

Welcome

Our meeting will begin shortly

Please ensure your microphone is muted and refrain from sharing video from your camera unless you are on the Committee or providing public comment.



PRIVATE FOREST ACCORD

**GRANT
PROGRAM**



3. Conservation Easement – Updates

Purpose: Align the Conservation Easement template with PFA Grant Program objectives and administrative standards.

Updates:

- Incorporated legal, administrative, and public feedback.
- Clarified baseline documentation requirements
- Standardized reporting terms
- Updated legal language regarding property usage and restricted activities
- Streamlined submission protocols

3. Conservation Easement – Application Process

Application & Forms Due

- Comprehensive Maps
- Complete Copy of the Draft Conservation Easement Document
- Copy of the Conservation Easement
- Draft property management plan (Aligned with PFA guidance)
- Draft (or Executed) Purchase & Sale Agreement or Option Agreement (If available)
- IRS 501(c)(3) Determination Letter (Only applicable if easement holder is a Land Trust)
- Land Use Information Form (Signed by local county planning official)
- Preliminary Title Report (Issued within the last 90 days) & Exception Map
- Signed Landowner Acknowledgement Form (Official PFA template, Appendix A)
- Photographic Site Condition Baseline
- Detailed Valuation Support Document (Valuation Support Statement or Appraisal Review Summary)

3. Conservation Easement – Post Award Process

Post-Award Forms Due

- Phase I Environmental Site Assessment (ESA) Report
- Full and Final Appraisal Report
- Final Approved Baseline Inventory Documentation
- Final property management plan – Due 18 months following the date of execution of the Conservation Easement
- Draft Escrow Closing Instructions and Title Commitment
- Subordination Agreement (If a Mortgage is Present)
- Signed Option Agreement & Memorandum of Option
- USPAP-Compliant Certified Appraisal Report
- Purchase and Sale Agreement

3. Conservation Easement – CE Execution Process

Due at time of Conservation Easement Execution

- Signed Baseline Inventory Documentation
- Executed Conservation Easement Deed
- Executed Subordination Agreement
- Final Signed Escrow Closing Instructions
- ALTA Title Insurance Policy Commitment
- Governmental Funding Approvals and Wire Authorization Forms
- **18 months post CE Effective Date – Final Property Management Plan Due**

3. Conservation Easement – Timeline

- Spring/June 2026 (current)
 - Department update all document drafts for Conservation Easements
 - Review and incorporate Committee and public feedback
- July 2026
 - Public distribution of updated documents
 - Advisory Committee review of updates & public comments
 - Begin document tracking for Committee & public comments of revised drafts
- August 2026
 - Advisory Committee review of
 - Application questions & ranking process
 - All tracked changes and public comment - *if any*
 - Continue accepting public comment through September
- *October – Contingency buffer meeting as needed.*
- Fall 2026 (est. November)
 - Launch with yearly solicitation