



Final Project Documentation must be submitted, reviewed and approved by LCHIP prior to disbursement of grant funds. Grant Recipients must submit Final Project Documentation no less than four weeks prior to the date on which grant funds are to be released. LCHIP will provide a Dropbox link for submittal of the required documents, if desired. Please notify LCHIP when all required documents are compiled. During the review process you may be asked to revise certain documents in order to comply with LCHIP's *Criteria, Guidelines, and Procedures* (the "LCHIP Guidelines").

Required Documents:

- 1) **Appraisal** - An appraisal completed to USPAP standards not more than 12-months prior to fund disbursement documenting asset value.
- 2) **Environmental Assessment** - A Phase 1 Environmental Site Assessment or an "LCHIP Environmental Assessment". The assessment may be included in a Baseline Documentation or Property Condition Report.
- 3) **Survey & Boundary Demarcation** - Survey must comply with LCHIP's *Criteria, Guidelines and Procedures* (the "LCHIP Guidelines"). Provide documentation that property boundary lines are fully monumented and blazed (ax-cut &/or paint) on the survey (or in the Baseline Documentation or Property Conditions Report) unless waived in advance and in writing by LCHIP.
- 4) **Title Work** - A letter from a qualified attorney attesting to clear and marketable title, or documented title search completed by a qualified attorney accompanied by title insurance commitment. Title work should be updated prior to closing.
- 5) **Final Project Budget** - A detailed statement of LCHIP-eligible revenue and expenses in profit & loss format showing the specific allocation of LCHIP grant funds and verifying that LCHIP match and spending cap requirements have been met. LCHIP can fund no more than 50% of any eligible expense. No more than 5% of the grant award can be allocated to administrative expenses.
- 6) **Baseline Documentation Report (BDR) or Property Condition Report (PCR)** - Must meet or exceed LTA *Standards and Practices* and be signed by Grantor and Grantee at closing. Contact LCHIP in advance if LCHIP signature is required. Baseline Documentation or Property Condition Report components should be combined into one .pdf file, and should not be submitted as individual .jpg, .doc or other files.
- 7) **Stewardship Plan / Policies** –
 - a. If LCHIP will hold an executory interest in a fee acquisition provide a plan detailing property-specific management goals and objectives with the stewarding organizations land management and fee property stewardship policies.
 - b. If LCHIP will hold an executory interest in a conservation easement acquisition provide the stewarding organization's easement stewardship program policies and procedures.
- 8) **LCHIP Sign Order Form** - Completed form, indicating which LCHIP sign is needed (kiosk or stand alone).
- 9) **Publicity** - Submit a draft press release announcing the project's completion with photographs (and releases) and organizational logos. LCHIP reserves the right to use the materials for promotional purposes.
- 10) **Grant Agreement** – In accordance with NH RSA 227-M:17, a Grant Agreement between LCHIP and the Grant Recipient must be completed and recorded for each grant award. The Grant Agreement describes the grant award, the project scope and structure and the Grant Recipient's ongoing obligations. The Grant Agreement must be signed by LCHIP and the Grant Recipient at or before closing, and is recorded at the County Registry of Deeds immediately following the deed(s).

If you require assistance completing any of the required documentation, please contact Paula Bellemore, LCHIP Natural Resource Specialist at (603) 224-4113 or Pbellemore@lchip.org. We're here to help!