

APPENDIX B – 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 Costs	Urban Greening 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)					
Project 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 Funding Acknowledgement Sign	
Close-out	

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