Private Forest Accord (PFA) Grant Program

Project Completion Report: Conservation Easement

Section 1: Administrative & Transaction Summary

- Project Name/Title (Include the unique ODFW tracking code from your Grant Agreement)
- PFA Tracking Number (e.g., PFA2026-01)
- Grantee Organization Name
- Conservation Easement Holder Legal Entity Name (If different from Grantee)
- Landowner Name / Encumbered Estate Name
- Final Total Acreage Encumbered by the Perpetual Conservation Easement
- County Tax Lot Numbers & Legal Situs Address of the Property
- Official Transaction Closing Date (Date deed was recorded in county records)

Section 2: Biological & Habitat Objectives Achieved

- HCP Covered Species Benefited (Select all that benefitted)
- Quantified Biological Metrics (Report the total stream miles protected, riparian acres secured, and any habitat types encumbered)
- Conservation Purpose Narrative (Provide a detailed summary describing how the easement fulfills the specific habitat protection goals and matches the targeted future conditions outlined in the original application) (8,000 Characters)
- Challenges and lessons learned Narrative (Provide a brief description of the challenges and lessons learned during the project) (3,000 Characters)
- Describe the long term stewardship for the easement and any next steps (3,000 Characters)

Upload checklist

- Confirm all of the following have been submitted to ODFW, and if not, submit with this report:
  - 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
  - Signed Baseline Inventory Documentation

- Executed Conservation Easement Deed
- Executed Subordination Agreement
- Final Signed Escrow Closing Instructions
- ALTA Title Insurance Policy Commitment
- Wire Authorization Forms
- Photographic Site Condition Baseline Document (With pre-set photo points)

Section 5: Financial Closeout & Match Verification

After submission and acceptance of this Final Report by the Department, a *Financial Close Out Report* will be assigned, allowing for the final 10% of project funding to be requested.

Closeout Certification Statement

By checking the certification block below, the Grantee certifies that the information provided in this Project Completion Report is true, accurate, and complete to the best of their knowledge, and complies fully with all terms of the PFA Grant Agreement and Land Transaction Manual. The Grantee acknowledges that all documents are subject to Oregon Public Records Law.

Authorized Representative Name: _____

Authorized Representative Title: _____

Certification Date: _____

☐ I Certify and Submit this Report