Acquisition Forms and Guidance Documents

Forms
- Advance Payment Request Form (Non-Profits/All Project Types)
- Partial Payment Request Form (All Project Types)
- Final Payment Request Form (Acquisition Only)
- Land Trust Pre-Qualification Instructions and Form

Grant Policies and Project Management Documents
- Acquisition Eligible and Ineligible Costs Policy
- Community Gardens Policy
- Frequently Asked Questions About the Community Conservation Partnerships Program
- Grant Administrative Instructions and Process Policy
- Ownership and Control Policy
- PNDI Policy
- Public Value & Use Policy
- Requirements for Property Appraisals, Boundary Surveys and Title Work Policy
- Sign Policy
- Requirements for Boundary Surveys and Title Work
- Waiver for Retroactivity Policy

Model Conservation Easement
Conservation Easements funded by DCNR must follow the PALTA model easement found at the following link:

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

Sample Project Timeline - to be reviewed by applicants and utilized by grantees; Outlines the process and typical timeline for completing a DCNR Community Conservation Partnership Program funded grant project.
- Sample Estimated Project Timeline (Acquisition)