Recording requested by, and )

when recorded, return to: )

State of California )

Natural Resources Agency )

Bonds & Grants )

715 P Street, 20th Floor )

Sacramento, CA 95814 )

Space above this line for Recorder’s use

**MEMORANDUM OF UNRECORDED GRANT AGREEMENT**

This Memorandum of Unrecorded Grant Agreement (Memorandum), dated as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, is recorded to provide notice of an agreement between the State of California, by and through the Natural Resources Agency (“Agency”) and

|  |
| --- |
|  |

(“Grantee”).

RECITALS

* On or about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_, Agency and Grantee entered into a certain Grant Agreement, Grant No. \_\_\_\_\_\_\_\_\_\_\_ (“Grant”), pursuant to which Agency granted to Grantee certain funds for the acquisition or development of certain real property, more particularly described in attached Exhibit A and incorporated by reference (the “Real Property”). (**Must attach the legal description of property including APN’s** **as Exhibit A.)**
* Under the terms of the Grant, Agency reserved certain rights with respect to the Real Property.
* Grantee desires to execute this Memorandum to provide constructive notice to all third parties of certain Agency reserved rights under the Grant.

NOTICE

* The Real Property (including any portion of it or any interest in it) may not be sold or transferred without the written approval of the State of California, acting through the Natural Resources Agency, or its successor, provided that such approval shall not be unreasonably withheld as long as the purposes for which the Grant was awarded are maintained.
* The Grantee shall not use or allow the use of any portion of the real property for mitigation without the written permission of the State.
* The Grantee shall not use or allow the use of any portion of the real property as security for any debt.
* For additional terms and conditions of the Grant, reference should be made to the Grant Agreement, which is on file with the Natural Resources Agency, 715 P Street, 20th Floor, Sacramento, California 95814.

GRANTEE (Authorized Representative):

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Memorandum of Unrecorded Grant Agreement (Memorandum) Instructions**

1. Complete the Memorandum by inserting the following information:
   * Date
   * Grantee’s name as its stated in the Grant Agreement
   * Start date of the Grant Agreement (start date of the Project Performance Period)
   * Grant Agreement number
   * Attach legal description of the properties including the property (APN’s) as Exhibit A to the Memorandum.
2. Notarize the Memorandum. The grantee’s authorized representative (the person holding the position identified in the submitted Resolution and on the Grant Agreement face sheet) signs the Memorandum form in the presence of a notary. The notary then completes the “Notary Acknowledgement” section.
3. Record the Memorandum form at the County Recorder’s Office of the county in which the property is located.
4. Ensure a recorded copy of the Memorandum sent to the Natural Resources Agency, Bonds and Grants Unit, address listed at the at the top of the Memorandum form.