



GREEN ACRES

LOCAL AND NONPROFIT ASSISTANCE PROGRAM

Operating Outside the Standard Green Acres Acquisition Process

Revised 5/16/2025

Green Acres can only release funding for an eligible property once all required documents have been received and approved for an acquisition, including appraisal reports, a preliminary assessment report with other required environmental document(s), title work, a property survey, and closing documents (property deed, etc.). These documents must all be prepared according to Green Acres' specifications, within the specified timelines, and any outstanding issues must be resolved before funding can be released.

Applicants are required to follow standard Green Acres procedures in close coordination with their Project Manager; proceeding in tandem helps ensure compliance with Green Acres requirements and timely release of funds. We recognize, however, that sometimes acquisition opportunities arise that require swift action. We are therefore implementing a policy that if an applicant has received an eligibility determination and Green Acres appraisal instructions for a property, they are authorized to pursue an urgent acquisition outside the normal process, as long as they have notified Green Acres in writing.

At-Risk Authorization letters will no longer be issued, except in the instance when an applicant has submitted a new Planning Incentive or single-site (standard/urban aid/site-specific) acquisition application and demonstrates an urgent need to move forward before the Green Acres funding for the project is approved. In these cases, the applicant must first alert their Project Manager in writing that they will be moving ahead outside of the standard process and provide a complete Pre-Appraisal Package. The Project Manager will review the package and confirm eligibility before forwarding an At-Risk Authorization letter.

The At-Risk authorization is good until the next funding round deadline. If the applicant does not submit an application in the next funding round, the applicant can request a second and final At-Risk Authorization for the same project with good cause shown, including demonstration that the acquisition will move forward before the next funding round.

Please note the following risks applicants accept when proceeding outside of the normal Green Acres process, as well as those actions that render an acquisition ineligible for Green Acres funding.

Risks when proceeding outside of Green Acres' standard process (all projects)

Action: Moving forward with an acquisition before receiving a funding award

Risk: Funding not being approved or available for the acquisition.

Action: Moving ahead with appraisals before receiving Green Acres appraisal instructions

Risk: Having to obtain new appraisal reports.

Note: If an applicant wishes to move forward with appraisals without the benefit of Green Acres appraisal instructions:

- (1) Applicants must submit a written explanation of the urgent need to move forward prior to receiving appraisal instructions. Specifically, an applicant must explain why starting appraisals cannot wait the two-to-three weeks it will take to receive the appraisal instructions; and
- (2) If Green Acres approves the request, the applicant must still ensure that its appraisers follow the Green Acres Appraisal Scope of Work. The applicant must forward the appraisal instructions, when available, to their appraisers. The appraisers must then, **before** the report(s) are submitted for review:
 - a. Review the instructions and amend their report as necessary to conform to the instructions;
 - b. Complete the Reviewer Checklist;
 - c. Include the appraisal instructions in the report addendum;
 - d. Include Green Acres as an intended user; and
 - e. Update the report date.

If an applicant submits appraisal reports that do not conform to the Green Acres appraisal instructions and Green Acres Appraisal Scope of Work, they will not be reviewed.

- (3) Green Acres will not accept appraisals that have an "as of" date that is more than six months prior to submission.

Action: Entering into a contract with the landowner before receiving the Green Acres Notification of Certified Market Value/Average Appraised Value (CMV/AAV)

Risk: Receiving less funding than anticipated from Green Acres for the value of the property.

Note: To minimize this risk, applicants may wish to include a term in the purchase contract that adjusts the per-acre cost of the acquisition to equal the Green Acres CMV/AAV.

Action: Closing before all environmental concerns are addressed to the Department's satisfaction

Risks: Responsibility for remediating areas of environmental concern without any recourse to the prior landowner, delaying Green Acres payment, and/or not receiving Green Acres funding for the acquisition if the environmental concerns are not resolved

Action: Closing before Green Acres has approved the title commitment and property survey
Risk: Areas of unclear title are identified that will reduce the area and amount of Green Acres participation in the acquisition

Action: Closing before Green Acres has approved the closing documents
Risk: Property deed contains one or more terms that Green Acres will not accept, requiring applicant to execute an amended deed with the prior landowner or forego Green Acres funding

Action: Setting a date for closing without confirming the date with Green Acres
Risk: Green Acres funds not being available in time and having to reschedule the closing date. Please note that, if the closing date is established without Green Acres input, submissions will not be pushed forward in the review queue to accommodate the applicant's timeline.

Actions that render an acquisition ineligible for Green Acres funding

1. For a new Planning Incentive or single-site acquisition application, closing on the property before the Green Acres funding for the project is approved, unless an At-Risk letter was issued.
2. Closing on a property before submitting pre-appraisal documents and receiving Green Acres written confirmation of eligibility.