APPENDIX A

From the
[Land Transfer Navigators Program](#)
Application Guidelines
Outline of Navigator's Experience and Expectations (Subject to Change)

Year 1:

- Return signed MOU and W9 (October 2023)
- Name staff to be Navigator contact (October 2023)
- Complete pre-training survey (November 2023)
- Attend virtual kick-off meeting (November 2023)
- Attend in-person training anticipated for 2-3 days (January or February 2024)
- Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2023 – October 2024)
- Participate in online community discussions & networking platform (Ongoing)
- Complete program evaluation(s) and provide ongoing feedback
- Submit completed reporting template (March 15, October 15)
- Record and submit travel stipend report (within 30 days after travel)
- Submit annual in-kind match report (October)

Year 2:

- Attend in-person training (January or February 2025)
- Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2024 – October 2025)
- Participate in online community discussions & networking platform (Ongoing)
- Complete program evaluation(s) and provide ongoing feedback
- Submit completed reporting template (March 15, October 15)
- Record and submit travel stipend report (within 30 days after travel)
- Submit annual in-kind match report (October)

Year 3:

- Attend in-person training
- Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2025 – October 2026)
- Participate in online community discussions & networking platform (Ongoing)

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- Complete program evaluation(s) and provide ongoing feedback
- Submit completed reporting template (March 15, October 15)
- Record and submit travel stipend report (within 30 days after travel)
- Submit annual in-kind match report (October)

Year 4:

- Attend in-person training
- Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2026 – October 2027)
- Participate in online community discussions & networking platform (Ongoing)
- Complete program evaluation(s) and provide ongoing feedback
- Submit completed reporting template (March 15, October 15)
- Record and submit travel stipend report (within 30 days after travel)
- Submit annual in-kind match report (October)