

**INVOICE PAYMENT REQUEST MEMO FOR PROJECTS INVOLVING ACQUISITION OF REAL
PROPERTY OR CONSERVATION EASEMENT**

(Prepared by District. Do not submit to Local Program Accounting until 60 days prior to close of escrow.)

To: Local Program Accounting
Accounting Office - MS 33
California Department of Transportation

Date:

Cc: HQ EEM Program Coordinator
Local Assistance Division - MS 1

From: District____, Local Assistance Engineer: _____

Subject: *(EEM Project Name, County)*

(District: Circle A or B, depending on action needed, and attach appropriate documents.)

A. Attached are the documents needed to release funds to escrow account. I understand that Caltrans cannot remit the EEM funds until 30 days prior to escrow close date as shown below.

1. One original signed Invoice* and two copies *(on applicant's letterhead)*.
2. Copy of escrow instructions.
3. Signed original and two copies of the Final Project Expenditure Report *(prepared by applicant on applicant's letterhead)*.
4. Copy of current appraisal.
5. Copy of Preliminary Title Report, with legal description of property or easement.
6. Close of escrow date _____ (must show date).

B. Escrow has closed. Attached are documents to close out the project.

1. Certified copy of recorded Grant Deed or Deed of Conservation Easement (CE)
2. Copy of closing escrow statement
3. One original signed Final Project Expenditure Report* (on Applicant's letterhead)
4. Final Invoice

**Invoice Payment Request Memo for Projects Involving Acquisition of Real Property
or a Conservation Easement – (Prepared By District)**

(District: Send the original recorded EEM Agreement Declaring Restrictive Covenants or EEM Restrictive Covenants Agreement for Conservation Easements with notarized signatures (with completed Exhibits) to EEM Coordinator HQ.

District Local Assistance Engineer

c: EEM Program Coordinator (with copies of attachments)