comments to strengthen application
 - ii. PA/PT & KFS update application based on WRP comments
 - iii. KFS submits application to Federal Review Panel
 - b. Federal Review Panel
 - i. FRP ranks each project against national FLP projects and creates a funding list
 - ii. Funding list is submitted to the US President and Congress for funding
 - c. Notification of award
 - i. If funded, KFS provides grant award letter to PA/PT outlining required real estate due diligence tasks and paperwork
4. *Funded stage*
 - a. Real estate due diligence tasks and paperwork assembled
 - i. PA/PT complete tasks and provide paperwork listed on grant award letter
 - ii. KFS coordinates regular progress meetings
 - b. Final appraisal performed
 - i. A certified appraiser provides an appraisal based on the Uniform Appraisal Standards for Federal Land Acquisition USFLA (Yellow book Appraisal)
 - ii. USFS reviews and certifies appraisal
 - c. Project applicant and KFS agree to appraisal value
5. *Closing Stage*
 - a. PA and KFS meet for closing and funds are distributed

Due Diligence and Transaction Documents

This will be provided later. This will list out documents which will be required to be provided after the project is funded in order to receive funding.