NCDA&CS Required Grantee Deliverables for Conservation Easement Program Awards

*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.*

Deliverable	Due Date
1. Easement Restriction Acknowledgment Form	Within **60** days of the project term start date
Easement Identification Suite	
2a. Completed and Signed Closing Attorney Requirements	Within **150** days of the project term start date
2b. Preliminary Title Commitment	
2c. Signed Attorneys' Preliminary Title Opinion	
2d. Insured Closing Protection Letter	
2e. Copies of Vesting Deeds, Maps, Tax Parcel Card, and all Title Exceptions	
2f. Written confirmation from grantee of cancellation or subordination of all liens, judgments, deeds of trust	
2g. Written confirmation from the landowner that ALL leases, recorded and unrecorded, will be subordinated or canceled	
2h. Draft Conservation Easement Deed	
2i. Preliminary Conservation Easement Survey	
Easement Valuation Document Suite	
3a. Certified Development Rights Appraisal	Within **180** days of the project term start date
3b. GIS Shapefiles of Conservation Easement Survey	
3c. Budget and Progress Report A	
Land Management Documents Suite	
4a. Environmental Audit	Within **210** days of the project term start date and no less than **120** days before the scheduled conservation easement recording date
4b. Conservation Plan	
4c. Forestry Plan, if applicable	
4d. Preliminary Baseline Documentation Report	

Legal Document Suite	
5a. Conservation Easement in final form with all Applicable Exhibits	Within **270** days of the project term start date and no less than **60** days before the scheduled easement recordation, and no less than **90** days before the contract end date
5b. Title Commitment with approved legal description and approved amount of insurance coverage and named insured	
5c. Signed Subordination Agreement, Proof of Payoff or Proof of Cancellation, if applicable	
5d. Preliminary HUD (Settlement) Statement with NCDA&CS holdback language included	
5e. Signed Conservation Easement Closing Check Request Form	
5f. Budget Progress Report B	
Final Recordation Document Suite	
6a. Recorded Conservation Easement	Due within **20** working days (**28** calendar days) following the recording date of the easement
6b. Recorded Survey	
6c. Signed Final Title Opinion	
6d. Final Title Policy	
6e. Signed HUD (Settlement) Statement	
6f. Signed Baseline Documentation Report	
6g. Recorded Subordination Agreement	
6h. Additional, project-specific documents as required by NCDA&CS legal staff	
6i. Request for Final Payment	
6j. Budget and Progress Report C (Final)	

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