



1. **Sign Project Agreement:** The Project Agreement is the contract between LCHIP and your organization. It explains, among other things, the project scope and outcomes expected. The Project Agreement should be signed and returned to LCHIP, indicating acceptance of the grant award.
2. **Submit Project Timeline:** The Project Timeline is submitted to LCHIP once the Project Agreement is signed. It outlines the proposed dates for achieving key benchmarks in the project completion process. Once submitted, the form is updated by the Recipient whenever there are significant changes in the anticipated timeline.
3. **Develop Deed Language:** LCHIP will provide deed language requirements and a deed language checklist to all Recipients. Recipients are encouraged to complete draft deeds early in the project development process. The location of all required language should be clearly indicated in the draft deeds submitted to LCHIP using the corresponding checklist numbers and the completed checklist should accompany each deed.
4. **Submit Final Project Documentation Package:** To receive grant funds, a Final Project Documentation Package must be submitted electronically for review and approval. LCHIP will provide a Dropbox link for submittal of the required documents, if desired. Grant Recipients must submit the Package to LCHIP no less than four weeks prior to the date on which grant funds are to be released. 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*"). A checklist detailing the documents required will be provided.
5. **Executed Documents / LCHIP Grant Payment:** LCHIP will work with you to coordinate deliver of the executed documents and grant funds. If grant funds are to be delivered to a closing attorney, an alternate payee form must be submitted with the Final Project Documentation Package. Grant payments are made in the form of a check drawn on Granite Bank. LCHIP does not wire funds. Be sure to budget time for the check to be mailed, received, and deposited, and for the funds to clear before the scheduled closing.
6. **Submit Post-Closing Documentation:** The following Post-Closing Documentation should be submitted to LCHIP within 60 days of closing unless otherwise indicated:
 - Shapefile Package: A complete shapefile package showing final exterior boundaries of the protected property (polygon) and any excluded or special management areas with a completed NH GRANIT data sheet.
 - Confirmation of submission to NH GRANIT: Primary interest holders should submit GIS data for all LCHIP-assisted conservation projects to NH GRANIT identifying LCHIP as an executory interest holder (Secondary Protective Agency) and funder. Documentation of submission to NH GRANIT should be provided to LCHIP.
 - Final BDR / PCR: 1 unbound hard copy and 1 electric copy of the executed BDR/PCR
 - Recorded Documents: Electronic copies of all recorded documents. LCHIP will provide Recipient with electronic copies of the original recorded Grant Agreement when received.
 - LCHIP Recognition: A photograph of the installed LCHIP sign(s) with accompanying map indicating sign location must accompany the first monitoring inspection report (in the first calendar year following completion).
 - Annual Monitoring Report: An annual monitoring report must be submitted to LCHIP each year, beginning in the calendar year following project completion.

If you have any questions, please contact the LCHIP office at (603) 224-4113.