

Revising a CCAA Certificate of Inclusion

Over the course of enrollment, Partners may need to change or update their Certificate of Inclusion. The method of modification will vary depending on the update requested:

If you are updating your Certificate of Inclusion to...	Then, you must submit...	Next steps
Make administrative changes (e.g., updating contact information)	Certificate of Inclusion modification form	Submit the modification form and supporting documentation (if applicable) to the Program Administrator for review and approval (see form below).
Add/Remove conservation measures	Certificate of Inclusion modification form	
Add/Remove covered activities	Certificate of Inclusion modification form	
Add/Remove enrolled lands, but no changes are required to your Section 7 documentation*	Certificate of Inclusion modification form Updated map and updated IPaC query or similar that demonstrates alignment with your existing Section 7 attachment.	
Make substantial change(s) to enrolled lands that are <u>either</u>: <ul style="list-style-type: none"> • greater than 5% of previously enrolled lands, and/or • requires changes to Section 7 documentation*, i.e., new species, critical habitats, or potentially affected critical habitat(s) or listed/proposed plant species not previously reviewed. 	Certificate of Inclusion modification form An updated version of your original application, plus the Section 7 attachment with updated species and critical habitat lists, if additions are needed.	Submit the modification form (see form below) and the updated application to the Program Administrator for review and approval. The Section 7 attachment is required if an IPaC query of the newly added enrolled lands identifies additional species or critical habitats not included in your original application. The Program Administrator will coordinate with USFWS to confirm Section 7 compliance.
Address ESA Section 7 changes in listed/proposed species or critical habitats* (e.g., as part of USFWS re-initiation reviews)	An updated Section 7 attachment to original application with updated species and critical habitat lists	Submit the updated Section 7 attachment to the Program Administrator for review and approval. The Program Administrator will coordinate with USFWS to confirm Section 7 compliance as needed.

* USFWS review is required for any changes that may affect proposed or listed species, or proposed or designated critical habitats. In some cases these may result in new or changed AMMs. If a review in IPaC indicates listed wildlife, critical habitat, or listed or proposed wildlife or plants, may be affected that aren't already addressed by their existing Section 7 Review Application Attachment, or another existing Section 7 consultation or Section 10 permit, Partners will contact the Program Administrator and the Service to verify consistency with the CCAA programmatic consultation.

As noted in Section 9.2 of the CCAA, *if the documentation provided is acceptable and determined to comply with the Agreement and EOS Permit, the Program Administrator will acknowledge the change via an updated Certificate of Inclusion reflecting the changes in enrolled lands and provide a copy to the Service.*

Certificate of Inclusion Modification Form

Date Prepared	
Organization Name	
Certificate of Inclusion Tracking Number	
Authorized Representative Name	
Authorized Representative Contact Information	
Requested Change(s) <i>(select all that apply)</i>	<input type="checkbox"/> Administrative changes <input type="checkbox"/> Add/Remove conservation measures <input type="checkbox"/> Add/Remove covered activities <input type="checkbox"/> Add/Remove enrolled lands (less than 5% change from current enrolled lands) <input type="checkbox"/> Add/Remove enrolled lands (greater than 5% change from current enrolled lands) <input type="checkbox"/> Updated Section 7 documentation
Description of Modification Requested	
Description of Attachments <i>(if applicable)</i>	

By signing below, I have verified that I have reviewed the request provided and have found it to comply with the CCAA and its requirements. Upon authorization, these modifications will be incorporated into the Partner organization's Certificate of Inclusion maintained on file by the Program Administrator.

Partner Authorized Representative

CCAA Program Administrator

Date

Date