

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 or remove conservation measures	Certificate of Inclusion modification form	
Add or remove covered activities	Certificate of Inclusion modification form	
Add, remove, or transfer¹ enrolled lands, with no changes required to Section 7 documentation²	Certificate of Inclusion modification form Updated map and updated IPaC query or similar that demonstrates alignment with your existing Section 7 attachment.	
Add or remove enrolled lands that are either: <ul style="list-style-type: none"> • greater than 5% of previously enrolled lands³, and/or • require changes to Section 7 documentation², 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. Note, a \$1,500 modification fee will be issued.
Transfer enrolled lands between organizations already enrolled	Certificate of Inclusion modification form Documentation of the transfer between Certificate of Inclusion holders. A description of the location and acreage of the property being transferred.	Submit the modification form (see form below), the updated application, and documentation and description of the transfer of assets to the Program Administrator for review and approval.

¹ If transferring, documentation is required from both the transferring and receiving Partners.

² Any changes that may affect proposed or listed species or critical habitats require USFWS review. This may result in new or modified Avoidance and Minimization Measures (AMMs). If an IPaC review identifies proposed or listed species or critical habitats not covered by existing Section 7 or Section 10 permits, Partners must contact the Program Administrator and the Service to ensure consistency with the CCAA programmatic consultation.

³ Transferring enrolled lands to an organization that was not previously enrolled constitutes a change greater than 5% since the new organization is starting with no enrolled acres. Additional submittal requirements under **Transfer enrolled lands to an organization that was not previously enrolled** apply.

If you are updating your Certificate of Inclusion to...	Then, you must submit...	Next steps
	<p>Provide additional documentation based on the specific transfer scenario:</p> <ul style="list-style-type: none"> • <i>Add, remove, or transfer enrolled lands, with no changes required to Section 7 documentation, or</i> • <i>Add or remove enrolled lands that are <u>either</u> greater than 5% of previously enrolled lands and/or require changes to Section 7 documentation.</i> 	<p>We strongly recommend the receiving Partner of the transfer contact the Program Administrator to confirm timing and implementation requirements.</p> <p>Note, a \$1,500 modification fee will be issued.</p>
<p>Transfer enrolled lands to an organization that was not previously enrolled</p>	<p>Certificate of Inclusion modification form</p> <p>Documentation verifying the new Certificate of Inclusion holder's interest in the transfer and property. A description of the location and acreage of the property being transferred.</p> <p>Updated versions of both (i.e., the transferring and receiving) Partner's applications. If additions are needed include an updated Section 7 attachment with updated species and critical habitat lists.</p>	<p>Submit the modification form (see form below), the updated application, and documentation and description of the transfer of assets to the Program Administrator for review and approval.</p> <p>We strongly recommend the receiving Partner of the transfer contact the Program Administrator to confirm timing and implementation requirements.</p> <p>Note, a \$1,500 modification fee will be issued.</p>
<p>Address ESA Section 7 changes in listed/proposed species or critical habitats* (e.g., as part of USFWS re-initiation reviews)</p>	<p>An updated Section 7 attachment to original application with updated species and critical habitat lists</p>	<p>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.</p>

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"/> Transfer enrolled lands between organizations already enrolled <input type="checkbox"/> Transfer enrolled lands to an organization that was not previously enrolled <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