Grant News September 2011

Acquisition Project Toolkit for Sponsors

RCO has just released an Acquisition Project Toolkit for Sponsors that we hope you find helpful in meeting the grant requirements for your acquisition project. This toolkit is meant to guide grant recipients through the requirements of the law, provide resources for meeting them, and make the acquisition process smoother for both you and RCO. A couple of tools to highlight include:

- Quick Step Guide – Taken directly from Manual 3: Acquisition Projects, this quick step guide is organized by the timeline of an acquisition project: application phase, due diligence phase, acquisition closing, after closing, and project stewardship. The guide references the section of Manual 3 that speaks to each step.

- Acquisition Project Deliverables – This is a comprehensive list of all the documents and deliverables required for each acquisition project. This is a good list to keep handy to make sure you've sent in all the required materials by the end of the project. If you are submitting an invoice for one of the deliverables, send the document with the invoice so we can review it and pay the bill on time.

- Acquisition Procedures Checklist – This is the required process you must follow when negotiating with a landowner. It is required by state law as a recipient of state grants. If you have any questions about meeting the requirements in this checklist, contact your grant manager as soon as possible to discuss your questions.

- Escrow Payment Requests – This handout explains RCO's escrow payment process. There have been some recent changes at the Office of Financial Management that may affect how you prepare for an escrow payment request from RCO.

There are many other resources in the toolkit such as examples, templates, and specific project requirements. You may want to bookmark this Web page to keep this toolkit handy. As always, please contact your RCO grant manager with any questions or comments. Good luck with your acquisition project!