# **Template Last Updated 03/08/2024**

Grants with an objective strategy of “**Real Property Acquisition**” will require a link to a real property record in the performance report. The Real Property record should be entered into TRACS after the real property has been acquired and prior to the performance report being entered into TRACS.

# General Information

1. Property Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Interest Type (Pick either Fee Interest or Partial Interest)
	* Fee Interest (check all that apply)
		+ Fee Simple
		+ Fee with Exceptions
	* Partial Interest (check all that apply)
		+ Air Rights
		+ Conservation Easement
		+ Easement (e.g. Access/ROW)
		+ Hunting/Trapping/Fishing Rights
		+ Lease (>10) – fill out the following:
			- Perpetual Easement
			- Not Perpetual Easement, enter date: \_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Life Estate
		+ Mineral Rights (All or Partial)
		+ Surface Rights
		+ Timber Rights
		+ Water Rights (pick all that apply):
			- Groundwater (AF)
			- Instream (cfs or AF)
			- Right for Lands to Flood (acres)
			- Right of Diversion (cfs or AF)
			- Riparian (linear feet)
			- Storage (AF)
3. Interest Comments (check one)
	* Not Applicable
	* If applicable, enter the statement below

Please use the comment box to note any exceptions identified above (e.g. a fee simple acquisition that does not include water rights.)

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1. Acquisition Purposes (select all that apply)
	* Access and Opportunity to Wildlife Dependent Recreation
		+ Angling
		+ Boating
* Hunting
* Shooting and Target sports
* Trapping
* Wildlife Watching
	+ Desired Fish and Wildlife Habitat
* Cool Semi-Desert Scrub & Grassland
* Freshwater Aquatic Vegetation
* Saltwater Aquatic Vegetation
* Shrub & Herb Wetland
* Temperate & Boreal Forest & Woodland
* Temperate & Boreal Grassland & Shrubland
* Temperate & Boreal Open Rock Vegetation
* Temperate to Polar Alpine & Tundra Vegetation
* Tropical Forest & Woodland
* Tropical Grassland, Savanna & Shrubland
* Tropical High Montane Scrub & Grassland
* Tropical Open Rock Vegetation
* Warm Desert & Semi-Desert Woodland, Scrub & Grassland
	+ Existing or Construction of Facilities
* Agency HQ
* Boat Access Site
* Education Building
* Equipment Storage
* Fish Hatchery
* Fishing Access Site
* Maintenance Building
* Public Target Range
	+ - * Archery
			* Firearms
			* Other
* Recreation / Habitat Support Infrastructure
* Research Facility
* Visitor Center
* Wildlife Watching Infrastructure
* WMA Office
* Species Management (must list at least one species if selected)

Identify Managed Species: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. TRACS Group - Select the group responsible for the grant proposal at the lowest level (e.g. the state agency and/or division or sub-group:

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1. General Comments (check one)
	* Not Applicable
	* If applicable, enter the statement below

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1. Federal Points of Contact - list full name, title (optional), phone number, email address and organization name:

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1. Non Federal Points of Contact - list full name, title (optional), phone number, email address and organization name:

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# Deed Information

1. Date Deed Recorded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Deeded Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Instrument Number (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Book (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Page (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. State Record ID (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Federal Record ID (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Date Acquired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Notice of Federal Participation Date (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Encumbrances
	* No – skip #10 and #11 below.
	* Yes

1. List Encumbrances (e.g., easements, encroachments, deed restrictions, etc.)

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1. Encumbrance Comments (check one)
	* Not Applicable
	* If applicable, enter the statement below

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# Transaction Parties

1. Grantor/Seller/Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Titled to grant recipient?
	* Yes
	* No – Fill out one of the following:
3. Person - Enter Titled To Individual Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Organization – Enter Titled To Organization Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Conservation Easement Holder (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Is this land as match?
	* No
	* Yes
7. Is this a land back used as match?
	* No
	* Yes
8. Is this parcel part of a real property exchange?
	* No – skip #5 and #6 below.
	* Yes
9. Exchanged Real Property (for each exchanged real property, list the property name, acquired date, and interest type):

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1. Exchange Comments (check one)
	* Not Applicable
	* If applicable, enter the statement below

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# Location

1. Geographic Location: Draw a Shape in TRACS (draw a polygon or import a shapefile)
2. Is this location sensitive?
* No
* Yes
1. Describe your location (optional):

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1. Current Fish and Wildlife Primary Habitat (check all that apply and list acres by type):
* Cool Semi-Desert Scrub & Grassland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Freshwater Aquatic Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Saltwater Aquatic Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Shrub & Herb Wetland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperate & Boreal Forest & Woodland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperate & Boreal Grassland & Shrubland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperate & Boreal Open Rock Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperate to Polar Alpine & Tundra Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tropical Forest & Woodland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tropical Grassland, Savanna & Shrubland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tropical High Montane Scrub & Grassland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tropical Open Rock Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Warm Desert & Semi-Desert Woodland, Scrub & Grassland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Associate with a Wildlife Management Area

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1. PLSS Survey Locations (Optional)

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#  Summary of Real Property Costs

**Federal and Match**

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| ***Source*** | ***Amount*** |
| Federal Share | $ |
| State Contribution | $ |
| Non-State Contribution | $ |
| Bargain Sale by Landowner | $ |
| Land Value as Match | $ |

**Other Non-Match Costs associated with acquiring interest**

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| --- | --- |
| ***Source*** | ***Amount*** |
| Purchase Cost | $ |
| Associated Real Property Costs (Title, Survey, etc.) | $ |
| Appraised Value/Waiver Valuation | $ |
| Relocation Assistance | $ |