

**Maryland Department of Natural Resources  
Greenspace Equity Program Grant**

**Request for Reimbursement  
Acquisition Projects**

**PROJECT #** \_\_\_\_\_ **REIMBURSEMENT#** \_\_\_\_\_ **Is this a final reimbursement?** Yes ☐ No ☐

If yes, when was the project completed?

Attach photos of the completed project and the grant acknowledgement sign. \_\_\_\_\_

Please confirm that any remaining funds after final  
reimbursement can be reverted to close the grant.

Please also include an explanation for the reversion. \_\_\_\_\_

Initial  
Here

**PROJECT TITLE:** \_\_\_\_\_

**PAYABLE TO:** \_\_\_\_\_ **FEDERAL ID #** \_\_\_\_\_

**ADDRESS:** Street Address: \_\_\_\_\_

City/Town, State, Zip Code: \_\_\_\_\_

**PROJECT COORDINATOR:** Name, Title: \_\_\_\_\_

Phone, Fax, Email: \_\_\_\_\_

**Acquisition Documentation Required:**

A: Supply one (1) copy of each item:

1. Deed to each parcel acquired. The deed must contain the covenant provided by Natural Resources Article §5-9D-04(a)(1) and (2) that protects the land from a conversion of use from outdoor public recreation or open space use to any other use.
2. Evidence of title for each parcel acquired. (Letter from County or City Legal Officer, title attorney, or certificate from the Title Guaranty Company.)
3. Settlement sheet for each parcel acquired.
4. Invoice for any incidental costs which are not reflected on the settlement sheet (i.e., appraisals, surveys, etc.) Note that prepaid taxes refunded to the seller is not an eligible incidental cost.
5. Canceled checks for land purchases and incidental costs.

B: Breakdown for each parcel acquired. Attach supplemental pages if needed.

**Section I – Land Cost:**

Parcel Number	Acres Acquired	Date Acquisition Costs Incurred	Land Record Liber/Folio	Actual Total Land Costs	Amount of Reimbursement Requested
#1				\$	\$
#2				\$	\$
#3				\$	\$
<b>Section I Totals:</b>				\$	\$

## Section II – Incidental Costs:

Parcel #1	Actual Cost	Amount Requested
Appraisal Fees	\$	\$
Title Search	\$	\$
Surveys	\$	\$
Legal Fees	\$	\$
Settlement Fees	\$	\$
Other – Describe:	\$	\$
Other – Describe:	\$	\$
<b>Parcel #1 Totals:</b>	<b>\$</b>	<b>\$</b>

Parcel #2	Actual Cost	Amount Requested
Appraisal Fees	\$	\$
Title Search	\$	\$
Surveys	\$	\$
Legal Fees	\$	\$
Settlement Fees	\$	\$
Other – Describe:	\$	\$
Other – Describe:	\$	\$
<b>Parcel #2 Totals:</b>	<b>\$</b>	<b>\$</b>

Parcel #3	Actual Cost	Amount Requested
Appraisal Fees	\$	\$
Title Search	\$	\$
Surveys	\$	\$
Legal Fees	\$	\$
Settlement Fees	\$	\$
Other – Describe:	\$	\$
Other – Describe:	\$	\$
<b>Parcel #3 Totals:</b>	<b>\$</b>	<b>\$</b>

<b>Section II – All Parcels Totals:</b>	<b>\$</b>	<b>\$</b>
---	-----------	-----------

## Combined State Reimbursement Requested:

Section I.	Total Land Costs	\$ _____
Section II.	Total Incidental Costs	\$ _____
Section III.	Total Administrative Costs	\$ _____
	(Cannot exceed 3% of Sections I+II and only if included in the application and approved by the Board of Public Works.)	
Section IV.	Total Program Compliance Costs	\$ _____
	(Only for monitoring easement projects. Cannot exceed 1.5% of Sections I+II and only if included in the application and approved by the Board of Public Works.)	
<b>Total Reimbursement Requested</b>		<b>\$ _____</b>

**Payment Certification:** I hereby certify that the costs submitted for reimbursement are true and correct, and that all payments have been made to all persons, vendors and contractors engaged in this project in accordance with local government procurement procedures, all applicable Local, State and Federal statutes and regulations, and the Greenspace Equity Program Grant Application and Project Agreement and attachments.

(Signature of Local Government Fiscal Authority or of Local Project Coordinator)	(Typed or Printed Name)	(Title)	(Date)
---	-------------------------	---------	--------

Please email a copy of the completed form with the requisite attachments to the Greenspace Equity Program Administrator.

Program Administrator Approval

\_\_\_\_\_  
(Signature)

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

Fiscal Administrator Approval

\_\_\_\_\_  
(Signature)

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