



EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Rebecca Tepper, Secretary

Grant Announcement

Request for Responses ENV 24 DCS 12

Posting Date: August 26, 2024

Land Conservation Assistance Grant
FY2025

BID: BD-25-1042-ENV-ENV01-106820

1. GRANT OPPORTUNITY SUMMARY:

A. PROPOSALS SOUGHT FOR: Financial assistance to municipalities, qualified 501(c)(3) land trust organizations, tribal governments, conservation districts, water or fire districts and/or public water suppliers (“qualified applicants”) seeking to achieve permanent protection of land or Regional Planning Agencies (RPAs) or qualified 501(c)(3) land trust organizations seeking to assist these qualified applicants with land protection. Funding is available for consultant or contractor services to: 1) assist with preparing a grant application for funding to permanently protect land; 2) complete other tasks necessary to advance land protection transactions that accomplish permanent protection of land for conservation values and/or eligible outdoor recreation; 3) plan for the development or renovation of a park to facilitate the submission of a park development or renovation grant application to the Division of Conservation Services (i.e., PARC or LWCF); or 4) develop or update a municipal Open Space and Recreation Plan.

B. OVERVIEW AND GOALS: The Executive Office of Energy and Environmental Affairs (EEA) protects, conserves, and restores the natural resources of the Commonwealth. This program assists municipalities, 501(c)(3) land trust organizations, tribal governments, conservation districts, water or fire districts or other public water suppliers in securing services necessary to achieve property transactions that will result in the permanent protection of land. Applications will be reviewed, and funding will be provided, to approved eligible applicants on a first-come, first-served basis.

This program is a component of the Healey-Driscoll Administration’s goal of increasing the pace of land protection to address climate change, achieve the goals of the Clean Energy & Climate Plans for 2030 and 2050, and to improve access to greenspaces and outdoor recreational opportunities. It is part of a longstanding tradition of protecting the Commonwealth’s rich natural heritage for generations yet to come.

C. ELIGIBLE PROJECTS: An individual component or combination of the following are eligible for funding:

- 1.) Municipalities, land trusts, tribal governments, conservation districts, water or fire districts and other public water suppliers may seek funding to hire contractors or consultants to:
 - a. Assist with preparing a grant application to municipal, state, or federal funding programs and private foundations, including [DCS grant programs](#), for land conservation, acquisition of land for eligible outdoor recreation projects, or park development/renovation.
 - b. Complete some or all of the steps involved in land transactions for the acquisition of a fee

interest in land or a CR, Watershed Protection Restriction (WPR), or Agricultural Preservation Restriction (APR) for the protection of conservation values including resilience to the impacts of climate change, biodiversity, drinking water supply protection, outdoor recreation, or expanded access to open space, particularly in designated Environmental Justice areas.

c. Prepare or update a municipal Open Space and Recreation Plan.

<p>Examples of eligible expenses include:</p> <p>Due diligence costs:</p> <ul style="list-style-type: none"> • Appraisals • Title examination • Environmental site assessments • Surveys • Legal fees associated with the acquisition (subject to EEA approval) <p>Consultant services to assist with negotiation, drafting, or recording of real-estate transaction agreements:</p> <ul style="list-style-type: none"> • CR or Deed drafting • Baseline Document Report (BDR) preparation work <p>Other project planning costs such as Recreational Site Development Plans and Cost Estimates for parks</p> <p>Work associated with the preparation of an Open Space and Recreation Plan</p>	<p>Examples of ineligible expenses include:</p> <ul style="list-style-type: none"> • Property acquisition* • Municipal staff salaries • Trail construction* • Signage • Stewardship or monitoring endowments • Equipment or goods <p>*Expenses are eligible under other EEA grant programs.</p>
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2. Regional Planning Agencies and 501(c)(3) land trust organizations are eligible for funding to provide assistance to one or more municipalities or to other qualified applicants for project types 1a, 1b, and 1c as described above.

D. ELIGIBLE APPLICANTS: Municipalities, qualified 501(c)(3) land trust organizations that have been formed for one of the purposes described in Section 4 of Chapter 180 of the General Laws, tribal governments, conservation districts, water or fire districts and other public water suppliers and Regional Planning Agencies. See further detail on eligible applicants in Section 2B.

E. APPLICATION DEADLINE: Applications are accepted on a rolling basis through Friday, April 11, 2025. Funding is available to approved eligible projects on a first-come, first-served basis until all allocated funds have been awarded. See further detail on the application deadline in Section 4.

F. FUNDING AVAILABILITY:

For municipalities, 501(c)(3) land trust organizations, tribal governments, conservation districts, water or fire districts or other public water suppliers seeking funding for direct project costs this grant reimburses 90% of approved project expenses up to the following amounts:

- **Grant application preparation assistance:** up to \$5,000 for grant writing/preparation; up to \$5,000

for appraisal (if applicable); up to \$10,000 in total per grant application.

- **Open Space and Recreation Plan assistance:** up to \$20,000.
- **Hiring other eligible consultant/contractor services:** up to \$50,000 per grant application.

Eligible applicants in this category may seek funding for one or more projects, services, or deliverables, including applications for regional projects with neighboring communities; however, the maximum award amount is \$60,000 per applicant per grant round.

For Regional Planning Agencies and qualified 501(c)(3) land trust organizations seeking to provide assistance to other eligible entities, this grant reimburses 90% of approved project expenses up to the following amounts:

- **Grant application preparation assistance:** up to \$5,000 for grant writing/preparation; up to \$5,000 for appraisal (if applicable) per community;
- **Open Space & Recreation Plan preparation assistance:** up to \$20,000 for assistance per community for a total of up to \$50,000 per grant application if three or more communities;
- **Other eligible services rendered to municipalities or qualified 501(c)(3) land trust organizations (subject to EEA approval):** up to \$50,000 per community/land trust.

Eligible Regional Planning Agencies and qualified 501(c)(3) land trust organizations may seek funding to assist **multiple eligible applicants** with one or more projects, services, or deliverables within one application; however the maximum award amount is \$100,000 per applicant per grant round.

See further detail on funding availability in Section 2C.

G. BUDGET REQUIREMENT: Applicants selected to receive grant funding must show expenditures for the total cost of the service(s) rendered, per project (if applicable) to receive reimbursement under this program. See further detail on the budget requirements in Section 2D.

H. TOTAL ANTICIPATED DURATION OF CONTRACT(S): The contract period will begin on the date EEA executes the contract. Approved project costs must be expended by June 30, 2025. See further detail on the duration of contracts in section 2E and 2F.

I. REGULATIONS, STATUTES, OR AUTHORIZATION GOVERNING THIS GRANT PROGRAM: Chapter 209 of the Acts of 2018, § 2A, 2000-7072 and Chapter 268 of the Acts of 2022.

J. CONTACT INFORMATION:

Darya Mattes, Resilient Lands Open Space Grants Administrator
Division of Conservation Services
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114
darya.mattes@mass.gov

2. PERFORMANCE AND CONTRACT SPECIFICATIONS

A. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK: Funding is offered through this grant program for several different services and deliverables. Only work conducted during the grantee's contract period (after a contract is signed by EEA and prior to the contract deadline) is eligible for reimbursement.

- 1) **Costs for assistance with the preparation of a grant application** to municipal, state, or federal funding programs and private foundations, including [DCS grant programs](#), for permanent land protection and/or eligible outdoor recreation projects. The specific grant to be pursued must be clearly identified. **If the grant program is not a DCS program, applicants are encouraged to contact the grant manager to determine eligibility before submitting an application.** Assistance may include:

Drafting or development of funding application materials: For municipalities, tribal governments, land trusts, conservation districts, water or fire districts and other public water suppliers, this may include consultant services required to create funding applications including the development of suitable project maps, drafting Conservation Restrictions, or compiling other materials necessary to ensure a complete proposal. Applicants should include a recent fee proposal for such consultant services, if available, as part of the application. For RPAs or land trusts assisting the eligible entities described above, this may include costs (including staff time) incurred in assisting with the development of suitable project materials described.

Property appraisals as may be required by specific open space preservation grant

opportunities: Applicants should consult the specific grant program to which they anticipate applying, or for which they anticipate facilitating an application, to ensure they understand applicable appraisal requirements. For DCS grant programs, generally one certified appraisal report is required. For DCS grants, the grantee must be the named client for the appraisal, and the appraisal must be prepared in accordance with EEA Specifications for Analytical Narrative Appraisal Reports, or the appraisal standards of the entity to which the applicant intends to apply for funding. EEA appraisal policy and specifications are available [here](#). For guidance on Yellow Book appraisals for LWCF and some other federal funding opportunities, visit [this site](#). A recent fee proposal for such appraisal services should be submitted, if available at the time of application, if funding for an appraisal is being sought.

RPAs or land trusts may secure required property appraisals on behalf of multiple eligible entities.

- 2) **Services that advance transactions to secure a fee interest, CR, WPR or APR for the permanent protection of land.** Transactions must support land values including open space, habitat protection, drinking water supply protection, farmland protection, climate resiliency or eligible outdoor recreation. For an acquisition project to be eligible for assistance, the land associated with the proposed project must be currently unprotected. Land already protected for any purpose under Article 97 or a CR, an APR or WPR is not eligible for funding for land protection.

Note: Those pursuing a grant to prepare an application for a DCS funding program should be aware that any property acquired with DCS grant assistance requires that the deed include terms confirming it is

permanently protected. Specific deed language will be provided with receipt of grant contract.

All recreational properties acquired with this grant assistance must be open to the general public (not local residents only) for appropriate outdoor recreational use. For transactions that secure a CR or WPR on lands to which public access is either undesirable or infeasible, a clear and significant public benefit must be achieved through the protection of drinking water supply, farmland managed for food production, or forests that will be managed for climate benefit. Potential applicants to DCS programs should incorporate involvement of local Environmental Justice populations or other underserved communities in their project planning process.

To be reimbursed for grant application-preparation related costs, the grantee must submit with their request for reimbursement an eligible application to a DCS open space or recreation grant program or other eligible federal, state, or private foundation grant program.

3) Costs associated with writing or updating municipal Open Space & Recreation Plans.

To be reimbursed for OSRP-related costs, the grantee must submit with their request for reimbursement a completed Open Space & Recreation Plan. Preparation of an OSRP may include creating a new plan, updating an expired plan, or updating a plan that will expire by the end of the fiscal year for which the community is seeking funding. Consult the [OSRP Workbook](#) for details. Contact Melissa Cryan with specific questions about the OSRP process at melissa.cryan@mass.gov.

B. ELIGIBLE APPLICANTS: This Bid is open to:

- **Massachusetts municipalities** that have no unresolved protected open space conversion issues with EEA (see [EEA Article 97 Disposition Policy](#)). *Municipalities seeking reimbursement for expenses related to submission of an eligible DCS grant application, must have an approved OSRP on file with the Division of Conservation Services by the grant application deadline.*
- **Qualified 501(c)(3) land trust organizations** that have been formed for one of the purposes described in Section 4 of Chapter 180 of the General Laws are eligible for direct funding assistance as well as providing consultant services to one or more eligible applicants.
- **Tribal governments**
- **Conservation districts** in compliance with sections 19 through 24 inclusive of G.L. Chapter 21.
- **Water districts, fire districts and other public water suppliers or Selectboards acting as such.**
- **Regional Planning Agencies** on behalf of one or more eligible applicants for the implementation of specific project.

Applicants are advised that compliance with [Section 3A of MGL c. 40A](#) will be considered when making grant award recommendations.

C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES:

This is a reimbursement program, and reimbursements may total up to 90% of the cost of all project types. Reimbursements will be based upon proof of expenditure, and are capped as follows:

Grant writing and preparation: \$5,000 per project
Appraisal (for grant application): \$5,000 per project

Assistance with conservation transactions: \$50,000 per project
OSRP preparation: \$20,000 per community (up to \$50,000 if applying for three or more communities)

Combined total per applicant for municipalities, tribal governments, land trusts, conservation districts, water or fire districts and other public water suppliers seeking funding for direct project costs: \$60,000 per grant round

Combined total per applicants for Regional Planning agencies or land trusts assisting other qualified applicants: \$100,000 per grant round.

Funding is available in FY24 or FY25. For municipalities, work must be contracted with outside vendors to be eligible for reimbursement; in-kind services or municipal employee wages or salaries will not be reimbursed.

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. EEA may lift the suspension if available funding is received. In the absence of foreseeable available funding, EEA may terminate the contract.

D. BUDGET REQUIREMENT: Applicants selected to receive grant funding will be required to submit documentation of expenditure for total approved project cost, as shown by canceled checks issued by the applicant, wire transfer statements, and/or a signed treasurer's statement.

E. PROJECT TERMS: If awarded, all projects will be required to abide by the Standard Commonwealth of Massachusetts Terms and Conditions. EEA does not guarantee that any contracts may result from this bid or that any particular funding level will be awarded. Contracts may be extended or otherwise amended at the sole discretion of EEA. Only costs incurred during the contract period are eligible for reimbursement.

F. ANTICIPATED DURATION OF CONTRACTS: All contracts for grant assistance will end on or before June 30, 2025.

G. DELIVERABLES, OWNERSHIP, AND CREDIT DUE: Technical assistance or services funded through this bid must be used to prepare an application to an eligible federal, state, or private foundation grant program for conservation or outdoor recreation, or to facilitate the acquisition of land for conservation or eligible outdoor recreation purposes. EEA representatives must be invited to any public events sponsored by the applicant in celebration of a grant award.

H. REPORTING: Interim reports may be required at the discretion of the grant manager. Applicants receiving funding through this grant to prepare an eligible grant application must submit an eligible application to the intended grant program on or before the deadline of the grant program to which they plan to apply.

I. INVOICING: This is a reimbursement program. Applicants selected to receive funding will be required to execute a State Standard Contract prior to commencing work. A reimbursement billing form, which will be sent to Applicants with their contract, must be submitted with documentation of payment.

3. Instructions for Application Submission

A. EVALUATION CRITERIA: This is a non-competitive grant; all eligible and approved applications will receive funding on a rolling basis, as funds remain available. If only a portion of listed costs are eligible, EEA may award partial funding. Funding for grant assistance services is **not** contingent upon being selected to receive an eligible DCS or other grant award. EEA reserves the right to ask clarifying questions on applications prior to making a final award.

B. APPLICATION SUBMISSION INSTRUCTIONS: Applicants are required to submit the attached application form and required documents via email to darya.mattes@mass.gov not later than Friday, April 11, 2025.

Applications received after April 11, 2025 will not be accepted. It is the Applicant's responsibility to verify receipt of the application.

C. REQUIRED APPLICATION DOCUMENTS:

- The application form and any required attachments.
- Letter from applicant's CEO authorizing the application and naming a Project Manager as grant contact.
- If this application is requesting funding to support a DCS grant submission, the application must be signed by chair of the Commission eligible to apply for the intended DCS grant.
- If this application is from an RPA or regional land trust and is seeking funding to support one or more municipalities, a letter of support from each municipal CEO is required.

D. DOCUMENTATION REQUIRED UPON APPROVAL FOR FUNDING: If selected, the Applicant will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form, filled out and signed by the Applicant, and accompanied by Commonwealth Scope and Budget Form
- Completed Contractor Authorized Signatory Listing Form
- For Land Trust applicants:
 - Commonwealth W-9 Request for Taxpayer Identification Number and Certification
 - Authorization for Electronic Funds Payment

Applicants may review the Commonwealth Standard Contract Form, Commonwealth Scope and Budget Form, and Contractor Authorized Signatory Listing prior to submission of an application at <https://www.mass.gov/lists/osd-forms>.

E. DOCUMENTATION REQUIRED FOR REIMBURSEMENT: Reimbursement requests will require grantees submit a copy of the bill or invoice from the contractor providing services, or of costs incurred by the RPA or Land Trust, as well as evidence of grantee's payment for the services such as a copy of the cancelled check(s), wire transfer, or a statement by a municipal treasurer attesting to municipal payment for the work. In addition, the following will be required as applicable:

If the award is for assistance with a grant application:

- A complete and eligible application to the grant program. *note, to be considered eligible for LAND, PARC or LWCF grant awards municipal applicants must have an approved OSRP on file with DCS*

by the grant program deadline.

If the award is for appraisal costs:

- A copy of the appraiser's summary letter/estimation of value (typically the first 1-3 pages of the full appraisal) verifying the grantee was the named client for the appraisal. If the appraisal was solicited for purposes of an eligible DCS grant program, the full appraisal must be submitted to DCS with the qualifying grant application.

If the award is for other assistance with advancing conservation or eligible outdoor recreational land transactions or for assistance with an OSRP

- For those projects resulting in documents being recorded at Registries of Deeds prior to submission of reimbursement, those recorded documents must be submitted with the request for reimbursement and no later than the contract deadline of June 30, 2025, according to the specific terms of the awarded contract. Other contractual obligations will be determined by EEA at the time of contracting as needed.

4. Deadlines and Procurement Calendar

A. RELEASE OF BID: August 26, 2024

B. INFORMATION SESSION: Two information sessions will be held. Applicants are encouraged to attend the in-person session that will be hosted at the [DFW Field Headquarters in Westborough](#) on Thursday, September 26 at 9:30am. A second virtual session for those unable to attend in person will be held on Monday, September 30 at 2pm on MS Teams. Please RSVP to darya.mattes@mass.gov no later than Wednesday, September 25 if you plan to attend either session. The presentation and answers to any questions received in writing by Friday, October 4 will be posted on the DCS website. While not required, it is strongly recommended that applicants attend an information session.

C. APPLICATION DUE DATE: Applications will be accepted on a rolling-basis through April 11, 2025.

D. ESTIMATED AWARD DATE: Applicants will be notified of funding decisions within three weeks of submitting a complete application. An initial contract will be provided immediately thereafter.

E. ESTIMATED CONTRACT START DATE: Rolling. Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, and only after an award is issued and a final scope of services has been negotiated, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form.

5. Miscellaneous

A. TYPE OF PROCUREMENT: Grant

B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS: This Bid is a single department procurement. All grant awards under this Bid will be made by EEA.

C. REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS: This Bid will result in multiple contracts.

D. BID DISTRIBUTION METHOD: This Bid has been distributed electronically using the CommBuys system. It is the responsibility of every Applicant to check CommBuys for any addenda or modifications to a Bid to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Applicants who fail to check for amended Bids and submit inadequate or incorrect responses. Potential Respondents are advised to check the “last change” field on the summary page of Bids for which they intend to submit a response to ensure they have the most recent Bid files.

E. LIST OF ATTACHMENTS:

- A. Application Form for municipalities, tribal governments, land trusts, conservation districts, water or fire districts and other public water suppliers applying on their own behalf.
- B. Application form for Regional Planning Agencies, qualified 501(c)(3) land trust organizations submitting a proposal on behalf of other eligible applicant(s).

ATTACHMENT A: APPLICATION FORM *for municipalities, tribal governments, land trusts, conservation districts, water or fire districts and other public water suppliers applying on their own behalf*

Instructions:

- Submit this application form and all attachments by email to darya.mattes@mass.gov.
- Please send all documents in a single email not to exceed 20 MB.

1. APPLICANT INFORMATION

Applicant Name (Municipality/Tribal Government/District/Organization): _____

Project Manager (Contact Person)

Name: _____

Title: _____

Mailing Address (City/Town Hall for municipalities):

Phone number: _____

E-mail address: _____

2. FUNDING REQUEST INFORMATION

Check which funding type(s) your organization is seeking and in what amount(s):

- Assistance with a grant application (DCS or other): up to \$5,000 maximum
Cost of obtaining a required qualified independent appraisal, if applicable: up to \$5,000 maximum

a. Funding request (up to \$10,000): \$ _____

Note: Invoices or other documentation of costs incurred and/or services rendered will be required for reimbursement.

b. What is the name of the grant program for which you intend to apply?

c. If this is **not** a DCS grant, please provide the grant program's website:

d. If there is no website available, please provide the grant administrator's contact:

Note: If selected for funding, applicant will be required to submit the completed grant application listed above by the grant deadline, or an acknowledgement of receipt of the completed application by the funder as a condition of reimbursement.

e. Project Information:

Name of project subject to the grant application: _____

Street address of project: _____

Project acreage: _____ acres

- Contractual services to facilitate a land protection transaction or eligible park design work: \$50,000 maximum

a.) Estimated total costs to be incurred in FY25 (from contract execution until June 30, 2025):
\$ _____

FY25 funding request (90% of estimated total costs incurred in FY25): \$ _____

c.) Project Information:

Name of project subject to the grant application: _____

Street address of project: _____

Project acreage: _____ acres

Assessor parcel number(s) of project: _____

Interest to be acquired/conveyed: __ Fee
 __ Conservation Restriction
 __ Watershed Preservation Restriction
 __ Agricultural Preservation Restriction
 __ Combination

If "Combination" was selected please describe the sequence of transactions and parties to the conveyance:

All applications for land protection or park projects must include:

- 1.) A map of the property that clearly identifies the project parcel(s)

- 2.) A summary (one page or less) of the proposed project. This should include description of why the applicant feels it is a viable conservation opportunity (ie, evidence of willing seller or confidence of reaching agreement) as well as the benefit to conservation or recreation, and address how the property will be permanently protected (e.g., through a recorded CR, or deed language affirming Article 97 protection). As applicable, please describe how the project will protect conservation values including: open space, habitat protection, drinking water supply protection, farmland protection, climate resiliency or outdoor recreation.
- 3.) For municipalities seeking funding assistance to develop a DCS grant application, please identify if the land will be placed in the care and control of the Conservation Commission, Water Commission or Recreation Commission and ensure the applicable Commissioners authorize this application by signing the statement below.

Assistance developing or updating a municipal Open Space and Recreation Plan

a.) Funding request (90% of total cost, up to \$20,000): \$ _____

Note: Invoices or other documentation of costs incurred and/or services rendered will be required for reimbursement.

b.) Expiration year of most recent OSRP, if applicable: _____

3.) REQUIRED ATTACHMENTS

Applications **for contractual services to facilitate land transaction or eligible park design** work must include a project budget.

Example budget:

<i>Description</i>	<i>Rate</i>	<i>Total Cost</i>
<i>Negotiations with landowner</i>	<i>14 hrs @\$75/hr</i>	<i>\$1,050</i>
<i>Title research fees</i>		<i>\$4,500</i>
<i>Phase I ESA</i>		<i>\$3,000</i>
	<i>TOTAL:</i>	<i>\$8,050</i>

4.) AUTHORIZING SIGNATURES

The undersigned hereby certifies that they are authorized, by the bylaws or charter of _____ or otherwise by law, acting in their official capacity as the _____ of said municipality/organization and on behalf of said municipality/organization, to authorize the person designated below as project manager to collaborate with the Executive Office of Energy & Environmental Affairs on matters pertaining to this grant application.

Chief Executive Officer

Printed Name

Date

Authorized project manager:

Name: _____ Position: _____



ATTACHMENT B: APPLICATION FORM for Regional Planning Agencies and qualified 501(c)(3) regional land trusts providing assistance to municipalities or other qualified applicants.

Instructions:

- Submit this application form and all attachments by email to darya.mattes@mass.gov.
- Please send all documents in a single email not to exceed 20 MB.

1. APPLICANT INFORMATION

Applicant Name (RPA/Organization): _____

Project Manager (Contact Person)

Name: _____

Title: _____

Mailing Address:

Phone number: _____

E-mail address: _____

2. FUNDING REQUEST INFORMATION

Check which funding type(s) your organization is seeking and in what amount(s):

- Assistance with a grant application (DCS or other): \$5,000 maximum per application
Cost of obtaining a required qualified independent appraisal, if applicable: \$5,000 maximum per appraisal

a. Funding request: \$ _____

Note: Invoices or other documentation of costs incurred and/or services rendered will be required for reimbursement.

b. What is the name of the grant program(s) for which you intend to provide application assistance to a qualified applicant?

c. If this is **not** a DCS grant, please provide the grant program's website:

d. If there is no website available, please provide the grant administrator's contact:

Note: If selected for funding, applicant will be required to submit the completed grant application listed above by the grant deadline, or an acknowledgement of receipt of the completed application to the funder as a condition of reimbursement.

e. Project Information (repeat as necessary to cover all proposed projects):

Name of project subject to the grant application: _____

Street address of project: _____

Project acreage: _____ acres

Contractual services to facilitate land protection transaction or eligible park design work:
\$50,000 maximum per project

a.) Estimated total costs to be incurred in FY25 (from contract execution to June 30, 2025):
\$ _____

FY 25 funding request: \$ _____

c.) Project Information (repeat as necessary to cover all proposed projects):

Name of project subject to the grant application: _____

Street address of project: _____

Project acreage: _____ acres

Assessor parcel number(s) of project: _____

Interest to be acquired/conveyed: __ Fee
 __ Conservation Restriction
 __ Watershed Preservation Restriction
 __ Agricultural Preservation Restriction
 __ Combination

If "Combination" was selected please describe the sequence of transactions and parties to the conveyance:

All applications for land conservation or park projects must include:

1.) A map of the property that clearly identifies the project parcel(s)

- 2.) A summary (one-page or less) of the proposed project. This should include description of why the applicant views the subject property to be a viable conservation project (e.g., evidence of a willing seller or confidence of reaching agreement) as well as the benefit to conservation or recreation, and address how the property will be permanently protected (e.g., through a recorded CR, or deed language affirming Article 97 protection). As applicable, please describe how the project will support land values including: open space, habitat protection, drinking water supply protection, farmland protection, climate resiliency or outdoor recreation.
- 3.) For municipalities seeking funding to develop a DCS grant application, please identify if the land will be placed in the care and control of the Conservation Commission, Water Commission or Recreation Commission and ensure the applicable Commissioners authorize this application by signing the statement below.

Assistance developing or updating a municipal Open Space and Recreation Plan

- a.) Funding request (up to \$20,000 per community to max of \$50,000 if three or more communities): \$ _____

Note: Invoices or other documentation of costs incurred and/or services rendered will be required for reimbursement.

- c.) Expiration year of most recent OSRP, if applicable: _____

3.) REQUIRED ATTACHMENTS

Applications **for contractual services to facilitate land transaction or eligible park design** work must include a project budget.

Example budget:

<i>Description</i>	<i>Rate</i>	<i>Total Cost</i>
<i>Negotiations with landowner</i>	<i>14 hrs @\$75/hr</i>	<i>\$1,050</i>
<i>Title research fees</i>		<i>\$4,500</i>
<i>Phase I ESA</i>		<i>\$3,000</i>
	<i>TOTAL:</i>	<i>\$8,050</i>

4.) AUTHORIZING SIGNATURES

The undersigned hereby certifies that they are authorized, by the bylaws or charter of _____ or otherwise by law, acting in their official capacity as the _____ of said municipality/organization and on behalf of said municipality/organization, to authorize the person designated below as project manager to collaborate with the Executive Office of Energy & Environmental Affairs on matters pertaining to this grant application.

Chief Executive Officer

Printed Name

Date

Authorized project manager:

Name: _____ Position: _____