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PREP Coastal Watershed Land Protection Transaction Grants 2008 Funding Round

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PREP

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2009

PISCATAQUA REGION ESTUARIES PARTNERSHIP



PREP Coastal Watershed Land Protection Transaction Grants
2008 Funding Round

Prepared by:

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Project Manager
Piscataqua Region Estuaries Partnership**

January 22, 2009

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Executive Summary

In 2008, fourteen projects received PREP funds to support transaction costs associated with permanent land conservation projects in the New Hampshire coastal watershed. A maximum of \$3,000 was granted to each project, with a single organization eligible to receive up to three separate awards. Funds were granted to eight different organizations, all of which were land trusts or town Conservation Commissions. Projects were completed in nine different towns, with the total acreage of land permanently protected reported at 984 acres. Nine of the fourteen projects were located in priority Conservation Focus Areas identified in The Land Conservation Plan for New Hampshire's Coastal Watersheds (Zankel et al., 2006). Twelve of the fourteen projects protected stream or river shoreland habitat, with a total estimated distance of 23,510' (4.45 miles) of shoreland receiving permanent protection. The majority of projects utilized conservation easements as the primary land protection mechanism and involved significant financial compensation to the landowner. PREP invested a total of \$40,880 towards the transaction costs associated with the 14 projects, which was matched by \$94,789 worth of cash and in-kind contributions by grant recipients. The total real market value of the land permanently protected through the work of project partners is estimated to be \$6.56 million. This grant program provides important financial support that helps build and maintain the capacity of local governments and non-profits to complete land protection projects in the PREP watershed. The program also helps achieve PREP's goal of permanently protecting 15 percent of the watershed by 2010. The program will continue with a new funding round and some minor administrative changes in 2009.

Overview of the Grant Program

The purpose of the Land Protection Transaction Grants program is to support and facilitate quality permanent land conservation projects within the PREP watershed area. The program specifically provides funding towards the transaction costs associated with permanent land protection deals. These transaction costs are typically challenging for towns or land trusts to receive financial assistance with. Permanent land protection of high quality unfragmented lands implements multiple priority action plans in PREP's Comprehensive Conservation and Management Plan (CCMP). This grant program was formerly managed for PREP by the Society for the Protection of New Hampshire Forests. The 2008 funding round was managed directly by PREP staff.

The application form for the 2008 program funding round was developed in January 2008 with guidance and input from the steering committee for previous grant rounds of the program. The committee consisted of Digit Taylor, Mike Speltz, and Barbara Richter from the Society for the Protection of NH Forests, and Frank Mitchell from UNH Cooperative Extension. In previous funding rounds, everyone on this committee had reviewed grant applications. However, considering the simplicity of the grant applications, the non-competitive nature of the grant program, and the time constraints on steering committee members' time, it was determined that grant applications would be reviewed only by the PREP project manager. PREP utilized the steering committee for advice on specific technical issues or when policy questions arose regarding the grant program. The 2008 application was based largely on questions from previous years, but requested more information on project location and habitat characteristics of the conservation parcels. The eligibility criteria was revised to emphasize the importance of focusing land protection areas on Conservation Focus areas identified in The Land Conservation Plan for New Hampshire's Coastal Watersheds (Zankel et al., 2006).

The application for the 2008 funding round was distributed in February 2008 to all previous grantees, the Conservation Commission chairs for each of the forty-two towns in the New Hampshire portion of the PREP watershed, and to other land conservation contacts identified in the PREP contacts database. Five applications were received and approved for funding in the first two months of the program, followed by a lull in applications in April and May. In May, PREP mailed a postcard to Conservation Commissions and non-profit conservation groups reminding them of the availability of funds for land protection and technical assistance with environmental planning projects (the PREP Community Technical Assistance Program). Ten additional land transaction grants were received by PREP between May and November, with an additional flurry of four applications received in December. Three projects ran into delays, negotiation problems, or title issues and had to be withdrawn from the funding round. Two projects ran into delays and were shifted into the 2009 funding pool to accommodate real estate transaction closing dates that would occur after the New Year. All invoices for the 2008 round were processed and paid by the end of January 2009.

Summary of Projects

Summary information about each of the fourteen funded projects can be viewed in the tables provided in this section of the report.

As summarized in Table 1, projects were completed in nine different towns, with the total acreage of land permanently protected reported at 984 acres. The majority of projects (12 out of 14) utilized conservation easements. Five projects involved full fee purchase of a conservation parcel and transfer of property title to a new owner. Most of the projects (10 out of 14) involved significant financial compensation to the landowner through purchase of either the total or partial value of the easement or property. Four projects involved donation by the landowner of the full value of the easement, and two projects involved donation by the landowner of part of the overall value of the easement (bargain sale). Land trusts were listed as conservation easement interest holders in nine of the projects. Towns were listed as conservation easement interest holders in six of the projects. Only one of the projects had a federal conservation easement interest put on the land – the Old Mill Reserve project in Lee, which is now part of the Natural Resource Conservation Service’s Wetland Reserve Program.

Table 1: Acreage and protection methods used for 2008 projects

Project Name	Grantee	Town	Interest Holder	Acres	Protection Method*	Acquisition Method
Freese	Bear-Paw RG	Deerfield	Bear-Paw Regional Greenways	175	CE, Fee	donation, purchase
Cooper-Walworth	Town of Strafford	Strafford	Town/Bear-Paw Regional Greenways	134	CE	donation
Cournoyer	Town of Strafford	Strafford	Town/Bear-Paw Regional Greenways	53	CE	donation
Poesse-Bertram	Town of Brentwood	Brentwood	Town/Southeast Land Trust of NH	51	CE	purchase
DeerfieldTown Forest	Bear-Paw RG	Candia	Bear-Paw Regional Greenways	82	CE	donation
Bond	Southeast Land Trust	Raymond	Southeast Land Trust	58	Fee	purchase
Cole	Town of Kensington	Kensington	Rockingham County Conservation District	41	CE	purchase
Kimball	Town of Kensington	Kensington	Rockingham County Conservation District	148	CE	purchase
Charlotte Kimball	Town of Nottingham	Nottingham	Town/Bear-Paw Regional Greenways	22	CE	donation
Robinson Hill	Town of Raymond	Raymond	Bear-Paw Regional Greenways	57	CE, Fee	purchase
Pernokas	Southeast Land Trust	Epping	Southeast Land Trust	34	Fee	purchase
Kelsey	Town of Lee	Lee	Town of Lee	24	CE	purchase
Old Mill Reserve	Town of Lee	Lee	Lee is owner, NRCS interest holder	43	CE, Fee	purchase
Misty Meadows	Town of Lee	Lee	Town of Lee	62	CE	donation, purchase
Total Acres =				984		
*Conservation Easement (CE), Full Fee Purchase (Fee)						

As show in Table 2, nine of the fourteen projects were located in priority Conservation Focus Areas identified in The Land Conservation Plan for New Hampshire's Coastal Watersheds (Zankel et al., 2006). Twelve of the fourteen projects protected stream or river shoreland habitat, with a total estimated distance of over 23,510’ (4.45 miles) of shoreland receiving permanent protection. These results demonstrate that PREP funds are being used effectively to support land conservation protection efforts that are directed at high priority conservation areas, as well as at areas that will make a positive contribution to protecting water quality in the coastal watershed.

Table 2: Conservation Focus Areas and shoreland frontage for 2008 projects

Project Name	CFA? *	CFA Name	Shore?	Frontage Name	Frontage Feet
Freese	Yes	Thurston Pond/Hartford Brook	Yes	Hartford Brook	5280
Cooper-Walworth	Yes	Blue Hills	Yes	Buzzy Run	2634
Cournoyer	Yes	Upper Isinglass River	Yes	Huckins Brook	729
Poesse-Bertram	Yes	Exeter River	Yes	Exeter River	389
DeerfieldTown Forest	Yes	Upper North Branch River	Yes	North Branch River, unnamed trib	1700
Bond	Yes	Pawtuckaway River	Yes	Pawtuckaway River	2030
Cole	Yes	Upper Great Brook	No	N/A	N/A
Kimball	No	adjacent to Great Meadows	Yes	Great Brook	unreported
Charlotte Kimball	No	N/A	Yes	North River	1316
Robinson Hill	Yes	Pawtuckaway Mountains	No	N/A	N/A
Pernokas	Yes	Pawtuckaway River	Yes	Pawtuckaway River	2000
Kelsey	No	(just N. of Lower Lamprey CFA)	Yes	Follett's Brook	332
Old Mill Reserve	No	(adjacent Oyster River CFA)	Yes	Oyster River	3200
Misty Meadows	No	(between Oyster/Lamprey CFAs)	Yes	Chesley Brook	3900
	9 CFA		12 Yes	total shoreland frontage =	23510'
*CFA = Conservation Focus Area					

Financial information about the grant projects is summarized in Table 3. PREP invested a total of \$40,880 towards the transaction costs associated with the 14 projects, which was matched by \$94,789 worth of cash and in-kind contributions by grant recipients – more than a 1:2 ratio. The total real market value of the land permanently protected through the work of project partners is estimated to be \$6.56 million. All but one of the projects had financial contributions from the local town government – a fact that reflects the commitment of many towns to protecting open space and conservation land. Given challenging economic times for 2008 and 2009, the availability of PREP funds to match limited town dollars plays an important role in supporting the completion of high priority land protection transactions.

Table 3: PREP funds, matching funds, and estimated land values for 2008 projects

Project Name	PREP Funds	Matching Funds	Matching Fund Source(s)	Land Value
Freese	3000	8440	Town of Deerfield, Bear-Paw Regional Greenways	540,000
Cooper-Walworth	3000	16303	Town of Strafford	~500,000
Cournoyer	3000	3000	Town of Strafford	~200,000
Poesse-Bertram	3000	10691	Town of Brentwood, DES Water Supply Land Grant Program	850,000
Deerfield Town Forest	2504	2565	Town of Candia	295000
Bond	3000	6649	private	~300,000
Cole	3000	8358	Town of Kensington	350,000
Kimball	3000	7554	Town of Kensington	1,830,000
Charlotte Kimball	2376	2617	Town of Nottingham	~175,000
Robinson Hill	3000	5000	Town of Raymond	225,000
Pernokas	3000	6185	Town of Epping, private donations	310,000
Kelsey	3000	5475	Town of Lee	100,000
Old Mill Reserve	3000	4314	Town of Lee	400,000
Misty Meadows	3000	7639	Town of Lee & Town of Durham	485,000
	40880	94790	Total Estimated Land Value =	6,560,000

Information on the presence of rare habitat or species is summarized in Table 4 for projects funded during the 2008 round. This information was reported by grant recipients. The project locations were not cross-referenced with information maintained by the New Hampshire Natural Heritage Bureau. Information in Table 3 may under-represent the presence of rare species and habitats simply because all of the site characteristics may not be known by grantees. Since many of the projects are located in Conservation Focus Areas (CFAs), it is also possible that these regions contain rare species and habitats since this was one consideration factor in the GIS co-occurrence analysis used to identify and map CFAs. Three rare habitat communities were reported: an alder-dogwood-arrowwood alluvial thicket, swamp white oak floodplain forest, and a tall graminoid emergent marsh. The presence of two rare fish species was reported: American brook lamprey (endangered), and bridled shiner (threatened).

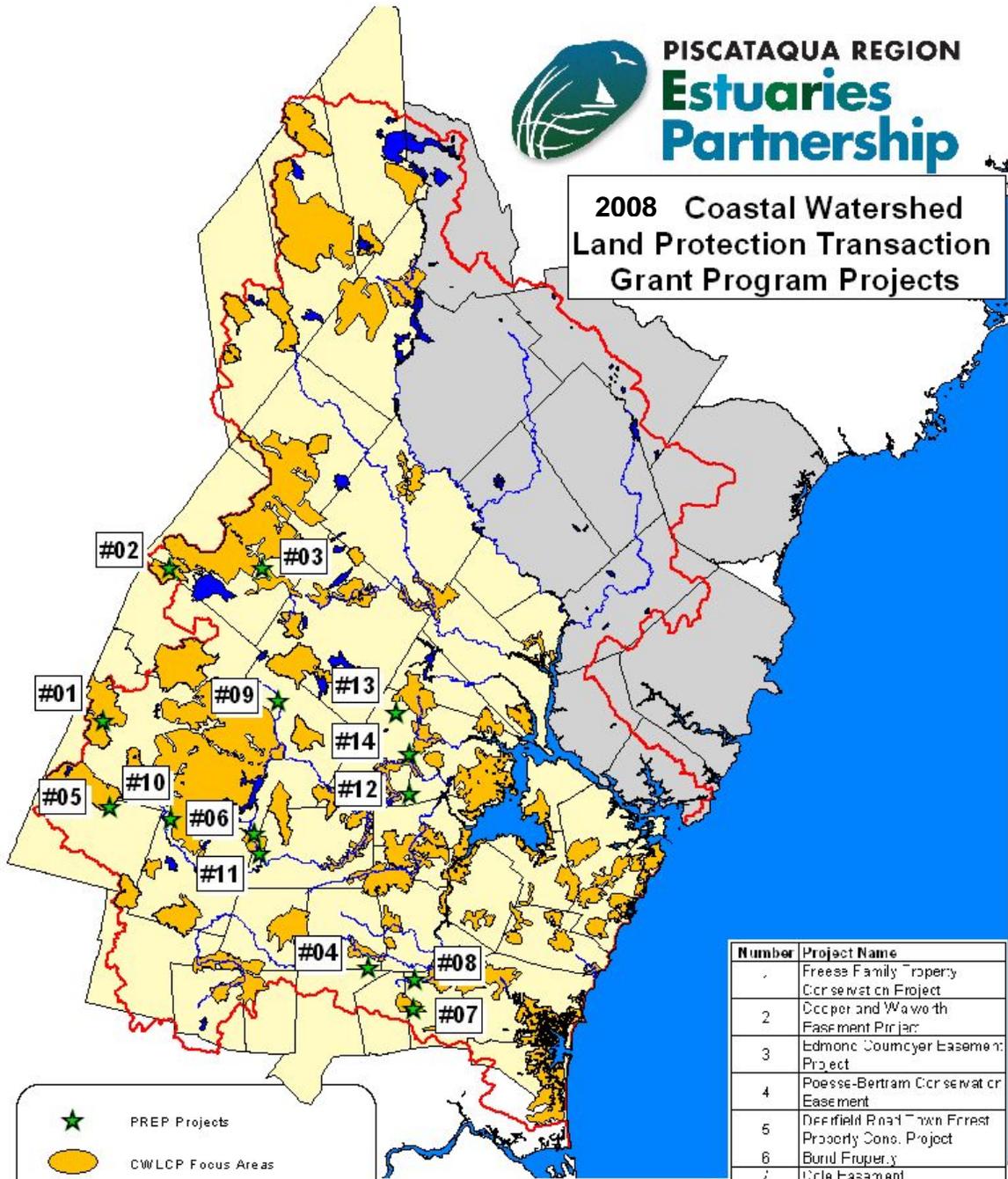
Table 4: Rare habitats/species, and habitat types found on 2008 project sites

Project Name	Rare Habitat or Species?	For	Ag	Tid	Pon	Fwet	Mar	Shr	Rip	Fie
Freese	none reported	X			X	X	X	X	X	
Cooper-Walworth	none reported	X				X			X	
Cournoyer	none reported	X							X	
Poesse-Bertram	none reported	X	X			X		X	X	X
DeerfieldTown Forest	none reported	X				X		X	X	
Bond	Yes - alder-dogwood-arrowwood alluvial thicket	X				X		X	X	X
Cole	none reported	X	X		X			X	X	X
Kimball	Yes - swamp white oak floodplain forest, tall graminoid emergent marsh	X	X		X	X	X	X	X	X
Charlotte Kimball	Yes - bridled shiner	X			X	X	X	X	X	
Robinson Hill	none reported	X								
Pernokas	none reported	X				X		X	X	
Kelsey	none reported	X			X	X	X	X	X	X
Old Mill Reserve	none reported	X				X	X	X	X	
Misty Meadows	Yes - brook lamprey	X			X	X	X	X	X	X
Totals		14	3	0	6	11	6	11	13	6
For = forest Ag = agricultural land Tid = tidal marsh Pon = pond Fwet = forested wetland Mar = emergent marsh Shr = scrub/shrub wetland Rip = riparian habitat Fie = field										

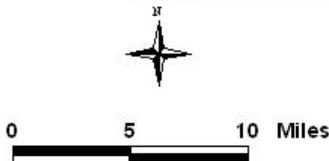
Maps of Project Locations



2008 Coastal Watershed Land Protection Transaction Grant Program Projects

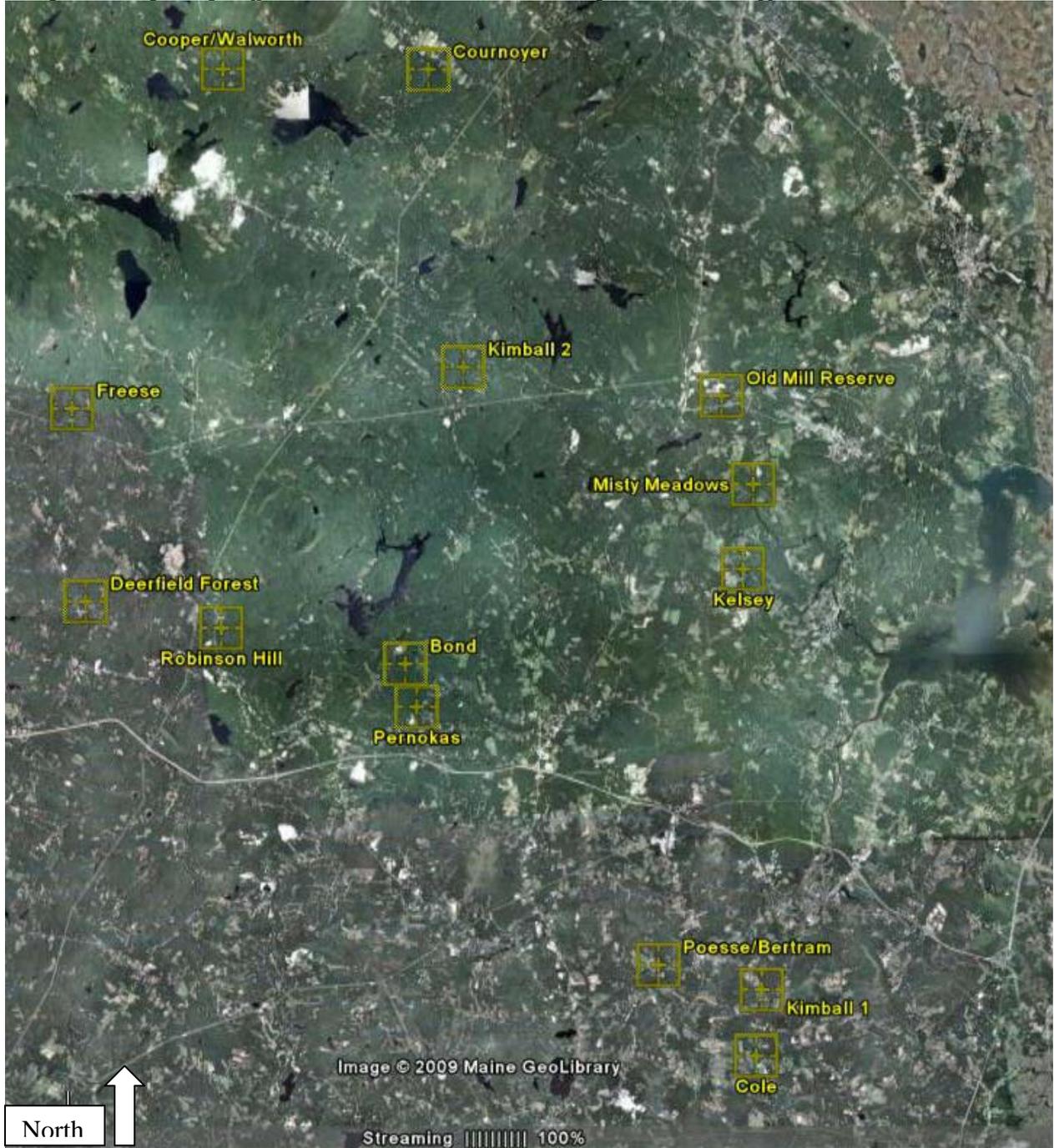


★ PREP Projects
 CWLCP Focus Areas
 PREP Study Area
 Maine Towns
 NH Towns
 Piscataqua Region Watershed



Number	Project Name
1	Frees Family Property Conservation Project
2	Copper and Wawuth Easement Project
3	Edmond Councyer Easement Project
4	Poesse-Bertram Conservation Easement
5	Deerfield Road Town Forest Property Cons. Project
6	Burial Property
7	Ucle Easement
8	Kimball Easement
9	Charlotte Kimball Conservation Easement
10	Ridgeway Hill Property Cons. Easement
11	Perukas
12	Kelsey Lake
13	Old Mill Reserve, Craney
14	Misty Meadows

Map 2: Map of project sites shown on orthophotos of region.



Recommendations for Program Changes

This grant program provides important financial support that helps build and maintain the capacity of local governments and non-profits to complete land protection projects in the PREP watershed. The program will continue with a new funding round and some minor administrative changes in 2009.

The following changes are recommended for the 2009 funding round:

- Increase maximum award to \$4000. This will make the application more worthwhile for applicants time, and may reduce the overall administrative burden on staff by slightly reducing the total number of projects funded. Many of the same organizations benefit from the grant funds, so this change would just parse grant funds out to them in slightly larger chunks.
- Set five acres as the minimum parcel size eligible for program, except for parcels with extremely rare or threatened attributes.
- Be more explicit about not funding easements involving dam maintenance commitments.
- Clarify whether or not it is acceptable to use match that is not part of transaction costs (i.e. match from acquisition or donated land value).
- Advise applicants to discuss project briefly with PREP staff prior to applying to ensure good fit with program.
- Make 2008 and 2009 expenses eligible for direct cash reimbursement with NHEP funds. Match funds have no real time limit on them.

References:

Zankel, M., C. Copeland, P. Ingraham, J. Robinson, C. Sinnott, D. Sundquist, T. Walker, and J. Alford. 2006. The Land Conservation Plan for New Hampshire's Coastal Watersheds. The Nature Conservancy, Society for the Protection of New Hampshire Forests, Rockingham Planning Commission, and Strafford Regional Planning Commission. Prepared for the New Hampshire Coastal Program and the New Hampshire Estuaries Project , Concord, NH.

Appendix 1: Grant Application Form

2008 – Funds Now Available! Coastal Watershed Land Protection Transaction Grants

Overview

Matching grants of up to \$3000 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

1. 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 NHEP 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*
- Straffham
- Wakefield*

2. Reimbursable transaction expenses must be incurred between 1/1/08-12/31/08 to be eligible for this grant.

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*](#)¹
- Include shoreline on streams of any order, tidal waters, or lakes
- Include wetlands designated as "[Prime Wetlands](#)"² or the equivalent local designation or have greater than 50% acreage consisting of largely undisturbed wetlands
- Include "[exemplary natural communities](#)"³ or provide documented habitat for plants or animals listed as rare, threatened, or endangered by the state of NH

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

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

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

Eligible Expenses

Grant funds can be used to reimburse transaction expenses of land protection projects that have been completed in 2008, or that are making substantial progress in moving to fruition in 2008 (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 \$40,000 is available in this grant program for 2008. Only one application may be submitted per project. Applicants may apply for grants for more than one project, but no more than \$10,000 will be awarded to any applicant – unless there are no other qualified 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 2008, 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 NHEP. 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 NHEP, or to be claimed as match for NHEP funds, must be documented before NHEP funds are released. Eligible transaction costs must be completed, and all required documentation submitted to NHEP, by December 31, 2008.

Please Note: For 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 NHEP funds. For donated conservation properties, the book and page number in the registry of deeds (documenting ownership by the conservation organization or town) will need to be provided to NHEP prior to the release of grant funds.

Grantees should submit one invoice per project, using the NHEP invoice template that will be provided with the grant award letter. Invoices received by the NHEP 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 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 NHEP.

Match Guidance

The NHEP has a minimum of a one-to-one match requirement for program funds. This means that for every dollar contributed to a project by NHEP, at least one dollar must be contributed to the project by the entity receiving funds. If you exceed the match amount, please report the total match amount (overmatch) to NHEP.

A grantee's match contribution can be cash, equipment/supplies, or "in-kind" services directly related to the project. 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 (based on information from Independent Sector, www.independentsector.org), unless a person is volunteering 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.

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 NHEP 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 NHEP funds. State, local, and private funds used as match **cannot be counted twice** as match. For example, if a project is receiving funds from several funders that require match, the same contributions (cash or in-kind services) cannot be counted toward the match requirements of both programs.

Proof of match must be documented and submitted with invoices. The documentation should demonstrate how the amount claimed as match was calculated. 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 NHEP, 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.

2008 GRANT APPLICATION
Coastal Watershed Land Protection Transaction Assistance 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: ° ' "N Longitude: ° ' "W (degrees/minutes/seconds format. Example: 43°08'16.87"N, 70°56'08.93"W) <small>Note: Lat/Long coordinates can be obtained by using a GPS unit or by using online mapping tools such as http://earth.google.com/ (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 calendar year to be eligible for this grant.</i>
Parcels proposed for acquisition or easement must meet at least one of the following criteria (check all that apply):
<p>1. <input type="checkbox"/> 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 * Name of Conservation Focus Area: _____</p> <p>2. <input type="checkbox"/> Include shoreline on streams of any order, tidal waters, or lake * Name of waterbody(s): _____ * Length of water body frontage (ft): _____</p> <p>3. <input type="checkbox"/> Include wetlands designated as "Prime Wetlands" 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: _____</p> <p>4. <input type="checkbox"/> Include "exemplary natural communities" 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: _____</p>

IV. Budget Information

Budget should show at least a 1:1 match of non-federal (cash or in-kind) funds with the NHEP funds requested. NHEP funds are limited to \$3,000 per project/application.

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

(check one): anticipated budget final budget

Transaction Cost Description	NHEP 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:	\$	
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.nhep.unh.edu/>, filled in, and emailed as attachments directly to 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:

New Hampshire Estuaries Project
 Attention: Derek Sowers
 University of New Hampshire
 Nesmith Hall, 131 Main Street
 Durham, NH 03824

These grants are made possible with funds from the New Hampshire Estuaries Project (NHEP). NHEP 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 NHEP developed and implements a Management Plan that outlines actions to protect, restore, and manage the state's estuarine systems. The NHEP 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.nhep.unh.edu/>) For Questions about NHEP or this grant opportunity contact:

Derek Sowers, NHEP Project Coordinator
 Phone: 603-862-2641
 Email: Derek.sowers@unh.edu

Appendix 2: Example Award Letter

October 10, 2008

Sam Demeritt
139 Stage Road, Route 152
Post Office Box 114
Nottingham, NH 03290

Re: NHEP Coastal Watershed Land Protection Transaction Grant Award

Dear Mr. Demeritt,

Thank you for your recent application for NHEP grant funds in support of the Charlotte Kimball Conservation Easement project. We are pleased to provide you with this award letter confirming NHEP's acceptance of your proposal and our intent to provide \$1,700 to be used towards eligible expenses as detailed in the project budget.

Enclosed is the invoice form to be used when requesting NHEP funds for reimbursable project expenses. Please submit only one invoice form per project. Reimbursement of approved expenses will be issued to grantees as a one time lump sum. All expenditures to be reimbursed by NHEP, or to be claimed as match for NHEP funds, must be documented before NHEP funds are released. Eligible transaction costs must be completed, and all required documentation submitted to NHEP, by December 31, 2008.

Invoices received by the NHEP must be signed, original copies (we cannot accept electronic copies). Invoices should include 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.

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 NHEP funds. For completed projects or donated conservation properties, the book and page number in the registry of deeds (documenting ownership/easement by the conservation organization or town) will need to be provided to NHEP prior to the release of grant funds. Please check the appropriate box on the invoice form, and attach any required documentation.

If your town or conservation organization intends to re-grant any of these funds to individual landowners, please be aware of the following:

1. Because the reimbursement is essentially income to the landowner, it should be reported to the IRS;
2. Funds from this program should not be used to cover any part of the cost of a landowner's appraisal if s/he will be seeking a charitable deduction for any part of the transaction. IRS rules state that if the landowner wishes to claim a charitable deduction for any part of the value of a donated (or partially donated) interest in land, the landowner must obtain and pay for a "qualified appraisal," which must be done in

a specific way and which must contain specific items according to IRS rules. (Contact the Center for Land Conservation Assistance office at the Society For The Protection of New Hampshire Forests if you want more information about this topic.)

We are pleased to partner with you on your important land conservation efforts, and sincerely applaud your commitment to protecting the quality of life in the Seacoast Region of NH. If you intend to submit additional applications, please contact me first to check on availability of remaining grant funds. Please contact me with any questions.

Best of luck with your continuing land protection efforts!

Best Regards,

A handwritten signature in cursive script that reads "Derek Sowers". The signature is written in black ink and is positioned below the text "Best Regards,".

Derek Sowers
Project Coordinator
(603) 862-2641