

### MINNESOTA LAND TRUST

#### CONSERVATION EASEMENT PROJECT COST ANALYSIS—UPDATED 2004

##### OVERVIEW

Conservation easements are forever. With each easement, the Minnesota Land Trust accepts responsibility to protect that land and its conservation values into the future.

Recognizing the seriousness of this commitment, the Board of Directors through the strategic plan completed in early 2000 reconfirmed the importance of creating and demonstrating high standards in all land protection activities, including the drafting, monitoring and enforcement of conservation easements.

In order to meet this objective, it was critical that the Land Trust develop a better understanding of the financial costs of these activities. Therefore, in 2001 the Minnesota Land Trust began a process of extensively analyzing the direct expenses associated with accepting a conservation easement.

##### **Purpose:**

The purpose of developing this project cost analysis was to provide the Land Trust with the best information available on what it actually costs the organization to negotiate and hold a perpetual conservation easement. This information would then help with annual planning and budgeting, fundraising, grantwriting and, perhaps most importantly, creating the appropriate suite of policies to make sure that the Land Trust has adequate resources to support all of its work.

##### **Timing:**

Timing for the initial analysis coincided with the Land Trust's review of all of the components of its easement program. Having accepted more than 175 conservation easements over the previous eight years, the Land Trust had accumulated a wealth of experience in accepting and managing donated conservation easements. With such an extensive portfolio of easements, the Land Trust was also beginning to experience some of the problems that come with the changes in land ownership and land conditions that occur over time. Finally, other land trusts around the country were examining the same issues and there was a growing body of data to inform the process.

The initial project cost analysis was completed in early 2002. A year later, the Land Trust did a review of approach taken and the assumptions behind the analysis. During that year, the staff had completed an additional twenty projects. This provided the Land Trust an opportunity to test some of the original programmatic and cost assumptions imbedded in the analysis. The original analysis held up extremely well under this later scrutiny and very few adjustments were made. A final review was completed in 2004, adjusted none of the assumptions but increasing some of the costs based upon actual experience. Periodic reviews are anticipated in the future.

### **Spreadsheet Analysis:**

The attached spreadsheet sets out the results of the updated analysis. This spreadsheet, discussed in detail below, itemizes the various expense estimates that were used in the analysis, covering costs that are incurred from the first visit to a site proposed for protection with a conservation easement through ongoing monitoring obligations to potential easement amendments and violations.

The methodology used recognized that conservation easement projects are not identical but do have consistent components. This allowed the Land Trust to identify expenses of a “typical” project as well as to understand the range of costs that might be incurred in any particular transaction. The format itself also provides a mechanism to estimate or track costs for any specific project as well. A worksheet that can be used for this purpose is also attached.

### **Cost Conclusions:**

In summarizing project costs, we have estimated the one-time initial expenses and calculated an initial amount needed to create a reserve or endowment sufficient to generate income to cover the annual costs of future recurring expenses.

We estimate that it typically costs the Minnesota Land Trust approximately \$3900 today to initially negotiate and complete a donated conservation easement. An additional \$2025 is needed to complete a typical baseline property report and \$100 to cover initial easement management and stewardship costs.

Once the easement is completed, we estimate that it will require about \$600 each year to meet our ongoing management and monitoring commitments. To fully endow these ongoing commitments with an amount sufficient to generate income to cover the annual costs of future recurring expenses, we estimate that it will

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require an initial investment of approximately \$12,000. Finally, we have added \$1000 as a contribution to future legal defense needs.

This brings the total upfront cost for the Minnesota Land Trust to complete a typical conservation easement to approximately \$19,000.

### **Policy Implications:**

With the results of the cost analysis in hand, the Board of Directors of the Minnesota Land Trust reviewed its existing approach to project funding, particularly as it applied to funding ongoing easement stewardship responsibilities, and approved the following policy on funding conservation easement projects:

It is the policy of the Minnesota Land Trust to understand and take into account the costs and sources of funding associated with each potential real estate project before the project is approved. This includes costs related to project development (initial project costs, property report preparation, initial stewardship costs) and those related to long term management and enforcement (monitoring and ongoing easement management, encouraging voluntary compliance and enforcement.)

All projects brought to the Board of Directors for approval will address estimated costs and potential sources of funding.

Generally, the Minnesota Land Trust will use its operating fund or other available designated funding source to cover those costs associated with initial project development.

We will also routinely request that each landowner support the long term management and enforcement associated with each easement by making a contribution to the Minnesota Land Trust's stewardship and enforcement fund. As with other donors, each landowner will be approached on an individualized basis. The amount and structure of each requested gift may take into account the importance and complexity of the project, the landowner's financial situation and other available sources of funding.

All stewardship contributions will be pooled together to provide general support for the Minnesota Land Trust's stewardship program.

The Minnesota Land Trust will not routinely charge fees for its services although it may do so in limited situations when appropriate.

The Board also approved a related suite of financial policies covering, among other matters, the management and use of the Minnesota Land Trust's Stewardship and Enforcement Fund.

**Overall results of the cost analysis project to the Minnesota Land Trust:**

In understanding the costs associated with every conservation easement, the Minnesota Land Trust has become significantly more rigorous in reviewing its land protection project decisions.

Projects scrutinized for their financial implications as well as their conservation benefits. In fact, recognizing the costs that come with every conservation easement has increased awareness of the need to:

- select projects carefully in the first place,
- invest in the initial stages of project development to help ensure the defensibility of any conservation easement ultimately accepted,
- fully fund all components of a project through ongoing stewardship and management, and
- devote resources to encourage voluntary compliance with conservation easements to help prevent considerably more costly enforcement measures.

As a result, our project selection process and stewardship programs are increasingly reflecting these concerns.

Additionally, our annual budgets more accurately take project costs into account. And, the Land Trust now requests—and receives—considerably more support for the Stewardship and Enforcement Fund for each conservation easement it accepts.

Details regarding this analysis are set out below.

### **A. SUMMARY OF METHODOLOGY**

In creating this costs analysis, The Minnesota Land Trust chose to estimate expenses on a per project basis. Understanding the funds needed for the long-term management and stewardship of an easement was initially identified as the most critical initial need. However, we decided to track expenses associated with all aspects of a project from initial project development through possible enforcement of an easement.

#### **Project Components:**

To track all project costs, we divided a conservation easement project and its related costs into six categories: initial project costs, property report baseline documentation, initial easement stewardship costs, recurring monitoring and on-going easement management, encouraging voluntary compliance, and enforcement.

As set out in the analysis, these categories were further broken down to reflect more detailed components of project activity, specifically capturing expenses for those activities required by the Land Trust and identifying others that might be necessary in specific situations.

Costs associated with a particular project rarely fall neatly into separate categories. But this division of costs helps us separate one-time expenses from recurring costs and allows us to look at issues related to various components of a project from different perspectives as well as allowing us to view the analysis holistically.

More detail on the activities and related expenses associated with each category is set out below.

#### **Cost Estimates:**

Cost estimates include both staff time, including salary and benefits, and out of pocket costs. Generally, costs associated with staff time do not include the use of volunteers or interns. Obviously, involvement of volunteers or interns with a project may decrease overall project costs. However, for this analysis we did not assume that volunteers and interns would always be available to assist with our work.

We have not attempted to account for inflation or other changes that might affect salaries or other costs over time. This, of course, could make a great deal of difference in the long term. But rather than include more sophisticated projections in this analysis, we concluded that it is more important to periodically review and reanalyze the assumptions behind the analysis to make sure the underlying concepts are still sound.

All costs identified are direct costs associated with a project. Obviously, projects cannot be completed or easements held in a vacuum and there are substantial indirect costs associated with maintaining a program that allows protection activity to take place. Capturing those expenses and essentially creating an overhead rate was beyond the scope of this project. If the Minnesota Land Trust does create an overhead rate in the future, that rate can simply be applied to the analysis when appropriate and adjusted as needed over time.

Some activities identified involve one-time expenses that are relatively easy to estimate. Others involve predictable recurring expenses, again relatively easy to estimate with the caution regarding inflation referred to above.

For other activities, we have made rather general assumptions about the anticipated frequency of occurrence. We don't yet have sufficient historical data to know if these assumptions will be correct. But we believe it is critically important to understand not only the obvious costs of the "perpetual" obligations that accompany any conservation easement but also to understand the potential for costs that might occur periodically throughout the life of an easement.

We have annualized the costs of all periodically recurring future activities based upon the assumed frequency of occurrence. With a fairly extensive portfolio of easements, this allows us to predict and budget for what it might cost each year to cover these expenses. And, as discussed below, this allows us to determine the initial investment needed to create a reserve or endowment fund large enough to generate sufficient income to cover these expenses.

Additional specific assumptions imbedded in the analysis are discussed in detail below.

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### **Total Project Costs:**

Total costs to complete a conservation easement project include both the one time expenses for initial project activity, property report production, initial stewardship activity, and legal defense and an initial one time investment of sufficient size to generate the income needed annually to cover recurring activities.

### **B. FORMAT**

The results of the analysis are displayed in a spreadsheet format, breaking down costs by the categories discussed above and detailed below. Using this format allows the analysis to be quickly updated as certain assumptions change. It also provides a way to quickly view the various components of a project and their related costs, with this summary available when more detail is needed.

### **Range of Expenses:**

Recognizing that conservation easement projects vary dramatically but often have similar components, we chose a format for analyzing project costs that would estimate costs for a “typical” project completed by the Minnesota Land Trust but would also demonstrate the range of costs that might be incurred for any specific project.

Costs associated with a “typical” project are calculated based upon the experience of Minnesota Land Trust staff in completing projects. The costs reflect those activities and expenses the staff most commonly undertake in completing project.

The range of costs from “low” to “high” is somewhat misleading. Rarely would a project fall completely into one of those categories in all of its components. For example, a relatively simple easement could be on a site remote from any Land Trust office. It would therefore have “low” costs associated with all but travel which would be “high.” The overall project would fit into neither range.

Additionally, the “high” costs still represent the more typical complex projects. In fact, any one project might exceed the assumptions identified.

Nevertheless, using this approach does help quickly demonstrate the range of activities and related costs that might be needed to complete a given conservation easement.

### **Worksheet:**

In addition to creating the cost analysis spreadsheet, a companion worksheet was created that can be used to customize cost estimates for a specific, individual project.

### **C. EXPENSE CATEGORIES:**

Conservation easement projects and their related costs have been divided into the following six main categories:

- Initial project costs:

These are one-time expenses associated with initiating and closing a deal. For this analysis, costs are calculated from the time of the first site visit on a project. Landowner cultivation or outreach activities before this initial visits were not included.

Activities range from the site visit to project planning and negotiation to the transactional costs associated with completing any real estate transaction. These costs may vary widely depending upon the nature of a particular transaction. A purchase of an easement would typically cost more than the acceptance of a gift. This analysis is based primarily on costs associated with donated conservation easements and does not include a range of costs for purchasing easements but could easily be used or adjusted for that purpose.

The Minnesota Land Trust requires at least one staff site visit to evaluate and collect information on each project. Typically, three visits are needed before the easement is completed and the baseline property report prepared.

The Land Trust also requires some title evaluation on every project and a staff environmental assessment. Other identified costs vary with the nature of the land and the transaction.

- Property report:

These are one-time expenses associated with gathering and compiling the required information for the initial baseline property report that documents the current condition of the property. Some of the expenses associated with creating the report are also necessary to complete the easement

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itself. However, the report is typically considered a stewardship expense as it provides the necessary documentation required for future monitoring.

A baseline property report is required by the IRS to support a tax deduction.

For additional information on property reports see the Minnesota Land Trust's Property Report Guide.

- Initial stewardship costs:

These are one-time administrative costs incurred at the completion of each project to prepare for the ongoing monitoring and management of the easement. It includes staff time for file review and providing the landowner with a final conservation easement packet and gift. This category also includes the one-time expense of producing the Minnesota Land Trust sign stating the property's protected status.

Although the Trust does not now actively engage in land management, this category provides a format to consider such initial land management costs in a particular situation should they be necessary.

- Monitoring and ongoing easement management:

Each property protected by a conservation easement held by the Minnesota Land Trust requires certain ongoing, predictable activities, such as an annual site visit and review, resulting in predictable annual expenses. These expenses are identified in this category. SEE the Minnesota Land Trust's Stewardship Overview for more information on monitoring and ongoing conservation easement management.

The monitoring required for each property is identified in a monitoring plan for the land. All projects, however, require an annual site visit by a Land Trust monitor. An aerial fly-over is required once every 10 years to provide additional perspective.

A monitoring workbook is created for each property and is used during the monitoring visits. The workbook, based upon the Property Report with additional information for monitoring, will need to be updated to document any changes on the property (i.e. vegetation growth, new

buildings, etc.). Comprehensive review and updates are required every 5 years, so this cost has been annualized.

· Encouraging voluntary compliance:

This category includes the types of activities that are geared toward avoiding more costly easement infractions:

- maintaining positive landowner relations and providing education about the easement,
- approving the exercise of a right reserved by a landowner such as constructing a building or improving habitat under an approved plan,
- connecting with new property owners, and
- amending the conservation easement.

The Minnesota Land Trust premises its easement stewardship program on maintaining positive relationships with its landowners and the communities in which their lands are located. This requires time and money and the costs are identified here.

Many Minnesota Land Trust conservation easements include rights reserved to landowners that can only be exercised with approval of the Land Trust. Although there is little hard data to date, we are estimating that on average a landowner may exercise a reserved right once every 10 years, so this cost has been annualized.

Similarly, we are estimating that land ownership will change once every 10 years. It is Land Trust policy to meet with new landowners as soon as possible and to provide them with information about their conservation easement and the Minnesota Land Trust. Costs of these activities have been annualized.

An easement may need to be amended for a variety of reasons (i.e. to correct a legal description or accommodate an unanticipated circumstance) and are estimated to be needed on average once every 20 years. Again, the cost has been annualized.

· Enforcement:

To date, the Minnesota Land Trust and the entire land trust community

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have had limited experience with judicial enforcement of easements. Other land trusts estimate the costs of judicial action at between \$20,000 and \$60,000 per violation; however, the costs could be considerably higher. Predicting the frequency of possible violations and the need for judicial enforcement is even more difficult. Many land trusts suggest the need for some sort of judicial action once every twenty years for each easement.

To establish a fund sufficient to cover these anticipated expenses, a one-time amount of \$1,000 has been included in the project cost analysis. This would generate approximately \$50 per year in income resulting in \$5000 per year for each 100 easements. Over time, a large enough fund would be established to allow for needed legal defense while still leaving sufficient funds in the stewardship account to cover ongoing needs.

### D. SPECIFIC ASSUMPTIONS AND CALCULATIONS:

The following is an explanation of the assumptions imbedded in the cost analysis and methods used in calculating certain identified expenses.

- **Site visit:** Unless otherwise specified, cost estimates are based on two site visits to the property for each respective activity.
- **Staff time:** The hourly rate of \$30 is an estimate reflecting the salaries of a number of different staff that work on each project. It is determined by the following equation:

$$(\text{average salary} + \text{benefits}) / 2080\text{hours} = \text{hourly rate}$$

$$[\$50,000 + \text{benefits } (50,000 \times 20\%)] / 2080 \text{ hrs} = \$30 \text{ hourly rate}$$

Benefits are included in the staff rates, but other overhead expenses such as office space, etc. are not.

- **Legal time:** The hourly rate is \$35 based on having in-house legal support. The rate is determined by the following equation:

$$(\text{average salary} + \text{benefits}) / 2080\text{hours} = \text{hourly rate}$$

$$[\$60,000 + \text{benefits } (60,000 \times 20\%)] / 2080 \text{ hrs} = \$35 \text{ hourly rate}$$

Benefits are included in the staff rates, but other overhead expenses such as office space, etc. are not.

- **Travel costs:** Travel expenses are calculated as follows:  
mileage = # round trip miles x .375 (the current IRS reimbursement rate)  
  
\$10 a day for meals for day trips  
  
\$20 a day for meals and \$60 a night for lodging for overnight trips  
  
A “typical” project assumes a 200-mile round trip.
- **Supplies, phone, copying:** Estimates.
- **Title work:** Title work is required for each project. Typically, we order a title commitment that typically does not go to policy. This requires an update of existing abstracts and a title examination. In some cases, we may purchase title insurance. Typical cost of abstracting and a title commitment is now \$750.
- **Survey:** Surveys have not been required for past projects but may be needed for certain projects with boundary complexities, etc. Estimated survey costs for a 40-acre parcel range from \$2000 – \$6000. The maximum amount estimated for a survey is \$15,000, although it could be more.
- **Appraisal/documentation of value:** Appraisals are currently not routinely required by the Minnesota Land Trust but may be a component of some projects. Estimated appraisal costs range from \$750 to \$7000 and are increasingly more expensive.
- **Environmental assessment:** The Minnesota Land Trust requires a staff site review to determine if there are any obvious environmental problems with a site. An internet record search of PCA records can also be completed by staff, often providing additional useful information. In rare situations, more complete reviews by experts may be needed but costs have not been estimated as they will vary dramatically based upon the situation.
- **Recording fees:** This includes the cost of recording the easement and related documents such as mortgage subordination forms. Current recording fees are: \$20 for the first 15 pages and \$1 for each subsequent page. An additional fees are required if a release form or affidavit is being recorded or for certain colored maps or unusual aspects of a document. \$45 is estimated for a typical project.

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- **Fly-over:** When needed, the Minnesota Land Trust uses LightHawk, a nonprofit volunteer flight program, to fly-over protected lands for monitoring and aerial photography. Some projects may not require an initial fly-over if the site is small or boundaries easily identifiable from the ground. Under the LightHawk program, the pilot currently donates the plane and time. The Land Trust is responsible only for the fuel. Fuel prices range from \$2.50-3.20/gallon. The plane burns approximately 20 gallons/hour, and can fly 130 miles/hour.

Equation used: [ $\$3/\text{gallon} \times 20\text{gal. /hour} \times \# \text{ of hours traveled}$ ]

- **Property report supplies:** Four copies of each property report are needed and each typically includes the following:
  - photo sleeves - \$10
  - binders - \$5
  - miscellaneous (tabs, page protectors, negative sleeves) - \$10
  - mailing/postage - \$5
  - photocopying: - \$20
- **Film/processing:** Each property report generally requires 2 rolls of 24 exposure film and triplicate prints of each photograph, for an estimated cost of \$50.
- **GIS mapping:** The Minnesota Land Trust contracts with a non-profit firm to create GIS maps for its easements and property reports. Maps are averaging \$700 per project based on the costs for creating a standard suite of the basic maps for every project:
  - 5 to 25 hours for generating maps at \$40/hour
  - \$50/project for printing maps

If a map must be updated/reprinted, it is estimated that we should assume a \$100 fee. SEE Community GIS mapping instructions for more details on maps.

- **Monitoring workbook update:** As a general procedure, the Minnesota Land Trust more thoroughly reviews each monitoring workbook every 5 years and updates it as necessary. This expense is annualized over 5 years. While updating requires a site visit by a staff person, in most cases the site visit can be coordinated with a monitoring visit.

- **Landowner newsletter:** Assuming that communicating with landowners helps assure compliance with an easement, at least 1 and possibly 2 newsletters are planned per year at a total cost of \$600/200 landowners = \$3.00 per landowner. This estimate does not include staff time, but does include printing and postage.
- **Landowner event:** Annual regional recognition events, again with a goal of encouraging voluntary compliance with an easement, are estimated to cost \$500 per event, approximately \$10 per landowner.
- **Community relations/education:** This includes staff time to provide education to various audiences regarding a specific conservation easement. Audiences include: neighbors to the protected land, local realtors, appraisers, county assessors, etc.
- **Consultant:** Consultants may be needed in a variety of situations such as to review a forestry stewardship plan, a storm drainage proposal, or other project specific issues. Costs for consultants will vary dramatically depending upon the project so we have not estimated a cost but left a space for including such a fee on a specific case.
- **Enforcement:** It is difficult to predict potential easement violations and the actual costs of judicially enforcing or defending an easement. There is no formula and not enough historical information to adequately estimate how much each project should contribute towards legal defense. For purposes of this analysis, a one-time contribution of \$1000 is requested for every project to build a reserve sufficient to cover costs of future judicial enforcement actions.

### **E. FUND TO COVER FUTURE STEWARDSHIP AND ENFORCEMENT EXPENSES:**

To cover the costs of annually or periodically recurring future activities associated with monitoring and assuring voluntary compliance with an easement, this analysis suggests creating an endowment or reserve fund of sufficient size to generate the funds needed annually to cover such ongoing expenses.

Assuming a 5% return on investment, the amount which needs to be added to the fund for each project is calculated as follows:

(monitoring and ongoing easement management expenses + encouraging voluntary compliance expenses) / 5% = stewardship fund investment

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For each conservation easement it accepts, it is the policy and practice of the Minnesota Land Trust to fund future stewardship needs and potential enforcement activities by seeking a contribution to its Stewardship and Enforcement Fund, using the cost analysis to estimate the amount needed for each project.

### **SOURCES OF INFORMATION:**

In completing this analysis, we relied on the Land Trust's own past experience and information provided by a number of other land trusts across the country.

Source of information include:

- Conservation Easement Handbook, Land Trust Alliance (1998)
- Land Trust Alliance Exchange, Fall 2002: *Vermont Land Trust Reevaluates the Costs of Easement Stewardship and How to Cover Them*
- Land Trust Alliance Exchange, Fall 1997: *Growing Pains and Stewardship Funds: The Northwest Experience*
- Land Trust Alliance Exchange, Fall 1993: *Long Range Stewardship: How Vermont Land Trust is Tackling the Problem*

Land trusts consulted or land trust materials reviewed include:

- Adirondack Land Trust
- Colorado Open Lands
- Colorado Coalition of Land Trusts
- Columbia Land Trust
- Dutchess Land Conservancy
- Iowa Natural Heritage Foundation
- Gathering Waters
- Kinnickinnic River Land Trust
- Lakes Region Conservation Trust
- Legacy Land Trust
- Vermont Land Trust

## CONSERVATION EASEMENT PROJECT SPREAD SHEET

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### MINNESOTA LAND TRUST Conservation Easement Project Cost Analysis--Updated 2004

#### A. Initial project costs (one-time expenses)

	Low	Hours High	Typical	Staff Rate	Cost Low	High	"Typical" Project
Property evaluation-initial site visit							
Staff time: at site	2	8	2	\$30	\$60	\$240	\$60
travel	1	16	4	\$30	\$30	\$480	\$120
Travel costs							
mileage (assumes minimum 50 miles, maximum 800, typical 200)					\$19	\$300	\$75
other (meals/lodging)					\$10	\$80	\$10
Project planning, design, negotiation and review							
Staff time	40	110	55	\$30	\$1,200	\$3,300	\$1,650
Legal staff time	15	40	25	\$35	\$525	\$1,400	\$875
Supplies, phone, copying, etc..					\$50	\$75	\$50
Site visit (assumes 0-5 additional visits, 1 visit typical)							
Staff time: at site	0	10	2	\$30	\$0	\$300	\$60
travel	0	16	4	\$30	\$0	\$480	\$120
Travel costs							
mileage (assumes minimum 50 miles, maximum 800, typical 200)					\$0	\$1,500	\$75
other (meals/lodging)					\$-	\$80	\$10
Transactional costs (not including the cost of buying any rights)							
Title work					\$500	\$1,200	\$750
Survey					\$-	\$15,000	\$-
Appraisal/documentation of value					\$-	\$7,500	\$-
Environmental assessment					\$-	\$-	\$-
Recording fees					\$25	\$100	\$45
(consultant, etc.): project specific					\$-	\$-	\$-
Subtotals A:					\$2,419	\$32,035	\$3,900

#### B. Property report baseline documentation (one-time expenses)

Property documentation-site visit (assumes 0-1visit, 1 visit typical)							
Staff time: at site	0	5	3	\$30	\$0	\$150	\$90
travel	0	16	4	\$30	\$0	\$480	\$120

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	Low	Hours		Staff Rate	Cost		"Typical" Project
		High	Typical		Low	High	
Travel costs							
mileage (assumes minimum 50 miles, maximum 800, typical 200)					\$19	\$300	\$75
other (meals/lodging)					\$-	\$80	\$10
Aerial flight: staff time	0	5	3	\$30	\$0	\$150	\$90
flight cost					\$-	\$180	\$90
Report preparation (4 copies: landowner, office, monitoring workbook, archive)							
Supplies, copying, etc.					\$40	\$100	\$50
Film/processing					\$50	\$70	\$50
GIS					\$500	\$1,000	\$700
Staff time	20	30	25	\$30	\$600	\$900	\$750
Other (consultant, etc.): project specific					\$-	\$-	\$-
Subtotals B:					\$1,209	\$3,410	\$2,025
<b>C. Initial easement stewardship (one-time expenses)</b>							
Post-closing materials (signs, landowner materials, etc.)					\$15	\$100	\$50
Staff time	1	3	2	\$30	\$30	\$90	\$60
Other (project specific)					\$-	\$-	\$-
Subtotals C:					\$45	\$190	\$110
<b>D. Monitoring and ongoing easement management</b>							
File administration/management (annual expenses)							
Staff time	1	2	1	\$30	\$15	\$60	\$30
Supplies, copying, photos, etc..					\$10	\$25	\$20
Monitoring: 1 site visit/year with 2 sites typically monitored per trip (annual expenses)							
Staff time: at site	1	5	2	\$30	\$30	\$150	\$60
travel	1	16	4	\$30	\$15	\$240	\$60
monitoring preparation	1	2	1	\$30	\$30	\$60	\$30
monitoring follow-up	1	3	1	\$30	\$30	\$90	\$30
Travel costs							
mileage (assumes minimum 50 miles, maximum 800, typical 200)					\$9	\$300	\$38
other (meals/lodging)					\$10	\$80	\$10
Other (consultant, etc.): project specific					\$-	\$-	\$-
Aerial flights: 1 fly-over every 10 years (costs annualized)							
Staff time	3	5	3	\$30	\$9	\$15	\$9
Flight cost					\$9	\$18	\$9

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	Low	Hours High	Typical	Staff Rate	Cost Low	High	"Typical" Project
Monitoring workbook update: 1 update every 5 years (costs annualized)							
Supplies (\$40 to \$100, \$50 typical)					\$8	\$20	\$10
Film/processing (\$50-70, \$50 typical)					\$10	\$14	\$10
GIS (\$150-\$1000, \$150 typical)					\$30	\$200	\$30
Staff time	1	25	10	\$30	\$6	\$150	\$60
Subtotals D:					\$221	\$1,422	\$406
 <b>E. Encouraging voluntary compliance</b>							
Landowner relations (annual expenses)							
Staff time	1	5	1	\$30	\$30	\$150	\$30
Landowner newsletter					\$3	\$3	\$3
Landowner event					\$10	\$20	\$10
Community relations/education (annual expenses)							
Staff time	0	5	0.5	\$30	\$0	\$150	\$15
Approval/exercise of reserved rights: 1 every 10 years (costs annualized)							
Staff time	2	5	3	\$30	\$6	\$15	\$9
Legal staff time	1	5	2	\$35	\$4	\$18	\$7
Other (consultants, etc): project specific					\$-	\$-	\$-
Site visit (assumes 0-1visit, 1 visit typical)							
Staff time: at site	0	3	1	\$30	\$0	\$9	\$3
travel	0	16	4	\$30	\$0	\$48	\$12
Travel costs							
mileage (assumes minimum 50 miles, maximum 800, typical 200)					\$-	\$30	\$8
other (meals/lodging)					\$-	\$8	\$1
Monitoring workbook update for every approval:							
supplies (\$0-100, \$10 typical)					\$-	\$10	\$1
film/processing (\$0-70, \$20 typical)					\$0	\$7	\$2
GIS (\$0- \$1000, \$0 typical)							
staff time	1	20	2	\$30	\$3	\$100	\$60
Property transfer: 1 transfer every 10 years (costs annualized)							
Staff time	1	3	1	\$30	\$3	\$9	\$3
Legal staff time	0	2	0	\$35	\$0	\$7	\$0
Site visit (assumes 0-1visit, 1 visit typical)							
Staff time: at site	0	3	1	\$30	\$0	\$9	\$3
travel	0	16	4	\$30	\$0	\$48	\$12

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	Low	Hours High	Typical	Staff Rate	Cost		"Typical" Project
					Low	High	
Travel costs							
mileage (assumes minimum 50 miles, maximum 800, typical 200)					\$-	\$30	\$8
other (meals/lodging)					\$-	\$8	\$1
Property report reproduction (\$40-\$100, \$50 typical)					\$4	\$10	\$5
Amendments: 1 every 20 yrs (costs annualized)							
Site visit (assumes 0-1 visit, 1 visit typical)							
Staff time: at site	0	5	3	\$30	\$0	\$8	\$5
travel	0	16	4	\$30	\$0	\$24	\$6
Travel cost							
mileage (assumes minimum 50 miles, maximum 800, typical 200)					\$0	\$15	\$4
other (meals/overnight)					\$-	\$4	\$1
Staff time	5	20	10	\$30	\$8	\$30	\$15
Legal staff time	5	40	10	\$35	\$9	\$70	\$18
Monitoring workbook update:							
supplies (\$0-100, \$10 typical)					\$-	\$5	\$1
film/processing (\$0-70, \$20 typical)					\$0	\$4	\$1
GIS (\$0- \$1000, \$0 typical)					\$0	\$50	\$-
staff time	1	20	2	\$30	\$2	\$30	\$3
Recording fees (\$20-\$80, \$45 typical)					\$1	\$4	\$2
Subtotals E:					\$81	\$992	\$193
<b>F. Enforcement</b>							
Legal defense contribution					\$1,000	\$1,000	\$1,000
Subtotals F:					\$1,000	\$1,000	\$1,000
<b>TOTAL PROJECT COSTS</b>							
Subtotals:	A. Initial project cost			\$2,419	\$32,035	\$3,900	
	B. Property report baseline documentation			\$1,209	\$3,410	\$2,025	
	C. Initial easement stewardship costs			\$45	\$190	\$110	
	D-E. Monitoring/compliance-initial investment required to cover annual expenses at 5% return			6,053	\$48,270	\$11,960	
	F. Enforcement			\$1,000	\$1,000	\$1,000	
	Total project costs (A-F):			\$10,725	\$84,905	\$18,995	