**APPENDIX E – SAMPLE COST ESTIMATE FOR ACQUISITION PROJECTS**

**(Complete one form for each separate escrow)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Title:** | | | | | |
| **Assessor’s Parcel Number(s)** | **Acreage** | **Indicate Fee or Easement** | **Willing Seller Name and Address** | | |
|  |  |  |  | | |
| **ACQUISITION COST ESTIMATE** | | | | | |
|  | **Total Cost\*** | **EEM Grant** | **Other Funder** | **Other Funder** | **Other Funder** |
| Estimated Fair Market Value |  |  |  |  |  |
| Relocation Costs |  |  |  |  |  |
| Preliminary Title Reports, Appraisal |  |  |  |  |  |
| Escrow Fees, Title Insurance, Closing Costs |  |  |  |  |  |
| Surveying (limited to boundary line adjustments) |  |  |  |  |  |
| Direct Costs -Staff and Consultants (limited to $10,000 per grant)\*\* |  |  |  |  |  |
| State appraisal/transaction review, etc. (budget ≈ $10,000) | $10,000 |  |  |  |  |
| Contingency (not to exceed 10% of grant) |  |  |  |  |  |
| Funding Acknowledgement Sign (Required) |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |
| Grand Total |  |  |  |  |  |

\*All invoices and receipts for project expenditures from all funding sources will be retained and made available for state audit.

\*\*Only direct project management costs are eligible; no overhead/indirect costs are reimbursable. In-service payroll may not include a “billable rate” or administrative cost allocation.

|  |  |
| --- | --- |
| **ACQUISITION SCHEDULE\*/\*\*** | **COMPLETION DATE** |
| Complete Appraisal |  |
| Submit appraisal, purchase docs and title report to State |  |
| Open escrow and request advance into escrow |  |
| Submit draft grant deed w/deed restriction language to State for approval |  |
| Close escrow and submit final closing documents to State |  |
| Install funding acknowledgement sign |  |
| Close-out |  |

\*Grantee should submit evidence of progress on the acquisition within 6 months of grant execution.

\*\* The date of valuation in the appraisal must be less than one year before close of escrow.