

Required Grantee Deliverables Within the First Contractual Year

Deliverables (Documents)	Due Date
<p><i>Must be provided in the following order and submitted as a complete suite in Word or PDF electronic format for upload to the easement Sharefile folder sent to the primary contact.</i></p> <ul style="list-style-type: none"> • Easement Restriction Acknowledgement Form <ul style="list-style-type: none"> ○ Must be Signed and Notarized 	Within 60 days
<p><u>Easement Parcel Identification Suite Part A</u></p> <ul style="list-style-type: none"> • Preliminary Title Commitment • Signed Preliminary Title Commitment <ul style="list-style-type: none"> ○ Must certify title for a period of at least sixty (60) years • Insured Closing Protection Letter • Copies of Vesting Deeds and Exceptions • Notification of Subordination, Payoff or Cancellation if deeds of trust, judgment, liens, etc. are identified • Preliminary Conservation Easement Survey 	Within 150 days of the beginning date of the grant contract
<p><u>Easement Parcel Identification Suite Part B</u></p> <ul style="list-style-type: none"> • Certified Development Rights Appraisal, dated within the contract period and less than 365 days prior to closing OR with an appraisal update or recertification of value (not applicable for Present-Use Value Conservation Easement Program projects) • GIS Shapefiles of Easement 	Within 180 days of the beginning date of grant contract
<p><u>Land Management Documents Suite</u></p> <ul style="list-style-type: none"> • Environmental Audit, including Hazardous Materials Checklist and Landowner Interview and Signed Environmental Opinion • Conservation Plan, if applicable • Forestry Plan, if applicable • Preliminary Baseline Documentation Report with applicable Conservation Plan and Forestry Plan, Environmental Audit, and Conservation Easement Survey 	Within 210 days of the beginning date of the grant contract and no less than 60 days before the scheduled conservation easement recording date
<p><u>Legal Conservation Document Suite</u></p> <ul style="list-style-type: none"> • Conservation Easement in final form with all <u>Applicable Exhibits</u> • Title Commitment with NCDA&CS Legal Affairs approval • Signed Subordination Agreement, Proof of Payoff or Proof of Cancellation, if applicable • Preliminary HUD (Settlement) Statement • Signed Conservation Easement Closing Check Request Form 	Within 270 days of the beginning date of the grant contract and no less than 30 days before the scheduled easement recordation and no less than 30 days before the contract end date
<p><u>Final Legal Conservation Document Suite</u></p> <ul style="list-style-type: none"> • Recorded Conservation Easement • Recorded Survey • Final Title Opinion, signed by the closing attorney • Final Title Policy • Recorded Subordination Agreement, if applicable • Signed HUD (Settlement) Statement • Final Baseline Documentation Report, including applicable Conservation Plan and Forestry Plan, Environmental Audit, and Conservation Easement Survey; includes Signed Landowner Acknowledgement Form • Request for Final Payment 	<p>Due within 20 working days (28 calendar days) following the recording date of the easement</p> <p><i>Please note: the release of holdback funds will not be authorized until all documents are submitted and approved. Failure to do so may result in the loss of grant funds</i></p>

