Acquisition Forms and Guidance Documents

Payment Forms -
- Partial Payment Request Form (All Project Types)
- Final Payment Request Form (Acquisition Only)

Grant Policies and Project Management Documents -
- Land Trust Pre-Qualification Policy and Form
- Acquisition Eligible and Ineligible Costs Policy
- Acquisition Grant Administrative Instructions and Process
- Ownership and Control Policy
- Public Value & Use Policy
- Requirements for Property Appraisals
- Requirements for Boundary Surveys and Title Work
- Sign Policy
- Waiver for Retroactivity Policy
- Community Gardens Policy
- PNDI Policy

Model Grant of Conservation Easement -
Conservation Easements funded by DCNR must follow the PALTA Model Grant of Conservation Easement, 7th edition.

The provisions listed in the document, DCNR Required Language for Conservation Easements, must be included as part of any conservation easement acquired or used as match under the Community Conservation Partnership Program (C2P2).

Conversion Guidance Documents -
- Conversion Process Policy - LWCF Grants
- Conversion Process Policy - State Grants
- Waiver Valuation Form
- Waiver Valuation Factsheet

Other -
- Sample Estimated Project Timeline (Acquisition) - Outlines the process and typical timeline for completing a DCNR funded acquisition grant project.
- Frequently Asked Questions about the Community Conservation Partnerships Program.