

AT A GLANCE OVERVIEW

Welcome

These procedures walk you through the process of completing a land acquisition using GOCO funding, from your award to closing and beyond. They cover the due diligence we'll review before releasing funds, the documents we'll need at each stage, and the deadlines that keep your project on track.

Use this document throughout your project. Refer to it when you're planning, when you're drafting deliverables, and when something on your project changes and you're not sure how it affects GOCO's requirements. When in doubt, contact your grants officer — we'd rather hear from you early than have something become a problem later.

Additional resources, including checklists, sample resolutions, the budget form, the Model Conservation Easement, and Appraisal Guidelines, are available on our website at goco.org

If you have questions that aren't covered in this document, or you'd just like to talk something through, please reach out to me directly: Amber Shanklin, Land Acquisition Grants Officer, ashanklin@goco.org

How to use this document

- **At a Glance Overview** covers the basics: a summary of what's due when, key deadlines to watch for, and two important notes about tax benefits and loan-funded projects.
- **Part 1** covers getting started after your award: the grant agreement, resolutions, and how phased projects work.
- **Part 2** covers due diligence: everything you'll submit to GOCO before closing.
- **Part 3** covers closing: the documents and authorizations that get funded out the door.
- **Part 4** covers what's due after closing.
- **Part 5** is a separate section for Transaction Costs Assistance Program (TCAP) grants, which have requirements that differ from standard grants and are administered by our partner Keep it Colorado.

A few principles to keep in mind

- **Submit everything electronically** unless we ask otherwise.
- **Send complete, accurate materials and respond promptly to our questions.** This is the single biggest factor in hitting your closing or reimbursement timeline.
- **GOCO may revise these procedures from time to time.** Check that you're working from the current version, and ask your grants officer if anything seems unclear.
- **GOCO may request additional documentation at any time** to comply with our policies and protect our investment. We work hard to keep this to a minimum, but it can happen.

At a glance: what's due when

The table below lists every deliverable GOCO needs over the life of your project, organized by phase. Page numbers point to the section with the full requirement.

After Your Award is Approved

Deliverable	Timing	Page
Signed Grant Agreement	Within 60 days of award (timeline varies)	6
Updated project budget (if different than submitted with application)	Before grant agreement execution	6
Resolution authorizing the grant agreement	Before grant agreement execution	6

Before Closing: Due Diligence Documentation

Deliverable	Timing	Page
Appraisal	Best to hire early, GOCO assigns a review appraiser after you select yours	8
Review appraiser's approval letter	Before GOCO wires funds	8
Signed Appraisal Guidelines	Once appraiser has been selected	9
Title insurance commitment	With application, or as soon as available	9
Phase I Environmental Site Assessment (effective within one year of closing)	Before GOCO wires funds	11
Mineral assessment (if third party holds mineral rights)	Before GOCO wires funds	12
Water rights summary	Before GOCO wires funds	14
Survey	Only if required	14
Baseline documentation report (effective within one year of closing)	Before GOCO wires funds	15
Draft conservation easement, deed, or other conveyance documents	Before GOCO wires funds	16

Before Closing: Transaction & Financial Documentation

Deliverable	Timing	Page
Final project budget	Before GOCO wires funds	20
Draft buyer's settlement statement	As early as possible, no later than 10 days before closing	20
Signed GOCO closing instructions (from title company)	Before GOCO wires funds	20
Wire instructions on bank letterhead, signed and dated	Before GOCO wires funds	21
Resolution(s) authorizing acceptance of property interest	Before GOCO wires funds	22

After Closing

Deliverable	Timing	Page
Recorded conveyance documents (deed, easement, etc.)	Within 60 days	22
Signed buyer's settlement statement	Within 60 days	22
Final title policy	Within 60 days	22
Signed baseline documentation report	Within 60 days	22
GIS shapefile of final property boundary	Within 60 days	23
Signage form and installation	Within 60 days	22
Environmental clean-up letter (if applicable)	Within 60 days	22
Land management plan (if required)	Within one year of closing	23

**GOCO reserves the right to waive these requirements in our sole discretion*

Important notes before you begin

About tax benefits

A GOCO grant does not include any representation or warranty about federal or state tax benefits. GOCO's involvement means the transaction meets *our* standards — it is not a guarantee that the transaction meets the standards of any other organization, including a government agency or other third-party funder.

About loan-funded acquisitions

GOCO finances some land acquisitions through loans rather than grants. **If your project is funded by a GOCO loan only, these procedures do not apply** to you — refer to your loan agreement or reach out to your grants officer to learn about any associated requirements. **If your project involves both a loan and a grant, these procedures do apply to you.**

About modifications and extensions

If your final project differs materially from your application (changes to acreage, purchase price, fair market value, easement value, changes of use after closing, etc.) you should plan to submit a modification request before closing. More details can be found in GOCO's Competitive Grant Program Procedures. Reach out to your grants officer as soon as possible to get the modification request started.

About Partner grants

GOCO partners with other organizations to administer some of our grant programs. If you have been awarded or are applying for a Transaction Cost Assistance Program (TCAP) grant, you should reach out to Keep it Colorado (keepitco.org) to learn more about the program's requirements.

PART 1: GETTING STARTED AFTER YOUR AWARD

Once GOCO's board approves your project, two things kick off: the grant agreement process, and any phase-specific considerations if your project is part of a larger phased acquisition. This part walks through both.

Grant agreement

After your award, your regional officer will introduce you to your assigned grants officer. Your grants officer will set up a time to discuss project specifics with you and will send you a draft grant agreement for review. At this point, you and your team may propose edits to address transaction-specific details. Once we've worked through any changes together, we'll send the final version for signature through GOCO's electronic signature system.

The grant agreement will include your project budget (which may be updated at this time if your project's funding picture is clearer than it was at application submission) and your governing body's resolution authorizing signature on the grant agreement (see Resolution below) as exhibits. You'll need to provide the names and email addresses of everyone who needs to sign, plus any routing instructions on your end. Once the document is finalized, GOCO will execute and you will receive a copy through our e-signature system.

A few things to know:

- **GOCO may add co-grantees** to the grant agreement when applicable. If co-grantees are added, each party will need to review, approve, and sign.
- **The official start date of your project is the date the GOCO board approved it.** That said, GOCO can't provide funding until the grant agreement has been fully executed — so finalizing the agreement quickly matters.
- **GOCO aims to fully execute the grant agreement within 60 days of award.** Straight-forward projects may be complete sooner, and complex transactions may take longer.

Resolution

Before GOCO can execute the grant agreement, you'll need to provide a resolution from your governing body authorizing the grantee to sign. **If your project includes co-grantees, each co-grantee must provide its own resolution from its own governing body.** GOCO provides an example resolution for your use, available at goco.org/grants/manage.

We attach the resolutions as exhibits to the grant agreement, so plan to execute and submit them early enough to keep the grant agreement on track.

A timing tip: If you can, include authorization to accept the property interest in the same resolution. Doing so eliminates the need for a separate closing resolution later. See *Resolution(s) authorizing acceptance of property interest* (Part 3) for what that authorization needs to cover. This language is included in our example resolution, so if you use that, you'll be covered.

Phased projects and amendments

If your project is part of a phased conservation easement acquisition, where GOCO's language will attach to previously closed phases through an amended and restated conservation easement or if additional property is being leveraged as match, GOCO may need to review and approve due diligence from the earlier transactions, including any of the items described in these procedures.

If you think your project falls into this category, flag it with your grants officer early. We'll work with you to confirm what's needed from prior phases and what we can build on.

PART 2: DUE DILIGENCE – WHAT TO SEND GOCO BEFORE CLOSING

This part covers the documentation GOCO reviews before releasing funds. We've grouped it into four sections: **Valuation**, **The property**, **Conservation values and management**, and **Conveyance documents**.

GOCO must review and approve due diligence before disbursing any project funds. Required documentation includes the items in this part, the items on the Due Diligence Checklist, and anything else we ask for on your specific project. These requirements help minimize risk for both you and GOCO.

To stay on schedule, submit complete, accurate materials and respond promptly to our questions. We work hard to meet closing deadlines, but we may need to request additional documentation at any time to comply with our policies and protect GOCO's investment.

Valuation

Appraisal

Per board policy, GOCO will not participate in projects where a seller or grantor receives more than the fair market value of the interest conveyed. Fair market value must be established through a narrative appraisal that complies with USPSP (Uniform Standards of Professional Appraisal Practice) and other applicable standards.

The appraisal's effective date of valuation must be within one year of the closing date. If yours is older, you'll need a new appraisal or an update to the existing version.

<h3>How appraisal review works</h3>
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GOCO hires an independent review appraiser to evaluate the appraisal for the interest(s) being acquired. The review appraiser confirms the appraisal complies with GOCO's appraisal policies, USPAP, and other applicable standards.

The process works like this:

1. You select your appraiser and notify GOCO.
2. GOCO assigns a review appraiser, who will coordinate directly with your appraiser to complete the review.
3. The review appraiser issues an approval letter confirming the appraisal meets GOCO's requirements. GOCO must receive this letter before we disburse funds.

If your project closes before appraisal review is complete (as may be the case with a reimbursement grant), GOCO will still assign a review appraiser to evaluate the completed appraisal. The review

appraiser must issue an approval letter before GOCO will release funds. In some cases, your appraiser may need to revise and reissue the appraisal to address the reviewers' comments. GOCO recommends resolving appraisal issues as soon as possible to avoid delays in fund disbursement.

Appraisal Guidelines

GOCO's full appraisal requirements can be found in our Appraisal Guidelines, which can be found on our website (<https://goco.org/grants/manage>).

Both you and your contract appraiser must sign the Appraisal Guidelines and return them to GOCO confirming you understand and will follow GOCO's appraisal requirements. GOCO may waive this requirement if you can demonstrate that your appraiser understands and will follow GOCO's guidelines.

The Property

This section covers what you'll send GOCO to demonstrate the property is what it appears to be — that it can be acquired cleanly, that nothing's hiding in the title, the soil, or under the surface, and that the water situation works for the conservation values you're protecting.

Title review

Title insurance protects the policyholder from losses caused by title defects. It's available for both fee title and conservation easement purchases, and GOCO requires it for every acquisition we fund.

Submit a title insurance commitment to GOCO with your application, or as soon as possible after award. We may request copies of documents referenced in Schedule A (requirements) and Schedule B (exceptions). Send updates promptly — late updates can delay closing or reimbursement if they reveal issues that need resolution. Though not required, we appreciate when you share internal title commitment reviews completed by staff or attorneys. This can help the review process move quicker and more smoothly.

Coverage amount and insured party

- **Minimum coverage** must equal the purchase price of the interest to which GOCO is contributing. We recommend insuring up to the appraised fair market value.
- **For fee acquisitions**, the title insurance must insure the entity with the final vested interest in the fee.
- **For phased projects**, you'll need a separate title commitment and policy for each phase. Note that amended and restated easements may extinguish title policies issued for earlier phases.

Exceptions GOCO asks to remove

Before closing, GOCO will issue closing instructions to the title company requesting removal of or modification to standard exceptions related to:

- Survey matters (if an adequate survey has been performed and is acceptable to the title company)
- Mechanics' liens
- Existing leases or tenancies
- Gap protection
- Real property taxes due and payable prior to the current year
- Special district taxes arising prior to the date of closing
- Unrecorded mineral reservations or patents

If you're paying less than fair market value for the property, GOCO will also ask the title company to remove exclusion 3(e), which relates to paying value for the property.

GOCO won't initiate a wire transfer if an exception to title is unacceptable to us.

Resolving conflicting encumbrances

Any existing restriction on the property that conflicts with the project's purposes must be discharged, released, or subordinated to the conservation easement before closing. A few common examples:

Encumbrance	What needs to happen
Mortgage	Paid off at closing, or subordinated to the conservation easement
Restrictive covenant inconsistent with the easement	Subordinated to the conservation easement to the extent of the inconsistency
First right of refusal to purchase an interest in the property	Waiver obtained

Legal access

If the title commitment shows a lack of legal access to the property, GOCO may require you to establish legal access before we release funds.

If the title company issues a policy exception for legal access because the only feasible access crosses lands owned by the United States, you'll need to demonstrate one of the following:

- The property is physically accessible from a public roadway via a road owned and maintained by the United States and managed by a federal agency
- The landowner established a legal right of way under the Federal Land Policy and Management Act (FLPMA) of 1976
- The landowner established reciprocal rights of way with a federal agency
- The landowner created a long-term access permit (30 years or longer) issued by a federal agency, with an opportunity to renew upon mutual agreement
- An authorized representative of a federal agency issued a letter authorizing the landowner to cross U.S. lands for casual use

Reimbursement projects

If you're seeking reimbursement for a project where a title policy already exists or is forthcoming, GOCO may require the title company to issue an endorsement removing or modifying any exceptions that don't meet our requirements.

If reimbursement is happening more than six months after closing, we'll require an updated policy (or commitment, depending on the title company's requirements) to reveal any new title issues that may have surfaced since closing.

Environmental site assessment

Every project needs an environmental site assessment — including reimbursements. The assessment identifies contamination, unsafe conditions, potential clean-up costs, and liability to the purchaser. It also tells GOCO whether any hazards would prevent the uses described in your application.

Contamination can come from past or current uses on the property or nearby — agricultural operations, underground storage tanks, abandoned drums, asbestos, mining, or timber operations, among others.

What to submit

A Phase I Environmental Site Assessment, prepared by a qualified Environmental Professional as defined in the current ASTM E1527 or E2247 standard. If you don't have an Environmental Professional on staff, you'll need to contract with an environmental consulting firm.

GOCO may approve a Transaction Screen Process (meeting current ASTM E1528) or a similar alternative in limited cases — for example, properties used exclusively for agriculture with no infrastructure or fueling areas. **Ask us before commissioning anything other than a Phase I.** We prefer a qualified Environmental Professional for Transaction Screens as well.

One-year rule: If the assessment is more than a year old at closing, you'll need an update. In most cases that's a short letter from someone familiar with the property confirming nothing has changed since the assessment.

Assessment findings

Order the assessment early. It's a diagnostic tool, and findings often need follow-up before GOCO can release funds. Here's how we handle the most common outcomes:

What the assessment finds	What you need to do
No contamination, no RECs/PECs, no recommended clean-up	Nothing further — you're set.
Recommended clean-up of minor “housekeeping” items (not rising to REC/PEC)	Either complete the clean-up before closing, or submit a plan to address it within a reasonable time after closing.
Contamination or RECs/PECs <i>with</i> recommended clean-up	Contact GOCO right away. You'll typically need to submit: a remediation plan certified by a qualified environmental engineer or agency; estimated cost and timeline; and the funding source. In some cases the work must be done before GOCO disburses funds.
Contamination or RECs/PECs <i>without</i> recommended action	Work with the landowner on a plan and timeline. Submit it to GOCO before we can disburse funds.
Further testing or Phase II recommended	Submit the results of any further analysis and any planned or completed remediation before GOCO disburses funds.

Questions about anything the assessment turned up? Contact your grants officer — we're happy to chat this through.

Mineral assessment

If mineral rights are held by a third party (as revealed by the title commitment), GOCO requires a professional geologist's report certifying that the probability of mining those minerals by any surface method is “**so remote as to be negligible**”.

This requirement applies to all property interests acquired with GOCO funds — fee title, conservation easement, or other. The geologist's report confirms minimum potential risk of adverse impacts to the surface of the property and protects GOCO's investment in the project.

A note on mineral reservations in title

When the title commitment shows a third-party mineral reservation, the scope of that reservation matters. Recent case law has reinforced that a generic reservation of "minerals" doesn't automatically include sand, gravel, and other common surface materials — those typically need to be named explicitly (or captured by language broad enough to clearly include them) to be reserved. A reservation that is ambiguous about sand and gravel can affect the geologist's ability to conclude the probability of surface mining is "so remote as to be negligible."

If your title commitment shows a non-specific mineral reservation, expect the geologist to address how it does or doesn't reach sand and gravel. Flag any ambiguity to your grants officer early so we can work through it together. This may include additional title work, a clarification from the reserving party, or specific easement language to address residual risk.

What the report addresses

The mineral assessment should cover both surface mining potential **and** the potential for developing oil and gas resources.

- **If oil and/or gas resources exist on the property and no leases or permits are in place**, GOCO will require specific language in the conservation easement requiring the easement holder to take part in future negotiations of any lease or surface use agreement.
- **If oil and/or gas resources are currently leased or permitted**, GOCO may require a separate assessment of the resources and the lease or permit documents to determine the likelihood of mining. We evaluate these case by case to confirm adequate measures are in place to protect the conservation values if mining were to occur.

Report findings

What the report finds	What happens
Probability of surface mining is “so remote as to be negligible” for the entire property	GOCO proceeds with the project.
Can't determine remoteness for some portion of the property	GOCO may require that portion to be excluded from the transaction, and may reduce the award amount accordingly.
Can't determine remoteness for the entire property	GOCO can't participate. We'll deauthorize the grant.

Evidence of present or historic mining on any portion of the property	Contact GOCO as soon as possible. We may need to extinguish an active mining permit or obtain an acreage release before disbursing funds — particularly for gravel mining, past or present.
Mining is currently occurring, or the mined area can't be released from the permit	GOCO may require this area to be excluded from the conservation easement and may reduce the award amount accordingly.

One-year rule: GOCO may require an update of a mineral assessment dated more than one year prior to closing. Any update should be prepared by the contracted professional.

Based on what the assessment turns up, GOCO may require further investigation on a case-by-case basis.

Water rights

If the conservation easement encumbers water rights, provide GOCO with a letter or memo summarizing the involved rights. Contact your grants officer for guidance if the easement affects less than the full water allocation.

What the summary should cover

The summary should give us a complete picture of the water associated with the property and how it relates to the conservation values protected by the easement. Specifically:

- **Inventory of all water resources** associated with the property, including surface water (rivers, lakes, reservoirs, ditches) and groundwater (wells)
- **Ownership and legal status** of each water right, confirming the rights are not abandoned and are used in accordance with applicable decrees
- **Relationship between the water rights and the conservation values** — whether the available water is sufficient to sustain the ecological and environmental benefits the easement protects
- **A monitoring plan** for the encumbered water rights to ensure ongoing compliance and protection

Useful supporting documentation includes water decrees, well permits, water management plans, and maps showing water features and irrigated areas.

Survey

GOCO requires a survey only when one is necessary, some examples of when a survey may be necessary include when:

- The existing legal description is insufficient
- Title insurance cannot be obtained without one
- There are boundary disputes with neighbors
- The nature of the transaction will restructure the underlying property configurations

If none of these apply, you don't need a survey.

Conservation values and management

This section covers two documents that establish what's on the property today and how it will be cared for going forward.

Baseline documentation report

The baseline report, sometimes called a present conditions assessment, baseline documentation report, or similar, assesses the resource values and existing conditions on the property at the time the conservation easement is conveyed.

Requirements

- Required for all GOCO open space funded transactions that include a conservation restriction (DCE, CC&R, etc.)
- Prepared by a qualified environmental professional, in compliance with current industry standards
- Signed by both the grantee and the landowner, acknowledging the existing condition of the property

GOCO may provide a waiver to the baseline report requirement for local government funded, fee simple transactions in some circumstances and at our sole discretion.

One-year rule: GOCO may require an update of a baseline report dated more than one year before closing.

Land management plan

A land management plan isn't required for every project. GOCO may require one when:

- Particular issues need more management detail than the conservation easement provides
- Public access on publicly owned properties needs to be addressed (trail location, design, construction, amenities, and similar)
- The environmental report identifies long-term clean-up recommendations

A plan you've already developed for another funder often works. Plans developed for Colorado Parks and Wildlife or the Natural Resources Conservation Service, for example, typically meet GOCO's requirements.

When a land management plan is required, submit it within **one year of closing**.

Conveyance documents

This section covers the documents that actually transfer property interests at closing — conservation easements, deeds, and other conveyance instruments. GOCO must review and approve these before releasing funds.

Conservation easement

GOCO must review and approve the terms of the conservation easement before releasing funds, to confirm it:

- Protects the conservation values of the property
- Provides protection comparable to GOCO's Model Conservation Easement
- Is consistent with the grant application

Involve GOCO staff early. Bring us in during drafting and negotiation rather than at the end — it's much easier to address concerns before the easement is in final form.

When closing happens before GOCO completes due diligence review

If circumstances require closing before GOCO has finished reviewing all due diligence, we may provide funds through reimbursement instead. In that case, GOCO's language may not appear in the initially recorded conservation easement. You'll need to record an amendment containing GOCO's language — approved by GOCO — after we've completed our review of the due diligence materials.

If extenuating circumstances make even this approach unworkable, contact GOCO as soon as possible.

What the draft easement should do

- Describe the property adequately
- Specify all conservation values protected by the easement in detail, consistent with your application — not just a general recital of overall values
- Tie sufficient water rights to the land if water is essential to the conservation values, to ensure preservation of those values
- Reflect what was proposed in the application for development or reserved rights, to the greatest extent possible

When reserved rights change from the application

Where the draft easement's development or reserved rights differ from what you proposed, GOCO will ask the easement holder to evaluate and explain whether the proposed changes will negatively impact the property's conservation values. Reach out to your grants officer as soon as possible if you know your project differs substantially from the application proposal.

Type of change	GOCO's actions
Minor changes that don't impact conservation values	Proceed with the project as planned.
Significant changes	Reduce the grant award.
Changes so significant that the awarded project outcomes are substantially diminished	Deauthorize the grant.

Warranty deed

For fee title acquisitions, submit a draft deed for GOCO review and approval.

Deed type	Acceptable for fee title?
Warranty deed	Yes, preferred
Special warranty deed	Yes, preferred
Bargain and sale deed	Accepted in certain circumstances
Quitclaim deed	Not acceptable

Quitclaim deeds are acceptable for transfers of property rights other than fee title (e.g. water rights).

When GOCO contributes funds to a fee title acquisition, we'll work with you to ensure an appropriate long-term protection tool is in place.

Other conveyance documents

If your project involves other conveyance mechanisms (restrictive covenants, trail easements, access easements, etc.) submit them for GOCO review and approval. We'll confirm the terms protect the values of the property GOCO is funding and are consistent with the grant application.

General conditions for execution copies

If GOCO is wiring funds to closing, we need execution copies (final versions) of all relevant conveyance documents. The final versions should be identical to the documents signed at closing. GOCO attaches the execution copy of each conveyance document as an exhibit to our closing instructions, for reference by the title company's closing agent.

If the grant is being awarded via reimbursement (meaning GOCO's funds aren't delivered to closing), we need recorded copies of all relevant conveyance documents before we will disburse funds.

PART 3: COMMUNICATION & PR

When you're ready, we would love to share this conservation success with Coloradans. As closing approaches, our communications team will reach out to learn more about your announcement plans and explore how we can support. Whether you have a plan in place or would benefit from additional ideas, resources, or collaboration, we're here to help amplify the great news. If you have questions, email Diane Metzger, Marketing and Communications Manager, at dmetzger@goco.org.

PART 4: CLOSING

This part covers the documents and authorizations needed to get GOCO funds to your closing, or, for reimbursement projects, to release funds after closing has happened.

Final project budget

Submit a final project budget reflecting any changes between the approved budget (attached to your grant agreement) and the actual final costs and funding sources. The budget should:

- Identify the sources and amounts needed to complete the project
- Show how all project funds will be used
- Be submitted on the GOCO budget form
- Be clearly marked and identified as final

GOCO's closing instructions, buyer's settlement statement, and wire instructions

To receive funds at closing, you'll need to provide GOCO with the draft buyer's settlement statement, wire instructions, and copies of any other documents to be signed at closing.

Submit these at least 14 days before closing — earlier if possible. This gives time for any changes that may be needed.

Buyer's settlement statement

GOCO can't wire funds until we've reviewed and approved the draft buyer's settlement statement and other documents to be signed at closing. For reimbursements, we'll review and approve the executed settlement statement after closing.

When GOCO's funds are delivered to closing, the buyer's settlement statement must include:

- A line item for GOCO funding as a credit to the buyer
- A specific breakdown of GOCO funds applied to the purchase price, transaction costs, and stewardship endowment (as applicable)

GOCO's closing instructions

Once all due diligence is complete and you have provided the draft buyer's settlement statement, GOCO will send closing instructions to the title company. The closing instructions:

- Will identify GOCO's investment and interest in the transaction

- Will identify any unacceptable requirements or exceptions noted in the title commitment and how GOCO wishes they be managed
- May reference the final version of any transference deed (conservation easement, warranty deed, etc.)

For some projects, you may want to draft your own closing instructions covering other interests and requirements, or we can work together to create one closing letter with multiple parties represented. Reach out to your grants officer early if you would like to inquire about drafting a multi-party closing letter.

Before GOCO authorizes disbursement, the title company must sign and return GOCO's closing instructions, confirming their willingness and ability to follow the requirements.

Wire instructions

The title company must provide wire instructions on letterhead issued by their financial institution. This is a hard requirement from the Colorado Department of the Treasury, which manages GOCO's funding and **will not release funds** without it. The wire instructions must be signed and dated by a bank representative.

How GOCO's wire works

Here's the general timing needed for GOCO to deliver funds to a project closing:

Timing	What happens
7-10 days before closing	Your grants officer begins GOCO's internal approval process for the wire transfer (this is the deadline for all documentation to be submitted)
2 days before closing	GOCO requests the Colorado Department of the Treasury to wire funds
1 day before closing	The Treasury sends funds to the title company's account

When GOCO sends funds in advance

In certain cases — for example, when another funder's wire date hasn't been determined — GOCO may send funds in advance of closing to the title company's escrow account. Our closing instructions will specify how and when funds are returned to GOCO if the closing doesn't occur by a certain date.

30-day escrow cap: GOCO funds may sit in escrow for no longer than 30 calendar days.

Resolution(s) authorizing acceptance of property interest

In advance of closing, each entity that will accept a property interest must provide a resolution from its governing body, showing the entity has authority to accept the interest. If your project includes co-grantees who will accept property interests, each one must provide its own resolution from its own governing body.

If you can, fold this authorization into the resolution authorizing the grant agreement (see Part 1). Doing so eliminates the need for a separate closing resolution.

PART 5: AFTER CLOSING

This part covers what you'll send GOCO after closing – the documentation that confirms the project closed as planned, plus a couple of items (GIS shapefile and signage) that close out the project for our records and for public visibility.

Post-closing deliverables

Submit the following within 60 days after closing, unless otherwise noted. For reimbursements, submit everything as soon as it's readily available after the grant award.

Deliverable	Timing	Notes
Recorded conveyance documents	Within 60 days	Warranty deed, conservation easement, restrictive covenant, and any others
Signed buyer's settlement statement(s)	Within 60 days	
Title policy (or policies)	Within 60 days	With all objectionable title exceptions removed and any endorsements included
Signed baseline documentation report or acknowledgement	Within 60 days	This may be delivered with the recorded DCE
Evidence of signage installation	Within 60 days	If applicable – see Signage below
Environmental clean-up letter	Within 60 days	If applicable

GIS shapefile of final property boundary	Within 60 days	See GIS Shapefile below
Land management plan	Within one year of closing	If applicable — see Part 2

GIS shapefile

Provide GOCO with a GIS shapefile of the final property boundary. GOCO uses shapefiles to analyze the aggregate impact of conservation across Colorado, and we periodically provide these analyses to the GOCO board to inform program and strategy decisions.

If you have any sensitivity or concerns about the property name, flag them when you submit the shapefile so we can note that in our systems.

Signage

Signage helps communicate GOCO's investment of Lottery proceeds across Colorado. Unless GOCO approves a waiver, you'll install one or more signs visible from the nearest public roadway (or another GOCO-approved location) identifying the project to the public.

How to get signs

GOCO provides standard signs free of charge. We have two options available, a sign for public properties, and a sign for private properties. The Signage Request Form is available as an online submission at goco.org/grants/manage.

The process works like this:

1. You submit your signage request through our online portal.
2. GOCO sends you the requested number of signs — unless you and the landowner have chosen to design and install a custom sign or have received a waiver from your grants officer.

Custom signs

If you'd like to design and install a custom sign instead of using GOCO's standard signs, **GOCO must approve any changes to the number, placement, design, or wording before installation**. For approved custom signs, GOCO will provide our logo in an appropriate digital format. Reach out to your grants officer who can connect you with the communications team.