

Land Acquisition Sample Project Timeline

The management process for a grant-funded Land Acquisition project will follow the approximate timeline outlined below. Grant Agreements for Acquisition projects expire at four (4) years. However, most projects are completed within 2 years or less. Review the “[Acquisition Grant Administrative Instructions and Process](#)” for more detailed information.

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| 1. Contracting | 2-3 Months |
| a. Grant Award Notification (Letter to Chief Elected Official) | |
| b. Pre-Contracting Telephone Call (with Local Project Coordinator) | |
| c. Process Grant Agreement | |
| 2. Project Start-up | 1-2 Months |
| d. Start-Up Letter/Email | |
| e. Initial Project Meeting | |
| 3. Approval to Proceed | 6-12 Months |
| f. Technical Review of Original Appraisal or Second Appraisal | |
| g. Executed/Final Sales Agreement | |
| h. Title Commitment | |
| i. Boundary Survey | |
| j. Draft Deed/Easement Containing the DCNR Non-Conversion Language | |
| k. Phase 1 Environmental Assessment, if applicable | |
| l. PNDI Clearance Letter, if applicable | |
| 4. DCNR Approval to Proceed to Settlement | 2-6 Months |
| m. Settlement Statement | |
| n. Title Insurance Policy | |
| o. Recorded Deed Containing the DCNR Non-Conversion Language | |
| 5. Project Close-Out and Final Payment | 1-2 Months |
| p. Funding Assistance Acknowledgement Sign | |
| q. Acquisition Final Costs Spreadsheet | |