

STATE OF CONNECTICUT

DEPARTMENT OF ENVIRONMENTAL PROTECTION



January 28, 2010

Connecticut Municipalities
Nonprofit Land Conservation Organizations
Water Companies

Dear Applicants:

I am pleased to announce that the Department of Environmental Protection (DEP) will be accepting applications from municipalities, non-profit land conservation organizations and water companies for the fifteenth round of the Open Space and Watershed Land Acquisition Grant Program.

The deadline for submitting applications to Office of Constituent Affairs/Land Management of DEP is Monday May 3, 2010. Funding for this round of the program will be derived from the Community Investment Act.

The Recreational and Natural Heritage, Open Space & Watershed Land Acquisition Review Board will review grant applications and make recommendations for funding to the Commissioner of DEP. Grant awards will be announced later this year. For this and future grant rounds we would encourage applicants to focus on priority areas established in the "Important Conservation Areas" section of the State's "Green Plan." The plan can be found on DEP website www.ct.gov/dep/openspace.

Please note that some changes have been made to the application requirements regarding the assignment of development rights (conservation easement), appraisal standards and the information required regarding public access to the property. It is mandatory for the applicant to utilize the January 2010 version of the application.

The Urban Gardens Funding Initiative, a program which began in 2007, is to be offered again to targeted and distressed communities. The Initiative provides funds for developing outdoor gathering spaces in urban settings. The result will be new outdoor, passive recreation opportunities for both children and adults in Connecticut cities. (See enclosure for Initiative guidelines.)

If you have any questions, please feel free to contact David Stygar at (860) 424-3081, or visit the DEP website.

Yours truly,


Amey W. Marrella
Commissioner

Encl: Guidelines

SPRING 2010

OPEN SPACE AND WATERSHED LAND ACQUISITION GRANT PROGRAM (C.G.S. Section 7-131d to 7-131k, inclusive)

Enclosed please find a copy of the Open Space and Watershed Land Acquisition Grant Program Questionnaire. The program provides financial assistance to municipalities and nonprofit land conservation organizations to acquire land for open space and to water companies to acquire land to be classified as Class I or Class II water supply property. **The Department of Environmental Protection is currently accepting project proposals; the current funding level is \$5,000,000 which will be funded from Public Act 2005-228 "Community Investment Act."** As part of this grant round, we are offering a maximum of \$500,000.00 in Community Investment funds for an Urban Green Garden Initiative. Please see the enclosed sheet for further information.

Grants are made for the purchase of land that is: 1) valuable for recreation, forestry, fishing, conservation of wildlife or natural resources; 2) a prime natural feature of the state's landscape; 3) habitat for native plant or animal species listed as threatened, endangered or of special concern; 4) a relatively undisturbed, outstanding example of an uncommon native ecological community; 5) important for enhancing and conserving water quality; 6) valuable for preserving local agricultural heritage; or 7) eligible to be classified as Class I or Class II watershed land.

Careful attention should be given to the criteria previously listed and to: 1) protection of land adjacent to and complementary to existing open space, preserved agricultural land or Class I or Class II water company land; 2) proximity to urban areas; 3) land vulnerable to development; 4) consistency with the State's Plan of Conservation and Development; and 5) lands with multiple values such as water supply protection and recreation, or forest preservation and fishing access. Linkages between open spaces are an important consideration as are multi-town projects such as greenways. Cooperative efforts should be fostered between towns, land conservation organizations and local community groups. Preference will be given to open space acquisitions that comply with local and regional open space or conservation and development plans.

Land acquired will be preserved in perpetuity: 1) predominately in its natural scenic and open condition; 2) for the protection or provision of potable water; 3) or for agriculture. A permanent conservation easement will be provided to the State to ensure that the property remains in a natural and open condition for the conservation, open space, agriculture, green space or water supply purpose for which it was acquired. The easement will include a requirement that the property be made available to the general public for appropriate recreational purposes. Where development rights will be purchased and where general public access would be disruptive of agricultural activity, an exception to the provision for public recreational access may be made, at the discretion of the Commissioner. Where development rights are to be purchased, the State of Connecticut will become an equal holder of those rights as a substitute for the easement.

No grant may be made for: 1) land to be used for commercial purposes or for recreational purposes requiring intensive development except for forest management or agricultural use; 2) land with environmental contamination; 3) land which has already been committed for public use; 4) development costs; 5) land to be acquired by eminent domain; 6) reimbursement of in-kind services or incidental expenses; 7) or for property acquired by the grant applicant prior to the grant application deadline.

The Commissioner of Environmental Protection may approve grants...

TO A	FOR	IN AN AMOUNT NOT TO EXCEED*
Municipality	Open space	65% of fair market value
Municipality	Class I & Class II Water supply property	65% of fair market value
Distressed municipality or targeted investment community **	Open space	75% of fair market value
Distressed municipality or targeted investment community **	Resource enhancement or protection	50% of cost of such work
Nonprofit land conservation organization	Open space or watershed protection	65% of fair market value
Nonprofit land conservation organization and water company (If land is located within a distressed or targeted community)	Open space or watershed protection	75% of fair market value
Water company	Class I & Class II water supply	65% of fair market value

* Please note that the percentages shown represent the maximum grant award and that grant awards may be provided at a lower percentage. ** See attached list.

An application form and required supporting documentation including maps, title searches and appraisals must be submitted to the Commissioner of Environmental Protection. Applications must be endorsed by local Planning, Zoning, Conservation and/or Open Space Commissions and must include an advisory report and the recommendations of the appropriate regional planning agency. Applicants are encouraged to apply for parcels that can realistically be acquired within a six to twelve-month time frame. Projects with the required matching share available, appraisal(s) completed, title work completed with a current survey are encouraged. Preference will be given to those lands currently available for acquisition within a twelve-month period.

The Department of Environmental Protection will utilize a project selection process to objectively evaluate proposals. Land identified for acquisition will be evaluated by a review team consisting of staff from the various resource management divisions of the Department of Environmental Protection, Department of Health and the Department of Agriculture. The decision to pursue acquisition of a parcel will be based on the scores and comments provided by the review team in addition to considerations such as: the criteria for the program; cost; fulfillment of a resource need; geographic distribution; proximity to urban areas or areas with a deficiency of public open space; availability of a donation or bargain sale; stewardship needs and management constraints; compatibility with the State Plan of Conservation and Development and other State environmental plans, policies, goals and objectives; and proximity to other protected open space.

Please review the current version (ver. 1-28-10) of the grant questionnaire carefully and respond fully. For a project proposal(s) to be considered for funding, answer all questions and provide appropriate identified supporting material within the allotted time. The Open Space and Watershed Land Acquisition Grant program is a competitive program. Any missing information will result in less than optimum scoring. Any information found misleading within the application is grounds for withdrawal of the application and forfeiture of any possible/awarded grant.

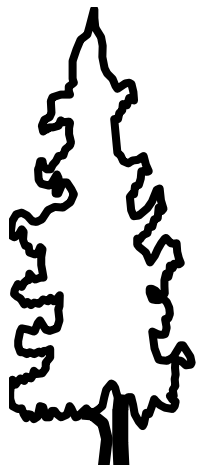
Should you have any specific questions or need assistance, first reference the Frequently Asked Questions (FAQ) document that is part of the website for this program, contact David Stygar, david.stygar@ct.gov, Environmental Analyst or Allyson Clarke, allyson.clarke@ct.gov Property Agent, Department of Environmental Protection, Office of Constituent Affairs/Land Management, 79 Elm Street, Hartford, Connecticut 06106, (860) 424-3081 or 424-3774. For application questions regarding conserving a working farm, contact Elisabeth Moore, Project Director at Connecticut Farmland Trust, at emoore@ctfarmland.org.

DISTRESSED MUNICIPALITIES		TARGETED INVESTMENT COMMUNITIES	
Ansonia	New London	Bloomfield	New Britain
Bridgeport	North Canaan	Bridgeport	New Haven
Bristol	Norwich	Bristol	New London
Brooklyn	Plainfield	East Hartford	Norwalk
Derby	Plymouth	Groton	Norwich
East Hartford	Putnam	Hamden	Southington
Enfield	Sprague	Hartford	Stamford
Hartford	Torrington	Meriden	Waterbury
Killingly	Vernon	Middletown	Windham
Meriden	Waterbury		
Naugatuck	West Haven		
New Britain	Winchester		
New Haven	Windham		

DEPARTMENT OF ENVIRONMENTAL PROTECTION OPEN SPACE AND WATERSHED LAND ACQUISITION GRANT PROGRAM

A PROGRAM TO ASSIST IN THE ACQUISITION OR RESTORATION OF OPEN SPACE GRANT QUESTIONNAIRE

GRANT APPLICATION DEADLINE: MAY 3, 2010



PROJECT TITLE: _____

SPONSOR: _____

SPONSOR'S ADDRESS: _____

NAME & TITLE OF CHIEF EXECUTIVE OFFICER: _____

NAME & TITLE OF PREPARER: _____

PHONE: _____

TOTAL PROJECT COST: \$ _____ TOTAL PROJECT AREA: _____ ACRES

Your response to the following questions will be used to evaluate and rank your proposed project. Responses should be brief, factual and accurate. Applicants submitting project proposals that include inaccurate information, facts, statements or disclosures could be penalized by having the application withdrawn from review or having the grant surrendered should one be awarded.

Important notice for all Applicants

- Any land purchased under this grant program may not be developed into any intensive outdoor recreation facility and/or commercial or residential use.
- Approved projects are expected to be acquired within one year after DEP approval.
- Land already owned by the applicant is not eligible for an acquisition grant.
- All land acquisitions must be accessible to the public, without limitation(s). Acquired permanent interest in land (Conservation Easements) shall provide for public access in accordance with Connecticut General Statue, Section 7-131d(e).

TYPE OF REQUEST (CIRCLE): **ACQUISITION IN FEE**

PURCHASE OF AN EASEMENT

RESTORATION

1. PROJECT DESCRIPTION:

Describe how your proposal addresses the issues of preserving land by acquisition or the restoration of existing publicly owned land. Please note that more than one issue may be used to justify the proposed project.

Will the proposed project?

- A. Provide a linkage or create/contribute to a developing or existing greenway, protect or complement existing preserved open space or preserved agricultural land? If so, how?
- B. Protect land that can be classified as Class I or Class II watershed land? What is the classification of the surrounding land? (Water Companies own classified watershed land)
- C. Provide a valuable resource for recreation, forestry, fishing, wildlife habitat or natural resources. If so, how?
- D. Provide multiple resource access values such as water supply protection and recreation, forest protection and fishing access.
- E. Protect a prime naturally occurring feature. Examples of such naturally occurring features include: a shoreline, a river or stream, mountainous territory, ridgeline, inland or coastal wetland, estuarine, a geological feature.
- F. Protect a habitat of a plant or animal species that is either threatened, endangered, or of special concern.
- G. Protect a native ecological community that is now uncommon.
- H. Enhance or conserve the water quality of the State's lakes, rivers and coastal water.
- I. Preserve local agriculture heritage.

SUPPORTING MATERIAL

- Topographic Map (USGS 1:24,000 scale enlarged if possible)
- Town Road Map (Mail-a-map, etc with property boundaries marked)
- Property Boundary Map (A2 not required for application but required for grant)
- Soils Map (property and soil boundaries marked)
- Ortho-photo Map (property boundaries marked)

2. PROJECT COST ESTIMATES - ACQUISITION:

The grant amount will be based upon the approved appraised value. Property estimated to be valued in excess of \$100,000 requires two (2) appraisals, less than \$100,000, one (1) appraisal. Appraisal costs are not reimbursable.

All appraisals must be in a self-contained format, as defined by USPAP, and must comply with Federal appraisal standards in accordance with the Uniform Appraisal Standards for Federal Land Acquisition (Yellow Book). The Federal appraisal standards can be downloaded at www.usdoj.gov/enrd/land-ack.

The effective date of the appraisal(s) must be within one year of the application deadline.

Applications will be considered complete when accompanied by the required appraisal(s). Applications submitted without appraisals will be subjected to the following reduction in the grant should one be granted: 10% reduction from day 0 to 15, a 20% reduction from day 16 to 30. After 30 days, an application will not be reviewed and the project will become ineligible to receive a grant.

SUPPORTING MATERIAL [] Appraisal(s) (required with application)

PROJECT COST ESTIMATES – RESTORATION

Communities classified "Targeted" or "Distressed" may apply for funding to restore a publicly owned open space, property for public access and/or passive recreation. Restoration proposals require a site plan, a project scope and a cost estimate.

3. ELIGIBILITY: Municipalities, Land Trusts and Water Companies are the three entities eligible to apply for and receive a grant under this program:

Municipality:

- ☞ Is the applying municipality classified as a "Distressed Municipality" or a "Targeted Investment Community" (Section 32-9p CGS)?
- ☞ As a Distressed or Targeted Investment Community, is this application a request for funds to enhance, restore or protect existing natural resources on property currently owned? If so, please expand upon the project scope that will enhance or protect the existing features or habitat found on this property.
- ☞ If the property being proposed is being purchased from a water company, has the property been classified as surplus (Class III) land? Has the Water Company been granted permission to dispose of the property by DPUC & DOH?
- ☞ Indicate the Municipality's Development Designation under the Connecticut Housing Partnership Program.

Water Company: (as defined in CGS 25-32a)

- ☞ Is the applying water company publicly or privately owned?
- ☞ Land purchased must be classified as "Class I" or "Class II" after acquisition. How will the land be classified?

Nonprofit Land Conservation Organization (Land Trust):

- ☞ Is the applicant a nonprofit land trust? If so, what is the area served by the land trust? Please provide a copy of documents establishing the land trust (incorporation papers or bylaws).
- ☞ Are lands owned by this trust and the proposed acquisition available for public use?
- ☞ If the proposed acquisition is being purchased from a water company, has it been classified as surplus "Class III" land? Has the water company been granted permission to dispose of the property by DPUC & DOH?

NOTE: If you are a Land Trust purchasing interest in land located in a Targeted and/or Distressed Municipality you must obtain approval from the chief elected official or governing legislative body. This approval must be part of the application.

All Applicants:

- ☞ Is the site on the market? YES___ NO___. Is there a willing seller? YES___ NO___.
- ☞ Is there a purchase & sale agreement executed on the property? YES___ NO___.
- ☞ Are there any **reserved rights, restrictions or environmental intrusions** (power lines, dumps, factories, roads, etc.) on or near the proposed site? YES___ NO___. If yes, please give details.
- ☞ Are the current conditions of the site suitable for the proposed uses, or will any physical changes be required? Expand upon any changes that may be required.
- ☞ Describe both positive and negative impacts of the project on the environment. Pay particular attention to flood plains, wetlands, aquifers, prime or unique farmlands, endangered species, historical or archaeological sites and coastal zones.
- ☞ Are there any residential dwellings on the property? If so, what will the dwellings be used for?

7. STATEMENT OF NEED:

- ☞ Is the property vulnerable to development?
- ☞ Has the property **received development approval** for a residential, commercial or industrial use according to local planning & zoning? If so, explain the level of development and its impact on the area.
- ☞ Is the proposed acquisition consistent with the local Municipal Plan of Conservation and Development or other municipal or regional plans such as Water Quality, Open Space Initiative and/or a Regional Open Space Plan?
- ☞ Is the proposed acquisition consistent with the State's Plan of Conservation and Development (available from the Office of Policy and Management)? If so, please explain/provide supporting justification that this proposed acquisition or restoration complies with a documented need as addressed in a local or regional open space conservation & development plan. Please provide **relevant excerpts**.

SUPPORTING MATERIAL **Municipal Plan of Conservation & Development, Municipal Recreational and/or other Open Space Plan (relevant excerpts)**
 Regional Conservation Plan (relevant excerpts)
 Water Quality Plan (relevant excerpts)
 Land Trust Acquisition Plan (relevant excerpts)

8. FUNDING MECHANISM:

- ☞ Does the acquisition or restoration involve cooperative funding between towns, land conservation organizations, local community groups or others? Describe the involvement of each party.
- ☞ There must be reasonable anticipation that funds will be available within one year of grant award. It will be to the applicant's advantage to have funding firmly in place.
 - Provide documentation showing the source and availability of funds and cash flow to complete the project.
 - Is this project going to be funded under any non-traditional methods? If so, describe this funding method.

SUPPORTING MATERIAL **Resolution authorizing the expenditure of funds (municipal or corporate)**
 Budget line item where funds are held or committed
 Copy of statement showing the balance in the Open Space Acquisition Account
 Show commitment, amount and sources related to creative/alternative funding proposals

9. OPERATION AND MAINTENANCE CAPABILITIES:

- ☞ Please provide evidence of the capability to maintain and operate this proposed project area by providing:
 - A detailed description of who will manage the property
 - The management level of expertise and/or experience
 - How the property will be operated and maintained
- ☞ Will the maintenance of this facility be a cooperative effort between the municipality, land conservation organizations or local community groups? Provide assurance and level of commitment from each cooperator.

Any questions should be directed to the DEP Land Acquisition & Management Division at (860) 424-3081 or 424-3774.

Please return this questionnaire, along with responses and supporting documentation to the following address:

**Department of Environmental Protection
Open Space and Watershed Land Acquisition Grant Program
Constituent Affairs/Land Management Division
79 Elm Street, 6th Floor
Hartford, CT 06106-5127
Tel: (860) 424-3081**

DEPARTMENT OF ENVIRONMENTAL PROTECTION URBAN GREEN & COMMUNITY GARDEN INITIATIVE



**What is it? FUNDING FOR:
GREEN AREAS in URBAN SETTINGS
NEIGHBORHOOD OPEN SPACE &
COMMUNITY GARDENS**

**Who is it for? DISTRESSED MUNICIPALITIES
AND TARGETED INVESTMENT COMMUNITIES**



About the Initiative - Goals

DEP has established the Urban Green and Community Garden Initiative to support community access to green areas in urban neighborhoods. This Initiative provides funds for green open spaces, gathering places for unstructured play and fresh air and community gardens. It aims to serve all urban residents and especially targets children, families and the elderly. Grants are limited to Municipalities that are classified by the State as either Distressed or Targeted.

Types of Projects Eligible for Funds:

- Preservation of Land – purchase land for open spaces and gardens.
- Rehabilitation of Land - clean up existing sites.
- Development of Land - make sites ready for use by installation of water, lighting, storage structures, seating, fencing, etc.

Project Funding: 65% State Grant and 35% Match by Municipality:

The municipality must provide a 35% match but the match can be in-kind services. Examples of acceptable in-kind services include (but are not limited to):

- Sponsor funding for any cost that is an integral part of the project
- Liability insurance
- Donation of garden equipment, seeds, plants, etc.
- Transportation to bring youths or seniors to the project
- Volunteer labor to perform site cleanup and/or site development
- Donation of permanent plantings and construction materials: trees, herbs, soil, stone
- Donated equipment, donated rental of equipment

Successful Proposals are Sustainable Projects

Successful projects must demonstrate that the project has broad-based support and can be sustained in the community. It is strongly advised that applicants show community interest and support by forging partnerships with a non-profit or educational groups that can provide experience, knowledge and management skills.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

URBAN GREEN & COMMUNITY GARDEN INITIATIVE

Application - Project Documentation

Submit all of the following:

1. Application form.
2. Site plan of property, showing boundaries and planned features.
3. Property location map.
4. Proof of ownership (deed).
5. Plan for development of the site.
6. Itemized budget, including funding sources for development and long-term maintenance.
7. Long-term management plan.

Additional Information on Eligible Projects

Three basic types of activities or projects are eligible for funding. A project can include any or all of these activities.

1. Property purchase. Properties may be purchased for green spaces and gardens in two ways. They may be purchased outright ("in fee"), or an easement to use the property may be purchased.
2. Rehabilitation of existing sites. Funds may be used for open space and garden properties in need of rehabilitation. This includes removal of waste from the property, removal of earth that cannot support green space or gardens, removal of unwanted structures, and removal of dumps. Funds may NOT be used to remediate sites with contaminated soils, hazardous chemical, petrochemical, oil or gas-contaminated soils. Soils testing to establish that the site is suitable for its proposed use may be required as part of the proposal. Areas proposed for community gardens must be certified clean.
3. Development of sites. Funds may be used to install improvements to existing sites. Examples of eligible improvements include: land clearing and grubbing, purchase and installation of top soil, construction of garden beds, installation of fencing and irrigation systems, lighting, storage structures, signs, seating, or other features that will enhance the enjoyment of the space.

Project Evaluation Criteria

Proposals will be evaluated based on demonstration that:

1. Site location meets targeted population: proximity to residential population, density of population.
2. Public access: Projected users can access the site.
3. Sustainability: The project demonstrates it will have long-term, continued support.
 - a. Partnerships have been established with private non-profit, school/educational group(s), neighborhood association(s), etc.
 - b. Stewardship and operational maintenance funds: demonstration that long-term stewardship, oversight and maintenance are available.
4. Environmental Stewardship: The project is environmentally sound. It will manage waste by recycling and composting, provide litter control and sound waste removal practices, have a water conservation plan, etc.
5. Beneficiaries. The proposal identifies the beneficiaries of the project and successfully demonstrates that such beneficiaries fall within the Initiative goals.

5. SITE CONVENIENCE & PUBLIC ACCESS:

Public Access is defined as the ability of the public to gain access to the property for passive recreation.

- ☞ How will the public be able to utilize this property?
- ☞ What recreational resources exist on the property that supports passive recreation or a community garden?

Convenience is defined as the location of this site with respect to the service area.

- ☞ Please identify the major service area(s) neighborhood(s), city(ies), region(s) that would be affected by this proposed community project or restoration.
- ☞ Is this community garden or restoration in an area in which significant growth or development has occurred or is planned? **YES**_____ **NO**_____. If yes, please expand upon the level of growth and the intensity of the development.
- ☞ Is the site serviced by mass transit? **YES**_____ **NO**_____.

6. STATEMENT OF NEED:

- ☞ Is the property vulnerable to development?
- ☞ Has this property **received development approval** for a residential, commercial or industrial use according to local zoning? If so, explain the level of development and its impact on the area.
- ☞ Is the proposed community garden consistent with the local Municipal Plan of Conservation and Development or other municipal or regional plans such as a Recreation Plan, Open Space Initiative or Regional Open Space Plan?

SUPPORTING MATERIAL **Municipal Plan of Conservation & Development and/or Recreation Plan (relevant excerpts)**
 Regional Conservation Plan (relevant excerpts)

7. LOCAL SUPPORT:

- ☞ Has this proposed acquisition or restoration received approval or support from any municipal, regional or executive boards? If so, what was the response? Please provide relevant excerpts from the agencies/commissions.

SUPPORTING MATERIAL **Municipal Support Letters (planning, inland wetland, conservation, open space)**
 Regional Planning Agency Support Letters (RPA or CROG corporate/executive board)

8. FUNDING MECHANISM:

- ☞ Does the community garden or restoration involve cooperative efforts between, land conservation organizations, local community groups or others? Describe the involvement of each party.
- ☞ This is a matching funds program, with matching coming from several sources including but not limited to existing recreation accounts, capital improvement, open space/conservation and in-kind contributions of staff, equipment and materials. How will this project be matched?
- ☞ Provide documentation showing the source and availability of funds and cash flow to complete the project.
 - Is this project going to be funded under any non-traditional methods? If so, describe this funding method.

SUPPORTING MATERIAL **Resolution authorizing the expenditure of funds (municipal, corporate)**
 Budget line item where funds are held or committed
 Show commitment, amount and sources related to creative/alternative funding proposals

9. OPERATION AND MAINTENANCE CAPABILITIES:

- ☞ Please provide evidence of the capability to maintain and operate this proposed project area by providing:
 - A detailed description of who will manage the property;
 - Level of expertise and experience;
 - How will the property will be operated and maintained.
- ☞ Will the maintenance of this facility be a cooperative effort between the municipality, land conservation organizations or local community groups? Provide assurance and level of commitment from each cooperator.

Any questions should be directed to the Land Acquisition & Management Division at (860) 424-3081.

Please return this questionnaire, along with responses and supporting documentation to the following address:

Department of Environmental Protection
Open Space and Watershed Land Acquisition Grant Program
Office of Constituent Affairs/Land Management
79 Elm Street, 6th Floor
Hartford, CT 06106-5127
Tel: (860) 424-3081

Open Space Watershed Land Acquisition (OSWA) Grant Application FAQs - Frequently Asked Questions

1. PROJECT DESCRIPTION – Where can I find the supporting materials?

Topographic Map (with site outlined)

The DEP Store, phone (860) 424-3555, online <http://www.depstore.ct.gov>, the US Geological Survey Website <http://nationalmap.gov/> or Eastern Mountain Sports;

Regional Planning Agencies;

Computer software can be purchased at office supply and computer outlets.

Town Road Map (with site outlined)

“Mail-a-Maps” are usually free at your Municipal Clerk’s Office. Additionally, they may be found at real estate offices, banks, Chamber of Commerce & tourist offices, and area businesses.

Property Boundary Map

While an A-2 survey is not required for the submittal of the grant application, it is encouraged. The Town Hall or existing property owners are logical sources. If no A-2 survey is available, a Class D survey or Compilation Plan is acceptable for purposes of the application. These may also be available at the Town Hall. Please note, however, that **an A-2 survey will be required before any grant funds can be released**. If no A-2 survey is located or available, it should be ordered as soon as your application is approved.

Soils Map

This map is requested for properties that have an agricultural focus. The Natural Resources Conservation Service (NRCS) can map out the prime agriculture soils of the property. They can be reached at (860) 859-5218 x 3011.

Ortho-Photo (aerial) Map

A copy of this map may be obtained from your City/Town Hall. They are also available online at <http://nationalmap.gov/> or <http://www.bing.com/maps/?FORM=Z9LH7>

2. PROJECT COST ESTIMATES – What documents are required?

ACQUISITION

Applications must contain the required number of appraisal(s). All appraisals must conform to the Uniform Appraisal Standards for Federal Land Acquisitions (the “yellow book”, published by The Appraisal Institute). We highly recommend you **order the appraisal(s) as soon as possible** to avoid a possible penalty if the appraisal(s) are not received by the grant application deadline. It can take two months (or more) to complete an appraisal on a large scale project.

Note the number of appraisals required:

Estimated Property Value	Appraisals Required	Number of Copies
Less than \$100,000	1	2
Greater than \$100,000	2	2

RESTORATION

Distressed Municipalities and Targeted Investment Communities are eligible for restoration funding. Restoration projects require a site plan, a narrative of the project scope and a cost estimate. See eligibility (below).

3. ELIGIBILITY

How do we know if our Municipality is a “Distressed Municipality” or a “Targeted Investment Community”?

Distressed Municipalities include: Ansonia, Bridgeport, Bristol, Brooklyn, Derby, East Hartford, Enfield, Hartford, Killingly, Meriden, Naugatuck, New Britain, New Haven, New London, North Canaan, Norwich, Plainfield, Plymouth, Putnam, Sprague, Torrington, Vernon, Waterbury, West Haven, Winchester and Windham.

Targeted Investment Communities include: Bloomfield, Bridgeport, Bristol, East Hartford, Groton, Hamden, Hartford, Meriden, Middletown, New Britain, New Haven, New London, Norwalk, Norwich, Southington, Stamford, Waterbury and Windham.

If the property is being purchased from a water company, how do we know if the water company has been granted permission to dispose of the property by DPUC & DOH?

The water company should have a letter from the Department of Public Utility Control (DPUC) granting them permission to sell the property. When in doubt, call DPUC, toll free at (800) 382-4586. They can tell you if the water company has been granted permission to sell the property.

How do I know if my municipality has received a Development Designation under the CT Housing Partnership Program?

Towns which have received a Development Designation or waiver include: Ashford, Bethel, Branford, Bridgeport, Brookfield, Brooklyn, Cheshire, Chester, Danbury, Durham, Enfield, Fairfield, Glastonbury, Groton, Hamden, Hartford, Hebron, Litchfield, Madison, Mansfield, Meriden, Middletown, New Haven, New Milford, Newtown, Norwalk, Old Saybrook, Plainfield, Plainville, Pomfret, Putnam, Redding, Sharon, Simsbury, Suffield, Torrington, Wallingford, Warren, Waterbury, Waterford, Watertown, Westbrook, West Hartford, Wethersfield, Vernon, Winchester, Windham and Woodbury.

4. EXISTING OWNERSHIP - Where can I get a copy of current deed?

Go to your Municipal Assessor’s Office. Ask for the relevant street card(s). Note the volume(s) and page(s) of the current deed(s). Then go to the Town/City Clerk’s Office. Locate and copy the deed(s). Please note that if/once you purchase the property, a copy of the new deed is also required.

**5. SITE CONVENIENCE & PUBLIC ACCESS - Where can I find population statistics?
What is meant by Site Convenience? Public Access, what is this?**

Go to The State of Connecticut website, www.ct.gov/ . In the "CT.gov" search box, (upper left portion of page) enter "DECD population" and it should provide a link to the relevant information.

Site convenience relates to the ability of the public to find and access the property by public transportation routes, roads and publicly owned (granted rights-of-ways and access easements are not acceptable) land and/or access ways.

Public access to the proposed property is defined by Connecticut General Statute 7-131d(e). The public access to the proposed acquisition is for passive recreation, it is defined in the grant easement as:

"Passive recreation shall be defined as recreational trail usage (non-motorized), recreational activities which do not require a formalized delineated playing field or area, picnicking, fishing, hunting, non-motorized boating and environmental education."

Land acquired under this program must be made accessible to the public for passive recreation. Where less than fee acquisition has been negotiated (Conservation Easement), public access to the property needs to be a part of this transference of interest. Projects where ;" life use", "quiet enjoyment", "exclusive use" or "with permission of the grantor" or similar restrictions that are designed to prevent/prohibit/hinder/or control public access to the property will not be eligible to receive a grant under this program.

STATEMENT OF NEED - Where can I find the supporting materials?

The State's Plan of Conservation and Development is available at any public library or by contacting your local Regional Planning Organizations (RPO's) or Council of Governments.

Municipal Plan of Conservation & Development and/or Recreation Plans are available at your Town/City Hall.

Regional Conservation Plans are available online:

<http://www.ct.gov/opm/cwp/view.asp?A=2990&Q=385378>

SUPPORT LETTERS: For municipal letters, contact your local boards and commissions. For regional letters, contact your Regional Planning Organization.