Appendix c – 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(s) Name and Address** | | |
|  |  |  |  | | |
| **ACQUISITION COST ESTIMATE** | | | | | |
|  | **Total Costs** | **Recreational Trails and Greenways Grant** | **Other Funding Source**  **(Name)** | **Other Funding Source**  **(Name)** | **Other Funding Source**  **(Name)** |
| 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 approval of appraisal, transaction review, etc. *(Recommend budgeting $10,000)* | **$10,000** |  |  |  |  |
| Contingency  *(not to exceed 10% of grant)* |  |  |  |  |  |
| Funding Acknowledgement Sign (**Required**) |  |  |  |  |  |
| 7. Other *(specify)* |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |

**Acquisition Schedule\* Date Completed By**

|  |  |
| --- | --- |
| Complete Appraisal |  |
| Submit appraisal, purchase docs and title report to State |  |
| Open escrow & request advance into escrow |  |
| Submit instruments of conveyance |  |
| Close escrow (submit final closing documents to State |  |
| Install Bond Acknowledgement Sign |  |
| Close-out |  |

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