

## **Appendix B**

### **North Carolina Parks and Recreation Trust Fund**

#### **Submitting Requests for Reimbursement for Land Acquisition**

**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 assistance for land acquisition will be based on the approved appraisal value by the State Property Office. If the negotiated purchase price or approved appraised value is greater than the project cost as presented in the formal application, the **Grantee must pay the additional cost.**

**A. Acquisition Documentation Requirements**

**Supply two (2) copies of each of the following items:**

1. Deed or Easement for each parcel acquired. The deed or easement must contain the relevant restrictive clause listed below as is required by the project agreement:

For property purchased with PARTF funds: “This property was acquired with State 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 Environment and Natural Resources.”or

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 Environment and Natural Resources.” or

For an easement purchased with PARTF funds: “The property identified in this easement was acquired with state 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 Environment and Natural Resources”, or

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 Environment and Natural Resources.”

2. Evidence of title for each parcel acquired (Letter from the County or City Legal Officer, or certificate from the Title Guaranty Company).
3. Statement of Just Compensation or Offer to Acquire with Land Donation/Waiver of Just Compensation for each parcel acquired. (Samples below. Electronic versions available at [www.ncparks.gov/partf](http://www.ncparks.gov/partf).)

4. Written offer to purchase. (Sample below. Electronic versions available at [www.ncparks.gov/partf](http://www.ncparks.gov/partf).)
5. Proof of payment. Canceled checks for land purchases (front and back)

**B. Summary of Acquisition Costs:** Supply a breakdown for each parcel acquired. Attach supplemental pages if additional space is required. Place the “Actual Totals of Land Costs” on the Detailed Expenditure Report under a Work Element entitled - Land Acquisition. See page 12, section 3.b for other forms and documents required.

**Cost of Land**

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

**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 project agreement.**

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

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

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

Approved for Reimbursement:

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

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Print Form

## STATEMENT OF JUST COMPENSATION

This document shall be used for land acquisition projects assisted by funds from the North Carolina Parks and Recreation Trust Fund. A distinct **STATEMENT OF JUST COMPENSATION** will be required for each individual conveying property to the project sponsor.

### Section A: Project Description (completed by project sponsor)

1. PARTF Project Number	2. Contract Number	3. PARTF Project Title
4. Project Sponsor		5. Sponsor's Representative
6. Project Description/Purpose of the Acquisition		
7. Estate to be Acquired		
8. Acreage to be Acquired	10. Names and Addresses of Property Owners Conveying Property to Project Sponsor	
9. County of Location		

### Section B: Legal Description of Property (completed by project sponsor)

A legal description of the real property proposed for conveyance must be attached to this document. This legal description must be reviewed by both the landowner and project sponsor before the "STATEMENT OF JUST COMPENSATION" is signed.

### Section C: Just Compensation (completed by project sponsor)

This statement of just compensation considers property location, highest and best use of said property and current market conditions affecting sale of the property. An increase or decrease in the market valuation based on proposed future use for public recreation and the likelihood the property would be acquired for such purposes have been disregarded in making the property value determination. Only elements causing value increases/decreases shall be accounted for in the stated property value.

1. Just Compensation, the State Property Office Approved Fair Market Value has been identified as: \$

2. Just compensation includes amounts for the land, improvements, severance, if any, and other elements, as follows:

Land and Improvements	\$	<input style="width: 90%;" type="text"/>	<input type="checkbox"/> Amount includes buildings, structures and other improvements
Less Damage to the Remainder	\$	<input style="width: 90%;" type="text"/>	
Less/Plus Other	\$	<input style="width: 90%;" type="text"/>	
<b>TOTAL</b>	\$	<input style="width: 90%;" type="text"/>	Must be equal to amount in C(1) above

## STATEMENT OF JUST COMPENSATION CONT.

### Section D: Fee Simple Title (completed by project sponsor)

ONE OF THE BELOW BOXES MUST BE CHECKED

Acquisition will be of fee simple title free of all liens, encumbrances and restrictions with no property interests reserved by the landowner.

or

Acquisition is subject to easements, restrictions or rights, interests reserved by the landowner,\* or title on attached page(s).

\***Exceptions-** All easements, restrictions, and reservations must have prior approval by the NC-DENR. If this box is checked the project sponsor should not proceed with the acquisition without written approval from NC-DENR.

### Section E: Project Sponsor Certification (completed by project sponsor)

1. In compliance with Section 301 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, PL 91-646, just compensation has been identified for the real property identified elsewhere in this document.
2. The Just Compensation amount is based upon a State Property Office approved appraisal prepared for the project sponsor and is not less than the appraiser's opinion of fair market value that she/he determined after a personal inspection of said property.
3. The landowners were given the opportunity to accompany the appraiser.
4. The project sponsor is prepared to commence with negotiations for the purchase of this property.
5. The project sponsor will ensure all occupants of the property are made aware of the potential relocation benefits.
6. The project sponsor will pay all incidental costs associated with the acquisition, unless the landowner(s) waives this requirement in writing.
7. This is **NOT** an offer to purchase.

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

### Section F: LANDOWNER(S) CERTIFICATION (completed by Landowner)

1. I was offered the opportunity to accompany the appraiser during the appraisal visit to the property covered by this agreement.
2. I have received a copy of this "Statement of Just Compensation," have reviewed it fully, and have been advised of my rights under P.L. 91-646.
3. **By signing this statement, I acknowledge that I personally completed section F and have received a copy of this statement with original signatures. This statement places me under no obligation to convey the property described herein.**

#### LANDOWNERS SIGNATURES

I or my representative  **DID;**  **DID NOT** accompany the appraiser (you must check one of these boxes)

\_\_\_\_\_  
Signature of Landowner or Owner's Legal Representative

\_\_\_\_\_  
Date

It is a requirement that this completed and fully executed document be submitted with the project sponsor's **First PART** Request for Reimbursement.

Print Form

**OFFER TO ACQUIRE WITH LAND DONATION/WAIVER OF JUST COMPENSATION**

This document shall be used for land acquisition projects assisted by funds from the North Carolina Parks and Recreation Trust Fund when the Cash Compensation amount is not at least equal to the value established in the STATEMENT OF JUST COMPENSATION.

An OFFER TO ACQUIRE signed by the project sponsor/buyer and the landowner/seller (or their legal representative) will be required for each property proposed for acquisition.

**Section A: Project Description (completed by project sponsor)**

1. PARTF Project Number	2. Contract Number	3. PARTF Project Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section B: Project Sponsor/Buyer**

1. Project Sponsor	2. Sponsor's Representative		
<input type="text"/>	<input type="text"/>		
3. Address of Sponsor	City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section C: Seller Information (Owners of record of the real property)**

1. Name of Seller(s)			
<input type="text"/>			
Address of Seller	City	State	ZIP code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section D: Legal Description of Property (completed by project sponsor)**

A legal description of the real property proposed for conveyance must be attached to this document. This legal description must be reviewed by both the landowner and project sponsor before the "OFFER TO PURCHASE" is signed.

**Section E: Just Compensation (completed by project sponsor)**

Just Compensation, the State Property Office Approved Fair Market Value, has been identified as: \$

**Section F: Offer to Purchase Price (completed by project sponsor)**

An Offer to Purchase has been made in the amount of as detailed by the Seller below: \$

**Section G: Cash Compensation and Value of Land (completed by Seller/Landowner)**

1. The Landowner/Seller has voluntarily agreed to accept Cash Compensation in the amount of:	\$	<input type="text"/>
2. The difference between the established Just Compensation/Fair Market Value and the Cash Compensation amount is:	\$	<input type="text"/>

**Section H: Project Sponsor/Buyer's Certification (completed by project sponsor)**

By execution of this agreement, the Project Sponsor certifies the following:

1. The Project Sponsor as listed in Section B above offers to purchase the property described in Section D for the purchase price listed in Section F and to pay the incidental closing costs, unless waived by the Seller.
2. Cash Compensation in the amount listed in Section G(1) will be provided at the time of closing. The difference in the established Just Compensation, Section E and the Cash Compensation is listed in Section G (2).
3. The value as established in section G(2) may be used by the Project Sponsor to meet all or a portion of their PARTF required matching funds contribution to the project.

\_\_\_\_\_  
Project Sponsor's Legal Representative

\_\_\_\_\_  
Date

**Section I: Seller's/ Landowner's Certification(completed by Seller/Landowner)**

The Landowner/Seller's signature on this document certifies the following:

1. I have been informed of all my rights and benefits under the Uniform Relocation Assistance and Real properties Acquisition Policies Act of 1970 (P.L. 91-646).
2. I have been provided with a "Statement of Just Compensation."
3. I have elected to accept cash compensation as listed in Section G(1); which is less than the State Paroperty Office established Fair Market Value.
4. I understand that with prior NC-DENR approval the value as established in Section G(2) may be used by the Project Sponsor to meet the matching funds requirement for a North Carolina Park and Recreation Trust Fund grant.
5. I accept this Offer to Purchase and the Cash Compensation amount.
6. The reason(s) I am accepting cash compensation in an amount less than the established Fair Market Value is:

\_\_\_\_\_  
Seller/Landowner's (or legal representative) Signature

\_\_\_\_\_  
Date

It is a requirement that this completed and fully executed document be submitted with the project sponsor's FIRST PARTF Request for Reimbursement.

Print Form

### OFFER TO PURCHASE

This document shall be used for land acquisition projects assisted by funds from the North Carolina Parks and Recreation Trust Fund when the Cash Compensation amount is at least equal to the value established in the STATEMENT OF JUST COMPENSATION. An OFFER TO PURCHASE signed by the project sponsor/buyer and the landowner/seller (or their legal representative) will be required for each property proposed for acquisition.

#### Section A: Project Description (completed by project sponsor)

1. PARTF Project Number	2. Contract Number	3. PARTF Project Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Section B: Project Sponsor/Buyer

1. Project Sponsor	2. Sponsor's Representative		
<input type="text"/>	<input type="text"/>		
3. Address of Sponsor	City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Section C: Seller Information (Owners of record of the real property)

1. Name of Seller(s)			
<input type="text"/>			
Address of Seller		City	State ZIP code
<input type="text"/>		<input type="text"/>	<input type="text"/>

#### Section D: Legal Description of Property (completed by project sponsor)

A legal description of the real property proposed for conveyance must be attached to this document. This legal description must be reviewed by both the landowner and project sponsor before the "OFFER TO PURCHASE" is signed

#### Section E: Just Compensation (completed by project sponsor)

Just Compensation, the State Property Office Approved Fair Market Value, has been identified as	\$	<input type="text"/>
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#### Section F: Offer to Purchase Price (completed by project sponsor)

An Offer to Purchase has been made in the amount of:	\$	<input type="text"/>
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#### Section G: Project Sponsor's Certification (completed by project sponsor)

By execution of this agreement, the project sponsor offers to purchase the described real property for the price stated in Section F and to pay the incidental closing costs, unless waived in writing by the seller/landowner.

\_\_\_\_\_  
Signature of Sponsor's Legal Representative

\_\_\_\_\_  
Date

#### Section H: Seller/ Landowner Certification

By execution of this agreement, the seller/landowner certifies the following:

1. I have been informed of all my rights and benefits under the Uniform Relocation Assistance and Real properties Acquisition Policies Act of 1970.
2. I have been provided with a "Statement of Just Compensation."
3. I accept this Offer to Purchase.

\_\_\_\_\_  
Seller or Owner's Legal Representative

\_\_\_\_\_  
Date

It is a requirement that this completed and fully executed document be submitted with the project sponsor's FIRST PARTF Request for Reimbursement