



GREEN ACRES

LOCAL AND NONPROFIT ASSISTANCE PROGRAM

Acquisition Property Appraisal Procedures

Revised 7/30/2024

1. After an acquisition project receives a funding award (either funding for a new project or supplemental funding for an existing project), Green Acres sends a Procedural Letter to each successful applicant confirming the award and requesting the following pre-appraisal documents for their upcoming acquisition:
 - a. Pre-appraisal Fact Sheet
 - b. Property Eligibility and Future Use Questionnaire
 - c. Project Reference Map
 - d. If applicable, Proposed Cooperative Project Information Form
 - e. If applicable, Proposed Easement Acquisition Information Form
2. The applicant submits the requested pre-appraisal documents to their Green Acres project manager within 60 days of the Procedural Letter.
3. GA project manager reviews the documents for completion and property eligibility and, for complex properties such as cooperative projects and/or easements, sets up a meeting with applicant to discuss.
4. Once all forms are complete and property is confirmed eligible, the project manager will forward the pre-appraisal documents to the Green Acres Appraisal Review Section (ARS).
5. If the applicant proposes to retain and use structures on the site post-closing, the project manager will forward the pre-appraisal documents to Public Land Compliance within the Office of Transactions and Public Land Administration.

**** If any information in the pre-appraisal documents changes after they are submitted, the applicant must reach out to the project manager. If the change is substantive, the applicant will be asked to amend and resubmit the pre-appraisal documents. The amended documents will then be reviewed by ARS, and updated appraisal instructions will be issued, if necessary. ****

6. The ARS reviews the pre-appraisal documents and, within 2-3 weeks of receipt, provides appraisal instructions to the project manager.

7. Project manager forwards the Appraisal Authorization Letter that includes the appraisal instructions with the Reviewer Checklist and deadlines for the appraisals. If appropriate, the information about the risks of proceeding outside standard the Green Acres acquisition process is included with the letter. The Appraisal Authorization Letter also instructs the applicant to schedule a joint inspection of the property with the hired appraisers and the ARS prior to commencing the appraisals, unless the joint inspection has been waived by the ARS.
8. Applicant, hired appraisers, ARS appraiser, and Green Acres Project Manager conduct joint inspection, unless waived by ARS.
9. Applicant submits appraisals to project manager, prepared as per Green Acres requirements (see [Appraisal webpage](#)).
10. Project manager ensures that the Reviewer Checklist has been included with each report and follows up with applicant, if necessary. The project manager forwards the reports and completed checklists to ARS for review.
11. ARS reviews appraisal reports. If there are any questions or any revisions are required, ARS transmits a review memo directly to the appraiser(s), copying the project manager, who then forwards the memo to the applicant. All appraisal questions and concerns must be resolved within 45 days, or the applicant may be required to submit new appraisals.
12. Once all questions and concerns are resolved, ARS issues the Notification of Certified Market Value/Average Appraised Value, which the project manager forwards to the applicant.

Note: Applicants should not submit new reports for a property within two years of a prior appraisal submission unless Green Acres has requested or approved the submission of new reports.