**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 Program 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**) |  |  |  |  |  |
| 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 & request advance into escrow |  |
| Submit instruments of conveyance |  |
| 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.