

LCHIP

Land & Community Heritage Investment Program



Natural Resource Acquisition Grants Project Completion Process Overview

Sign and Return Notice of Award (NOA) ~ The NOA is a contract between LCHIP and the Recipient that describes, among other things, the project scope and expected outcomes. The grant award is not confirmed until the NOA is signed and returned to LCHIP.

1. Complete Follow-up Form: Estimated Project Timeline

2. Complete Follow-up Form: Preliminary Review Package ~12 Weeks Prior to Closing

Request current deed / legal document language requirements from LCHIP when you are ready to start drafting.

3. Complete Follow-up Form: Request to Release Funds ~8 Weeks Prior to Closing

Timely submission of this follow-up allows time for the check to be printed, mailed to escrow, and for the check to clear. Grant funds may be released to the closing attorney's client escrow account prior to final project approval. Funds paid directly to the Recipient may be released following closing, upon submission of all recorded documents.

4. Complete Follow-up Form: Final Documentation Package ~No Less than 4 Weeks Prior to Closing

See "Natural Resource Acquisition Final Documentation Package" for detailed descriptions of the required documentation, which includes the final deed. LCHIP may require up to 30 days to review the Final Documentation Package.

5. Complete Follow-up Form: Post-Closing Documentation Package

Prior to closing, LCHIP will coordinate delivery of the executed documents to the closing attorney and authorize the release of funds from escrow. Registry of Deeds references (book and page numbers) should be provided to LCHIP via email on the date of record. Digital copies of all recorded documents should be provided to LCHIP within thirty days of recordation.

A. Closing Documents Title Insurance Policy and Mortgage Settlement Statement

B. Recorded Legal Documents

C. Final BDR / PCR: 1 digital copy of the executed BDR/PCR narrative.