

**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

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

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

1. Primary goal of the project
2. Project Description
  - a. Drinking water source description
  - b. Number of parcels and acres being acquired through this grant, conservation easement vs. fee title, water frontage, etc.
  - c. Whether the parcel(s) has existing riparian buffer(s) or if any required restoration work is needed (if applicable)
  - 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

Contract Number: # \_\_\_\_\_

## ATTACHMENT C - WORK PLAN

### DETAIL

Objective 	
1	Conservation Easement Acquisition
<b>Tasks</b>	
1.1	Secure agreement from landowner on conservation easement terms
	<u>Performance Measures</u>
1.1.1	Landowner agreement - Executed agreement between landowner and awardee on steps for conservation easement.
<b>Tasks</b>	
1.2	Provide municipal notification letter to DEC (Not-for-profits only)
	<u>Performance Measures</u>
1.2.1	Municipal notification of intent to acquire parcel - Obtain approval to acquire parcel from municipality.
<b>Tasks</b>	
1.3	Use WQIP Conservation Easement Template
	<u>Performance Measures</u>
1.3.1	Submit conservation easement to DEC for review - Submit completed WQIP Conservation Easement Template to DEC for review and approval.
<b>Tasks</b>	
1.4	Obtain appraisal report(s)
	<u>Performance Measures</u>
1.4.1	Appraisal report completed by a certified general real estate appraiser - The completed appraisal report will provide fair market value for conservation easement.
<b>Tasks</b>	
1.5	Complete a Phase I Environmental Assessment
	<u>Performance Measures</u>
1.5.1	Phase I Environmental Assessment(s) - A completed assessment for acquisition.
<b>Tasks</b>	
1.6	Complete title review, cure title defects if necessary for property, and obtain necessary reviews
	<u>Performance Measures</u>
1.6.1	Clear title/attorney approval - Confirmation by awardee counsel of clear title.

## ATTACHMENT C - WORK PLAN

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Tasks	
1.7	Complete a survey meeting DEC standards and a baseline documentation report for the property
	<u>Performance Measures</u>
1.7.1	Survey and baseline documentation report - A survey will determine exact conservation easement acreage. A completed BDR by awardee staff.
Tasks	
1.8	Submit the completed Tier 3 Agricultural Environmental Management (AEM) Plan (If applicable)
	<u>Performance Measures</u>
1.8.1	Tier 3 AEM Plan - Submit completed AEM Tier 3 plan to DEC.
Tasks	
1.9	Submit completed Forest Management Plan (If applicable)
	<u>Performance Measures</u>
1.9.1	Forest Management Plan - Submit completed Forest Management Plan to DEC.
Tasks	
1.10	Complete public access documentation (If applicable)
	<u>Performance Measures</u>
1.10.1	Public access description and maps - Obtain DEC approval for passive recreational activities.
Tasks	
1.11	Confirm DEC review and approval of all documents
	<u>Performance Measures</u>
1.11.1	DEC approval - Confirmation from DEC for approved documents.
Tasks	
1.12	Purchase and record conservation easement
	<u>Performance Measures</u>
1.12.1	Record deed - Confirmation of recorded deed containing notice of grant at County Clerk's office with survey attached. Purchase price approved by DEC.

## ATTACHMENT C - WORK PLAN

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#### Tasks

1.13 Place NYS DEC Signage

#### Performance Measures

1.13.1 Signage Placed - Signage meeting Attachment X standards placed on property.

#### Objective

2 Fee Simple Acquisition

#### Tasks

2.1 Obtain appraisal report(s)

#### Performance Measures

2.1.1 Appraisal report completed by a certified general real estate appraiser - The completed appraisal report will provide fair market value for fee simple acquisition.

#### Tasks

2.2 Obtain purchase and sale contract

#### Performance Measures

2.2.1 Purchase and sale contract with landowner - Executed purchase and sale contract with landowner to purchase property.

#### Tasks

2.3 Provide municipal notification letter to DEC (Not-for-profits only)

#### Performance Measures

2.3.1 Municipal notification - Confirmation of municipal notification.

#### Tasks

2.4 Complete public access documentation (If applicable)

#### Performance Measures

2.4.1 Public access description and maps - Obtain DEC approval for passive recreational activities.

#### Tasks

2.5 Complete a Phase I Environmental Assessment

#### Performance Measures

2.5.1 Phase I Environmental Assessment(s) - A completed assessment for acquisition.

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Tasks	
2.6	Complete title review, cure title defects, if necessary for property and obtain necessary reviews
	<u>Performance Measures</u>
2.6.1	Clear title/attorney approval - Obtain awardee legal counsel approval of title documents.
Tasks	
2.7	Obtain a survey meeting DEC standards
	<u>Performance Measures</u>
2.7.1	Survey map - A survey map of the property.
Tasks	
2.8	Confirm DEC review and approval of all documents
	<u>Performance Measures</u>
2.8.1	DEC approval - DEC will review and approve all real property documents for fee simple acquisition.
Tasks	
2.9	Acquire and record the deed
	<u>Performance Measures</u>
2.9.1	Recorded deed - Confirmation of recorded deed containing notice of grant at County Clerk's office with survey attached. Purchase price approved by DEC.
Tasks	
2.10	Place NYS DEC Signage
	<u>Performance Measures</u>
2.10.1	Signage Placed - Signage meeting Attachment X standards placed on property.

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