



Acquisition Project Completion Process

1. **Sign and Return Project Agreement (PA)**

The PA is a contract between LCHIP and your organization that describes, among other things, the project scope and expected outcomes. The grant award is not confirmed until the PA is signed and returned.

2. **Submit Draft Deed Language ~ 12 Weeks Prior to Closing**

Request current deed language requirements from LCHIP. *Do not use earlier deed language to draft.* Develop deed language early in the process and submit to LCHIP via email in an editable format (*Word preferred, but Google docs acceptable*). Do not send in .pdf or any format that does not allow editing.

3. **Request Grant Funds 8 Weeks Prior to Closing**

Submit a "Grant Funds Disbursement" request form providing LCHIP with information on the closing attorney's client escrow account. *LCHIP does not wire funds.* Checks payable to the Recipient cannot be released until all final documents have been approved and may delay closing. Contact LCHIP for more information.

4. **Submit the complete Final Project Documentation Package (FPDP) no less than 4 Weeks Prior to Closing**

LCHIP does not accept individual documents over time OR via email. Submit the entire documentation package at one time via Filemail (<https://www.filemail.com/>), Transfernow (<https://www.transfernow.net/en/>), Dropbox, Google Drive, Microsoft 365, or other web-based storage applications. Documentation can also be loaded onto a USB-drive and delivered to LCHIP. During the review process you may be asked to revise elements to comply with LCHIP's *Criteria, Guidelines, and Procedures* (the "LCHIP Guidelines").

5. **Submit Executed and Recorded Documents Immediately Following Closing**

Prior to closing, LCHIP will work with you to coordinate delivery of the executed documents and release of funds from escrow. Digital copies of all recorded documents should be provided to LCHIP as soon as available. Either digital copies or Registry of Deeds references (book and page) should be provided before close of business on the date of record.

6. **Submit Post-Closing Documentation No More than 60 Days Following Closing**

- 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 a *Protective Agency* and funder.
- Final BDR / PCR: 1 digital copy of the executed BDR/PCR narrative.

7. **Submit First Annual Monitoring Report**

An annual monitoring report must be submitted to LCHIP each year, beginning in the calendar year following project completion. A photograph of the installed LCHIP sign(s) with accompanying map indicating sign location must accompany the first monitoring inspection report.

Questions? Contact LCHIP at (603) 224-4113.



LCHIP PROJECT TIMELINE

DATE	TASK
1. _____	<u>Return signed project agreement to LCHIP</u>
2. _____ Approximately 12 weeks prior to closing	<u>Submit draft deed language to LCHIP</u>
3. _____ 8 Weeks prior to closing	<u>Submit Grant Funds Disbursement Request to LCHIP</u>
4. _____ No less than 4 weeks prior to closing	<u>Submit Final Project Documentation to LCHIP (see separate checklist)</u>
5. _____ Closing Date	<u>Send Registry of Deeds book & page numbers or digital copies of recorded documents to Pbellemore@lchip.org ASAP after closing</u>
6. _____ Within 60 days following closing	<u>Send post-closing documentation to LCHIP</u>
7. <u>December 31, _____</u> By Dec. 31 of the first full year following closing	<u>Submit first Annual Monitoring Report to LCHIP with photo/map of sign</u>

NOTES:

** If you will be unable to complete your project (close) prior to the grant expiration date shown in your Project Agreement you must request an extension no later than 2 months prior to the award expiration. Please contact LCHIP for more information and instructions on requesting an extension of your grant expiration date.*