

Checklist for Land Acquisition using Federal Funds*

Project Manager:	Development Contact:
Grants Specialist:	Attorney:

Is the grant recipient, a subrecipient, or a match provider?
If organization is just a subrecipient or match provider, indicate who the grant recipient is.
If organization is both providing match AND receiving grant funds as a recipient or subrecipient, include a cross-reference that notes the other acquisition(s) will be involved in under this same grant proposal.

Title of the grant:	
Date of grant application:	Date of grant agreement execution:
Amount of money awarded for the acquisition or amount to be pledged as match in connection with the acquisition:	
Is the interest fee title or a conservation easement:	

Country/State/Site/Tract Name:
Center/Sub-Center

Steps	Who's Responsible	Date Completed	Notes
Consult with Grants Specialist/Attorney when doing grant application.			
Make sure there is project authority to encumber the interest in land.			
Obtain Grants Specialist Review/Attorney Approval of Match Letter.			
Document FMV.			FMV = _____
Send Notice of FMV to landowner before offer made.			
Document Owner's full/partial donation.			
Comply with			

Relocation Assistance Requirements.			
Include copy of match letter/note of gov't funds used in real estate file.			
Provide closing documents to funding agency.			Actual Closing Date = _____
Record Notice of Grant Agreement, cons. easement, or include restrictive language in deed			
Note use/disposition restrictions in BCD/CLS records for both match and purchase.			
Prepare required reports for funding agency.			
Ensure land is managed consistent with habitat values and grant obligations.			
Get funding agency approval re land disposition prior to any encumbrances or disposition			
Additional Requirements:			

*Grant agreements from various federal agencies may impose requirements in addition to those listed here. These steps are for grant and match properties acquired during the life of the grant; other provisions may apply for properties acquired prior to the award start date.