

Attachment A

APPLICATION FORM

**FY 21 CONSERVATION PARTNERSHIP GRANT PROGRAM
Executive Office of Energy and Environmental Affairs**

SUBMIT: One original application form with supporting documentation and two paper copies of the completed application and supporting documentation.* Please help reduce waste—print double sided and use the minimum packaging necessary for good organization.

(*NOTE: Only ONE copy of the appraisal, market analysis, or opinion of value is needed)

DEADLINE: Monday, July 20, 2020, 3:00 pm

TO: Melissa Cryan
RE: BID ENV 21 DCS 03
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, 9th Floor
Boston, MA 02114

A. APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip: _____

Project Title: _____

Project Location (street address, including municipality): _____

Type of project: Acquisition Due diligence for gift

Requested grant amount: \$ _____

[→ **Attachment 8:** Articles of Incorporation and IRS 501(c)(3) letter, as well as a copy of your 2018 Massachusetts Annual Report as filed to the Secretary of State's office. Corporation must be formed for one of the purposes described in Section 4 of Chapter 180 of the General Laws.]

B. CONTACT PERSON

Name: _____ Title: _____

Mailing Address (if different from above): _____

City/Town: _____ State: _____ Zip: _____

Email address: _____

Telephone: _____

C. ORGANIZATIONAL CHARACTERISTICS

1a.) How many acres of land does your Organization have under fee ownership? _____

1b.) How many acres of land does your Organization have under CRs? _____

For how many acres of CR land have Baseline Documentation Reports been prepared? _____

2a.) Does your organization have a Strategic Land Acquisition Plan? Yes No

2b.) Does your organization have Land Acquisition Guidelines? Yes No

3.) How do you finance stewardship, monitoring, and enforcement?

Annual Operating Budget Yes No

Segregated Stewardship & CR Monitoring Fund Yes No

Segregated CR Enforcement Fund Yes No

Other (explain): _____

What is your annual stewardship/monitoring budget? \$_____ Endowed? Yes No

4.) Does your organization have full-time stewardship or land management staff? Yes No

5.) If no staff, how do you maintain your properties? Volunteers Contract work

6.) How do you intend to maintain the property proposed for protection in this application?

7.) What is the total number of full-time equivalent staff employed by your organization?

0-2

3-5

6-7

8-10

More than 10

8.) Does your proposed project have board approval? Yes No

If no, when do you expect to receive it? _____

9.) Do your Articles of Incorporation specifically list permanent land conservation or habitat protection or recreation as one of your organization's goals? If yes, highlight the relevant passage in the Articles (Attachment 8).

Yes

No

10.) Do your Articles of Incorporation specify a land trust that will receive your land should your organization go out of business? If yes, highlight the relevant passage in the Articles (Attachment 8). Yes No

D. PARCEL INFORMATION

Please complete a copy of this section (i.e. **PARCEL INFORMATION**) for each parcel that is part of this grant application.

1.) Total **Project Acreage**: _____

Total number of parcels (print off and fill out a copy of this page for each parcel): _____

2.) This **Parcel Information** form is being completed for:

A parcel or interest in a parcel to be **purchased**

Fee

CR

A parcel or interest in a parcel that will be **donated**

Fee

CR

3.) Parcel Information:

Owner(s): _____

Location: _____ Acres: _____

(municipality)

Street: _____

Assessors Sheet #: _____ Lot # _____

Building(s) on the parcel? Yes No

If yes, please explain how they will be utilized (Buildings that remain must contribute to the conservation/recreation function of the property. Buildings that do not so contribute to the property should be removed.):

[→ **Attachment 3:** Copy of a USGS topological map that clearly shows parcel location. Include name and date of the USGS topo quad. If project involves multiple parcels, include one map that clearly shows the location of each parcel.]

4.) Encumbrances? Yes No

If yes, what type? Mortgage Easement Lien(s)

Describe

5.) **Appraisal** – **If** the proposed project involves the purchase of land or a conservation restriction, please refer to the Appraisal Requirements (Section 3B) in the Request for Response to determine the type of appraisal that must be submitted with this application.

Please check one:

Full narrative appraisal

Market analysis

Opinion of value

Appraiser: _____

Valuation: \$ _____

Date of appraisal, market analysis, or opinion of value: _____

(NOTE: Appraisal, market analysis, or opinion of value can be dated **no earlier than one year prior** to the Application submission deadline)

[→ **Attachment 7:** One copy of the appraisal, market analysis, or opinion of value.]

All projects that receive funding through the Conservation Partnership grant program must convey a perpetual conservation restriction, or one-half interest, within the meaning of sections 31 and 32 of MGL Chapter 184, to the municipality in which the project is located, a federal or state agency, or a not-for-profit corporation, or combination of these entities. Please note that in the case of a grant application for the acquisition of a CR or due diligence costs associated with a CR acquisition, the CR must be co-held by the Applicant and an entity eligible to hold a CR.

6.) To what public agency/agencies or organization do you intend to convey a conservation restriction or partial interest therein (for projects in which only the CR will be acquired)?

Organization Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Email Address: _____

[→ **Attachment 4:** Letter of commitment from the town or state agency (or both) or not-for-profit stating the intent to hold the conservation restriction]

E. PROJECT DESCRIPTION

[→ **Attachment 1: Project Narrative:** 2-3 pages]

I.) Using the Conservation Partnership Response Review Rating System (Appendix B) as a guide, please describe in a 2-3 page attachment the nature of your project. At a minimum, describe:

- a. The property(s) and property interest(s) to be acquired or donated
- b. The natural characteristics and ecological value of the property
- c. The proposed project's ability to protect or promote sustainable working lands
- d. The type of public recreational opportunities that will be available, especially those that go above and beyond to provide access to people with disabilities, and how public access will be assured
- e. The project's ability to advance objectives in the community's *current* Open Space and Recreation Plan (note: it is not sufficient to attach Goals and Objectives from the OSRP, some analysis is needed)
- f. The project's ability to advance objectives in the Statewide Comprehensive Outdoor Recreation Plan (<https://www.mass.gov/files/massachusetts-scorp-2017-for-submission.pdf>) (note: it is not sufficient to attach Goals and Objectives from the SCORP, some analysis is needed)
- g. The impact of development on the project parcel's resource and recreational value
- h. The expansion of recreational amenities provided by the parcel to the Commonwealth's residents
- i. The project's ability to protect a State Priority Preservation Area as shown on the South Coast Rail Corridor Plan, Merrimack Valley Land Use Priority Plan, 495/MetroWest Development Compact Plan or other regional plan as they become available (if applicable). See Executive Order No. 525.
- j. The organization's commitment to working with Native American tribes
- k. The project's location in or near an area with Environmental Justice populations

[→ **Attachment 2: Proposed Budget:** 1-2 pages]

- a.) An itemized list of estimated project costs
- b.) Estimated total project cost
- c.) Grant request amount
- d.) Description of the methods/sources of financing for the proposed project
- e.) Detailed timeline with the anticipated start and end date of each step needed to successfully complete your proposed project on or before June 30, 2020.

F. WATER RESOURCES

I.) Approximate percentage of property located 0-300 feet from the edge of an ocean, lake, pond, river, stream, or wetland:

- ☐ > 75.0%
- ☐ 51.0% - 74.9%
- ☐ 26.0% - 50.9%
- ☐ 1.0% - 25.9%
- ☐ 0%

2.) What is the approximate percentage of the project that lies within an existing drinking water supply area (i.e. Zone I/II or Zone A/B)?

- ☐ > 75.0%
- ☐ 51.0% - 74.9%
- ☐ 26.0% - 50.9%
- ☐ 1.0% - 25.9%
- ☐ 0%

3.) Is the majority of project located over a medium or high yield aquifer?

- ☐ The majority of project located over a high-yield aquifer
- ☐ The majority of project located over a medium-yield aquifer
- ☐ Neither

[→ **Attachment 3:** Map(s) showing the location of the project parcel(s) in relation to relevant water resources, existing drinking water supply areas, medium and high yield aquifers, and/or wetlands.]

G. LAND PROTECTION

1.) How many acres would this project protect?

- ☐ > 15.0 acres
- ☐ 11.0-14.9 acres
- ☐ 6.0-10.9 acres
- ☐ 2.0-5.9 acres
- ☐ < 2.0 acres

2.) Does the proposed project abut other protected open space?*

- ☐ Abuts >25.0 acres of protected open space
- ☐ Abuts 11.0-24.9 acres of protected open space
- ☐ Abuts 1.0-10.9 acres of protected open space

*Chapter 6I, 6IA, and 6IB lands are not considered protected open space

[→ **Attachment 3:** Map(s) showing the location of the project parcel(s) in relation to other protected open space.]

H. BIODIVERSITY AND NATURAL RESOURCE PROTECTION

1.) What percentage of the proposed project lies within or abuts Natural Heritage and Endangered Species Program (NHESP) BioMap2 core habitat or critical natural landscape?

- ☐ > 75.0% within core habitat
- ☐ 51.0%-74.9% within core habitat

- ☐ 26.0%-50.9% within core habitat
- ☐ 1.0%-25.9% within core habitat
- ☐ > 75.0% within critical natural landscape
- ☐ 51.0%-74.9% within critical natural landscape
- ☐ 26.0%-50.9% within critical natural landscape
- ☐ 1.0%-25.9% within critical natural landscape
- ☐ Abuts BioMap2 core habitat or critical natural landscape
- ☐ Neither lies within or abuts

2.) How resilient is the proposed project considered to be resilient for climate change? See the Resilient Mapping Tool at <http://maps.tnc.org/resilientland/>. List the numeric score below.
 _____ SD

3.) How many acres of wetland are on the property? _____ acres
 How many acres of upland are on the property? _____ acres
 How many potential house lots are on the property? _____

[→ **Attachment 3:** Map(s) showing the location of the project parcel(s) in relation to BioMap2 habitats.]

I. WORKING FARMS AND FORESTS

1.) Is the majority of the project parcel(s) enrolled in any of the following programs and will continue to be once purchased? If yes, please indicate which program(s):

- ☐ Chapter 6I or active forest management
- ☐ Chapter 6IA or active agriculture
- ☐ Forest Stewardship program
- ☐ Farm Viability program
- ☐ Forest Viability program

2). Will the property continue, or begin, to have active forestry or agriculture?

- ☐ Yes
- ☐ No

If yes, explain:

[→ **Attachment 6:** Documentation to support your answer (e.g. a letter confirming enrollment in one of the above programs from the program administrator or documentation from town/city assessor's office).]

J. RECREATIONAL OPPORTUNITIES

1.) What public recreational opportunities will the project provide? (check which box best describes your project; use the space below to describe or clarify.) Please note that preference will be given to projects that permit hunting and provide opportunities for people with disabilities. *Recreational opportunities will be verified by the DCS representative during the site visit.*

- ☐ Trail-based activities (eg, walking, Nordic skiing, biking, horseback riding)
- ☐ Water-based activities (eg, canoeing, fishing, swimming, skating)
- ☐ Wilderness activities (eg, camping, hunting)

Describe/clarify:

2.) What other similar recreational opportunities are available in the area and at what distance?

3.) Will the proposed project advance priorities, goals, or objectives in the current local Open Space and Recreation Plan?

- ☐ Yes
- ☐ No

4.) Will the proposed project advance priorities, goals, or objectives in the Statewide Comprehensive Outdoor Recreation Plan?

- ☐ Yes
- ☐ No

5.) Will the proposed project advance a local or regional greenway plan or the South Coast Rail Corridor Plan, Merrimack Valley Land Use Priority Plan, 495/MetroWest Development Compact Plan, Metro North Plan, or CMRPC Plan?

- ☐ Yes
- ☐ No

[→ **Attachment 5:** Your narrative should include a written analysis of the OSRP and the SCORP and how it relates to this project; and/or relevant sections from a local or regional greenway plan or the South Coast Rail Corridor Plan, Merrimack Valley Land Use Priority Plan, or the 495/MetroWest Development Compact Plan, Metro North Plan, or CMRPC Plan to support your answers.]

K. CERTIFICATION STATEMENT

This application was prepared by:

Name: _____

Title: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip: _____

Email address: _____

Telephone: _____ Fax: _____

To the best of my knowledge, the information and data which has been submitted to qualify for the
FY21 Conservation Partnership Grant are true and correct.

Signed: _____ Date: _____

L. ATTACHMENT CHECKLIST

Please include the following supporting documentation and forms with your application:

- ☐ **Attachment 1:** Project narrative
- ☐ **Attachment 2:** Budget proposal, grant request, funding sources/methods, and project timeline
- ☐ **Attachment 3:** Maps, including:
 - USGS topographic map with parcel(s) outlined
 - Surrounding other protected open space (identify adjacent parcels)
 - Water resources (drinking water supply zones I/II or A/B; aquifers; proximity to wetlands, etc.)
 - BioMap2
 - Local or regional greenway plan
 - Nearby State Priority Development or Preservation Areas as shown on the South Coast Rail Corridor Plan, Merrimack Valley Land Use Priority Plan, or the 495/Metrowest Development Compact Plan (if applicable)
- ☐ **Attachment 4:** Letter of commitment from the municipality or state agency (or both) stating the intent to hold the conservation restriction
- ☐ **Attachment 5:** Copy of local or regional greenway plan to support the answers provided in Section E: "Project Description."
- ☐ **Attachment 6:** Documentation to support parcel enrollment in the Chapter 61 or 61A, Forest Stewardship program, Farm Viability program, or Forest Viability program.
- ☐ **Attachment 7:** Appraisal, market analysis, or opinion of value
- ☐ **Attachment 8:** Articles of Incorporation and IRS 501(c)(3) letter. Corporation must be formed for one of the purposes described in Section 4 of Chapter 180 of the General Laws. A copy of your 2019 Massachusetts Annual Report as filed to the Secretary of State's office.

Additional Forms required if selected for funding:

The following forms are available at the Commonwealth's Operational Services Division website <https://www.mass.gov/lists/osd-forms>.

- ☐ Commonwealth Terms and Conditions
- ☐ Commonwealth W-9 Request for Taxpayer Identification Number and Certification
- ☐ Contractor Authorized Signature Verification Form
- ☐ Authorization for Electronic Funds Payment

Note: this form must be completed online.