A

GUIDE TO USING THE CALCULATOR

APPENDIX A: GUIDE TO USING THE CALCULATOR

Checklist of things you need to have before using the calculator:

☐ Easement holder's and/or long-term manager's policies on stewardship funding and management of land (for easements and fee land, if applicable).

☐ Easement holder's and/or long-term manager's fund management and investment policy statement.

☐ Long-term management plan (especially for mitigation projects). This may not have been completed yet if the calculator is being used as part of the acquisition process.

☐ Working knowledge of stewardship activities and costs specific to your organization.

General Instructions

This calculator was designed to estimate the costs associated with managing a site after start-up activities have been completed (in the case of CEs and fee lands) and, in the case of compensatory mitigation projects, after performance standards have been met. Costs associated with start-up or initial construction and restoration must be estimated separately.

Entering data

Enter data in blue cells. White cells contain formulas which will automatically calculate amounts based on information entered in other cells. Click on individual Tasks and Descriptions for additional guidance. Add explanations of assumptions used in cost estimates or unusual circumstances in the Notes column. The corresponding LTMP task number can be entered in the Notes column if applicable.

Responsible party — Indicate the party responsible for each task where applicable on the Site Protection Monitoring and Easement Stewardship Costs and Land Management and Maintenance Costs sheets. Depending on the situation, the easement holder, fee owner and land manager may be different parties, and thereby responsible for different tasks.

Adding/deleting rows and columns

Rows may be copied and pasted where needed to add additional tasks. To copy and paste, select the rows by clicking on the row numbers on the left side (to select multiple rows, click and drag the cursor down). Right-click the selected rows and choose "Copy." Select and right-click on the row above which you want to paste the copied rows, then choose "Insert Copied Cells." After pasting, check Subtotal formulas to make sure pasted rows are included in the sums.

After all costs have been estimated for all necessary tasks, rows for unused tasks may be deleted.

Do not delete columns.

Suggested order for completing the spreadsheet

1. Assumptions

2. Site Protection Monitoring and Easement Stewardship Costs

3. Land Management and Maintenance Costs

4. Summary

Step-by-Step Instructions

CALCULATOR QUICK REFERENCE GUIDE
Assumptions Sheet

Project Information:	
Project Name	Enter name of property.
Acres	Enter acreage of property.
State (or state equivalent)	Enter state where the project is located.
Country	Defaults to US, but the user may change this.
Prepared by	Enter name of person completing calculator.
Date	Enter date calculator completed.
Unit Cost Estimates:	
Regular staff hourly rate (inc benefits)	Enter the average hourly rate, including benefits, of a regular employee likely to work on management of the property. If currently using volunteers for some tasks, estimate labor using the hourly rate for paid staff to ensure sufficient funds if staff take over volunteer responsibilities in the future. For mitigation projects, all tasks should be completed by either paid staff or contractors (entered under relevant tasks).
Short-term staff hourly rate (inc benefits)	Enter the average hourly rate, including benefits, of a short-term employee likely to work on management of the property. If short-term employees are not used, enter 0.
Enter staff type and hourly rate (inc benefits)	If additional hourly rates are needed, click the "+" to the left of row 14 to expand additional rows. Type the staff type in column A (for example, "Staff ecologist") and enter the hourly rate, including benefits, in column D.
Mileage OR cost (round-trip)	Enter either the round trip mileage in the first blue cell or the round trip cost in the second blue cell for one visit to the property.
Mileage rate	Defaults to $0.54 (2016 federal rate). The user must update the rate annually (the rate for privately owned vehicles would be most appropriate and can be found at www.gsa.gov/mileage).
Per diem (meals)	Enter an estimate of the cost of one day's meals while visiting the property. For reference, location-specific federal rates can be found at www.gsa.gov/perdiem.
Overnight lodging cost (per night)	Enter an estimate of one night's lodging while visiting the property, if appropriate. For reference, location-specific federal rates for mid-range hotels can be found at www.gsa.gov/perdiem.

Additional Rates:	
Capitalization rate	Enter the capitalization rate (i.e., cap rate, equal to annual return minus inflation and any fund management fees). A rate between 2.6% to 4.2% has been recommended.[116]
Percent of annual costs covered by fund (50% or 100%)	Defaults to 100%. Enter whether the fund will cover 50% or 100% of the annual costs (per stewardship funding policy). For mitigation projects the fund should cover 100% of the annual costs.
Contingency (10-20%)	Enter an appropriate contingency rate. A rate between 10-20% has been recommended.[117]
Administrative (recommended minimum 10%)	Enter an appropriate administrative rate. A minimum rate of 10% has been recommended.[118] If an organization has a federal NICRA, that rate may be used as the administrative rate.

CALCULATOR QUICK REFERENCE GUIDE
Site Protection Monitoring and Easement Stewardship Costs Sheet

Responsible party		Indicate the party responsible for monitoring the site protection mechanism where applicable. Depending on the situation, the easement holder, fee owner and land manager may be different parties, and thereby responsible for different tasks.
Additional staff types		If additional staff types and hourly rates were entered on the Assumptions tab, click the "+" above column J to expand additional columns to enter hours for each staff type.
Recurrence interval		Defaults to 1, but may be changed by the user in accordance with stewardship policy.
Monitoring the site protection mechanism		
Preparation for site visit	*Hours:*	Enter number of hours each staff type will spend annually. Include time spent reviewing easement documents, previous reports, aerial photos, corresponding with landowners or neighbors, etc.
Travel expenses occurring annually	*Number of trips annually:*	Enter the number of separate round trips annually. For example, if two staff will travel together and make one trip, enter 1. If two staff will each make one trip at different times, enter 2. Either the mileage or cost per trip entered on the Assumptions sheet will be used to calculate the cost.

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[116] Commonfund Institute 2016
[117] Martin 2015 forthcoming
[118] Ibid.

	Overnight stays for annual site visit(s):	Enter the total number of nights all employees will spend for all trips annually. For example, if two employees share a hotel room for two nights, enter 2. If two employees get separate hotel rooms for two nights, enter 4. The overnight lodging cost entered on the Assumptions sheet will be used to calculate the cost.
	Allowance for meals (# of days) for annual site visit(s):	Enter the total number of days all employees will spend for all trips annually. For example, if two employees will spend two days working, enter 4 days of meals. If a day trip is planned and only half the per diem is needed (e.g. to pay for lunch), enter 0.5 for the number of days. The per diem (meals) entered on the Assumptions sheet will be used to calculate the cost.
Travel expenses (non-annual trips)	*Note:* If additional trips are planned for tasks that will be done less than annually (e.g. once every 3 years) enter those travel expenses here. The recurrence interval defaults to 3, but this should be changed to the appropriate interval. If additional trips are planned with varying frequencies, these rows can be copied and pasted as many times as necessary.	
	Number of trips:	Enter the number of separate round trips. For example, if two staff will travel together and make one trip, enter 1. If two staff will each make one trip at different times, enter 2. Either the mileage or cost per trip entered on the Assumptions sheet will be used to calculate the cost.
	Overnight stays for site visit(s):	Enter the total number of nights all employees will spend for all trips. For example, if two employees share a hotel room for two nights, enter 2. If two employees get separate hotel rooms for two nights, enter 4. The overnight lodging cost entered on the Assumptions sheet will be used to calculate the cost.
	Allowance for meals (# of days) for site visit(s):	Enter the total number of days all employees will spend for all trips. For example, if two employees will spend two days working, enter 4 days of meals. If a day trip is planned and only half the per diem is needed (e.g. to pay for lunch), enter 0.5 for the number of days. The per diem (meals) entered on the Assumptions sheet will be used to calculate the cost.
Site visit	*Hours:*	Enter number of hours each staff type will spend visiting the site annually, including travel time. Time on site varies depending on accessibility, terrain and habitat type.
Prepare and submit report, maintain records	*Hours:*	Enter number of hours each staff type will spend preparing the monitoring report following the site visit, communicating with the Corps and other regulatory agencies (for mitigation easements), and maintaining records.

	Expenses:	Enter cost of printing, copying, mailing, and other expenses related to maintenance of records (including the cost of fireproof file cabinets). Records may include long-term management plans, legal documents, monitoring reports, photos, notice of approvals and landowner correspondence (Doscher et al. 2007).
Supplies	Description:	Enter description of supplies (e.g. iPad/tablet, camera, GPS, aerial or satellite imagery, UAV (drone)).
	Quantity:	Enter 1. However, if supplies are typically included in the organization's overall land stewardship operating budget, rather than allocated to individual preserves, estimate the percent of time the supplies will be used on this property annually and enter that as the quantity. For example, if an iPad will be used on several properties, with approximately 10% of the time spent on this property, enter 0.1 as the quantity. The calculator will then determine the annual cost of supplies allocated to this property.
	Unit cost:	Enter total amount to be spent on supplies annually. Alternatively, an hourly or daily rate for use of supplies may be entered here, with the corresponding number of hours or days entered as the quantity. Make note of this in the description.
Maintaining landowner/neighbor relationships		
Staff time	Hours:	Enter number of hours each staff type will spend annually. Include time spent communicating with landowner and/or neighbors, reviewing reserved rights, following up on problems or questions that arise during the monitoring visit, etc.
Communications/ outreach	Hours:	Enter number of hours each staff type will spend on communications and outreach activities (e.g. newsletters, brochures, events).
	Expenses:	Enter cost of printing, mailing, supplies for events, and other expenses.

Enforcement to correct violations		
Option A: **Legal defense fund** **contribution**	*Lump sum:*	Under Unit cost, enter lump sum contribution determined by using the Land Trust Alliance Legal Defense Reserves Calculator (www.landtrustalliance.org/topics/conservation-defense). The Legal Defense Reserves Calculator calculates the minimum reserve needed for a portfolio of properties. We recommend that the calculator be used to determine how much the proposed project will increase the minimum reserve needed. This may be done by running the calculator with and without the proposed project included in the portfolio. The additional amount needed is the lump sum contribution. This is a one-time contribution made up front, so an annual cost is not calculated. The entire lump sum is carried over to the Summary tab.
Option B: **Legal defense** **costs**	*Staff time:*	Enter number of hours each staff type will spend on enforcement and legal challenges.
	Travel expenses:	Enter number of trips, overnight stays, and allowance for meals (# of days) for site visits(s). For detailed instructions, see Travel expenses under Monitoring the site protection mechanism above.
	Legal fees:	Enter total amount of legal fees estimated for one challenge, including fees for legal counsel, consultants and expert advice.
	Recurrence interval:	Defaults to eight years, but the user may change this as needed.
Legal defense **insurance**	*Unit cost:*	Enter cost of annual premium for legal defense insurance, prorated for an individual preserve, if applicable.

CALCULATOR QUICK REFERENCE GUIDE
Land Management and Maintenance Costs Sheet

Responsible party	Indicate the party responsible for tasks where applicable. Depending on the situation, the easement holder, fee owner and land manager may be different parties, and thereby responsible for different tasks.
Additional staff types	If additional staff types and hourly rates were entered on the Assumptions tab, click the "+" above column J to expand additional columns to enter hours for each staff type.
Recurrence interval	Defaults to 1, but may be changed by the user if tasks occur less than annually.

Infrastructure Maintenance and Replacement		
Travel expenses occurring annually	*Number of trips annually:*	Enter the number of separate round trips annually. For example, if two staff will travel together and make one trip, enter 1. If two staff will each make one trip at different times, enter 2. Either the mileage or cost per trip entered on the Assumptions sheet will be used to calculate the cost.
	Overnight stays for annual site visit(s):	Enter the total number of nights all employees will spend for all trips annually. For example, if two employees share a hotel room for two nights, enter 2. If two employees get separate hotel rooms for two nights, enter 4. The overnight lodging cost entered on the Assumptions sheet will be used to calculate the cost.
	Allowance for meals (# of days) for annual site visit(s):	Enter the total number of days all employees will spend for all trips annually. For example, if two employees will spend two days working, enter 4 days of meals. If a day trip is planned and only half the per diem is needed (e.g. to pay for lunch), enter 0.5 for the number of days. The per diem (meals) entered on the Assumptions sheet will be used to calculate the cost.
Travel expenses (non-annual trips)	*Note:* If additional trips are planned for tasks that will be done less than annually (e.g. once every 3 years) enter those travel expenses here. The recurrence interval defaults to 3, but this should be changed to the appropriate interval. If additional trips are planned with varying frequencies, these rows can be copied and pasted as many times as necessary.	
	Number of trips:	Enter the number of separate round trips. For example, if two staff will travel together and make one trip, enter 1. If two staff will each make one trip at different times, enter 2. Either the mileage or cost per trip entered on the Assumptions sheet will be used to calculate the cost.

	Overnight stays for site visit(s):	Enter the total number of nights all employees will spend for all trips. For example, if two employees share a hotel room for two nights, enter 2. If two employees get separate hotel rooms for two nights, enter 4. The overnight lodging cost entered on the Assumptions sheet will be used to calculate the cost.
	Allowance for meals (# of days) for site visit(s):	Enter the total number of days all employees will spend for all trips. For example, if two employees will spend two days working, enter 4 days of meals. If a day trip is planned and only half the per diem is needed (e.g. to pay for lunch), enter 0.5 for the number of days. The per diem (meals) entered on the Assumptions sheet will be used to calculate the cost.
Site visit	*Hours:*	Enter number of hours each staff type will spend on-site to inspect boundaries, signs and infrastructure, including round-trip travel time. If done during monitoring site visit, enter time for site visit on the Land & Easement Stewardship tab and add an explanatory note in the description here. Time on site varies depending on accessibility, terrain and habitat type.
	Recurrence interval:	Defaults to 1, but this may be changed by the user.
Remove trash and rectify trespass, vandalism	*Hours:*	Enter number of hours each staff type will spend on-site annually to remove trash and address trespass and vandalism. If done during monitoring site visit, enter time for site visit on the Land & Easement Stewardship tab and add an explanatory note in the description here. Time on site varies depending on accessibility, terrain and habitat type.
	Recurrence interval:	Defaults to 1, but this may be changed by the user.
Replace fence	*If staff will perform work:*	Enter "Materials," with a description in parentheses. Enter quantity and unit cost of materials.
		Enter "Labor" and enter number of hours each staff type will spend.
		Enter recurrence interval in years (how often fence will be replaced). Defaults to 1, but this may be changed by the user.
	If contractors will perform work:	Enter "Contract amount." Enter 1 under Quantity, select "ea" under Unit, and enter total contract amount under Unit cost.

		Enter "Staff oversight" and enter number of hours each staff type will spend to oversee the contract.
		Enter recurrence interval in years (how often fence will be replaced). Defaults to 1, but this may be changed by the user.
Replace signs	*Material:*	Add description of signs (e.g. type – boundary, No Trespassing, interpretive; size; material; mounting post). Enter quantity and unit cost.
	Labor:	Enter number of hours each staff type will spend replacing signs each time.
	Recurrence interval:	Enter recurrence interval in years (how often signs will be replaced). Defaults to 1, but this may be changed by the user.
Other (select from drop-down: repair fence; repair gate; replace gate; maintain hydrologic control structure; maintain buildings; maintain roads, culverts, bridges; maintain parking area; maintain trails; maintain boardwalks; other)	*Task:*	Select additional tasks as needed from the drop-down list. Choose "Other" if desired task is not on list, and add details in the description field.
	If staff will perform work:	Enter "Materials," with a description in parentheses. Enter quantity and unit cost of materials.
		Enter "Labor" and enter number of hours each staff type will spend.
		Enter recurrence interval in years (defaults to 1). If task will be done less than annually (e.g. once every 3 years), Material and Labor costs should reflect the total cost of work that will be completed every third year.
	If contractors will perform work:	Enter "Contract amount." Enter 1 under Quantity, select "ea" under Unit, and enter total contract amount under Unit cost.
		Enter "Staff oversight" and enter number of hours each staff type will spend to oversee the contract.
		Enter recurrence interval in years (defaults to 1). If task will be done less than annually (e.g. once every 3 years), Contract and Staff oversight costs should reflect the total cost of work that will be completed every third year.
Equipment daily use rate	*Quantity:*	Enter number of days equipment will be used annually.

	Unit cost:	Enter daily use rate or rental rate. If hourly rates rather than daily rates are available for particular equipment, determine how many hours per day the equipment would typically be used and multiply that by the hourly rate to determine a daily rate. Add a note in the description stating the hourly rate and the hours per day that were used to calculate the daily rate.
	Recurrence interval:	Defaults to 1 year.
	Other (select from drop-down list):	This row may be copied and pasted as many times as needed. After pasting row, enter description of equipment in the cell to the right of description field if necessary.
Equipment replacement	Quantity:	Enter number of each type of equipment. If a piece of equipment is used on more than one property, estimate the percent of time the equipment will be used on this property and enter that as the quantity. E.g. for a truck that is used 25 percent of the time on this property, enter 0.25 as the quantity.
	Unit cost:	Enter replacement cost of equipment.
	Recurrence interval:	Enter life expectancy of equipment. Defaults to 1, but this may be changed by the user.
	Other (select from drop-down list):	This row may be copied and pasted as many times as needed. After pasting row, enter description of equipment in the cell to the right of description field if necessary.
Ecological Management		
Travel expenses occurring annually	Number of trips annually:	Enter the number of separate round trips annually. For example, if two staff will travel together and make one trip, enter 1. If two staff will each make one trip at different times, enter 2. Either the mileage or cost per trip entered on the Assumptions sheet will be used to calculate the cost.
	Overnight stays for annual site visit(s):	Enter the total number of nights all employees will spend for all trips annually. For example, if two employees share a hotel room for two nights, enter 2. If two employees get separate hotel rooms for two nights, enter 4. The overnight lodging cost entered on the Assumptions sheet will be used to calculate the cost.
	Allowance for meals (# of days) for annual site visit(s):	Enter the total number of days all employees will spend for all trips annually. For example, if two employees will spend two days working, enter 4 days of meals. If a day trip is planned and only half the per diem is needed (e.g. to pay for lunch), enter 0.5 for the number of days. The per diem (meals) entered on the Assumptions sheet will be used to calculate the cost.

Travel expenses (non-annual trips)	*Note:* If additional trips are planned for tasks that will be done less than annually (e.g. once every 3 years) enter those travel expenses here. The recurrence interval defaults to 3, but this should be changed to the appropriate interval. If additional trips are planned with varying frequencies, these rows can be copied and pasted as many times as necessary.	
	Number of trips:	Enter the number of separate round trips. For example, if two staff will travel together and make one trip, enter 1. If two staff will each make one trip at different times, enter 2. Either the mileage or cost per trip entered on the Assumptions sheet will be used to calculate the cost.
	Overnight stays for site visit(s):	Enter the total number of nights all employees will spend for all trips. For example, if two employees share a hotel room for two nights, enter 2. If two employees get separate hotel rooms for two nights, enter 4. The overnight lodging cost entered on the Assumptions sheet will be used to calculate the cost.
	Allowance for meals (# of days) for site visit(s):	Enter the total number of days all employees will spend for all trips. For example, if two employees will spend two days working, enter 4 days of meals. If a day trip is planned and only half the per diem is needed (e.g. to pay for lunch), enter 0.5 for the number of days. The per diem (meals) entered on the Assumptions sheet will be used to calculate the cost.
Update management plan	*Hours:*	Include time spent updating the management plan here, typically every 5 years. For mitigation sites, include time to coordinate revisions with regulatory agencies.
	Recurrence interval:	Defaults to 5, but this may be changed by the user.
Ecological monitoring	*Hours:*	Enter number of hours each staff type will spend on ecological monitoring, including time to prepare for field work, site visit time, and time to write/submit report and maintain records.
	Supplies:	Enter quantity and unit cost for any supplies needed for ecological monitoring (e.g. transect posts, PVC quadrats, nets, seines, etc.)
	Recurrence interval:	Enter frequency of monitoring in years (defaults to 1). If more than one monitoring activity is planned, with different frequencies, these three rows can be copied and pasted as many times as necessary.
Invasive species control (plants)	*If staff will perform work:*	Enter "Materials" and add a description of the materials (e.g. herbicide and supplied) to be used. Enter total cost of materials under Unit cost.
		Enter "Labor" and enter number of hours each staff type will spend.

		Enter recurrence interval in years (defaults to 1). If done less than annually (e.g. once every 3 years), Material and Labor costs should reflect the total cost of work that will be completed every third year.
	If contractors will perform work:	Enter "Contract amount" and enter 1 under Quantity and total contract amount under Unit cost.
		Enter "Staff oversight" and enter number of hours each staff type will spend to oversee the contract.
		Enter recurrence interval in years (defaults to 1). If done less than annually (e.g. once every 3 years), Contract and Staff oversight costs should reflect the total cost of work that will be completed every third year.
Nuisance wildlife control	*If staff will perform work:*	Enter "Materials" and add a description of the materials to be used. Enter total cost of materials under Unit cost.
		Enter "Labor" and enter number of hours each staff type will spend.
		Enter recurrence interval in years (defaults to 1). If done less than annually (e.g. once every 3 years), Material and Labor costs should reflect the total cost of work that will be completed every third year.
	If contractors will perform work:	Enter "Contract amount" and enter 1 under Quantity and total contract amount under Unit cost.
		Enter "Staff oversight" and enter number of hours each staff type will spend to oversee the contract.
		Enter recurrence interval in years (defaults to 1). If done less than annually (e.g. once every 3 years), Contract and Staff oversight costs should reflect the total cost of work that will be completed every third year.
Prescribed fire	*Cost of burn:*	*Quantity:* Enter number of burns to be done in a year.
		Unit cost: Enter lump sum cost of burn, including burn plan development, implementation of burn and follow-up monitoring. Cost of fire cache supplies, PPE, and other equipment can either be included here, or in their respective separate categories.
		If contractors are used, enter contract amount for Unit cost. For "Staff oversight," enter number of hours each staff type will spend to oversee the contract.
		Recurrence interval: Enter fire return interval in years (defaults to 1).

	Annual training:	*Quantity:* Enter 1 lump sum.
		Unit cost: Enter total cost of annual training and recertification of fire crew for the property. If fire crew is used on more than one property, divide the overall annual budget for training by the average number of burns in a year.
		Recurrence interval: Defaults to 1.
Habitat management (select from drop-down: grazing (management of lease); hunting (management of licenses); vegetation management; other)	*Task:*	Select tasks as needed from the drop-down list. Choose "Other" if desired task is not on the list and add details in the Description field. For voluntary conservation projects, if income-generating activities such as hunting, fishing, or agricultural leases result in a net income, that may be entered as a negative number.
	If staff will perform work:	Enter "Materials," with a description in parentheses. Enter quantity and unit cost of materials.
		Enter "Labor" and enter number of hours each staff type will spend.
		Enter recurrence interval in years (defaults to 1). If task will be done less than annually (e.g. once every 3 years), Material and Labor costs should reflect the total cost of work that will be completed every third year.
	If contractors will perform work:	Enter "Contract amount" and enter 1 under Quantity and total contract amount under Unit cost.
		Enter "Staff oversight" and enter number of hours each staff type will spend to oversee the contract.
		Enter recurrence interval in years (defaults to 1). If task will be done less than annually (e.g. once every 3 years), Contract and Staff oversight costs should reflect the total cost of work that will be completed every third year.

Supplies (e.g. chainsaw, brush cutter, leaf blower, backpack sprayer, fire cache, PPE, etc.)	Quantity:	Enter 1. However, if supplies are typically included in the organization's overall land stewardship operating budget, rather than allocated to individual preserves, estimate the percent of time the supplies will be used on this property annually and enter that as the quantity. The calculator will then determine the annual cost of supplies allocated to this property.
	Unit cost:	Enter total amount to be spent on supplies annually. E.g. if $500 is budgeted annually for equipment such as chainsaws and brush cutters that are used 10 percent of the time on this property, enter 0.1 as the quantity and $500 as the Unit cost.
Other (add description)	Task:	These two rows may be copied and pasted as many times as needed. Type description of task in Task field after pasting.
	If staff will perform work:	Enter Materials and Labor costs (see detailed instructions under Habitat Management above).
	If contractors will perform work:	Enter Contract Amount and Staff Oversight costs (see detailed instructions under Habitat Management above).
Occupancy (applicable only to property owner)		
Property taxes	Unit cost:	Enter total amount of taxes, drainage assessments, other fees.
Insurance	Unit cost:	Enter total amount of property damage and liability insurance.
Other fees	Unit cost:	Enter fees such as utilities (gas, electricity, and water), water rights fees, etc.

CALCULATOR QUICK REFERENCE GUIDE
Summary Sheet

Site Protection Monitoring and Easement Stewardship	
Annual Cost Subtotal	Auto-fills subtotal from Tab 2.
Contingency	Calculates the Contingency using the rate entered on Tab 1.
Administrative	Calculates the Administrative Cost using the rate entered on Tab 1.
Annual Cost Total (includes Option B Legal Defense Costs):	Sum of the Annual Cost Subtotal, Contingency, and Administrative costs. Includes legal defense costs calculated using Option B, if applicable.
Capitalization Rate	Auto-fills rate entered on Tab 1.
Option A: Legal defense fund contribution	Auto-fills lump sum contribution entered on Tab 2 under Option A, if applicable.
Total Land & Easement Stewardship Fund Principal Needed:	Calculates the total fund principal needed.
Land Management and Maintenance	
Annual Cost Subtotal	Auto-fills subtotal from Tab 3.
Contingency	Calculates the Contingency using the rate entered on Tab 1.
Administrative	Calculates the Administrative Cost using the rate entered on Tab 1.
Annual Cost Total	Sum of the Annual Cost Subtotal, Contingency, and Administrative costs.
Capitalization Rate	Auto-fills rate entered on Tab 1.
Total Land Management & Maintenance Fund Principal Needed:	Calculates the total fund principal needed.
Overall Total Fund Principal Needed:	Adds the principal needed for Land & Easement Stewardship and Land Management & Maintenance to determine the overall total fund principal needed.