

Madison Audubon Society, Inc.
Project Tracking Checklist and Recordkeeping Audit

Project name:	MAS project lead:
Landowner name:	Landowner phone:
Project type (easement or land):	Sub-type (purchase, bargain sale, donation):
Project initiation date:	Date acquired:

This document shall be updated throughout the entire land or easement acquisition project. During that time, all MAS staff and representatives are required to document all communications with the landowner and/or his/her representative in the [MAS Land Project Communications Log](#). The MAS project lead listed above may delegate responsibilities as necessary and appropriate and shall ensure that all steps are completed.

Steps are generally in chronological order. All documents should be created as or converted to digital files and copied and filed as per the MAS Recordkeeping Policy. Include in each activity box the name of the person completing the activity. NOTE: Only those items in the checklist that require document filing per accreditation guidelines have entries under “Filing Status”.

STAGE 1: Project Review and Assessment

Activity	Notes	Date Completed	Filing Status
<input type="checkbox"/> Make initial contact with landowner Assigned to:	Names of landowner and MAS staff/rep:		
<input type="checkbox"/> Record landowner contact information in MAS Land Project Communications Log Assigned to:			
<input type="checkbox"/> Create electronic and paper property folder system according to Recordkeeping Policy Assigned to:	Name and location of folders: Electronic: Paper:		
<input type="checkbox"/> Complete site visit	Who attended?		
<input type="checkbox"/> Executive director and a sanctuary manager or rep from sanctuaries committee compares project against <i>Project Selection Criteria</i> Sanctuary manager or rep name:	ED/Committee rep recommendation: <input type="checkbox"/> Proceed <input type="checkbox"/> Abandon Explanation:		

Activity	Notes	Date Completed	Filing Status
<input type="checkbox"/> Complete <i>Site Inspection Report Form</i> ; file supporting docs Assigned to:			<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Complete <i>Land Project Assessment Form</i> (LPAF) Assigned to: <input type="checkbox"/> Complete <i>Management/Stewardship Calculator</i> (MSC) Assigned to:	<i>Forms should be completed simultaneously.</i>		See below.
<input type="checkbox"/> Submit all forms to sanctuaries committee for review Assigned to: <input type="checkbox"/> Update project forms, if needed Assigned to:	Sanctuaries committee recommendation: <input type="checkbox"/> Proceed <input type="checkbox"/> Abandon Notes:		LPAF: <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file MSC: <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> File electronic and hard copies of committee meeting minutes that document committee decision Assigned to:			<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Submit to board for review and approval Assigned to:	Board decision: <input type="checkbox"/> Proceed <input type="checkbox"/> Abandon Notes:		
<input type="checkbox"/> Place minutes for board meeting indicating the board decision into electronic and paper files Assigned to:			<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file

STAGE 2: Landowner Communication and Due Diligence

Activity	Notes	Date Completed	Filing Status
<input type="checkbox"/> Complete and mail <i>Engagement Letter</i> to landowner. Depending on the project, this letter should specify one of the following: Sale of Property, Sale of Easement, Bargain Sale, Donation of Property, Donation of Easement Assigned to:	<i>This is a disclaimer letter sent to landowner (CE/fee land, donation/ purchase) to recommend they seek their own independent legal, financial, and tax advice.</i>		<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> If <i>Site Inspection Form</i> indicates possible environmental hazards, conduct Phase I Environmental Hazard Assessment for each tract of land on the property Assigned to:			<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Submit Phase 1 Assessment for legal review, if appropriate Assigned to:	Legal review? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide reviewer name:		
<input type="checkbox"/> Order documentation of title investigation (title insurance commitment preferred). Assigned to:	Company: Date requested:		<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Staff or sanctuaries committee review title investigation documentation Assigned to:			<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Submit title investigation for legal review, if appropriate Assigned to:	Legal review? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide reviewer name:		
<input type="checkbox"/> Collect other legal documents not included in title insurance commitment (e.g., agricultural leases) Assigned to:	List documents collected:		<input type="checkbox"/> Paper copies archived <input type="checkbox"/> Paper copies working file <input type="checkbox"/> Digital copies archived <input type="checkbox"/> Digital copies in e-file

<p>For bargain sale, easement or land donations:</p> <p><input type="checkbox"/> Complete and mail landowner a <i>Property Donation Appraisal Review Notification Letter</i> and copy of Form 8283 (refer to <i>Gift Acceptance and Administration Policy</i>)</p> <p>Assigned to:</p>	<p><i>Letter refers to IRC section 170(h), other state and federal laws (CE donation) and information regarding appraisals and donation of land or bargain sale (CE or fee land donation).</i></p>		<p><input type="checkbox"/> Paper copy archived</p> <p><input type="checkbox"/> Paper copy in working file</p> <p><input type="checkbox"/> Digital copy archived</p> <p><input type="checkbox"/> Digital copy in e-file</p>
<p>For easement and land donations:</p> <p><input type="checkbox"/> Landowner orders an appraisal to be completed by an IRS-qualified, independent appraiser</p> <p><input type="checkbox"/> Or, if deemed appropriate by board, obtain letter of opinion from a qualified real estate professional</p> <p>Assigned to:</p> <p><input type="checkbox"/> If deemed appropriate by board, MAS orders their own appraisal (especially for bargain sales)</p> <p>Assigned to:</p>	<p>Company appraiser name:</p> <p>Date requested:</p> <p>Real estate professional's name:</p> <p>Date requested:</p> <p>Company appraiser name:</p> <p>Date requested:</p>		<p><input type="checkbox"/> Paper copy archived</p> <p><input type="checkbox"/> Paper copy of summary in working file</p> <p><input type="checkbox"/> Digital copy of summary archived</p> <p><input type="checkbox"/> Digital copy of summary in e-file</p>
<p>For land and easement purchases (including bargain sales):</p> <p><input type="checkbox"/> Order an appraisal to be completed by an IRS-qualified, independent appraiser. Provide title investigation information to appraiser</p> <p>Assigned to:</p>	<p>Company appraiser name:</p> <p>Date requested:</p>		<p><input type="checkbox"/> Paper copy archived</p> <p><input type="checkbox"/> Paper copy in working file</p> <p><input type="checkbox"/> Digital copy archived</p> <p><input type="checkbox"/> Digital copy in e-file</p>
<p><input type="checkbox"/> Staff and sanctuaries committee review appraisal (board may determine to require a second appraisal or review). For donations, refer to <i>Guidelines for Appraisal Requirements for Gifts of Land or Easements</i>.</p>	<p>ED/sanctuaries committee recommendation:</p> <p><input type="checkbox"/> Proceed <input type="checkbox"/> Abandon</p> <p>Notes:</p> <p>2nd appraisal required?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Notes:</p>		
<p><input type="checkbox"/> Prepare project funding plan.</p> <p>Assigned to:</p>			

<input type="checkbox"/> Complete and mail a <i>Just Compensation Letter</i> to landowner Assigned to:	<i>This letter indicates the outcomes of appraisal process and notice of fair market value.</i>		<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Collect survey documentation from landowner Assigned to: <input type="checkbox"/> If survey hasn't been conducted, commission survey for property Assigned to: <input type="checkbox"/> Submit survey for legal review, if appropriate Assigned to:	Company name: Date requested: Legal review? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide reviewer name: Rational for review or not: Notes on review:		<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> ED and sanctuaries committee submit all relevant project documentation and a recommendation to board for review, including funding status	Sanctuaries committee recommendation: <input type="checkbox"/> Proceed <input type="checkbox"/> Abandon Notes: Board decision: <input type="checkbox"/> Proceed <input type="checkbox"/> Abandon Notes:		
<input type="checkbox"/> File electronic and hard copies of minutes that document board decision Assigned to:			<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file

STAGE 3: Closing Preparation

Activity	Notes	Date Completed	Filing Status
<input type="checkbox"/> Draft a purchase/donation agreement for the property Assigned to: <input type="checkbox"/> Submit document for legal review, if appropriate Assigned to: <input type="checkbox"/> Present to landowner, and have all parties sign	Preparer: Legal review? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide reviewer name:		<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file

Assigned to:			
<input type="checkbox"/> Include materials for any third party property interest, such as funding contracts (e.g., Stewardship, NAWCA), if any Assigned to:	List of third party property interests:		For each: <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file
For easements: <input type="checkbox"/> Complete conservation easement or amendment Assigned to: <input type="checkbox"/> Submit conservation easement for legal review, if appropriate Assigned to:	Attorney name: Date requested:		<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file
For easements: <input type="checkbox"/> Complete <i>Baseline Documentation Report</i> Assigned to: <input type="checkbox"/> Present baseline and easement to landowner for review Assigned to:			<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Set closing date with title company and landowner Assigned to: <input type="checkbox"/> Get buyer's and seller's closing statements from closing agent Assigned to:			

STAGE 4: Closing

For easements: <input type="checkbox"/> Sign conservation easement document Assigned to: <input type="checkbox"/> Have all parties sign three copies of baseline document at closing; notarize Assigned to: <input type="checkbox"/> Give copy of baseline to landowner Assigned to:	MAS representatives:		<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file
For fee title: <input type="checkbox"/> Finalize Title Insurance Policy Assigned to:			<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Sign closing documents or packet Assigned to:	MAS representatives:		<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file

STAGE 5: Post-Closing

Activity	Notes	Date Completed	Filing Status
For fee title <input type="checkbox"/> Ensure deeds are recorded at appropriate records office Assigned to:			<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file
For easements: <input type="checkbox"/> Ensure conservation easements are recorded at appropriate records office Assigned to:			<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file
For donations and bargain sales: <input type="checkbox"/> Send landowner donor a <i>Land Gift Acknowledgment Letter</i> with completed form 8283			<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived

Assigned to:			<input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Update accounting records with transaction details Assigned to:			
For fee title: <input type="checkbox"/> Complete property tax exemption Assigned to:			
For easements or donations: <input type="checkbox"/> File Form 8283 (donation/tax deduction) Assigned to:	<i>MAS designated signature is always after Appraiser</i>		<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Develop other contracts and documents related to property management Assigned to:	Documents include:		<input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy in e-file
<input type="checkbox"/> Update all documentation according to the Recordkeeping Policy Assigned to:			
<input type="checkbox"/> Save this Project Tracking Checklist as final PDF Assigned to:			<input type="checkbox"/> Paper copy archived <input type="checkbox"/> Paper copy in working file <input type="checkbox"/> Digital copy archived <input type="checkbox"/> Digital copy in e-file

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