



**Acquisition Document Checklist for Grantees**

If your organization receives a grant from the State Coastal Conservancy for acquisition of property (either in fee or an easement), you will need to submit a number of documents for review and approval by the Conservancy before State funds can be submitted to escrow. The following checklist identifies the documents that Conservancy will typically need to review. Depending on the nature and complexity of your acquisition project, you may need to provide additional documents for Conservancy review. Your project manager will work with you to identify any necessary additional documents.

<b>Documents SCC Will Need to Review Prior to Acquisition</b>	<b>Notes/Status</b>	<b>Sent to SCC</b>	<b>SCC Review Complete</b>
<p><b>Appraisal</b> - A fair-market-value appraisal that meets the Conservancy’s Environmental Appraisal Specifications is required for <u>all</u> acquisitions. The appraisal will be reviewed and approved by the CA Department of General Services, which can take at least 3 months. The appraisal is typically submitted for review prior to the Conservancy Board authorizing funds, to ensure that the acquisition will not exceed the fair market value.</p> <p><i>* If the acquisition will collectively spend more than \$15 Million in State funds, an independent appraisal review; summary of basis for project recommendation; and any relevant environmental studies or other documents needs to be posted for public review no less than 30 days prior to the Conservancy board meeting. PRC § 5096.513.</i></p>			
<p><b>Preliminary Title Report</b> and any updates</p> <ul style="list-style-type: none"> <li>• Copies of exceptions provided on request</li> <li>• Specify intended type of title insurance policy</li> </ul>			
<p><b>Environmental Assessment</b> (Phase 1 and, if issues are identified in the Phase 1, a Phase 2 Assessment) or hazardous substance report</p>			
<p><b>Purchase and Sale Agreement and any Amendments</b></p>			
<p><b>Other agreements between buyer and seller concerning the transaction</b></p>			

Documents SCC Will Need to Review Prior to Acquisition	Notes/Status	Sent to SCC	SCC Review Complete
<b>Grant Deed or Conservation Easement</b>			
<b>SCC Grant Agreement</b> – Conservancy staff will prepare this agreement.		N/A	
<b>Board Resolution from Grantee</b>			
<b>SCC Offer to Dedicate Title (OTD)</b> – Conservancy staff will prepare this document. It must be recorded at closing.		N/A	
<b>Other proposed recorded documents</b> – i.e. if other funders or entities are involved and require recorded deed restrictions, easements, or notices of agreement, the Conservancy will need to review those documents and agree to the order of recordation.			
<b>Financial Security Arrangements</b> if applicable (e.g., loans)			
<b>Other Documents</b> may need to be reviewed depending on the specifics of the acquisition – your project manager will work with you to identify any additional transaction documents that are required			
<b>Baseline Conditions Report</b> - documenting the property conditions at the time of purchase, signed and certified by grantee; for easements, the fee-title landowner must also sign the Baseline Conditions Report.			
<b>Monitoring &amp; Reporting Program</b> – required for easement acquisitions			
<b>Sign plan</b> – That includes a mockup of a sign acknowledging the Conservancy’s support for the acquisition, a map showing proposed location of the sign, and sign materials.			
<b>Preliminary Closing Statement</b> – If there are multiple state funders, this should separately acknowledge Conservancy funding amount.			

Documents SCC Will Need to Review Prior to Acquisition	Notes/Status	Sent to SCC	SCC Review Complete
<b>Grantee Escrow Instructions</b>			

In addition to the documents above, you will need to provide the following escrow and title company information:

Provide the following to your SCC project manager as soon as possible.	
<b>1. Property name, location, APNs</b>	
<b>2. Escrow no.</b>	
<b>3. Escrow Company</b>	
Escrow officer	
Assistant	
Phone	
FAX	
e-mail	
Address	
<b>4. Title Company</b>	
Title officer	
Phone	
FAX	
e-mail	
Address	

Final Steps	Date Sent to SCC
<p><b>Grantee Invoice Request Letter</b> – Use template provided and sign letter either with a wet-signature or in DocuSign. The Grantee Invoice Request letter must be received by the Conservancy and all above-referenced Conditions Precedent met at least 20 working days prior to escrow closing. The Conservancy will then request the State Controller to transfer the funds into escrow.</p>	

Documents to Provide Once Acquisition Is Complete	Date Sent to SCC

<b>Conformed copies of all recorded documents – electronic is fine</b>	
<b>Final closing statement</b>	
<b>Title Insurance Policy</b>	