

**N.C. Parks and Recreation Trust Fund**  
**Reimbursement Request for Land Acquisition**

**Grantee (Local Sponsor):** \_\_\_\_\_

**Project Title:** \_\_\_\_\_ **Project #:** \_\_\_\_\_

**Project Period:** \_\_\_\_\_ to \_\_\_\_\_  
(Beginning Date) (Ending Date)

PARTF reimbursements for land acquisition are based on appraisals completed using the Universal Standard of Professional Appraisal Practices.

**A. Documentation Required: (Submit two copies)**

1. A deed or easement containing the relevant restrictive clause (see below) for each parcel acquired:
  - a. For property purchased with PARTF funds: “This property was acquired with financial assistance from the N.C. Parks and Recreation Trust Fund, and pursuant to a contractual requirement, this property may not be converted to other than public recreation use (whether by transfer, sale or in any other manner) without approval of the N.C. Department of Natural and Cultural Resources.”
  - b. For property donated as local match: “This property was donated as part of a grant from the N.C. Parks and Recreation Trust Fund, and pursuant to a contractual requirement, this property may not be converted to other than public recreation use (whether by transfer, sale or in any other manner) without approval of the N.C. Department of Natural and Cultural Resources.”
  - c. For an easement purchased with PARTF funds: “The property identified in this easement was acquired with financial assistance from the N.C. Parks and Recreation Trust Fund and shall be dedicated in perpetuity for recreational use by the general public unless a conversion is approved by the N.C. Department of Natural and Cultural Resources.”
  - d. For a donated easement: “The property identified in this easement was donated as part of a grant from the N.C. Parks and Recreation Trust Fund and shall be dedicated in perpetuity for recreational use by the general public unless a conversion is approved by the N.C. Department of Natural and Cultural Resources.”
2. Evidence of title for each parcel acquired (Certificate from the Title Guaranty Company or letter from the local government attorney).
3. [Statement of Just Compensation](#) or [Offer to Acquire with Land Donation/Waiver of Just Compensation](#) for each parcel.
4. [Written offer to purchase](#).
5. Proof of payment. (Canceled checks - front and back)
6. An appraisal for each parcel completed using the [Universal Standard of Professional Appraisal Practices](#) unless it was provided earlier. If land value exceeds \$500,000, two appraisals are required.

B. **Summary of Acquisition Costs:** Supply the information below for each parcel acquired. Attach supplemental pages if additional space is required. Place the total for the "Land Acquisition Cost" column on the Detailed Expenditure Report under a Work Element entitled "Land Acquisition". Acreage and value noted here must match appraisal.

**Summary of Acquisition Costs**

Parcel Number	Date Costs were Incurred	Acres Acquired	Land Acquisition Cost	Approved Appraisal Amount	Difference (+ or -)
#1					
#2					
#3					
#4					
#5					
<b>Totals:</b>					

**Local Government Certification:** I hereby certify that the expenses represented, and the accompanying documents are true and correct. I also certify the acquisition has been completed in accordance with the grant contract.

Name (printed/typed): \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
 Authorized Local Government Representative  
 (signature)

\_\_\_\_\_  
 (Date)

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 For Use by the North Carolina Department of Natural and Cultural Resources.

Approved for Reimbursement:

\_\_\_\_\_  
 Regional RRS Consultant

\_\_\_\_\_  
 Grant Program Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date