

## APPENDIX F – SAMPLE COST ESTIMATE FOR ACQUISITION PROJECTS

(Complete one form for each separate escrow)

<b>Project Title:</b>					
<b>Assessor's Parcel Number(s)</b>	<b>Acreage</b>	<b>Indicate Fee or Easement</b>	<b>Willing Seller Name and Address</b>		
<b>ACQUISITION COST ESTIMATE</b>					
	<b>Total Cost*</b>	<b>EEM Grant</b>	<b>Other Funder</b>	<b>Other Funder</b>	<b>Other Funder</b>
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 \$15,000 per grant)**					
State appraisal/transaction review, etc. (budget ≈ \$10,000)	\$10,000				
Baseline Conditions Report (required for conservation easements only)					
Contingency (not to exceed 10% of grant)					
Funding Acknowledgement Sign (Required)					
Other (specify)					
<b>Grand Total</b>					

\*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.

<b>ACQUISITION SCHEDULE*/**</b>	<b>COMPLETION DATE</b>
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.