

CPL Grant Program/ L-SOHC Acquisition Projects



Required Documentation Checklist, Public Accountability

All of the following information is required to be submitted to the L-SOHC and CPL Grant staff. Please use this checklist to help you compile a packet, use it as a coversheet and submit the packet to CPL Grant Staff; copies will be made and forwarded to the L-SOHC to satisfy those requirements. This packet is required to be submitted within 60 days of the actual closing date.

PO #:	
Organization Name:	
Name of Project:	
FY of Grant Awarded:	
Contact Name:	
Contact Phone:	Ext.
Closing Date:	

- ☐ Documentation of the selection process used to identify parcels acquired (paragraph form, provide details of this process)
- ☐ Documentation of all related transaction costs, including but not limited to:
 - ___ appraisals
 - ___ legal fees
 - ___ recording fees
 - ___ commissions
 - ___ other similar costs (list:)
 - ___ donations.
- ☐ Documentation of any difference between the acquisition amount paid to the seller and the state-certified or state-reviewed appraisal.
- ☐ Documentation that this information has also been supplied to all other parties in this transaction.
- ☐ Cost Analysis Letter has been sent to the Office of Management and Budget and a copy included in this packet.

In addition, easement acquisitions must also provide that all of the following information is contained within the easement:

- ☐ All parties to the easement are specified in the easement.
- ☐ All of the provisions of the agreement that are permanent are specified.
- ☐ The easement includes a long-term stewardship plan specifying funding for monitoring and enforcing the easement agreement.
- ☐ **A copy of the final easement must be included within this packet for submission to the L-SOHC and CPL Grant staff.**

Name of person submitting packet	Title within organization	Date submitting
----------------------------------	---------------------------	-----------------

Email packets to LSCPLgrants.dnr@state.mn.us

Or mail packets to:

CPL Grant Program
MN Department of Natural Resources
500 Lafayette Road, Box #20
St. Paul, MN 55155