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**Local & Nonprofit Acquisition Procedure Checklist**

**GA Project #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GA Project Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GA Project Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GA PM email: \_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GA Owner #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Parcel Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Block(s)/Lot(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note:***

* Below is a listing of steps for a Green Acres acquisition in the order they generally occur. If you anticipate proceeding outside this order, please review [*Operating Outside the Standard Green Acres Acquisition Process*](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/local-and-nonproift-operating-outside-the-standard-acquisition-process_july-2024.pdf).
* If parcel is a cooperative acquisition, please review the [*Cooperative Acquisition Project Guidelines*](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/local-and-nonprofit-guide_partnerships_july-2024.pdf) for ways in which procedures for these acquisitions differ.
* If acquisition is an easement, please review the [*Easement Acquisition Procedures and Standards*](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/local-and-nonprofit-guide-easements-meaningful-public-access_july-2024.pdf) for ways in which procedures for these acquisitions differ.

**OBLIGATION DOCUMENTS**

* Project Agreement package received from GA
* Local governments: Update or amend Recreation and Open Space Inventory, as needed
* Project Agreement package completed as per transmittal letter:
	+ Project Agreements signed on signature page and, for local governments, on Declaration signature page
	+ PA signed by person identified in resolution
	+ Resolution passed by governing body
	+ Resolution uses template language, including identifying applicant’s required match
	+ Funding amounts in resolution match those in Project Agreement
	+ [Fiscal forms](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/bank-account-info-and-ach-forms-1_2022.pdf) complete, including two signatures & bank letter or copy of cancelled check
* Signed Project Agreement package submitted to GA Project Manager
* Executed copy of Project Agreement received
	+ Date of PA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project period expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPRAISAL** *(for more detail, please refer to the* [*Acquisition Property Appraisal Procedures*](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/acquisition-property-appraisal-procedures_2024-july.pdf)*)*

* Procedural Letter received from GA
* Inspect structures on property to determine if possibly historic (see [Structures policy](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/local-and-nonprofit-guide-structures-2024-july.pdf))
	+ If possibly historic, submit Request for Determination to the State Historic Preservation Office [website](https://www.nj.gov/dep/hpo/4sustain/info.htm)
* Complete [Pre-Appraisal Package](https://dep.nj.gov/wp-content/uploads/greenacres/docs/guide-pre-appraisal-package_2024-july.docx) submitted to GA Project Manager, including:

Required:

* + Pre-Appraisal Fact Sheet
	+ Property Eligibility and Future Use Questionnaire
	+ Project Reference Map

Submit if applicable:

* + Historic inspection report for structures
	+ [Proposed Cooperative Acquisition Information Form](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/proposed-cooperative-acquisition-information-form-2024-july.pdf)
	+ [Proposed Easement Acquisition Information Form](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/proposed-easement-acquisition-information-form-2024-july.pdf)
* Eligibility confirmation and appraisal authorization and instructions received from GA
* Appraiser(s) hired and provided with GA [Scope of Work](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/appraisal-green-acres-scope-2019-january.pdf) and appraisal instructions (see [List](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/approved-appraisers-2024-february.pdf) of approved appraisers)
* On-site appraiser meeting arranged, unless waived by GA
* Appraisal report(s) and Reviewer Checklist(s) submitted for GA review
* If applicable, approval of proposed use of structures to be retained after closing
* If applicable, requests from GA to appraiser(s) addressed within 45 days
* Certified Market Value (CMV) or Average of Appraised Values (AAV) received from GA

**PRELIMINARY ASSESSMENT (Complete concurrently with Appraisal)** *(for more detail, please refer to* [*FAQs*](https://dep.nj.gov/greenacres/preliminary-assessments/)*)*

* Environmental consultant hired
* Preliminary Assessment Report (PAR) and [Checklist](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/preliminary-assessment-checklist-2022-october.pdf) submitted to GA Project Manager
* PAR Review Memo received from GA
* Additional information/documents submitted to GA, *if requested in PAR review memo*:
	+ Answers to questions posed in memo
	+ Results of geophysical survey
	+ Site Investigation Report
	+ Proof of well decommissioning
	+ Proof of septic system removal/closure
	+ Proof of proper solid waste disposal
	+ Underground Storage Tank testing/removal
	+ Above Ground Storage Tank removal
* If applicable, Potential Historic Pesticide Use Certification Form submitted
* If applicable, RAO/Deed Notice submitted by LSRP to GA
* Final Review Memo Approval for GA Participation received
* Final PAR Cert form sent to GA

**TITLE COMMITMENT**

* Title company engaged
* Title insurance commitment report submitted to GA Project Manager
* *Before submitting*, confirmed that report conforms with [Title checklist](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/title-checklist-10-2022.pdf)

**SURVEY**

* Future road rights-of-way identified
* Surveyor hired and provided with Survey [Scope of Work](https://dep.nj.gov/greenacres/survey-section-standard-scope-of-work/) and [Guidelines](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/local-and-nonprofit-guide_surveys_2023-august.pdf)
	+ Title commitment and road ROW information transmitted to surveyor
* Complete Survey Package submitted to GA Project Manager, including:
	+ Full Size Paper Copies of Plan (2)
	+ Signed Surveyor’s Certification Form
	+ Legal Description (2)
	+ Reduced survey (8.5”x11”) attached to legal descriptions
	+ Digital Media Disk (standard 5.25-inch CD-R)
	+ Checklist of Work completed
* Revisions sent to GA, if requested
* Survey GA Certified
* If Net Green Acres Encumbrance figure (see Survey Certification) differs from the appraised acreage (see CMV/AAV), refer to the [Changes in Acreage](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/local-and-nonprofit-changes-in-acreage.pdf) policy to determine any change in GA participation
* Survey transmitted to title company
	+ Title endorsement removing survey exception issued and submitted to GA Project Manager

**LEGAL DOCUMENTS**

* If cooperative project, draft Partnership Agreement submitted to GA Project Manager
	+ *Before submitting*, confirmed that draft conforms with [Partnership Agreement checklist](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/acquisition-partnership-agreement-checklist_2024-august.pdf)
	+ Any necessary revisions made
	+ Partnership Agreement executed and submitted to GA Project Manager
* Fully executed Contract of Sale submitted to GA Project Manager
* Draft Deed submitted to GA Project Manager
	+ *Before submitting*, confirmed that report conforms with [Deed checklist](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/local-and-nonprofit-guide_deed_checklist_2017.pdf)
* For nonprofit acquisition without a local government partner, draft Deed of Conservation Restriction based on template submitted to GA Project Manager
* For condemnation acquisitions, Declaration of Taking submitted to GA Project Manager
* Final Site Inspection conducted with GA Project Manager
* GA sign delivered/sent

**PAYMENT DOCUMENTS**

* Payment request submitted to GA Project Manager, including:
	+ [Acquisition Payment Request Form](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/acquisition-payment-request-form-2023-july-26.pdf)
	+ Copies of vendor invoices
	+ Copies of cancelled checks
* Payment voucher(s) received from GA Project Manager
* Voucher package submitted to GA Project Manager, including:
	+ Signed payment voucher(s)
	+ Confirmation that there has been no change in bank account information
* If funds are required for closing, closing date approved by GA Project Manager

***Please note:***

Green Acres funding will only be released if: (1) The applicant is making significant progress resolving any outstanding compliance issues, as determined by Green Acres’ Bureau of Legal Services and Stewardship; and (2) For local governments, Green Acres has approved the applicant’s Recreation and Open Space Inventory.

**CLOSEOUT DOCUMENTS**

* Green Acres sign posted at property entrance
* Title insurance policy submitted to GA Project Manager
	+ *Before submitting*, confirmed that policy conforms with [Title checklist](https://dep.nj.gov/wp-content/uploads/greenacres/pdf/title-checklist-10-2022.pdf)
* Recorded deed submitted to GA Project Manager
* Remaining fiscal documentation submitted to GA Project Manager (e.g., canceled check for land acquisition)
* If applicable for nonprofit project, recorded Deed of Conservation Restriction submitted to GA Project Manager
* If local government project, Declaration of Encumbrance/ROSI transmitted to County Clerk’s Office for recording
	+ Copy of transmittal letter submitted to GA Project Manager
	+ Copy of recorded Declaration of Encumbrance/ROSI submitted to GA Project Manager
* Nonprofits *(if applicable)* apply for [Tax Exemption](https://dep.nj.gov/greenacres/forms-and-regulations/#tax-exempt) by August 1st for each block and lot preserved.