




# Measure A Annual Allocations Acquisition Checklist



## AA WORK PLAN

-   Grant Boundary Map with Assessor Identification Numbers (AINs)
- Project Photos
- [Funding Acknowledgment Plan](#)
  - Printed and Promotional Materials
  - Social Media Post
  - Signage

## NOTICE TO PROCEED (NTP) ISSUED (RPOSD)

- »  Preliminary Site Inspection

## IMPLEMENTATION

-   Status Reports

## ACQUISITION DOCUMENTATION




- **Required at least 30 days prior to requested deposit date.**
- **Escrow company must have an LA County vendor ID.**

- Appraisal Report
- Purchase Agreement
- Escrow Instructions
- Preliminary Title Report
- Disclosure Form
- Estimated Buyers Statement
- Escrow Memo

- **Must be uploaded within 90 days of close of escrow.**

- Deed Restriction
- Grant Deed
- Closing Escrow Statement
- Policy of Title Insurance

## CLOSEOUT REQUIREMENTS

-   Final Report
-   Project Photos
- »  Completed Funding Acknowledgment (Signage Installation)
- »  Update [LA Parks Portal](#)
-   Final Claim Submitted with Supporting Documents

*Eminent Domain projects only*

- Eminent Domain Documents
- Final Relocation Report

**RPOSD may request and require additional information if necessary.**