

Attachment A: Application Form

**Local Acquisitions for Natural Diversity (LAND) Grant Program
APPLICATION FORM – FY 2021**

Please print double-sided

I. APPLICANT INFORMATION

Project name: _____
Municipality: _____

Municipal project manager:

This is the person who will be the day-to-day contact for the project and who will represent the municipality in communication with DCS. **Attach authorization from the Chief Executive Officer identifying the individual named below.**

Name: _____
Affiliation with Municipality: _____
Address at City or Town Hall: _____

Phone Number: _____
Fax Number: _____
E-mail address: _____

2. PROJECT DETAILS

Municipality: _____
Population 2010: _____ **Population 2000:** _____
Seasonal population (including student population): _____ source of data: _____

Describe seasonal population: _____

Housing Choice Initiative

Has your community been designed as a Housing Choice Community? For more information please visit <https://www.mass.gov/housingchoice>.

Yes No

Property: (Provide this information directly from the appraisal report)

Acres: _____ Number of parcels: _____
Upland Acreage: _____ Building Lots: _____

Interest municipality will acquire: Fee
 Conservation Restriction (CR)
 Both fee and CR

If both, describe: _____

Parcel information: _____

County: _____ Watershed: _____
Assessor's map/lot number: _____

Current owner(s) _____

Access:

Does property have frontage on a street? Yes No
If yes, list street(s): _____

If no, describe how the public can access the property through adjacent landholdings. Grant funds are used to purchase land for conservation and public passive recreational use. Properties that do not have suitable public access will not be funded.

Zoning: _____

Past use(s): _____

Present use(s): _____

Proposed use(s): _____

Is the acquisition consistent with any nearby State Priority Development or Preservation Areas as shown on the South Coast Rail Corridor Plan or the 495/MetroWest Development Compact Plan, or any other regional plan? If yes, please name the plan and describe its relevance.
 Yes No

Are there buildings or structures on the property? Yes No

If yes, list each and indicate current and planned use. The LAND Grant Program is intended to preserve undeveloped land, not to purchase buildings. Buildings are ineligible for funding. Any buildings proposed to be kept must serve a legitimate conservation, outdoor education, or public passive recreational use.

Will this project involve the removal of structures? Yes No

3. ACQUISITION AND FUNDING DETAILS

<u>Appraisal Report #1</u>	<u>Appraisal Report #2 (if needed)</u>
Valuation: \$ _____	Valuation: \$ _____
Appraiser: _____	Appraiser: _____
Valuation _____	Valuation _____
Date: _____	Date: _____

Acquisition details:

Negotiated Sale: Yes No

Do you have a Purchase & Sales Agreement or Agreed Price? Yes No

 If yes, amount: \$ _____

Is Clear Title available?*: Yes No

 If no, is an eminent domain taking anticipated? Yes No

 If yes, proposed pro tanto award amount: \$ _____

*If clear title is not available, the applicant may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process. Land lacking clear title will not be reimbursed.

Can this project be completed next Fiscal Year, FY 2022? (July 1, 2021 – June 30, 2022)

Yes, if necessary Yes, FY 22 Preferred No

Funding request:

Recipients of LAND grant funding are reimbursed *after* they have expended the total project cost and submitted proof of payment. Only costs incurred during a grant recipient’s contract period will be reimbursed. The reimbursement rate is 52-70%, based upon a municipality’s Equalized Valuation Per Capita. The rate for joint applications will be the average of the municipalities’ reimbursement rates. See the DCS website for a list of rates. See section 2E in BID for eligible expenditures.

List your anticipated expenditures and requested grant amount below.

Reimbursement rate: _____

Item	Amount	Grant request amount
Property acquisition*	\$ _____	\$ _____
Recording fees	\$ _____	\$ _____
Title certification	\$ _____	\$ _____
Survey	\$ _____	\$ _____
Total	\$ _____	\$ _____

*Grant award amount is based upon the appraised value or agreed upon purchase price, whichever is less.

Will funds from the Community Preservation Act (CPA) be used? Yes No

Will funds from the Cape Cod Land Bank be used? Yes No

Use of CPA or Land Bank funds require the conveyance of a permanent Conservation Restriction (CR), within the meaning of Ch. 184, to an eligible non-profit organization.

Have you identified an organization willing to hold the CR?

If the CR will be co-held between a Conservation Commission and another party, the Conservation Commission must be designated as the primary holder of the CR.

Yes

No

Name of organization: _____

Are you using or seeking funds from other sources or partners? Please list:

4. PROJECT NARRATIVE

Please describe the following in less than two pages and include this narrative at the front of this application:

- Description of the property, including natural resource, recreation, historical, educational, or agricultural values.
- Purpose of acquisition and proposed uses.
- Consistency with Statewide Comprehensive Outdoor Recreation Plan and community Open Space & Recreation Plan.
- How the project furthers the goals of the community's Municipal Vulnerability Preparedness Program.
- How the proposed preservation of forested land would serve as a natural mitigation for the impacts of climate change, such as carbon sequestration, flood and stormwater risk mitigation, and drinking water supply preservation.
- Project schedule.
- Description of land stewardship project on past DCS grant or a municipal conservation land.
- Plans for use of local wood in signage, footbridges, etc.

5. PROJECT QUALITY

Landscape preservation:

How much protected conservation land does this project abut? _____ acres

How much of the adjacent land can this project potentially serve as catalyst for future conservation efforts? _____ acres

Describe how the subject parcel's resource value will be impacted by its potential development.

Recreational opportunities:

Municipal Open Space and Recreation Plan (OSRP):

To apply for this grant, the municipality must have an approved OSRP or have submitted a draft OSRP by the grant application deadline. To be eligible to apply with only a draft, a municipality must have completed the public participation process.

List the goals, objectives, or action plan items in your current or draft OSRP this project meets. Attach to your application copies of the relevant pages (not the whole plan).

	Goal, objective, or action plan item from current OSRP	Page no.
1		
2		
3		
4		
5		
6		
7		

What public recreational opportunities will the project provide?

Check all of the boxes that best describe your project. Clarify in the space below if necessary. *Recreational opportunities will be verified by DCS staff during the site visit.* Please note that additional points will be given to projects that permit hunting and/or propose accessible trails.

- Hunting activities
- Trail-based activities (e.g. hiking, Nordic skiing, biking, horseback riding)
- Water-based activities (e.g. canoeing, swimming, fishing, skating)
- Historic, cultural, or environmental education
- Community gardening or other community agriculture

Additional description: _____

Biodiversity and resource protection:

Portion of the project area that lies within or abuts MA Natural Heritage and Endangered Species Program BioMap2 designated areas:

Core Habitat: _____ acres

Critical Natural Landscape: _____ acres

Each project location has been assigned an average climate resiliency score to identify the importance of the site for climate change adaptation, as defined by The Nature Conservancy's Resilient Land map - <http://maps.tnc.org/resilientland/>. What is the average resilient score for the project location?

_____ SD

Working lands:

Will active forest management or agriculture continue or begin *after* the acquisition?
Note: agriculture and forestry activities must be compatible with conservation and public use of the property.
 Yes No

If yes, describe planned forestry or farming:

Water resources:

Portion of the property that is 0-300 ft from ocean, lake, pond, river, stream, wetland, OR within an existing public drinking water supply area (Zone I/II or A/B), OR over a medium- or high-yield aquifer:

- None 1-24% 25-50% >51%

Bonus Points:

Community Compact

Has your community signed a Community Compact?
 Yes No

If "yes", please list the Environmental Best Practices included in it.

Municipal Vulnerability Program

Is your community an MVP Community?
 Yes No

If "yes", please list the priority implementation project(s) relevant to land conservation, such as tree planting or land acquisitions in floodplains..

6. MUNICIPAL AUTHORIZATION:

Attach a certified copy of the Town Meeting or City Council vote, or draft language. Vote must conform to sample vote language criteria, available as Attachment D to this application.

Does this project have town meeting/city council approval? Yes No
If not, what is the scheduled date for the vote? _____

7. OTHER IMPORTANT DOCUMENTATION:

- a. **USGS topographic map** with an outline of the Project boundary. Include the location, acreage, ownership and use of other public or quasi-public open space abutting, or close to, the Project on the topographic map. Show current use of adjacent private lands. If applicable, show proximity to Priority Development and Preservation Areas as shown on the South Coast Rail Corridor Plan, 495/MetroWest Development Compact Plan, Central Massachusetts Land Use Priority Plan, Merrimack Valley Regional Plan, Metro North Land Use Priority Plan, or other regional plan.
- b. **Plot plan or survey map** showing the Project boundary. The Project area must be shown in enough detail to be legally sufficient to identify the lands to be protected. A registered survey plan with deed references or assessor's map with block and lot number are acceptable.
- c. **Documentation of Good Land Stewardship** – Applicants should submit documentation of good land stewardship of past DCS grants or municipal conservation land. The proof of good stewardship should include examples from up to three different activities from the following list: stewardship monitoring report on municipal land, invasive species control, trail building, educational kiosks, recent surveys outlining the condition of trails or land boundaries, recent baseline documentation reports, and/or forest or land management plans. Applicants can submit documentation of other land stewardship activities. Photos of land stewardship activities are encouraged. If your community does not currently own any conservation land, please describe how your community will steward land subject to this application in the project narrative. Links to web sites that show this information can be used if appropriate.
- d. **Draft CR** – If your project involves the purchase or conveyance of a CR, please complete a separate CR application and submit a draft restriction along with this application. The CR application is available at the DCS website at www.mass.gov/service-details/conservation-restriction-review-program. To obtain a copy of the Conservation Restriction Handbook, visit the DCS website, or contact Denise Pires. Submit the draft CR to:

Denise Pires
Executive Office of Energy and Environmental Affairs
100 Cambridge St., Suite 900
Boston, MA 02114
617-626-1011

- e. **Other state agency review** – If it is not possible to include responses in the application package to DCS, attach a copy of your cover letter requesting their input.
 - *Massachusetts Natural Heritage and Endangered Species Program*
(<https://www.mass.gov/orgs/masswildlifes-natural-heritage-endangered-species-program>).

- *Massachusetts Historical Commission*

Send the MHC a PNF (<http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>) with a photocopy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. Send this certified mail, return receipt requested, so that you know when it was received. MHC will review and comment to DCS (and copy the applicant) within 30 days of receipt. If a Conservation Restriction is part of your project, you must notify and submit it to MHC for review. See these websites for any questions:

<http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and
<http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.

If selected for LAND funding, the Applicant will be required to execute the following forms in order to complete a contract:

- LAND Grant Program Project Agreement
- Commonwealth Standard Contract
- Commonwealth Standard Terms & Conditions
- Contractor Authorized Signatory Listing

APPLICATION ATTACHMENTS – use this as a checklist.

1. Municipal CEO's Authorization of Project Manager
2. Project narrative (include at the front of application)
3. Maps of values and resources protected, proximity to other conservation lands
4. Documentation of rare species from the MA Natural Heritage and Endangered Species Program
5. Documentation of historic resources from the MA Historical Commission
6. Appraisal report(s)
7. Draft Conservation Restriction (if applicable)
8. Documentation of good land stewardship on past DCS grant or municipal conservation land. Attach supporting documentation with the application for one or more past LAND/Self-Help grants or municipally-owned conservation land. Documentation should include examples from up to three different activities from the following list: stewardship monitoring report on municipal land, invasive species control, trail building, educational kiosks, recent surveys outlining the conditions of trails or land boundaries, recent baseline documentation reports, and/or forest or land management plans. Applicants can submit documentation of other land stewardship activities. Photos of land stewardship activities are encouraged. If your community does not currently own any conservation land, please describe how your community will steward land subject to this application in the project narrative. Links to web sites that show this information may be provided in place of the above listed information, if appropriate.