**RHODE ISLAND**

**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

# DIVISION OF PLANNING & DEVELOPMENT

235 Promenade Street, Room 320 Providence, Rhode Island 02908

**Payment Request Checklist for Grantees DEM Recreation Acquisition Grants**

Project Name:

File #:

City/Town:

Date:

Please submit the following documentation to this office for review. The value of the acquisition will be established by an approved appraisal. DEM must approve the appraisal report for funding eligibility.

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| **Enclosed?** or N/A | **REQUIRED DOCUMENTS** |
|  | **Updated W-9 Form for municipality:** download form and mail immediately. Form is available at <http://www.dem.ri.gov/programs/planning/grants/index.php> under “Open Space Grants” |
|  | **Certificate of Authority/Vote of Town Council Authorizing Acquisition and Signatures:** Utilize the standard DEM form or provide your own which certifies that the person signing the Recreation Easement has been authorized to do so by the Town/City Council. Form is available at <http://www.dem.ri.gov/programs/planning/grants/index.php> under “Open Space Grants” |
|  | **Copy of the appraisal**: The appraisal must be performed by a RI Certified Appraiser. The appraisal report must be an “Appraisal Report” (not restricted). DEM must review and approve prior to entering into a Purchase & Sale Contract. |
|  | **Title Commitment**: You are required to obtain a title search of the property as well as title insurance from a title insurance company in form and substance satisfactory to DEM Legal Counsel. The title search will show any encumbrances and provide for clear title upon acquisition. A copy of the Preliminary Report of Title, also referred to as a Title Commitment, must be submitted and approved by DEM prior to closing. After closing, the applicant must submit a Title Insurance Policy for the property for both the State's interest and the Local interest. The final title policy shall “insure the State of Rhode Island, Department of Environmental Management as to its interests in the Recreation Easement.” **This specific language in quotations is required to be included on the Title Policy.** |
|  | **Property Survey:** You are required to have a Class 1 property boundary survey done by a registered surveyor. The survey plan is required to be recorded at closing. The survey will show the property bounds of the property and identify any deletions, easements, rights-of-way or encumbrances from the property. The surveyor shall prepare an accompanying metes & bounds description for inclusion in your deed and the Recreation Easement. |
|  | **Deed**: a copy of the proposed deed. |
|  | **Recreation Easement**: You are required to prepare and submit to the DEM a Recreation Easement over the awarded property. Your organization is required to utilize the Department’s standard Recreation Easement form for your project. Reasonable modifications are allowed; however, any modification must first be reviewed and approved by DEM’s Legal Counsel for consistency with the grant and the Department’s standards. Two signed originals of the Conservation Easement must be supplied to DEM. After it is signed by the Director of the DEM and the State Properties Committee, you must have this document recorded with the city/town. Finally, you must submit the original signed and recorded Recreation Easement to the DEM after the closing. PLEASE BE ADVISED -- If you execute your own easement prior to receiving approval from DEM, you risk forfeiture of the grant. |
|  | **Overhead reimbursement documentation**: Appraisal, survey, title search, and title insurance costs may be reimbursed up to 50% after the closing even if this reimbursement brings the total amount received above the total grant amount. Awards for services must be made according to the municipal bidding process. Provide copies of bills and cancelled checks along with a summary of costs. This final disbursement will take 30 – 45 days to process after receipt of all required documents. |
|  | **Settlement Statement**: A copy of the Settlement Statement, signed by both the buyer and seller at the closing must be sent to DEM for auditing purposes. |
|  | **Final Project Report** within 90 days of closing. |
|  | **Photos**: Three or more photos of the completed project. Please note the description, location, date and credits. Email photos to [Lisa.McGreavy@dem.ri.gov](mailto:Lisa.McGreavy@dem.ri.gov) |

Please email the above documentation to:

Lisa McGreavy, RIDEM Division of Planning and Development

235 Promenade Street, Providence, RI 02908

[lisa.mcgreavy@dem.ri.gov](mailto:lisa.mcgreavy@dem.ri.gov) 401.222.2776 Ext. 7611