

**FEDERAL LAND AND WATER CONSERVATION FUND
FY25 APPLICATION FORM**

Instructions:

- *The application must be submitted through [this online form](#). The Applicant will be asked to enter the information below directly into the form.*
- *Please ensure that all files you upload are consistently labeled. Please make file names consistent with the following: [Name of municipality/state agency]_[Shorthand version of project title]_[Name of attachment from attachment checklist]_LWCF*
- *Total size of all files attached to the online form cannot exceed 25 MB. Consider compressing your PDFs prior to uploading to reduce file size.*
- *Please upload files to the online form as PDFs if possible, unless otherwise specified.*
- *The application can be saved while working on it for up to 30 days. Click “Save and Resume Later” at the bottom of the form and then click on “Save and Get Link.” A link to the application will be provided which must be copied and saved to return to the application. A good way to ensure that the link is not lost is to email it to yourself.*
- *Please note that all files that have been uploaded at the end of the application will not be saved if leaving the site before submitting the application. The files must be uploaded again upon re-entering the site and submitting the application.*

1. **Municipality or state agency department name:** _____

2. **Project name:** _____

Project street address: _____

GPS coordinates at main entrance: _____ Congressional District: _____

Project acreage: _____

Project registry information for Development and Renovation projects only:

Street address of the Registry of Deeds where the park’s deed is located

(not the park’s street address): _____

Book: _____ Page: _____

Type of Project: Acquisition Acquisition and Development

New Development Renovation

If an acquisition, interest to be acquired: Fee Conservation Restriction

Has this site received previous LWCF assistance? Yes No

3. **Contact Person:** _____

Agency: _____

Address: _____

Zip _____

Telephone _____

Email: _____

4. **Briefly describe the project on TWO attached pages (writing should be no smaller than single spaced, 11-point font, 3/4" margins).** Use the LWCF Rating System as an outline for the description, including (but not limited to) what is listed below, to ensure the maximum score possible for your project.
- How the project will improve community health and resilience to climate change in the project’s neighborhood (e.g. reducing the heat island effect, mitigating stormwater and flooding issues, filtering pollution from local traffic and other sources, etc.; for acquisition projects include the [TNC resiliency map](#) and for park projects include the [Hot Spots map](#))
 - Relevance to the [Statewide Comprehensive Outdoor Recreation Plan](#) and (for municipalities) local Open Space and Recreation Plan or (for departments) agency acquisition plan
 - How the project will increase the availability of recreational opportunities to residents in areas of the state that currently have inadequate access to open space
 - For conservation acquisitions, describe how the project provides access to those in [Census-designated Urban Areas](#) and/or if the trailhead is within a half-mile of a transit stop
 - For recreation projects, describe how the park will facilitate community gatherings
 - Ability for the project to provide access to people with disabilities – describe how the project goes above and beyond what is required by law
 - For projects in [Environmental Justice neighborhoods](#), provide information on how use of new or restored greenspace will be encouraged
 - How the site is well equipped to deal with climate change – for acquisitions, is it mapped as resilient or is there [BioMap](#) on the parcel, for park development, is the site design taking climate resiliency into consideration?
 - Describe stewardship activities undertaken in your community/department – provide detailed information on baselines completed, staff dedicated to stewardship activities such as maintenance, number of LWCF inspection reports completed, etc.
 - Creation of new trails or expansion or connection of existing trail(s)
 - Water-based recreation (include linear footage of water resource, including beach shoreline, and what types of recreation will be provided, including wildlife viewing and shore fishing)

5. **Proposed Funding:**

The LWCF program is a **reimbursement** program. Grant recipients are reimbursed after invoices have been paid. **The total project cost must be raised or appropriated by the municipality or department shortly after project approval if it has not already been appropriated.** Costs incurred prior to grant approval and contract execution are not eligible for reimbursement, **including appraisal and/or design costs.** Force account labor is also ineligible, as are donations and volunteer hours. Mention any *previous, pending, or anticipated* financial assistance on this project. Refer to the [LWCF Manual](#) Chapter 5 for eligible cost details. A sample budget can be found in Attachment E. Please note that LWCF grants have a maximum 50% reimbursement rate with a maximum \$1,000,000 and minimum \$50,000 grant request. The specific reimbursement rate for the project subject to this application will be based on what percentage the grant award is of the total eligible project cost. For acquisition projects without an appraisal at the time of the grant deadline, use best estimates here. Final details will be worked out when appraisal is submitted.

Total Eligible Project Cost: _____

LWCF Request: _____
 (up to 50% of total project cost, maximum of \$1,000,000, minimum of \$50,000)

Municipal Share: _____
 (Community Development Block Grant, Community Preservation Act, etc., please specify in narrative)

Other: (i.e. private donation to community, fund raising, etc.) _____

Attach a one-page description of the proposed project budget including:

- The source of all local funding including donations and Community Preservation Act funds.
- Description of the details of any donation, if applicable (be sure these funds are gifted to the community or department and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal, or nonprofit organizations. List these partners and describe their contribution.

6. Leases, Rights, and Restrictions

Describe outstanding leases, restrictions or other rights or interests held by others in the project site and enclose copy of the same. See Chapter 8 of the [LWCF Manual](#) for more information on what is allowable on the property under the LWCF program.

7. Structures (for Acquisition Projects Only)

Are there currently any buildings or structures on the property? Yes No

If yes, list each one, including the estimated value and current use, as well as its intended use if this project is funded. If this is an application for a conservation land acquisition, the grant is intended to preserve the undeveloped land, not to purchase buildings. The type of structure could impact the grant award. Acceptable structures include, but are not limited to, storage sheds, information kiosks, or barns that hold environmental education workshops.

8. Permanent Protection (for Development or Renovation Projects Only)

If the applicant already owns the land, is the property permanently dedicated for park, playground, or recreation purposes (MGL Chapter 45, Section 3 or 14) or conservation purposes (MGL Chapter 40, Section 8C)? If not, please submit draft dedication language for DCS review (all land within the Section 6(f)(3) boundary map must have the appropriate dedication language recorded in the deed before final reimbursement from EEA).

Yes No

9. Fees

Are fees currently charged or proposed for this site? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. If applicant is awarded a grant, the site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Chapter 8 of the [LWCF Manual](#). If a site's fee structure is not compatible with EEA and NPS policy, a grant award may be rescinded.

Yes (copy attached) No

10. Community Preservation Act

Has your community passed the Community Preservation Act?

Yes No N/A

If "yes", please note that successful grant applicants that have purchased real property interests for open space or recreational purposes using money from the Community Preservation Fund must have all conservation restrictions required by Section 12 of Chapter 44B approved by the Secretary of Energy and Environmental Affairs and recorded prior to receipt of final project reimbursement from the Executive Office of Energy and Environmental Affairs (for file records only).

11. Municipal Open Space and Recreation Plan (for municipal applicants)

Describe how your project meets the recommendations in your current OSRP. To receive points in this category, you must cite specific goals, objectives, and/or actions from the Action Plan and the associated page number references.

	Goal, objective, or action plan item from current OSRP	Page #
1		
2		
3		
4		

12. Enhanced Outreach to Environmental Justice Populations

Describe how Environmental Justice Populations in your community (or neighboring communities) were able to participate in the project selection and design process. Please include any flyers, mailings, etc. that were distributed to the community and list here where they were distributed.

13. Check the following if applicable to project (for file records only):

- Yes No Prime agricultural lands (see Ex. Order #193)
- Yes No Environmental intrusion, i.e. overhead power lines (**must be buried**), safety hazards
- Yes No Brownfield – 2IE evaluation
- Yes No Environmental Justice community/neighborhood
- Yes No Acquisition involving relocation of residents, tenants, or businesses

If an acquisition project:

Do you have a purchase and 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

Note that if clear title is not available, the community 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.

Appraisal Report (note that the appraisal deadline is February 27, 2025)

Valuation: \$ _____ Total wetland acres: _____

Appraiser: _____ Total upland acres: _____

Valuation Date: _____ Total potential house lots: _____

Please note: the appraisal must be submitted using [federal appraisal standards](#) (“Yellow Book”) and you must contact Melissa Cryan no later than December 9, 2024 in order to coordinate the appraisal process.

14. Check if the following permits are required (Any required permit(s) must be provided to DCS by April 14, 2025 per LWCF requirements. Applicants unable to provide federal permits by this date will be ineligible to apply this year.):

- Yes No U.S. Army Corps of Engineers (404 or Rivers and Waterways)
- Yes No [MA DEP Division of Wetlands & Waterways](#)
- Yes No U.S. Coast Guard
- Yes No C. 131 s. 40 Wetlands (municipal conservation commission)
- Yes No MEPA Review ([301 CMR 11.00: MEPA Regulations](#))

IMPORTANT NOTICE

If any of the above federal permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, federal permits will be required as part of the final application and must be provided to Melissa Cryan no later than April 14, 2025.

15. Attach certification of:
- a) The Chief Executive Officer's legal authorization to execute contracts. This is a resolution, motion, or similar action that has been duly adopted or passed as an official act of the community's governing body that authorizes the filing of the applications, including all understandings and assurances contained therein by the signatory, usually a page from the town/city charter will satisfy this requirement (this is not a DCS form to be completed, nor is it specific to this grant application); and
 - b) Authorization for Application: Copy and paste this language into a letter and upload it as a part of this application:

Authorization for Application

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 and on behalf of said municipality, to submit the foregoing application for a grant from the Executive Office of Energy & Environmental Affairs, and hereby authorizes the person designated below as project manager to collaborate with the Executive Office of Energy & Environmental Affairs on matters pertaining to the grant application.

Chief Executive Officer Signature: _____ **Printed Name:** _____ **Date:** _____

Authorized project manager: Name: _____ **Position:** _____

PLEASE LABEL ALL ATTACHMENTS

REQUIRED ATTACHMENTS (applications that are missing these items will not be accepted)

1. **Municipal Open Space and Recreation Plan**, if not already approved and on file at DCS. Plans are approved by DCS for up to seven years of eligibility in DCS grant programs. Community is not eligible to apply without an approved plan, or submission of a draft plan. (If we have it on file, don't send another copy.)
2. **Acquisition Projects – Appraisal report** as required by DCS. All applicants applying for an acquisition project must be in touch with Melissa Cryan no later than December 9, 2024 in order to coordinate the appraisal process. Note that the appraisal(s) must be done to federal appraisal standards (“[Yellow Book](#)”). [Appraisal must include Statement of Work \(Attachment F\)](#).

RECOMMENDED ATTACHMENTS

(provides details to information requested and assists in project evaluation)

1. **Project boundary map** showing the project boundary, see Attachment B. 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.
2. **USGS Locus Map** showing project boundaries, any adjacent or nearby public or quasi-public park or conservation land, nearby public transportation route(s), bike paths, trails, and EJ populations in project site area.
3. **Massachusetts Historical Commission comments:** Send the MHC a [PNF](#) 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. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.
4. **Massachusetts Natural Heritage and Endangered Species Program comments:** Letter from the Natural Heritage and Endangered Species Program (NHESP) indicating the presence or absence of rare and endangered species on properties included in the application. To request comments, please submit a Request for State-listed Species Information to the NHESP. See <https://www.mass.gov/how-to/request-rare-species-information> for information on submitting that request online or by mail. The request should include “LWCF Grant” in the *Project or Site Name*. There is no charge for this request letter.
5. **Project description and budget details**, including a breakdown of how much is needed for design costs and construction costs, if proposing a development or renovation project, as well as any donations from partners. The project description should be written with the LWCF Rating System in mind so that the project can be awarded the most points available. (This fulfills questions 4 and 5 from application form.)
6. **Evidence of public meeting on proposed project** (copy of announcement and a list of where it was posted or actual newspaper ad and attendance sheets). Concentrate on local neighborhood participation by posting notices with tenants' associations, in local grocery stores, or with Community Development Corporations. Pay special attention to [Environmental Justice neighborhoods](#) in the community. Please look at EEA's [Environmental Justice Policy](#) to ensure proper outreach procedures in EJ neighborhoods, which includes, but is not limited to, advertising the public meeting in the language spoken in the neighborhood and having translation services available.
7. Preliminary park designs or plans for walking paths and trails on conservation acquisitions that demonstrate the site's **accessibility for people with disabilities**.
8. For municipal applicants: certified copies of the **municipal vote** (or draft warrant article or city council order, as necessary) authorizing application; raising, borrowing, or appropriating the total project cost (application item #5); and dedicating land to park, playground, or recreation purposes (application item #8). Refer to the Sample Municipal Vote, which is included in the application package, for guidance.
9. Copy of property **deed** confirming municipal ownership and dedication to conservation, park, playground, or recreation purposes for development and/or renovation projects.
10. **Project schedule** that demonstrates how quickly the public will be able to use the site.
11. **Evidence of stewardship activities** – submit documentation of good land stewardship of municipal, state, or tribally-held land. This proof could include: a stewardship monitoring report, evidence of invasive species control, trail building, educational kiosks, recent surveys outlining the condition of trails or land boundaries, recent baseline documentation reports, park cleanup days, and/or forest or land management plans. Photos of land stewardship activities are encouraged. If your community or tribe does not currently own any conservation or parkland, please describe how you will steward the land subject to this application in the project narrative. Links to websites can also be used in place of attachments in the hard copies of the application, if they are lengthy, to cut down on paper, but should be provided in the electronic copy.

ATTACH SUPPLEMENTARY DOCUMENTS IF APPLICABLE TO THE PROJECT

1. Copies of current leases, restrictions, or other rights or interests held by others in the property.
2. Fee schedule.
3. Any necessary permits (any required permit(s) must be provided to DCS by April 14, 2025 per LWCF requirements)

If selected, the respondent will be required to execute the following forms to complete a contract:

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

Applicants are encouraged to review these forms prior to submission of an application. With the exception of the Project Agreement, all other forms are available at: www.mass.gov/osd.