

## **2009 – Funds Now Available!**

### **Coastal Watershed Land Protection Transaction Grants**

#### **Overview**

Matching grants of up to \$4,000 per project are available to assist with transaction costs for permanent land protection projects (conservation easements, full fee acquisitions, donations) within the New Hampshire coastal watershed area. Grants can be awarded to either qualified nonprofit tax-exempt 501(c)(3) conservation organizations or units of government.

#### **Project Eligibility**

- Proposed land protection projects must be within the boundary of the New Hampshire coastal watershed (see map and list below). Towns with asterisks(\*) are partially within the watershed, and should check with PREP staff to determine if a proposed project is within the coastal watershed boundary.



Barrington  
Brentwood  
Brookfield\*  
Candia\*  
Chester\*  
Danville\*  
Deerfield\*  
Dover  
Durham  
East Kingston\*  
Epping  
Exeter  
Farmington\*  
Fremont  
Greenland  
Hampton  
Hampton Falls  
Kensington\*  
Kingston\*  
Lee  
Madbury  
Middleton\*  
Milton  
New Castle  
New Durham\*  
Newfields  
Newington  
Newmarket  
North Hampton  
Northwood\*  
Nottingham  
Portsmouth  
Raymond  
Rochester  
Rollinsford  
Rye  
Sandown\*  
Seabrook  
Somersworth  
Strafford\*  
Stratham  
Wakefield\*

2. Reimbursable transaction expenses must be incurred between 1/1/08-12/31/09 to be eligible for this grant. Project expenses claimed as match do not have a time limitation.
3. 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>
- Include shoreline on streams of any order, tidal waters, or lakes
- Include wetlands designated as “[Prime Wetlands](#)”<sup>2</sup> or the equivalent local designation or have greater than 50% acreage consisting of largely undisturbed wetlands
- Include “[exemplary natural communities](#)”<sup>3</sup> or provide documented habitat for plants or animals listed as rare, threatened, or endangered by the state of NH

<sup>1</sup> <http://www.rpc-nh.org/coastal-conservation.htm>

<sup>2</sup> <http://www.des.state.nh.us/wetlands/Guidebook/primewet.htm>

<sup>3</sup> <http://www.dred.state.nh.us/divisions/forestandlands/bureaus/naturalheritage/documents/townlists.pdf>

**Important Note:** Even if your project meets these criteria, please discuss your project briefly with PREP staff prior to submitting an application to ensure it is consistent with PREP’s programmatic goals. While most projects that meet one or more of the eligibility criteria will be awarded 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, easements with dam maintenance provisions, etc.)

### **Eligible Expenses**

Grant funds can be used to reimburse transaction expenses of land protection projects that have been completed in 2009, or that are making substantial progress in moving to fruition in 2009 (i.e. there is a signed purchase and sale agreement in place between the landowner and the conservation buyer). Transaction costs eligible for reimbursement include (but may not be limited to): land surveys, attorney fees, land protection staff time, consultant fees, the conservation group’s appraisal costs, recording fees, title expenses, and stewardship costs.

### **Grant Award Process**

Approximately \$33,000 is initially available in this grant program for 2009. Only one application may be submitted per project. For the 2009 funding round (2009 calendar year), there is an initial limitation of one new grant application per applicant organization which shall apply unless PREP receives an insufficient number of applications. This is a non-competitive grant program, and funds will be awarded on a first-come first-served basis to projects meeting the eligibility criteria. Applications may be submitted before or after transaction costs are incurred.

Applications will be accepted on an ongoing basis starting in March 2009, and henceforth until all grant funds are committed. Applications will be awarded or denied funding within one month after receipt of a complete application. Organizations selected for grant assistance will receive an award letter from PREP. Given the modest size of the grant awards, a formal grant agreement or contract will not be issued.

### **Invoice Procedures**

All expenditures to be reimbursed by PREP, or to be claimed as match for PREP funds, must be documented before PREP funds are released. Eligible transaction costs must be completed, and all required documentation submitted to PREP, by December 31, 2009. **Please Note:** For

pending conservation easements, bargain sales, and full fee acquisitions, a signed copy of the purchase and sale agreement pertaining to the conservation parcel will be required prior to the release of PREP funds. For donated conservation properties or completed easement projects, the book and page number in the registry of deeds (documenting interest ownership in the parcel by the conservation organization or town) will need to be provided to PREP prior to the release of grant funds.

**Grantees should submit one invoice per project**, using the PREP invoice template that will be provided with the grant award letter. Invoices received by the PREP must be signed, original copies (we cannot accept electronic copies). Reimbursement of approved expenses will be issued to grantees as a one time lump sum. Invoices should include documentation of reimbursable costs and matching costs. **The invoice must include documentation (e.g., expense receipts, log of personnel/volunteer hours, etc.) of the 1:1 non-federal fund match for the project. 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 questioned by the University of New Hampshire or the PREP.

### **Match Guidance**

The PREP has a minimum of a one-to-one match requirement for program funds. This means that for every dollar contributed to a project by PREP, at least one dollar must be contributed to the project by the entity receiving funds. A grantee's match contribution can be cash, equipment/supplies, or "in-kind" services directly related to the project. Match can come from transaction costs or costs associated with the purchase of the land or conservation easement.

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 \$19.51 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. For example, if a lawyer volunteers a service to draft legal language for a conservation easement, the volunteer rate is his or her professional rate for service. If the same person assists with assembling materials for a mailing, the rate would be \$19.51 per hour, since the service is not associated with the person's paid profession. If in-kind services are counted, indicate the person, hourly rate, number of hours, and which tasks this person completed. If the same person's time is counted in part as a reimbursable expense and in part as match, indicate which hours and tasks are reimbursable expenses and which are used for match. Employee time sheets do not need to be submitted to PREP, 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 from **non-federal** sources (e.g., no federal funds can be used to meet the match requirements of PREP funds). A person's time cannot be counted as match if he or she is paid by federal funds. State programs that are funded with federal funds (for example, EPA or NOAA program funds) cannot be used to match PREP funds. State, local, and private funds used as match for other federal funds **cannot be counted twice** as match.

## 2009 GRANT APPLICATION

### Coastal Watershed Land Protection Transaction Grants

#### I. Contact Information

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

#### II. Parcel Information

Project Name:		
Street Address:		
Parcel # (from tax assessor's maps if available):		
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		
# 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 a tax parcel map		
<input type="checkbox"/> Aerial photo of site included. (Optional – not required for complete application)		
Latitude: _____ ° Longitude: _____ °		
(decimal degrees format. Example: lat 43.067498°, long -70.880049°)		
<small>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)</small>		
Has location information about this parcel been officially submitted to the UNH Complex Systems Research Center for inclusion in the GRANIT Conservation Lands Mapping Project?		
<input type="checkbox"/> Yes.		
<input type="checkbox"/> No. (Submittal of completed projects will be required of applicant)		
Habitat types found on parcel (check all that apply):		
<input type="checkbox"/> Forest/Woodland	<input type="checkbox"/> Forested Wetland	<input type="checkbox"/> Field/Meadow
<input type="checkbox"/> Agricultural Land	<input type="checkbox"/> Freshwater Marsh	<input type="checkbox"/> Dune
<input type="checkbox"/> Tidal Wetland	<input type="checkbox"/> Shrub wetland	<input type="checkbox"/> Other:
<input type="checkbox"/> Pond	<input type="checkbox"/> Riparian/Stream	

### III. Eligibility Criteria

<input type="checkbox"/> <i>Project is in the New Hampshire coastal watershed.</i>
<input type="checkbox"/> <i>Reimbursable transaction expenses must be incurred during the 2008/2009 calendar years to be eligible for this grant.</i>
<input type="checkbox"/> <i>Parcel size is larger than five acres. (smaller parcels may be eligible if they meet criteria #4 in the list below).</i>
<b>Parcels proposed for acquisition or easement must meet at least <u>one</u> of the following criteria (check all that apply):</b>
<ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Be located (at least in part) in one of the Conservation Focus Areas identified in the <a href="#">Land Conservation Plan for New Hampshire's Coastal Watersheds</a> * Name of Conservation Focus Area: _____</li> <li>2. <input type="checkbox"/> Include shoreline on streams of any order, tidal waters, or lake * Name of waterbody(s): _____ * Length of water body frontage to be protected (if both sides of the stream, sum linear footage of both sides): _____ feet</li> <li>3. <input type="checkbox"/> Include wetlands designated as "<a href="#">Prime Wetlands</a>" or the equivalent local designation <i>or</i> have greater than 50% acreage consisting of largely undisturbed wetlands * for Prime Wetlands, cite relevant town document: _____ * approximate acres of wetlands on parcel: _____</li> <li>4. <input type="checkbox"/> Include "<a href="#">exemplary natural communities</a>" or provide documented habitat for plants or animals listed as rare, threatened, or endangered by the state of NH * exemplary natural communities: _____ * state listed species: _____</li> </ol>

### IV. Budget Information

PREP funds are limited to \$4,000 per project/application. Show 1:1 match in table.

**Transaction Budget:** Detail only the *transaction costs*\* associated with the project.

(check one):  anticipated budget  final budget

Transaction Cost Description	PREP Funds Requested	Matching Funds	Totals	Match Funding Source
Land Survey	\$	\$	\$	
Appraisal	\$	\$	\$	
Legal Fees	\$	\$	\$	
Staff Time	\$	\$	\$	
Consultant Fees	\$	\$	\$	
Title Expenses	\$	\$	\$	
Recording Fees	\$	\$	\$	
Stewardship Costs	\$	\$	\$	
Other:	\$	\$	\$	
Totals:	\$	\$	\$	
Total Transaction Costs =				

\* *Transaction Costs* - Eligible expenses include: land surveys, appraisals, legal fees, staff time, consultant fees, title expenses, recording fees, stewardship costs, environmental assessments, etc.

**Overall Project Budget:** Please estimate the overall costs of the land protection project.  
 (check one):  anticipated budget  final budget

Expense Category	Amount	Funding Source(s)
Transactions costs (total from transaction budget table above)	\$	
Easement purchase cost	\$	
Full fee purchase cost	\$	
Donated value (bargain sales or donations) [donated value = appraised value of land minus the actual purchase price]	\$	
Other:	\$	
Other:	\$	
Other:	\$	
Other:	\$	
Project Total =	\$	

## V. Grant Submission

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

Electronic application forms (Microsoft Word format) can be downloaded from <http://www.PREP.unh.edu/>, filled in, and emailed as attachments directly to [Derek.sowers@unh.edu](mailto:Derek.sowers@unh.edu). Applications sent by email should include legible scanned versions of the two required maps.

Hardcopy versions of the application should be mailed to:

Piscataqua Region Estuaries Partnership (PREP)  
 Attention: Derek Sowers  
 University of New Hampshire  
 Nesmith Hall, 131 Main Street  
 Durham, NH 03824

These grants are made possible with funds from the Piscataqua Region Estuaries Project (PREP). PREP is a program involving federal, state, and local government, non-governmental organizations, businesses, and the public to improve the environmental quality of the state's estuaries. The PREP developed and implements a Management Plan that outlines actions to protect, restore, and manage the state's estuarine systems. The PREP 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/>) For Questions about PREP or this grant opportunity contact:

Derek Sowers, PREP Project Manager  
 Phone: 603-862-2641  
 Email: [Derek.sowers@unh.edu](mailto:Derek.sowers@unh.edu)