

## Los Angeles County Regional Park and Open Space District - Documentation Checklist

### APPLICATIONS

Y N NA

- Application Form \*\*\***
- Authorizing Resolution \*
- Assignment of Funds?
- Cost Estimate
- Timeline
- Project Vicinity Map
- Grant Boundary Map
- Site Plan
- Required Comments or Permits
- Any leases/operating agreements/contracts affecting grant-funded properties

#### Acquisition

- Acquisition Schedule \*\*
- Acquisition Map

### PROJECTS

Y N NA

- CEQA (stamped by LAC Registrar Recorder)
- Youth Employment Plan (YEP) \*
- MUGA \*\*\***
- Plans and Specifications\*
- Charitable Contributions Certification

### PAYMENT REQUESTS

Y N NA

- Payment Request Form \*\*\***
- Project Cost Form
- Labor/Force Account Cost Form
- Equipment Cost Form

#### Construction Contracts

Y N NA

- Contract
- Award of Contract \*
- Bid Notice/Invitation
- Process Used to Solicit Contractors \*\*
- List of Contractors Responding to Solicitation \*\*
- Contractor Statistical Information \*\*
- Contract Award Certification \*\*\***
- Prevailing Wages
- Additional Insured Endorsement

#### Purchase Orders

- Contract/ PO Agreement

### ACQUISITION

Y N NA

- Preliminary Title Report
- Appraisal Report (6 months)
- Offer or Purchase Agreement
- Escrow Instructions
- Certificate of Compliance (Acquisition Law) \*\*\***
- Statement of Just Compensation  
*When property sold at appraised value*
- Acknowledgement of Appraised Value  
*When purchase price is below appraised value*
- Statement of Partial Donation  
*When purchase price is below appraised value*
- Relocation Notification Letter  
*If property is occupied*
- Acquisition through Eminent Domain**
- Express Authorization
- Judgment in Condemnation
- Administrative Settlement Summary or
- Legal Settlement

### CLOSING

Y N NA **All**

- Project Certification Form \*\*  
*\*Prop A + Other Funding Sources = Total Cost*
- Report of Other Funding Sources (if applicable)
- Agreements with Third-party Entities

#### Construction

- Change Order Summary (if applicable)
- Stamped Notice of Completion or Acceptance
- Report on Employment of Youth \*\*\***
- Landscaping Certification Form \*\*\***

#### Acquisition

- Property Conveyance Document
- Grant Deed
- Final Order of Condemnation
- Other applicable property transfer
- Closing Escrow Statement
- Title Insurance Policy
- Final Relocation Documents  
*If property was occupied*

#### Special Provisions

- Assignment and Assumption \*\*\***
- MUGA \*\*\***
- Other** \_\_\_\_\_

\* Must be adopted/approved by grantee's governing body

\*\* District form ([openspacedistrict.lacounty.info](https://openspacedistrict.lacounty.info))

\*\*\* Must be original signed by authorized rep