

APPLICATION FORM

**FY 24 CONSERVATION PARTNERSHIP GRANT PROGRAM
Executive Office of Energy and Environmental Affairs**

SUBMIT: Applicants are required to use the online application form and upload tool provided at the following site:
Any application received after the deadline will be rejected. It is the Applicant’s responsibility to verify receipt of the application. An electronic copy of the appraisal must be emailed to [Melissa Cryan](#) by the application deadline.

A hard copy of the application must also be mailed to the address below. The outside of the package should be marked BID ENV 24 DCS 06. Application should be **double sided**, except for maps and graphics, and submitted to:

Melissa Cryan
RE: BID ENV 24 DCS 06
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, 9th Floor
Boston, MA 02114

DEADLINE: Monday, July 17, 2023, 3:00 pm

A. APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip: _____

Contact Name: _____ Contact Title: _____

Contact Email: _____ Contact Telephone: _____

Project Title: _____

Project Location (street address, including municipality): _____

Type of grant request: Acquisition Due diligence for gift

Requested grant amount: \$ _____

B. ORGANIZATIONAL CHARACTERISTICS

1a.) How many acres of land does your organization protect in fee ownership? _____ Under CR? _____

1b.) For how many acres of CR land have Baseline Documentation Reports been prepared? _____

2.) Does your organization have a strategic plan, guidelines, or policies to guide land acquisition? Please describe.

3.) 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.

Yes No

4.) 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

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

6.) How many full-time equivalent staff are employed by your organization? _____ FTE staff

7.) If no stewardship/land management staff, how do you maintain your properties?

Volunteers Contract work

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

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

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

10.) Does your organization have documents or policies in place that address the disposition of land and/or CRs in the event that the organization can no longer steward and administer them? If yes, please attach them.

Yes No

C. 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): _____

Municipality: _____ Acres: _____

Street: _____

Assessors Sheet #: _____ Lot # _____

Are there building(s) on the parcel? Yes No

If yes, how will they be utilized (buildings should be removed unless they contribute to the conservation/recreation function of the property)? _____

4.) Are there any encroachments on this parcel? Yes No

If yes, how will they be addressed prior to the receipt of the grant award (note that all encroachments must be addressed prior to submitting the final reimbursement request to DCS)?

5.) Are there any of the following encumbrances on the parcel?

Mortgage

Easement

Lien(s)

Other (describe):

6.) **Appraisal** – **If** the proposed project involves the purchase of land or a Conservation Restriction, please check the required type of appraisal that is being submitted with this application.

Full narrative appraisal

Market analysis

Opinion of value

Appraiser or preparer: _____

Property interest 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)*

All projects that receive funding through the Conservation Partnership Grant Program must convey a perpetual Conservation Restriction, 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. In the case of a grant award for the acquisition of a CR or due diligence costs associated with a CR gift, the CR must be co-held by the Applicant and an entity eligible to hold a CR.

7.) To what public agency/agencies or organization do you intend to convey a CR or, for projects in which only the CR will be acquired, propose to co-hold the CR with?

Organization Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Email Address: _____

D. PROJECT DESCRIPTION

- 1.) Using the list below as a guide, please describe your project (three page maximum):
 - a. The 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, and how public access will be facilitated. Please identify how recreational opportunities that provide access to people with disabilities will be incorporated.
 - e. Whether the project advances 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. Whether the project advances objectives in the [Statewide Comprehensive Outdoor Recreation Plan](#) (note: it is not sufficient to attach Goals and Objectives from the SCORP, some analysis is needed.)
 - g. The impact of development on the property's conservation and recreational value
 - h. If the project is located within 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. See [Executive Order No. 525](#).
 - i. Whether your organization works with Native American tribes and whether they will be involved in the project
 - j. The project's location in or near an area with Environmental Justice populations and how the community has been involved in this project
- 2.) Attach a proposed budget that includes the following (two page maximum):
 - a. An itemized list of estimated project costs
 - b. Estimated total project cost
 - c. Grant request amount
 - d. Description of the methods/sources of project financing
 - e. Timeline reflecting start and end date of steps needed to successfully complete your proposed project on or before June 30, 2024, including how any encroachments will be dealt with.

E. LAND PROTECTION

- 1.) How many acres would this project protect? _____ 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
 - Does not abut open space

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

F. BIODIVERSITY AND NATURAL RESOURCE PROTECTION

1.) Does the proposed project lie within or abut mapped NHESP BioMap Core Habitat, Critical Natural Landscape, or Local or Regional Components?

Lies within BioMap core habitat or critical natural landscape

Abuts BioMap core habitat or critical natural landscape

Lies within Local or Regional Components

None of the above

Percentage within NHESP designated Core Habitat

> 75.0%

51%-74%

26%-50%

1%-25%

Percentage within NHESP designated Critical Natural Landscape

> 75%

51%-74%

26%-50%

1%-25%

Percentage within NHESP designated Local or Regional Components

> 75%

51%-74%

26%-50%

1%-25%

2.) What is the project location's average climate resiliency score as defined by The Nature Conservancy's [Resilient Mapping Tool](#)?

Most resilient

More resilient

Slightly more resilient

Average or median

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? _____

G. WORKING FARMS AND FORESTS

1.) Is the property enrolled in Chapter 61 or 61A, or has a forest stewardship or other forest management plan been prepared for the property?

Chapter 61

Chapter 61A

Forest Stewardship or Management Plan

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

Yes

No

If yes, describe:

H. RECREATIONAL OPPORTUNITIES

1.) What public recreational opportunities will the project provide (explain in the project description)? Preference will be given to projects that provide opportunities for people with disabilities. *Recreational opportunities will be verified by DCS staff 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)

Group activities (eg, nature education, picnicking, outdoor fitness class)

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

Yes

No

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

Yes

No

4.) 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

I. CERTIFICATION STATEMENT

This application was prepared by:

Name: _____

Title: _____

Organization: _____

I affirm that, to the best of my knowledge, the information and data contained in this application for the FY23 Conservation Partnership Grant, including attachments, are true and correct.

Signed: _____

Date: _____

J. ATTACHMENT CHECKLIST

Please include the following with your application:

- Attachment 1:** Project narrative
- Attachment 2:** Budget proposal, grant request, funding sources/methods, and project timeline
- Attachment 3:** USGS topographic map with parcel(s) clearly identified, as well as additional applicable maps necessary to reflect:
 - Surrounding other protected open space (identify)
 - NHESP BioMap designations
 - TNC Resiliency Score
 - Applicable local or regional recreation and/or preservation priorities including local/regional greenway plans or regional preservation areas shown on the 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 each municipality, state agency, or land trust (or combination thereof) proposed to hold CR on purchased or gifted fee property, or to co-hold gifted CR
- Attachment 5:** Documentation of parcel enrollment in the Chapter 61 or 61A, Forest Stewardship program.
- Attachment 6:** Appraisal, market analysis, or opinion of value (due to file size limitations of the online grant submission portal, this should be emailed to [Melissa Cryan](mailto:Melissa.Cryan))
- Attachment 7:** Articles of Incorporation, IRS 501(c)(3) letter, and a copy of 2022 Massachusetts Annual Report as filed to the Secretary of State's office
- Attachment 8:** Letter of review from Natural Heritage and Endangered Species Program. To request comments, please send an email to NHESP at natural.heritage@mass.gov. The email's subject line should read "Conservation Partnership comment letter request" and its body should include a brief description of the acquisition, and a shapefile or map of the acquisition or project location. There is no charge for this comment letter.
- Attachment 9:** Representative photos of the site
- Attachment 10:** Latest survey of the property at time of grant submission

The following forms will be required if selected for funding.

- [Commonwealth Terms and Conditions](#)
- [Commonwealth W-9 Request](#) for Taxpayer Identification Number and Certification
- [Contractor Authorized Signature Verification Form](#)
- [Authorization for Electronic Funds Payment](#)