

**Natural Resource Project
Final Documentation Package**



A. Deed(s)

- Final deed language approved by all parties

B. Grant Agreement

- LCHIP will provide the Grant Agreement during deed language development. The Grant Agreement is typically an attachment to the deed, but in all cases is signed at closing and recorded contemporaneously with the deed.

1. Appraisal

- Completed no earlier than 12 months prior to LCHIP's disbursement of funds by a NH-licensed appraiser with at least 2 years experience in property or easement appraisals to the Uniform Standards of Professional Appraisal Practices based upon the terms of the proposed deed and a survey performed to LCHIP standards
- Provides fee value (if fee acquisition) or before and after easement value (if CE acquisition)

2. Survey

- Completed by a NH licensed surveyor in accordance w/ NH Board of Licensure for Land Surveyors Rules, Land 503.03 – Land 503.09
- Recordable, and includes the method and accuracy of the survey
- Shows monuments at all turning points of the boundaries as "set" or "found"
- Documents boundary lines through forested areas as blazed or painted unless documented in BDR/PCR

3. Title Work

- Title work completed by an NH licensed attorney no earlier than date application was submitted
- Title Examination with Exceptions and Certificate of Title Opinion
- Title search updated just prior to closing
- Title Insurance Commitment, if applicable

4. Baseline Documentation Report (or Property Condition Report)

- Project Summary**
 - Names and Contact Information for all Interest Holders & acquisition date
 - Detailed directions to the property from the nearest town
 - General physical property description, including acreage, land cover, condition of boundaries
 - Description of the Conservation Values protected
 - Extent of the investigation – Who did the work, when was the property visited, who consulted etc.
- Project History**
- Land Uses and Management, Historic and Current**
- Inventory of Property Improvements** - include GPS locations of all improvements, including:
 - Major & minor agricultural structures such as barns, sheds, riding arenas, corrals, fences, stock tanks
 - All manmade ponds, stock tanks or reservoirs and any recreational improvements
 - Roads, public and private, paved and unpaved, including two-tracks
 - Existing radio or cell towers, power lines, dumps, transfer stations, cemeteries, gravel pits or similar site disturbances
- Physical Description**
 - Topography – A general description and notable landmarks referenced in the report
 - Geology – Note the underlying geology and any notable features located on the property

- Soils – Note the major soil types and their locations on the property
- Hydrology – Note water features, watershed information and other information related to water
- Vegetative Communities & Wildlife Values (include known species)
- Scenic, Open Space and Historical Values

Owner Acknowledgement Statement

Appendices

- Photographic Documentation w/ Photopoint map
- Maps: USGS Topographic Map, Locus map showing nearby conservation land and Aerial Map
- Annotated Survey Plan or Detailed Property Map including man-made features
- Excerpt of soils map showing property lines, plus soils productivity classifications

5. Environmental Site Assessment (may be included in BDR or PCR)

If no known buildings or commercial/industrial uses on property, past or present submit:

- A “Checklist for Env. Assessments” or the equivalent; with no recognized environmental concerns

If known buildings or commercial/industrial uses on property, past or present, assessment must:

- Conforms to the American Society for Testing and Materials (ASTM) Designation E 1527-05, “Standard Practice for Environmental Assessments: Phase I Environmental Site Assessment process”
- Completed by an environmental consultant with 5 or more years experience, and
- Includes, at minimum:
 - A 50-year history of land usage
 - A description of the physical inspection of the site
 - A description of the findings from any waste site files reviewed at the DES for the property, including date
 - A description of any other records review or personal interviews conducted
 - An opinion by the consultant that there is no contamination concern for the property

6. Final Project Budget (submit using ms excel spreadsheet provided by LCHIP)

- Total Project Costs shown includes only LCHIP-eligible expenses, *non-eligible expenses may be shown in a separate column to illustrate actual project cost*
- Final LCHIP Grant Award is less than or equal to 50% of Total Project Cost
- Non-LCHIP sources of cash funding are greater than or equal to 50% of the final LCHIP Grant Award
- Administrative Expenses are less than or equal to 5% of LCHIP Grant Award

If the excel worksheet cannot be used, submit a budget similar in format and content to the worksheet provided

7. Stewardship Plan / Policies *If policies have been submitted for prior projects, only new or revised policies are needed*

- For fee acquisitions, a plan addressing, at minimum how stewardship will be undertaken over the long term; the extent of existing or planned stewardship funds; an overview of enforcement program, including violation response policies or procedures and funding sources, and include reference to legal obligations or restrictions entered into as part of the grant agreement. The plan should be sufficient to guide future management activities and decisions.
- For CE acquisitions, copies of stewardship policies, procedures or program documents.

8. Sign Order Form

- A completed Initial Project Sign order form

9. Publicity

- Draft press release announcing completion of project, with acknowledgment of LCHIP support, approved for distribution.

10. Documentation of Adoption of Land Trust Alliance Standards and Practices

- Documentation that the recipient organization has adopted the Land Trust Alliance Standards and Practices (ex. a formal resolution, copies of approved minutes or evidence of accreditation by the Land Trust Alliance. Information can be found at landtrustalliance.org/topics/land-trust-standards-and-practices/adopt-land-trust-standards-and-practices.)

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