

# **2015 – Funds Now Available!**

## **Land Protection Transaction Grants**

### **Piscataqua Region Coastal Watershed**

*Grant Due Date 1/30/2015*

#### **I. Overview**

The Piscataqua Region Estuaries Partnership (PREP) and Great Bay Resource Protection Partnership (GBRPP) are offering matching grants to assist with land transaction costs for permanent land protection projects (conservation easements, full fee acquisitions, donations) within the Piscataqua Region coastal watershed area (coastal New Hampshire and part of southern Maine). Qualified nonprofit tax-exempt 501(c)(3) conservation organizations or units of government may apply for a grant. The total amount available for 2015 grants is \$64,975.

#### **II. Project Eligibility**

1. Proposed land protection projects must be within the boundary of the Piscataqua Region coastal watershed (see map and list below).



- |               |               |
|---------------|---------------|
| Acton         | Middleton     |
| Barrington    | Milton        |
| Berwick       | New Castle    |
| Brentwood     | New Durham    |
| Brookfield    | Newfields     |
| Candia        | Newington     |
| Chester       | Newmarket     |
| Danville      | North Berwick |
| Deerfield     | North Hampton |
| Dover         | Northwood     |
| Durham        | Nottingham    |
| East Kingston | Portsmouth    |
| Eliot         | Raymond       |
| Epping        | Rochester     |
| Exeter        | Rollinsford   |
| Farmington    | Rye           |
| Fremont       | Sandown       |
| Greenland     | Sanford       |
| Hampton       | Seabrook      |
| Hampton Falls | Somersworth   |
| Kensington    | South Berwick |
| Kingston      | Stratham      |
| Kittery       | Stratham      |
| Lebanon       | Wakefield     |
| Lee           | Wells         |
| Madbury       | York          |

2. Parcels proposed for protection must meet at least **one** of the following criteria:
  - Be located (at least in part) in one of the Conservation Focus Areas identified in the *Land Conservation Plan for New Hampshire's Coastal Watersheds<sup>1</sup>* or [The Land Conservation Plan for Maine's Piscataqua Region Watersheds](#).
  - Include shoreline on Great Bay, Little Bay, Hampton-Seabrook Estuary, or any tidal river or stream.

**Important Note:** While most projects that meet one or more of the eligibility criteria are eligible for funding, certain situations are generally not a good fit with the intent of the grant program. For example, easement agreements associated with permit requirements, projects involved in legal disputes, parcels with substantial contamination, or easements with dam maintenance provisions are examples of projects that may not qualify for this program.

### **III. Grant Program Options and Guidelines**

#### **1. Grant Program 1 Prospective Project Appraisals**

The purpose of this Grant Program is to provide assistance for appraisal cost for projects where the applicant needs an appraisal to begin negotiations with the landowner or assess viability of a project. Completion/closing of the project is not required.

- Maximum grant amount: \$2,500 per project or 50% of the appraisal cost, whichever is less.
- Match requirement minimum: 50% of the appraisal cost.
- Match funds may be from nonfederal or federal funding sources.
- Eligible reimbursable appraisal expenses must be incurred after October 1, 2014 and before November 1, 2015.

#### **2. Grant Program 2 Completed Project Transaction Costs, up to \$10,000**

Grant funds awarded in Grant Program 2 may be used to reimburse transaction expenses of permanent land protection projects.

- Maximum grant amount: \$10,000 per project.
- A minimum of one-to-one (1:1) match requirement for grant funds. That is, applicant must offer at least \$1 of non-federal match for every \$1 of grant funds. Applicants are strongly encouraged to provide a 3:1 match of non-federal funds to grant funds. Projects providing this level of match commitment will receive priority funding status.
- Eligible projects must close after October 1, 2014 and before November 1, 2015.
- Grant funds are awarded after closing.
- Eligible reimbursable transaction expenses must be incurred after October 1, 2014 and before November 1, 2015.
- Eligible match expenses may be incurred prior to October 1, 2014.
- Eligible reimbursable transaction expenses: land surveys, legal fees, appraisal costs, recording fees, title expenses, and Environmental Hazard Assessment (Level I).
- Eligible match expenses: staff time, professional fees and other transaction-related contractual expenses, baseline documentation report development and stewardship fund donations.

- Preference will be given to projects for which there is a contractual agreement in place such as a signed purchase and sale agreement or option agreement in place for a threshold in place as eligibility requirement.

### 3. **Maximum Grant Award per Applicant**

Applicants may be awarded funds for a total of four (4) projects from either or both Grant Programs. The total award per applicant may not exceed \$40,000.

## IV. **Grant Submission and Award Process**

1. **Application Form.** The Applicant must complete the attached application form for each project and provide all the requested information.
2. **Deadline.** Applications must be postmarked by **January 30, 2015**. Applicants may hand deliver applications by appointment only (contact Dea Brickner-Wood, GBRPP).
3. **Submission Requirements.** Applicants must submit a total of six copies of each project application, including one original and five copies, and a CD including the application and property shape file.
4. **Limits to Funding.** An applicant may receive up to \$40,000 in grant funds, and may submit a maximum of four projects.
5. **Award Process.** Award decisions will be competitive in nature. Projects that meet more than one eligibility criteria, protect larger parcels of land, or provide higher ratios of match will rank most competitively. Only complete applications will be considered. Award decisions will be determined by a committee consisting of PREP and GBRPP representatives. Announcements to applicants will be made by March 27, 2015.

## V. **Invoice Procedures**

All Grantees will be expected to submit one invoice per project, using the invoice template that will be provided with the grant award letter. Reimbursement of approved expenses will be issued to grantees as a one-time lump sum. Invoices must include documentation of reimbursable costs and matching costs. Invoices will not be paid without this documentation.

Grantees must retain on file receipts, timesheets, etc. that support reimbursable expenses in case of an audit, or if questions.

### ***Additional Requirements:***

**Grant Program 1.** Grantees must provide documentation of appraisal cost (appraisal invoice) and evidence of its completion (copy of appraisal cover letter).

**Grant Program 2 and 3.** Grantees must provide documentation of all expenditures to be reimbursed, or to be claimed as match before funds are released. Eligible transaction costs must have been expended, and all required invoicing documentation submitted by November 15, 2015, including a copy of the recorded deed or conservation easement. The invoice must include documentation (e.g., expense receipts, log of personnel/volunteer hours, etc.) of the required funding match for the project (see next section).

## VI. Match Guidance

**Grant Program 1.** Applicants must provide at least 50% of the project appraisal cost.

**Grant Program 2.** Applicants must provide a minimum 1:1 match in non-federal grant funds. That is, applicant must offer at least \$1 of match for every \$1 of grant funds. Applicants are strongly encouraged to provide a 3:1 match of non-federal funds to grant funds. Projects providing this level of match commitment will receive priority funding status. Grantee's match contribution can be cash or "in-kind" services directly related to the project. Match can come from transaction costs. Any transaction expense eligible for grant funding is also eligible as match.

In-kind services can be paid staff time or volunteer time, which is directly related to implementation of the project. Volunteer hours can be valued at \$22.86 per hour, or the current rate posted at [http://www.independentsector.org/programs/research/volunteer\\_time.html](http://www.independentsector.org/programs/research/volunteer_time.html). Higher in-kind rates can be claimed if a person volunteered services in their professional capacity. In this case, the volunteer rate is the person's "billable" rate for the service. Employee time sheets do not need to be submitted, but should be kept on file by the organization submitting the invoice. For volunteer time counted as match, documentation should be provided, including volunteer name, date, time spent on the project and a verifying signature of the volunteer. All cash, supplies, and in-kind services counted as match must be identified as federal or non-federal sources. State, local, and private funds used as match for other federal funds cannot be counted twice as match.

## VII. Grant Submission

Applications will be considered complete when all fields in the application are filled in and the mandatory maps have been included as attachments.

Applications must be *postmarked* by **January 30, 2015**. Applicants may hand deliver applications by appointment only (contact Dea Brickner-Wood, GBRPP).

Mail applications to:

Dea Brickner-Wood  
Great Bay Resource Protection Partnership  
1 Colony Cove Road  
Durham, NH 03824

These grants are made possible through the Piscataqua Region Estuaries Project (PREP) and the Great Bay Resource Protection Partnership (GBRPP).

Piscataqua Region Estuaries Project is part of the National Estuary Program, funded with monies from the U.S. Environmental Protection Agency as part of Section 320 of the Clean Water Act. (<http://www.PREP.unh.edu/>)

The Great Bay Resource Protection Partnership is a collaboration of conservation organizations in the coastal region that promotes landscape-scale land conservation and stewardship (<http://www.greatbaypartnership.org/>).

Funding for the Land Protection Transaction Grant program is provided by the New Hampshire Charitable Foundation. The Nature Conservancy serves as the fiscal and administrative agent for the GBRPP.

### **VIII. Contact Information**

For questions about this grant opportunity contact:

Dea Brickner-Wood  
GBRPP, Great Bay Coordinator  
603-868-6112  
[bluesky24@comcast.net](mailto:bluesky24@comcast.net)



**2015 GRANT APPLICATION**  
**Land Protection Transaction Grants**  
**Piscataqua Region Coastal Watershed**  
 (one application per project)

**I. Contact Information**

Applicant:	
Contact Person:	
Mailing Address:	
Phone:	Email:

**II. Certify Application**

Certified By (signature):	Date:
Name (printed):	Title:

**II. Parcel Information**

Project Name:
Street Address:
Town Tax Map and Lot Number #:
Protection Method (check box): <input type="checkbox"/> Conservation Easement <input type="checkbox"/> Fee Ownership
Acquisition Method (check box): <input type="checkbox"/> Donation <input type="checkbox"/> Purchase
Status: Purchase & Sales or Option Agreement signed <input type="checkbox"/>
Estimated date of closing: _____
# of Acres Protected:
Who will hold the conservation easement or own the protected land?
Required Maps: <input type="checkbox"/> Property boundaries on a standard USGS topographic map (with quad name/scale) <input type="checkbox"/> Property boundaries marked on an aerial map <input type="checkbox"/> Property boundaries marked on a map including the NH Coastal Conservation Plan or Maine Land Conservation Plan Focus Area
Shape file provided on CD <input type="checkbox"/>
<input type="checkbox"/> Latitude:      ° Longitude:      ° (decimal degrees format. Example: lat 43.067498°, long -70.880049°) Note: Lat/Long coordinates can be obtained by using a GPS unit or by using online mapping tools such as <a href="http://earth.google.com/">http://earth.google.com/</a> (coordinates will show at the bottom of the mapping screen – simply place the mouse pointer over your parcel)



Applicant agrees to submit project location information to the UNH Complex Systems Research Center for inclusion in the GRANIT Conservation Lands Mapping Project upon project completion.

Yes  
 No

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Habitat types found on parcel (acres):

Forest/Woodland	Forested Wetland	Field/Meadow
Agricultural Land	Freshwater Marsh	Dune
Tidal Wetland	Shrub wetland	Other
Pond	Riparian/Stream	

**1. Resource and Community Values (500 words or less)**

Provide a concise description of the habitat conservation and/or water quality benefits of this particular parcel. Describe the project’s community benefits. Include the following information:

- Type and quality of habitat on the parcel
- Connectivity with other permanently protected conservation lands
- Shoreline, river or wetland buffers protected (include number of feet or miles)
- Community benefits and public access

**2. Applicant, Partners, Stewardship (250 words or less)**

Describe the following:

- Applicant capacity
- Project partners
- Strategy for long-term stewardship

**3. Project timeline for completion**

**4. Grant Program 1**

If the project is a prospective project appraisal please explain the circumstances and need/benefit for the appraisal.

### III. Eligibility Criteria

Grant Program 1: 1 through 3 must be checked to be eligible

Grant Program 2: 1 through 4 must be checked to be eligible

<input type="checkbox"/> 1. Project is in the Piscataqua Region watershed (see map on page 1).
2. Parcel proposed for acquisition or easement meets at least <u>one</u> of the following criteria (check all that apply):  <input type="checkbox"/> Located (at least in part) in one of the Conservation Focus Areas identified in the <a href="#"><u>Land Conservation Plan for New Hampshire's Coastal Watersheds</u></a> or <a href="#"><u>The Land Conservation Plan for Maine's Piscataqua Region Watersheds</u></a>  ___ Name of Conservation Focus Area:  ___ What percentage of the project's land area is in the Focus Area:  <i>and / or</i> <input type="checkbox"/> Includes shoreline along a tidal water ___ Name of water body(s): _____  ___ Length of water body frontage to be protected (sum linear footage of both sides):         feet
<input type="checkbox"/> 3. Reimbursable transaction expenses will be incurred between 1/1/2014 and 11/1/2015.
<input type="checkbox"/> 4. Project will close after 10/1/2014 and before 11/1/2015 ( <i>Grant Program 2</i> ).

### IV. Budget Information

Grant Program 1: Insert the appraisal cost for Grant reimbursement and match funds. Identify the source of non-federal and federal match funds

Grant Program 2: Insert project transaction expenses eligible for Grant reimbursement and match into the green portion of the budget table. Insert other project costs suitable for use as match but not reimbursable by the Grant, into the blue portion of the table. Insert the known or estimated value of the land to be conserved in the pink section. Identify the source of non-federal and federal match funds in section A, B and C.

**Grant Program 1 Project Budget:** (check one):  anticipated budget  final budget

**Transaction Costs Eligible for Grant Funding and Match Expenses**

<b>Project Expense Description</b>	<b>Grant Funds Requested</b>	<b>Match Expenses Non-Federal</b>	<b>Match Expenses Federal</b>	<b>Total Match</b>	<b>Total Grant &amp; Match</b>	<b>Match Funds Non-Federal List Sources</b>	<b>Match Funds Federal List Sources</b>	<b>Match Secured or Pending?</b>
Appraisal Cost / Project Total	\$	\$	\$	\$	\$			

**Grant Program 2 Project Budget:** (check one):  anticipated budget  final budget

Project Expense Description	Grant Funds	Match Funds Non-Federal	Match Funds Federal	Total Match	Total Grant & Match	Match Funds Non-Federal List Sources	Match Funds Federal List Sources	Match Secured or Pending?
<b>A. Transaction Costs Eligible for Grant Funding or Match Expenses</b>								
Appraisal	\$	\$	\$	\$	\$			
Land Survey	\$	\$	\$	\$	\$			
Legal Fees	\$	\$	\$	\$	\$			
Title Expenses	\$	\$	\$	\$	\$			
Recording Fees	\$	\$	\$	\$	\$			
Environmental Hazard Assessment	\$	\$	\$	\$	\$			
<b>Grant Fund Transaction Total</b>	\$							
<b>B. Other Expenses Eligible for Match but not for Grant Reimbursement</b>								
Staff Time		\$	\$		\$			
Professional Fees		\$	\$		\$			
Baseline Documentation Report		\$	\$		\$			
Stewardship Endowment		\$	\$		\$			
Other:		\$	\$		\$			
<b>Transaction Cost Project Totals A &amp; B</b>	\$	\$	\$		\$			
<b>C. Project Costs for Reporting Purposes but not for Grant Reimbursement</b>								
	<b>Total Value of Protected Land or Conservation Easement</b>				<b>Match Funds Non-Federal List Sources</b>		<b>Match Funds Federal List Sources</b>	
Easement Purchase Cost	\$							
Full Fee Purchase Cost	\$							
Donated Value (bargain sale or donation as determined by appraisal)	\$							
<b>Total Conservation Land Value:</b>	\$							