

Required Grantee Deliverables Within the First Contractual Year

Standard Valuation Program

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.

Deliverables (Documents)	Due Date
1. Easement Restriction Acknowledgement Form <ul style="list-style-type: none">○ Must be Signed and Notarized	Within 60 days
<u>Easement Parcel Identification Suite Part A</u> 1. Completed and Signed Closing Attorney Checklist 2. Signed Attorneys' Preliminary Title Opinion <ul style="list-style-type: none">○ Must certify title for a period of at least sixty years 3. Preliminary Title Commitment 4. Insured Closing Protection Letter 5. Copies of Vesting Deeds, Maps, tax parcel card, and ALL Exceptions on title 6. Preliminary Conservation Easement Survey 7. Written confirmation from the lienholder of cancellation or subordination of all liens, judgments, deeds of trust 8. Written confirmation from the landowner that ALL leases, recorded and unrecorded, will be subordinated or cancelled	Within 150 days of the beginning date of the grant contract
<u>Easement Parcel Identification Suite Part B</u> 1. 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. 2. GIS Shapefiles of Easement	Within 180 days of the beginning date of the grant contract
<u>Land Management Documents Suite</u> 1. Environmental Audit , including Hazardous Materials Checklist, Landowner Interview, and Signed Environmental Opinion 2. Conservation Plan , if applicable 3. Forestry Plan , if applicable 4. Preliminary Baseline Documentation Report with applicable Conservation Plan and Forestry Plan, Environmental Audit	Within 210 days of the beginning date of the grant contract and no less than 60 days before the scheduled conservation easement recording date

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<p><u>Legal Conservation Document Suite</u></p> <ol style="list-style-type: none"> 1. Conservation Easement in final form with all <u>Applicable Exhibits</u> 2. Title Commitment with NCDA&CS approved legal description and approved amount of insurance coverage and named insured 3. Signed Subordination Agreement, Proof of Payoff or Proof of Cancellation, if applicable 4. Signed Preliminary HUD (Settlement) Statement with NCDA&CS holdback language included 5. Signed Conservation Easement Closing Check Request Form <ul style="list-style-type: none"> ○ <i>Closing check requests will not be processed until all documents are approved.</i> 	<p>Within 270 days of the beginning date of the grant contract, no less than 30 days before the scheduled easement recordation, and no less than 30 days before the contract end date.</p>
<p><u>Final Legal Conservation Document Suite</u></p> <ol style="list-style-type: none"> 1. Recorded Conservation Easement 2. Recorded Survey 3. Final Title Opinion <ul style="list-style-type: none"> ○ Must be signed by the closing attorney 4. Final Title Policy 5. Signed HUD (Settlement) Statement 6. Signed Baseline Documentation Report, including applicable Conservation Plan and Forestry Plan, Environmental Audit, and Conservation Easement Survey; includes Signed Landowner and entity Acknowledgement Form 7. Request for Final Payment 8. Recorded Subordination Agreement, if applicable 9. Acquisition-specific documents as required by NCDA&CS legal staff 	<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 post-closing documents are submitted and approved. Failure to do so may result in the loss of grant funds.</i></p>