



Adams County Open Space Grant Close Out Checklist - Land Acquisition

Project Name:

Contact Person:

Use this checklist when closing out land acquisitions. Use page 1 when funds are to be wired to closing. Use page 2 if being reimbursed after closing. Provide copies of all documentation described below and this checklist to Open Space staff to begin the close out process.

For money to be wired directly to closing, please submit the following:

- All Easements/Encumbrances
- Final Contract
- Preliminary Buyers/Sellers Settlement Statement
- Title Commitment
- Qualified Appraisal

Following closing when money has already been wired, submit the following additional documentation to close out the project:

- Grant Close Out Request Form
- Final Title Policy
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)

If additional funds are being requested at the time of close out, submit the following:

- Completed Grant Close Out Worksheet
- Copies of all invoices for additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)
- Copies of cancelled checks for additional costs indicated on Grant Close Out Worksheet

OR

- Signature of authorized Financial Officer on Grant Close Out Worksheet certifying all payments have been made
- Baseline, Phase I Environmental) for which additional funds are being requested.
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)