The Project Documentation Checklist contains a list of all possible required documentation that should be available for a specific type of conservation project. The checklist, a stand-alone form, serves as the table of contents for each set of project documentation and should be duplicated for each project.

To compile your project documentation, review the checklist and identify the documents on the checklist that you have for the project in question. Note on the checklist any comments that will help reviewers understand the project. Here are a few examples of how the checklist helps identify the documents that should be provided for a project.

- A donated conservation easement completed in the past year should have documentation for the following practices on the checklist: practice 3F, practice 5A, practice 8B, practice 9H, practice 10B (if the donor had claimed a tax deduction), and practice 11B.
- A purchased conservation fee property completed in the past year should have the following documentation for the following practices on the checklist: practice 3, practice 5A (if the donor had claimed a tax deduction in the case of a bargain sale), practice 8B, practice 9H, practice 9J, practice 10B (if the donor had claimed a tax deduction in the case of a bargain sale), and practice 12C.
- In addition, projects completed within the past five years will have more robust documentation than projects completed twenty years ago.

Once you have identified the list of documents that are available for the project, secure the documentation electronically and prepare it for uploading to the online application system as described in the User Manual.

Please provide the documents that exist for the property at the time of your application. Land trusts should not create new documents for the purposes of augmenting the application! Falsification of documents (such as presenting recently-completed documentation as a contemporaneous to an older project) will result in accreditation not being awarded.

- Selected Projects and Targeted Verification Item Checklists PDF | Word

Questions? Please email the Commission at info@landtrustaccreditation.org or call 518-587-3143.

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