

ATTACHMENT C - WORK PLAN

SUMMARY

PROJECT NAME: Project Name from Application

CONTRACTOR SFS PAYEE NAME: Awardee Title

CONTRACT PERIOD: From: Contract Period from Application

To: Contract Period from Application

Program Summary: A high-level overview of the program, including the overall goal and desired outcomes.

Below is a general outline WQIP Land Acquisition awardees can use when completing a program summary.

1. Primary goal of the program
2. Program Description
 - a. Drinking water source description and area targeted for protection
 - b. Number of parcels or acres being acquired through this grant, conservation easement vs. fee title, water frontage, etc.
 - c. Plans for restoration work, if applicable (i.e. goal is to purchase parcels with existing riparian buffer, X funds will be set aside if restoration work is needed, etc.)
 - d. Proposed public access, forestry or agriculture activities (if applicable)
3. Performance Measures/Outcomes of the program
4. A brief description of the monitoring and stewardship protocols
5. A brief summary of the source of local match

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Objective	
1	Identify priority parcels eligible for acquisition independently or in collaboration with local municipality/land trust
Tasks	
1.1	Prioritize parcels using existing protection plans, GIS analysis, or other scientific tools to determine parcels with the greatest source water protection value
	<u>Performance Measures</u>
1.1.1	Prioritize parcels - List and maps depicting prioritized parcels
Tasks	
1.2	Conduct outreach and build relationships with landowners
	<u>Performance Measures</u>
1.2.1	Outreach and relationships. - Reach out to landowners of prioritized parcels on purpose of program.
Objective	
2	Work with willing landowners on conservation easements or fee simple acquisitions
Tasks	
2.1	Obtain sale agreements with landowners
	<u>Performance Measures</u>
2.1.1	Sale agreement with landowner - Executed sale agreement with landowner and awardee.
Tasks	
2.2	Provide municipal notification letter to DEC (Not-for-profits only)
	<u>Performance Measures</u>
2.2.1	Municipal notification of intent to acquire parcel(s) - Obtain approval to acquire parcel(s) from municipality
Tasks	
2.3	Use WQIP Conservation Easement Template (If applicable)
	<u>Performance Measures</u>
2.3.1	Submit conservation easement to DEC for review - Submit completed WQIP Conservation Easement Template to DEC for review and approval.

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Tasks	
2.4	Obtain appraisal report(s) <u>Performance Measures</u> 2.4.1 Appraisal report(s) completed by a certified general real estate appraiser - The completed appraisal report(s) will provide fair market value for the acquisition(s).
Tasks	
2.5	Complete a Phase I Environmental Assessment <u>Performance Measures</u> 2.5.1 Phase I Environmental Assessment(s) - A completed assessment for acquisition.
Tasks	
2.6	Complete a baseline documentation report (For easement acquisitions only) <u>Performance Measures</u> 2.6.1 Baseline Documentation Report(s) - A completed BDR by awardee staff.
Tasks	
2.7	Obtain a survey meeting DEC standards <u>Performance Measures</u> 2.7.1 Completed survey(s)- A survey meeting WQIP Land Acquisition requirements found on the toolkit webpage.
Tasks	
2.8	Complete public access documentation (If applicable) <u>Performance Measures</u> 2.8.1 Public access description and maps - Obtain DEC approval for passive recreational activities.
Tasks	
2.9	Submit the completed Tier 3 Agricultural Environmental Management (AEM) Plan (If applicable) <u>Performance Measures</u> 2.9.1 Tier 3 AEM Plan - Submit completed AEM Tier 3 plan to DEC.

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Tasks	
2.10	Submit completed Forest Management Plan (If applicable) <u>Performance Measures</u> 2.10.1 Forest Management Plan - Submit completed Forest Management Plan to DEC
Tasks	
2.11	Complete title review, cure title defects, if necessary for property and obtain necessary reviews <u>Performance Measures</u> 2.11.1 Clear title/attorney approval - Obtain awardee legal counsel approval of title documents.
Tasks	
2.12	Confirm DEC review and approval of all documents <u>Performance Measures</u> 2.12.1 DEC approval of documents for each parcel - Confirmation from DEC for approved documents.
Tasks	
2.13	Acquire and record the deed <u>Performance Measures</u> 2.13.1 Recorded deed(s) - Confirmation of recorded deed containing Notice of Grant at County Clerk's office with survey attached. Purchase price approved by DEC.
Tasks	
2.14	Place NYS DEC Signage <u>Performance Measures</u> 2.14.1 Signage Placed - Signage meeting Attachment X standards placed on each property.

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Objective	
3	Riparian Buffer Restoration
Tasks	
3.1	Identify which parcels need riparian buffer restoration
	<u>Performance Measures</u>
3.1.1	List of parcels - List of parcels needing riparian buffer restoration to meet program requirements.
Tasks	
3.2	Develop a restoration, planting, and maintenance plan for riparian buffer.
	<u>Performance Measures</u>
3.2.1	Restoration Plan - Confirm restoration, planting, and maintenance plan.
Tasks	
3.3	Secure appropriate planting material
	<u>Performance Measures</u>
3.3.1	Planting material acquisition - Confirmation of material acquisition.
Tasks	
3.4	Create or restore riparian buffer
	<u>Performance Measures</u>
3.4.1	Remove invasive species and plant native vegetation - Confirmation of planting from awardee staff and/or subcontractor.
Tasks	
3.5	Maintain riparian buffer restoration on property
	<u>Performance Measures</u>
3.5.1	Monitoring of riparian restoration - Annual monitoring of restoration by awardee and/or subcontractor.