

Attachment 1

Scope of Work For Easement Stewardship For the North Carolina Land and Water Fund

The North Carolina Conservation Easement Endowment Fund has been established in the Office of the State Treasurer. The principal of this endowment consists of those grant funds transferred by the North Carolina Land and Water Fund (NCLWF) Board of Trustees for the stewardship of conservation easements funded from the Department. The investment income from this endowment can only be disbursed for activities related to stewardship for conservation easements held by the State and funded through grants funds from the Department.

Stewardship of conservation easements held by the State includes but is not limited to the following core set of activities: annual compliance monitoring, landowner contact and communication, posting of boundaries, and submission of comprehensive monitoring reports. There may also be instances where the Contractor will receive prior approval to enforce minor violations and provide specific management activities. Reimbursement for these activities will be at a rate specified in this Contract as outlined in **Attachment 2** and **Attachment 3**.

Annual Stewardship Monitoring Reports involve, at a minimum, landowner communication and correspondence, review of Baseline Documentation Report and past annual monitoring reports, travel to the site, walking the property boundaries, trails and roads as deemed necessary to ensure that the easement restrictions are being met, remarking boundaries as necessary, and assessment of the results of the monitoring visit. Completion of the annual Stewardship Monitoring Report also includes providing a contextual map of the property with relevant photographs labeled and locations referenced on the map.

Follow-up Stewardship Reports will be submitted after enforcing violations or providing management of an easement and may include landowner communication and correspondence, review of past annual monitoring reports, travel to the site, and inspection of violation or assessment of management activity. Completion of a Follow-up Stewardship Report may also include a contextual map of the property with relevant photographs labeled and locations referenced on the map.

1. The Contractor agrees as documented in the grant agreement, to conduct the necessary stewardship for the tracts of land subject to this Contract, and to:
 - A. Conduct the first easement monitoring visit within fifteen (15) months of the recordation of the easement whereby the State of NC (acting through the NCLWF) is named the grantee. Subsequent monitoring will be conducted on an annual basis.
 - B. Submit Annual Stewardship Monitoring Report and Follow-up Stewardship Reports to the NCLWF Stewardship Program Manager within ninety (90) days of the site visit. Where violations or potential violations are identified on site, the NCLWF Stewardship Program Manager will be contacted as soon as possible. If the violation is noticed during an annual monitoring visit, this notification is in addition to submitting a Stewardship Report.
 - C. Submit Invoice accompanied by a complete Stewardship Report for payment. Payment cannot exceed Total Annual Monitoring and Management Costs as

indicated on **Attachment 2** and **Attachment 3** of this contract. Include receipts substantiating costs of all management expenses as part of this invoice package.

- D. Scan and submit all documentation electronically. Any maps or photographs must be scanned in color. Submissions should be sent to justin.mercer@dncr.nc.gov.
2. The Department agrees to:
- A. Review the invoice package (to include Invoice and Stewardship Report) and approve for payment or request additional information, if needed, within thirty (30) days of receipt of package.
 - B. Assist the Contractor with technical information, policy guidance and definitions, and other State resources as may be reasonable, necessary and available