



**New Hampshire State Conservation Committee**  
[www.agriculture.nh.gov/divisions/scc/](http://www.agriculture.nh.gov/divisions/scc/)

**Conservation “Moose Plate” Grant Program**  
**Fiscal Year 2021**  
**Conservation Grant Application Instructions**

**Application Due Date: September 10, 2020**

# New Hampshire State Conservation Committee

## Conservation Moose Plate Grant Program Fiscal Year 2021

### Application Instructions

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## ***Part 1: Program Information***

This document includes information about the New Hampshire State Conservation Committee Conservation Grant Program and instructions for preparing a Fiscal Year 2021 (“FY21”) Conservation “Moose Plate” Grant.

The *Application Form* (PDF), *Budget Tables: Task Budget* and *Total Project Budget* (Excel), *Land Conservation Tables* (Excel), *Landowner Consent Form* (PDF) are available for downloading from the SCC Conservation Grant Program website <http://agriculture.nh.gov/divisions/scc/grant-program.htm>.

To receive the *Application Form*, *Application Instructions* and *Landowner Consent Form* in MS Word format, contact the Grant Administrator (contact information page 7). Documents in “Protected View” may require “Enable Editing” to complete.

The instructions for the *Application Form* begins on page 11 in this document, “*Application Instructions*”. Note that *Application Form* section numbers correspond with the *Application Instructions* section numbers, and that all instructions for completing the application form will be contained in this document.

### **FY2021 SCC Conservation Moose Plate Applications Accepted as Electronic Submittals**

#### **1. About the NH State Conservation Committee Conservation Grant Program**

The purpose of the New Hampshire State Conservation Committee Conservation Grant Program ([RSA 261:97-c](#) section III) is to support and promote programs and partnerships throughout the state that protect, restore, and enhance the state’s valuable natural resources.

The New Hampshire State Conservation Committee (SCC) is a state agency responsible for promoting natural resource conservation, coordinating the activities of County Conservation Districts and managing the Conservation Grant Program. The SCC is comprised of a twelve-member board representing the public agencies, county conservation districts and municipal conservation commissions responsible for natural resources conservation.

Funds for the SCC Conservation Grant Program are derived from the sale of conservation and heritage license plates, or “Moose Plates.” Vehicle owners may voluntarily purchase conservation license plates for \$38 the first year, and \$30 in succeeding years (for information about the conservation license plates, see [www.mooseplate.com](http://www.mooseplate.com)). The SCC Conservation Grant Program is one of the programs that the voluntary contributions to the Conservation and Heritage License Plate Program are used for the promotion, protection and investment in NH’s natural, cultural and historic resources.

The SCC Conservation Grant Program is a competitive annual grant program. Where appropriate, applicants should highlight how the project addresses multiple resource concerns and / or promotes new conservation initiatives. The SCC website includes links to previously successful grants. Applicants are encouraged to contact the Conservation Grant Program Administrator prior to submittal (see page 8 Contact Information).

#### **2. Eligible Applicants and Sites**

##### **A. Eligible Applicants**

- County Conservation Districts
- County Cooperative Extension Natural Resource Programs
- Municipalities, including agencies and commissions engaged in conservation programs
- Qualified nonprofit organizations engaged in conservation programs
- Public and private schools (Kindergarten through Grade 12)
- Scout groups

## **B. Eligible Sites**

Projects on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s).

### **3. Project Eligibility**

#### **A. Qualifying Project Categories**

Conservation Grants are awarded to projects that enhance New Hampshire's environment by promoting the sustainability of the state's natural resources. The SCC Conservation Grant Program supports projects that yield "on the ground" results. While program planning and design are eligible activities, project costs should primarily consist of implementation tasks. Projects that incorporate a long-term stewardship perspective will be given priority (to be addressed in Section III Long-Term Project Management and Stewardship).

Projects must qualify in one of the following six Project Categories:

- **Water Quality and Quantity:** Restore, enhance, maintain or protect.
- **Wildlife Habitat:** Create, restore, enhance, manage or protect.
- **Soil Conservation and Flooding:** Reduce or prevent erosion, or improve soils.
- **Best Management Practices:** Plan and implement for agriculture, storm water or forestry.
- **Conservation Planning:** Accomplish a conservation project or outcome that includes a public involvement component.
- **Land Conservation:** Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.

#### **B. Project Category Information**

##### **1) Land Conservation Projects**

- **Single Property and Multi-Tract Projects.** A Land Conservation project may include the permanent protection of a single property or multiple properties.

Single Property projects are land conservation projects consisting of one property that will be permanently protected using SCC Grant Funds for eligible costs and Other Project Funds. The SCC grant funds will reimburse the Grantee (successful applicant) for eligible costs after the property closing, unless otherwise determined.

Single Property Project applications include the completed Application Form, Task Budget table(s), Total Project Budget table, Land Conservation Single Property table, Landowner Consent form, and appendices as applicable.

Multi-Tract projects are land conservation projects that present more than one property to be permanently protected. The SCC Grant Funds for eligible costs may be used to support the conservation of one or more of the project tracts. If the application claims the conservation benefits of all tracts in the project, the SCC grant funds will reimburse the Grantee (successful applicant) for eligible costs after all properties have closed, unless otherwise determined.

Multi-Tract project applications include the completed Application Form, Task Budget table(s), Total Project Budget table, Land Conservation Multi-Tract project table, Landowner Consent form(s) for each property receiving SCC Grant Funds, and appendices as applicable.

- **Budget**

The total budget for a land conservation project should include all costs associated with completing the project including purchase, transaction costs and stewardship endowment.

- **Stewardship**

Land Conservation projects must demonstrate the stewardship capacity of qualified entity holding the property's conservation easement interest and/or fee interest. If the application requests SCC Grant funds be used for stewardship, a Stewardship Policy is required to be submitted with the application. See Appendix list. At time of invoicing the Grantee will need to provide documentation of the stewardship endowment contribution for the property(s) and submittal of the organization's then-current stewardship policy.

- **Land Conservation Terms**

Fee (or Fee Interest, Fee Simple) - Full legal rights to possess, use and transfer land.

Conservation Easement - A voluntary, legally binding agreement that places limitations on certain types of uses or prevents other uses altogether, such as subdivision and development. A landowner may choose to either donate or sell a conservation easement to a qualified organization, such as a government entity or private nonprofit 501(c) conservation organization (conservation easement holder), agreeing to monitor the property to ensure that the uses are in compliance. New Hampshire law authorizes conservation easements in RSA 477:45-47.

Conservation Easement Review – The SCC does not typically review and approve draft conservation easement language, but reserves the right to do so. For example, if energy installations are allowed (e.g. solar, wind), the Grantee will be required to submit for review and approval easement language addressing the regulation of installations. See Section II Project Narrative 9. C. Land Conservation Projects Only.

## 2) **Water Quality and Quantity Improvement Projects**

- Projects should address a water quality or quantity problem and contribute to restoration and improvement. Priority will be given to projects that focus on habitat restoration and benefit wildlife, and/or protect and improve agricultural or forestry resources.
- Priority sites may include High Priority Water Supply Lands, Source Water Protection Areas 5-mile Buffer, Source Water Protection Areas, Impaired Waters (classifies streams and wetland improvements), Prime Wetland protection, and nonpoint runoff.
- Projects are discouraged that seek to remediate stormwater and erosion issues due to development and/or lack of maintenance.
- See Frequently Asked Questions 3 & 4; Section II 2. Conservation Priorities, Water; Section II 7. Project Task Description; and Section II 10. Water Quality Project Narrative.

### **Examples of Projects Eligible for SCC funds**

- **Water Quality and Quantity: Restore, enhance, maintain or protect.**  
*Completing stream restoration to improve water quality and enhance wildlife habitat.  
Implementing water quality control improvements for an agricultural operation.*
- **Wildlife Habitat: Create, restore, enhance, manage or protect.**  
*Improving wildlife habitat in accordance with the New Hampshire Wildlife Action Plan.*
- **Soil Conservation and Flooding: Reduce or prevent erosion, or improve soils.**  
*Correcting erosion problems on existing trails and other areas impacted by public use.*
- **Best Management Practices: Plan and implement for agriculture, storm water or forestry.**  
*Installing agricultural BMPs that protect water resources or conserve soil.*
- **Conservation Planning: Accomplish a conservation project or outcome that includes a public involvement component.**  
*Developing a natural resource conservation program and implementing protection strategies.*
- **Land Conservation: Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.**  
*Contributing to land conservation project acquisition costs or transaction costs.*

### **Examples of Ineligible Projects**

- New trail construction and interpretive signage.
- Classroom curriculum development.
- Preparation of educational brochures.
- Researching techniques to improve wildlife habitat.
- Natural resource inventories not likely to result in on-the-ground improvements.
- Outreach materials that are not directly connected to on-the-ground conservation projects.
- Remediation of stormwater and erosion issues due to development and/or lack of regular maintenance.

## **4. Grant Funds, Other Project Funds, Project Timeline & Grant Award Process**

### **A. Grant Application Fund Request**

The total SCC grant fund request per application cannot exceed \$24,000.

### **B. Other Project Funds**

The SCC Conservation Grant program does not require match funds. However, demonstrating contributions of other project funds and services will enhance the application, and demonstrate project readiness.

- **Cash and In-Kind.** Other project funds may be in the form of cash or in-kind contributions from the applicant organization, project partners, or other sources. Landowners are encouraged to demonstrate commitment to the project by contributing in-kind or cash Other Project Funds.

**Cash Funds** include funds such as other state, federal or foundation grants, funds received through private fund-raising campaign and other direct cash contributions.

**In-kind Funds** include the contributions of donated services and goods such as staff time, volunteer hours, materials and other services. 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 the current rate posted: <http://www.independentsector.org/resource/the-value-of-volunteer-time/> 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. Documentation of employee and volunteer time will need to be submitted with invoicing.

Other project funds must be included in Application Section II 8 *Summary Narrative of Total Project Budget* and Section III *Budget: Task Budget and Total Project Budget*.

**C. Project Timeframe**

Projects are to be completed within two years. Project completion dates for the 2021 grants (“fiscal year 2021” or “FY21”) will be either December 1, 2022 or April 30, 2023.

**D. Notifications and Grant Fund Awards**

- The Legal Contact will be notified by email of the SCC’s receipt of the application (see page 8). The Legal Contact will be notified by mail of the grant award decision no later than 12/4/2020.
- Depending on the amount of grant program funds available and grant cycle competitiveness, the SCC may award partial funding for an application. Partial funding may require modification to the project.

**E. Steps in the Process**

STEPS IN THE PROCESS	APPROXIMATE TIME FRAME
1. Application is available online.	July, 2020
2. Applications are due. Electronic Submittal.	9/10/2020
3. SCC conducts application evaluation process. Applicants may be contacted to provide additional information.	9/2020 - 11/2020
5. SCC Board approves FY21 Grant recipients.	11/2020
6. All Applicants are notified of funding decision. SCC FY21 Conservation Grant Awards are announced.	by 12/4/2020
7. SCC provides each FY21 Grantee with grant process instructions, a draft Grant Contract and supporting documents.	2/2021
8. Grantee provide executed Grant Contract and required supporting documentation to SCC.	2/2021- 3/2021
9. Grant Contract approval by Department of Agriculture, and Governor and Executive Council approval (as required).	3/2021 - 6/2021
10. SCC notifies Grantee of executed Grant Contract. Project may begin.	3/2021 - 6/2021

**5. SCC Contact Information**

To discuss project proposals, and for all other questions about the SCC Conservation Grant Program information, contact:

Dea Brickner-Wood, Administrator  
 nh-conservation-committee@nh.gov ~ (603) 868-6112

## 6. Application Electronic Submittal Instructions

The SCC is accepting FY2021 applications electronically through the Box file transfer system. **Applications must be submitted electronically**, received no later than **9/10/2020**.

Mail-in or delivered paper applications will not be accepted.  
Applications that are late or incomplete will not be accepted.

### A. **Signatures: Application and Landowner Consent Form**

The Application and Landowner Consent Form may be signed digitally. Digital signatures include a scanned signed document, a scanned signature, or a digital signature created using a third-party application (e.g. DocuSign).

### B. **Forms**

Applications will be accepted on forms provided by the State Conservation Committee.  
Application documents are available on the SCC on the website.

<http://agriculture.nh.gov/divisions/scc/grant-program.htm>.

Contact the Administrator to receive the Application Form and Landowner Consent Form in MS-Word format.

A complete Application Packet consists the following:

- **Application Form.** Required. Electronic signature accepted.
- **Budget Tables: Task Budget(s) and Total Project Budget.** Required.
- **Land Conservation Tables: Single Property and Multi-Tract.** As Applicable.
- **Landowner Consent Form.** As Applicable. Electronic signature(s) accepted.
- **Appendices.** Required and As Applicable.  
Letters of Support should be included as part of the Application Appendix.  
Letters of support received separate from the Application will not be considered.  
Letters should be addressed to the “NH State Conservation Committee”.

### C. **Application File Naming**

1) Single File. The application packet including the Application Form and Budget Tables, and as applicable the Land Conservation Property Table, Landowner Consent Form and Appendices, is preferred as a single PDF file. If this is not feasible, see “2) Multiple Files”.

**File Naming:** Complete the **red font** information.

The “Organization Name” may be initials or shortened name (e.g. ‘GBLT’ or ‘Concord’).

The “Project Name” may be a 1 to 2 word(s) representing the project’s name (e.g. ‘PemiRestoration’ or ‘Jones’).

**OrganizationName\_2021\_SCC\_ProjectName**

GBLT\_2021\_SCC\_Jones

2) Multiple Files. If the applicant is not able to create a single PDF file, follow the file naming protocol for each file:

**OrganizationName\_2021\_SCC\_ProjectName\_Application**

GBLT\_2021\_SCC\_Jones\_Application

**OrganizationName\_2021\_SCC\_ProjectName\_Budget**

GBLT\_2021\_SCC\_Jones\_Budget

**OrganizationName\_2021\_SCC\_ProjectName\_LandConservationTable**

GBLT\_2021\_SCC\_Jones\_LandConservationTable

**OrganizationName\_2021\_SCC\_ProjectName\_LandownerConsent**

GBLT\_2021\_SCC\_Jones\_LandownerConsent

**OrganizationName\_2021\_SCC\_ProjectName\_Appendix#**

GBLT\_2021\_SCC\_Jones\_Appendix1

## **D. Email Submittal & Receipt Verification**

### 1) Application Email to “Box”

Send one email including the Application Packet, either a single PDF file or multiple files (see Section 6.C) to the following email address: [SCC2021.fb15zjnca7rn9ci@u.box.com](mailto:SCC2021.fb15zjnca7rn9ci@u.box.com)

- Subject line: **OrganizationName**\_ SCC.2021 \_**ProjectName**\_ Application
- Do not include a message in the email.
- Plain Text. If possible, please send the email as “Plain Text”. This will avoid the upload of logos/social media icons in the footers of the email. In “Outlook” mail you can change to plain text on the “Format Text” tab and select “As Plain Text” in the upper left. In “OIS” mail, under the “Format” Tab use “Make Plain Text”.

### 2) Receipt Verification

- After submittal, the applicant will receive an email receipt from: ‘noreply@box.com notification’.
- The name of the folder will appear in the receipt: ‘SCC2021 Conservation Mooseplate Grant Applications folder’  
Note the receipt may take a few minutes to appear in your email, depending on file size. If you don’t see the receipt in your inbox, check your spam/junk mailbox.
- Applicant will receive another email confirming receipt of the application from the SCC Grant Administrator no later than 9/25/2020.

## **7. Frequently Asked Questions**

### ⇒ **What makes an application more competitive?**

- Projects that are part of a comprehensive plan and address long-term protection and /or restoration measures.
- Projects that provide a resolution for a natural resource concern are more competitive than projects designed to remedy an aesthetic concern.
- Projects that implement sustainable practices, and clearly describe the sustainability and maintenance of the site after the grant is completed.
- Site specific designs and plans should be included in applications, as applicable.

### ⇒ **What project costs are eligible for SCC grant funding?**

Eligible costs are listed in the Budget Tables. Project costs should be reasonable and necessary for the completion of the project. Include cost justifications in Section 2 and price quotes, as appropriate, in the Appendices.

- It is recommended that Other Project Funds be used to provide food and honorariums for outreach and education events.
- Guidelines for equipment purchases:
  - Other Project Funds should be utilized first to purchase tools and equipment needed for project implementation. The use of Grant Funds to purchasing tools and equipment must be reasonable and justified as necessary for completing the project tasks and outcomes.
  - Equipment purchased with SCC Grant Funds for the purpose of establishing an Equipment Rental and Loan Program must provide program details such as an equipment maintenance plan, rental program logistics, equipment storage, intended users, and conservation benefit. The successful applicant will be required to enter into an Equipment Inventory Agreement with the Department of Agriculture Markets and Foods, and submit annually an inventory report including the extent of equipment use, maintenance and location. Reporting will be required for 10 years from date of purchase.

- ⇒ **Does the SCC fund improvements on public lands, including Municipal, County, State (such as State Parks), and Federal (such as National Forests)?**  
 Yes, public lands are eligible project sites. Considerations for submitting a competitive application (Project Categories 1 through 5):
- Provide substantial leverage for applications with project sites on State and Federally owned lands. While there is not a match requirement, a competitive application with a State or Federally owned project site typically includes at least a 75% match in other funds (cash and in-kind resources).
  - Routine maintenance and capital improvement projects on public roads and lands will not be considered a competitive application.
- ⇒ **Does the SCC fund improvements on private properties?**  
 Yes, private properties are eligible project sites. Considerations for submitting a competitive application (Project Categories 1 through 5):
- If the project site is permanently protected.  
*For example: A conservation easement held by a qualified entity.*
  - Projects that benefit agricultural resources and/or operations, resulting in measurable environmental benefits.
  - Applications will not be competitive if addressing stormwater and erosion issues due to development and/or lack of maintenance.
  - While there is not a match requirement, a project site on privately held lands will be considered more competitive if at least 50% funding is provided by private landowner(s) and other sources of funds.
- ⇒ **Is public access required for Land Conservation projects (Project Category 6)?**  
 Land Conservation applications should address the conservation property's allowable public access uses. Public access is not required, however, after evaluating conservation benefits, priority will be given to projects that provide appropriate public access. If the conservation property does not include pedestrian public access, the application should explain why public access is not a reserved right. The application should address if ATV / ORV use and/or trails are an allowable use; if motorized uses are allowed, the application should address the extent and impact of the use.
- ⇒ **Does the State Conservation Committee take an executory interest in Land Conservation projects (Project Category 6)?**  
 The SCC does not take an executory interest or affirmative rights.
- ⇒ **Does the SCC approve draft conservation easement deed language (Project Category 6)?**  
 The SCC does not typically review and approve draft conservation easement language, but reserves the right to do so.
- ⇒ **Does the SCC fund Invasive Species projects?**  
 Yes, the SCC does fund invasive species projects. Competitive applications include the following:
- The project site has been identified in a landscape scale management plan, and the project tasks and outcomes are part of a long-term strategy for management and control.
  - Demonstrates the proposed strategy(s) has a high probability of success.
  - Articulates the conservation merits of the selected site, and demonstrates need.
  - Employs early detection and action strategies.
  - Priority will be given to sites providing public benefit, particularly sites that are publicly owned and/or are permanently protected (fee and/or conservation easement), and provide appropriate public access.
  - Total project budget includes significant leverage of other funds, including cash and in-kind, and community involvement and support.

## ***Part 2: Application Instructions***

*Application Instruction* sections below correspond with *Application Form* sections. All application sections must be completed, unless otherwise noted as “if applicable”. The *Application Form* sections with character limits are provided in the text boxes. The character limits serve to check narrative length - applicants are not required to meet the character limits. Note that the character count includes spaces.

### **Section I: Summary Application Information**

**1. Project Title.** Provide a project title (Character Limit 75).

**2. Applicant Organization.** Provide the name, mailing address and contact information for the Applicant. The “Applicant” is the entity entering into a Grant Contract with the New Hampshire Department of Agriculture, Markets and Food (serving on behalf of the NH State Conservation Committee). The Applicant is the entity legally responsible for the implementation of the grant, and will receive grant payments.

An Applicant may serve as a fiscal agent for another organization. The “Organization” is the entity working with the Applicant to implement the project.

**3. Grant Request.** The Grant Request is the total SCC grant funds requested as shown in Section IV.2 *Total Project Budget*. Total SCC grant request cannot exceed \$24,000.

**4. Legal Contact.** Provide the name, title, and contact information for the person authorized to sign the Application, and the Grant Contract (if the project is funded). If the address information is the same as in Section I.2 indicate by “See Above”.

**5. Project Contact.** If different from the Legal Contact in Section I.4 provide the name, title, and contact information for the person serving as the Project Contact, and capable of answering questions about the application. If the contact person, address and contact information are same as in Section I.4 or Section I.2 indicate by “See Above”.

**6. Select Primary Contact.** Select either the Legal Contact or Project Contact person to receive grant paperwork and communications. Note: If a Project Contact person is identified, the Legal Contact will still be responsible for signing the Grant Contract.

**7. Project Location.** Provide location information as requested. State Congressional District and State Senate Districts <http://sos.nh.gov/VoteDist.aspx>

**8. Applicant Type.** Select one.

- County Conservation District
- County Cooperative Extension Natural Resource Program (*note: grants will only be awarded through County Cooperative Extension programs*)
- Municipal government, including agencies and commissions engaged in conservation programs
- Qualified nonprofit organization engaged in conservation programs
- Public and private school (Kindergarten through Grade 12)
- Scout group

Note that successful applicants, except for municipalities and County Conservation Districts, must provide documentation of nonprofit status and provide a Certificate of Good Standing (See Part III, 1. D Certificate of Good Standing).

**9. Project Dates.** Provide an estimated start date and completion date. Grant periods extend for up to two years. SCC Grant completion dates for the FY2021 grants will be either December 1, 2022 or April 30, 2023.

**10. Overall Project Goal.** (Character Limit 400). Describe the project’s overall result. The SCC will use this description for reporting and media purposes.

*For Example: The XYZ organization, in partnership with the ABC group, will restore 10 acres of floodplain along the Z River located in the Town of Y.*

**11. Project Category.** Select only one project category. It is acknowledged that a project may achieve more than one conservation goal and therefore may address more than one project category. Section II Project Narrative provides an opportunity to address the project’s additional conservation benefits. Select the primary project category:

- Water Quality and Quantity: Restore, enhance, maintain or protect.
- Wildlife Habitat: Create, restore, enhance, manage or protect.
- Soil Conservation and Flooding: Reduce or prevent erosion, or improve soils.
- Best Management Practices: Plan and implement for agriculture, storm water or forestry.
- Conservation Planning: Accomplish a conservation project or outcome that includes a public involvement component.
- Land Conservation: Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.

**12. Landowner Consent.** Projects located on public and private lands are eligible with the signed acknowledgement and consent of the property landowner. Check box “Yes” and provide the SCC *Landowner Consent Form* as an Appendix; the *Landowner Consent Form* is available for downloading from the SCC website. Only projects that are not parcel specific may check “Not Applicable”.

**13. SCC Conservation Grant Program Public Awareness.** Indicate the project will recognize the State Conservation Grant Program funding, including posting a Moose Plate sign as appropriate to the project site (the SCC will provide the sign), use of SCC logo and promotional language in appropriate project communications.

**14. Previous SCC Conservation Grant Awards**

**A. Recipient of a SCC Grant.** Has the applicant organization previously received an SCC Conservation Grant? Check box Yes or No.

**B. Award Date of Most Recent SCC Grant.** Provide the award year (information found in the Grant Award Letter) of the most recently received SCC Conservation Grant. If the applicant has not received an SCC grant, check box “NA” (Not Applicable)

**C. Status.** Provide the following information completion status of the last SCC grant received by the applicant (Character Limit 300).

- If the applicant has not received an SCC grant, check box “NA” (Not Applicable)
- If the applicant has completed the project and the grant is closed, respond: “Closed” and provide the year the project closed.
- If the applicant’s grant is still open and in progress, provide a brief update on the project and the expected completion date.

**15. Authorization.** Signature of the individual authorized by the applicant organization to execute the application. Electronic signature accepted (see *Part I, 6. Electronic Submittal Instructions, A. Signatures*)

## **16. Project Application Checklist**

Completed Application section checklist to ensure compliance.

## **Section II: Project Narrative**

All applicants must complete Project Narrative Section II, items 1 through 8.

In addition, Land Conservation Projects complete Section II. 9, and Water Quality and Quantity Projects complete Section II.10.

Applicants may include hyperlinks to referenced sources in the Narrative.

All Applicants provide complete Appendices as required and appropriate to the project.

Section II. 8 is to be completed only by Land Conservation projects, and a Land Conservation Tract Table. See Instruction pages 3 & 4 for definition of Single Property and Multi-Tract projects.

### **1. Project Overview. Project Goal and Statement of Need** (Character Limit 3,000)

Briefly describe the project, including the specific purpose of the project and the need to be met, and what will be accomplished.

**A. Project Goal.** Provide a project goal statement that describes the project's overall results.

Restate and expand on the project goal statement provided in *Section I.10. Overall Project Goal*.

**B. Statement of Need.** Briefly describe the purpose of the project and the problem or need to be met.

### **2. Conservation Priorities**

Describe how the project addresses one or more of the following FY21 SCC Conservation Grant Program Priorities. Only address those Conservation Priorities that specifically apply to the project.

Suggested data links are provided. You may also access data for multiple Conservation Priorities through the State's One Stop Data Mapper

<http://www2.des.state.nh.us/onestopdatamapper/onestopmapper.aspx>

NH GRANIT is New Hampshire's Statewide Geographic Information System (GIS) Clearinghouse of geospatial services, including data and online mapping: <http://www.granit.unh.edu>

#### **Conservation Priorities**

##### **A. Soil** (Character Limit 1,000)

Projects that protect and/or improve agricultural or forestry resources will be given priority.

- Reduces soil erosion, runoff, compaction and sediment deposition.
- Sustain or enhance soil health and productivity.
- Permanently protects prime, statewide and locally important soils.

Soil resource information links:

Web Soil Survey - <http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>

Soils information for NH - <http://www.nrcs.usda.gov/wps/portal/nrcs/main/nh/soils/>

NH Natural Resources Conservation Service (NRCS) Technical Resources -

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/nh/technical/>

NRCS Soil Health Awareness -

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/soils/health/>

**B. Water** (Character Limit 1,000)

- Addresses a water quality or quantity problem, and/or contributes to protection, restoration and improvement of water resources.
- Improvements supports habitat restoration and benefits wildlife, and/or agricultural and forestry resources.
- Priority sites include High Priority Water Supply Lands, Source Water Protection Areas 5-mile Buffer, Source Water Protection Areas, Impaired Waters (Classifies streams and wetland improvements), Prime Wetland protection, and Nonpoint runoff.

Information links:

One Stop Data and Information, DES - See Section D. Wildlife and Fisheries for ARM

Mapper link <http://des.nh.gov/onestop/index.htm>

Surface Water Quality Assessment Viewer (2018) [\*Surface WQ Assessment Viewer\*](#).

New Hampshire Nonpoint Source Management Plan

<https://www.des.nh.gov/organization/divisions/water/wmb/was/nps-plan.htm>

**C. Plants** (Character Limit 1,000)

- Promotes an ecosystem restoration approach where the use of native species is encouraged.
- Benefits rare, threatened or endangered native species or exemplary natural communities.

Plant resource information Natural Heritage Bureau website: <https://www.nh.gov/nhdfl/about-us/natural-heritage-bureau.htm>

**D. Wildlife and Fisheries** (Character Limit 1,000)

- Improves or protects habitat for wildlife and fish.
- Benefits rare, threatened or endangered species.
- Enhances the conservation of species or habitats at risk, as identified in the New Hampshire Wildlife Action Plan.

Wildlife and Fisheries resource information WAP links:

<http://www.wildlife.state.nh.us/wildlife/wap-using-maps.html>

<http://www.wildlife.state.nh.us/maps/wap.html>

<http://www.wildlife.state.nh.us/wildlife/profiles.html>

Aquatic Resource Mitigation Program's Aquatic Restoration Web Mapper link:

<https://www.des.nh.gov/organization/divisions/water/wetlands/wmp/index.htm>

**E. Air** (Character Limit 1,000)

- Addresses air quality on site and in surrounding areas.

Air resource information on local, regional and national collaborations, data gathering, analysis, and control efforts: <http://des.nh.gov/organization/divisions/air/index.htm>

**F. Climate Adaptation and Resiliency** (Character Limit 1,000)

- Addresses climate resiliency issues.
- Energy conservation.

Climate resource information link to NH State Climate Action Plan

[http://des.nh.gov/organization/divisions/air/tsb/tps/climate/action\\_plan/nh\\_climate\\_action\\_plan.htm](http://des.nh.gov/organization/divisions/air/tsb/tps/climate/action_plan/nh_climate_action_plan.htm)

NH Coastal Risks and Hazards Commission Final Report and Recommendations.

NH Coastal Risks and Hazards Commission. <https://www.nhcrhc.org/final-report/>



### **3. Other criteria that support the project** (Character Limit 3,000)

Addresses other resource considerations that support natural resource conservation:

- Community outreach, education and public participation activities.
- Local food system viability.
- Historic and cultural resources and the need to protect them. (e.g. burial grounds, historic mill sites).
- Invasive species control. Invasive resource information link:  
<https://www.agriculture.nh.gov/publications-forms/plant-industry.htm>  
<https://www.agriculture.nh.gov/divisions/plant-industry/invasive-plants.htm>  
<https://www.invasivespeciesinfo.gov/unitedstates/nh.shtml#int>  
<http://des.nh.gov/organization/divisions/water/wmb/coastal/cwipp/index.htm>
- Other

### **4. Regional Context** (Character Limit 3,000)

As applicable to the project, provide the following information about the project's regional context. *Region* may be defined as a watershed, sub-watershed, or other landscape scale designation.

**A. Regional Impact.** Address how the project will contribute to resolving the problem or need (identified in Section II.1) in the geographic region and/or watershed. If applicable, describe the project's relationship to other conservation initiatives, and collaboration with other public, private and non-profit entities in the region and/or state.

**B. Natural Resource Connectivity.** Describe how the project contributes to natural resources connectivity.

*For Example: NH Wildlife Action Plan, NH GRANIT Conservation/Public Lands data layer, Eastern Brook Trout Joint Venture, Municipal Plans, Regional Greenway or other Conservation Plans.*

*Information regarding the location of other existing protected lands <http://granitview.unh.edu/>.*

**C. Documentation.** Cite local, regional or statewide plans and studies that identify the issue and support the project's actions. Provide the plan name and website link (if available) for plans such as watershed management, conservation, comprehensive invasive species management.

*For Example: Water Quality improvement project site is included in a Watershed Plan [https://www.des.nh.gov/organization/divisions/water/wmb/was/watershed\\_based\\_plans.htm](https://www.des.nh.gov/organization/divisions/water/wmb/was/watershed_based_plans.htm)*

*Land Conservation project is identified in a local, regional, state and/or federal conservation priority plan.*

**D. Maps.** All projects are required to provide a map that illustrates the location of the project within a regional context in Appendix 2. List in this section the regional maps that are applicable and appropriate to the project and included in Appendix 3: Wildlife Action Plan Highest Ranked Wildlife Habitat Map; Soil Maps; Regional or Local Conservation Plan Map (a plan that provides priority and/or focus areas for conservation action); other natural resource maps.

### **5. Applicant Institutional Capacity and Project Partners** (Character Limit 3,000)

- Describe the applicant's institutional capacity to successfully implement the project.
- Describe the roles and extent of participation by other project partners.
- Letters of support from project partners, confirming their roles and contributions, may be provided in Appendix 8. Letters of Support.

**6. Long-Term Project Management and Stewardship** (Character Limit 3,000)

Describe how the project will provide lasting benefits. When the grant has been completed, describe how long-term implementation, monitoring and stewardship will be accomplished. Projects that incorporate a long-term stewardship perspective will be given priority.

*For Example: Best Management Practice projects should describe the regular maintenance and monitoring plan for the improved site.*

*Water Quality improvement projects should describe the project's Operations and Maintenance Plan, the monitoring and reporting success or need for remedial measures during the two-year grant period and post grant period.*

**7. Project Task Description, Results and Budget Justification** (Character Limit 4,400)

Describe how the project will be accomplished through specific and measurable Task(s).

Include all Tasks required to complete the project – including those Tasks that do and do not include SCC grant funds. Provide the following for each Task:

**A. Task Number & Description.** Describe the action to be undertaken.

**B. Timeframe.** Provide Task beginning and end dates.

**C. Measurable Results.** Describe what will be accomplished as a result of completing the Task.

**D. Budget Description and Justification.** Note: Tasks outlined in this narrative section must correspond to a *Task Budget* in *Section III. Budget*.

- Provide for the Task Total Task Budget; SCC Funds; Other Funds.
- Provide a brief explanation of the Task budget, including how budget costs were calculated. Include necessary documentation for grant funded tasks - such as bid statements, purchase and sales agreements, or estimates from qualified entities in *Section IV. Appendix 9. Other Supporting Documentation*.

**8. Summary Narrative of Total Project Budget** (Character Limit 2,000)

**A. Total Project Budget.** In addition to the attached Task and Total Budget Tables, provide the following in narrative form:

- Total Project Budget (Grant Funds + Other Funds): \$
- Total SCC Grant Request: \$
- Total Other Funds: \$
- SCC Grant Funds Percentage of Total Budget: %

**B. Other Project Funds.** Summarize by listing in bullet form the Other Project Funds included in the project budget.

Other Project Funds: Cash

- Identify funding source, “Cash.”
  - Amount of funds.
  - Status: Secured, Pending (estimated timeframe for funding decision), or To be Determined.

Other Project Funds: In-Kind

- Who will be providing the “Inkind” service.
  - Total Amount of Inkind Service.
  - Hourly rate and/or value of service was determined.

***For Example***

- *Foundation X: Cash*
  - \$5,000
  - *Funds Pending. March 2021 funding decision.*
- *Organization X Land Stewards: Inkind*
  - \$2,288.70
  - *98 hours at \$25.43/hour as per Independent Sector rates.*

**9. Land Conservation Projects Only – Property Table and Additional Narrative.**

**A. Property Tables**

The *Land Conservation Table* excel workbook is separate from the *Application Form* and available for downloading from the SCC website. The *Land Conservation Table* Excel workbook includes two tabs: *Single Property Table* or *Multi-Tract Table*. The completed table should be attached to the completed *Application Form*. Definitions of ‘Single Property’ and ‘Multi-Tracts’ see *Part 1 Section 3. Project Eligibility A. Project Category Information 1) Land Conservation Projects*.

- Single Property Projects. Land conservation projects consisting of one property that will be permanently protected using SCC Grant Funds for the purchase of the property’s fee interest and/or conservation easement, and/or the transaction expenses. Complete the Single Property table (Excel workbook tab 1):
  1. Property Name.
  2. Conservation Action. Indicate if this is a Conservation Easement and/or Fee project - the property will be protected though fee interest (purchase or donation) and/or conservation easement (purchase or donation).
  3. Acres. Provide the total property acres; the total fee acres to be conserved; and the total conservation easement acres to be conserved.
  4. Property Landowner and Easement Holder. Provide the landowner name for the property’s fee ownership and / or the entity that will hold the conservation easement.
  5. Purchase and Sale or Option Agreement. Identify if there is a written landowner agreement for the property’s sale or donation, and the term of that agreement. If there is not an agreement at the time of the grant application, provide an explanation of the landowner’s commitment.
  6. Appraisal
    - Select “Yes” if an appraisal has been completed for the property, and provide the appraisal report date.
    - Provide the appraised conservation easement value.
    - Provide the appraised property fee interest value.
    - Select “No” if an appraisal has not been completed, and provide the completion date if pending. Provide the assessment method used to determine values for the application.
  7. Donation and/or Bargain Sale.
    - Select ‘Yes’ if a portion or all of the property’s fee interest and/or conservation easement value will be donated or purchased at a bargain sale.
    - Select “No” if there will not be a donation or bargain sale.
    - Select “To Be Determined” if a donation or bargain sale has not yet been determined.
  8. Purchase Price.
    - Provide the property fee interest purchase price, if applicable.
    - Provide the property conservation easement purchase price, if applicable.
    - Provide the amount of SCC Grant Funds requested for the acquisition.

9. Transaction and Stewardship Costs.
  - Provide the total project transaction costs - such as title, survey, legal, baseline documentation report, environmental hazard assessment, staff time and stewardship endowment.
  - Provide the amount of SCC Grant Funds requested for transaction costs.
10. Completion Date. Provide the estimated property closing date.
11. Public Access.
  - Select “Yes” if public access will be allowed.
  - Select “No” if public access will not be allowed.
 Provide an explanation of public access in Land Conservation Project Additional Narrative Section II.8.A.
12. Summary Land Features.
 

As a percentage of total conserved property acres, provide the percentage for the following: a) agricultural land; b) other open land; c) forest land; d) wetlands and water resources; and e) other. Use the Section II Project Narrative Sections 1 through 5 to further describe the natural resource features, land uses and conservation values.
- **Multi-Tract Projects.** Land conservation projects that present more than one property to be permanently protected must complete a Multi-Tract Project Table (Excel workbook tab 2). Provide the Property Name for the conservation tracts the application identifies as part of the project and claims the conservation benefits.
  1. SCC Grant Property. Indicate Yes / No if SCC Grant Funds will be used to conserve this property. The SCC Grant Funds may be used to support the conservation of one or more of the project tracts.
  - 2 – 12. See instructions above for Single Property project and provide the information for each project tract.

**B. Land Conservation Project Narrative**

Complete for all Land Conservation projects.

**1) Public Access** (Character Limit 1,000)

Describe to what extent public access will be allowed. If the conservation property will not include pedestrian public access, explain why public access is not a reserved right. Address if ATV / ORV use and/or trails are an allowable use; if motorized uses are allowed, address the extent and impact of the use.

**2) Conversion Threat and/or Opportunity** (Character Limit 1,000)

Describe the specific urgency and/or opportunity to protect the Property. Describe the threat(s) to conversion from a natural resource use.

**3) Conservation Easement and/or Fee Deed terms** (Character Limit 1,000)

Provide a list and brief explanation of any reserved or affirmative rights.

**10. Water Quality and Quantity Projects Only – Additional Narrative.**

Complete the following information, as applicable, for water quality improvement projects.

**A. Best Management Practices** (Character Limit 1,000)

Describe the recommended site specific and/or landscape level improvements, and as appropriate, the use Low Impact Development approaches, such as Green Infrastructure techniques.

**B. 319 Projects** (Character Limit 1,000)

Provide, if applicable, if the project is eligible for or has applied and/or received Clean Water Act Section 319 grant funds. If so, state the amount of 319 funding and the use of SCC Grant funds in the project.

**C. Pollution Estimate Reductions** (Character Limit 1,000)

Provide, if available, the estimated pollutant load reductions achieved through implementation of the project.

**Section III. Budget: Task Budget and Total Project Budget**

Completed *Task Budget(s)* and *Total Project Budget* are to be attached to the completed *Application Form*. The *Budget Table* Excel workbook is separate from the *Application Form* and available for downloading from the SCC website.

The *Budget Table* Excel workbook includes two tabs: *Task Budget* and *Total Project Budget*. The *Task Budget* may be copied as required for multiple project tasks. The *Total Project Budget* is in “Protected View” and may require “Enable Editing” to complete. The *Task Budget* and *Total Project Budget* are formula protected. The formula will provide totals in Column E (highlighted in blue). Please do not change the formula. Even if the project has one task, complete both a Task Budget and Total Project Budget.

**1. Task Budget**

Prepare for each project task a separate *Task Budget*. The *Task Budget* must correspond to the task(s) as outlined in Section II.5. Add *Task Budget* tables as needed. A *Task Budget* should be completed for all project tasks that are necessary for the completion of the project, including those project tasks being completed with SCC Grant Funds, SCC Grant Funds and Other Project Funds combined, or with only Other Project Funds.

**Budget Categories.**

- Expense Categories. Include additional expense categories to the table as needed. Reasonable wages, salary and associated administrative and overhead costs are eligible if clearly demonstrated as a necessary component of the project’s implementation.
- Other Project Funds. Other Project Funds include those resources necessary to complete the project, including both cash and in-kind sources (see page 5 *Other Project Funds*). Other Project Funds must be included in the Budget Tables if the funds are necessary to complete the project.
- Percentage of Total Budget. Include the percentage SCC Grant Funds are of the Total Project Budget.

**1. Task Budget**

<b>Task Budget</b>				
<b>Task Number &amp; Title:</b> _____			<b>Task Budget \$</b> _____	
<b>Will SCC Grant Funds be used for this task?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Task Completion Date</b> XX/XX/XXXX	
Project Expense	SCC Grant Funds Requested	Other Project Funds: Cash	Other Project Funds: In-kind	Totals SCC Grant Funds + Other Project In-kind & Cash Funds
Supplies, Materials				
Equipment				
Purchases				
Contract Services				
Staff: Wages / Salary				
Administrative				
Other (describe)				
<b>Total</b>	\$	\$	\$	\$

**2. Total Project Budget**

Complete the Total Project Budget table, combining all Task Budget(s). If the project has only one task, the Total Project Budget table will contain the same information as the Project Task Budget, and include the *SCC Grant Funds as Percentage of Total Budget*.

<b>Total Project Budget</b>				
Project Expense Description	SCC Grant Funds Requested	Other Project Funds: Cash	Other Project Funds: In-kind	Total SCC + Other Project In-kind & Cash Funds
Supplies, Materials				
Equipment				
Purchases				
Contract Services				
Staff: Wages				
Administrative				
Other				
Total	\$	\$	\$	\$
<b>SCC Grant Funds as Percentage of Total Budget</b>				_____ %

## **Section IV. Appendices**

Provide the applicable Appendices, and reference where appropriate in the application narrative. Label Appendices.

- 1. Project Site Map.** Project site location on USGS quadrangle map (required). Provide a color map.
- 2. Regional Map.** Location of the proposed conservation project within a regional context (required). Provide a color map.
- 3. Natural Resource Maps.** Provide natural resource maps, as appropriate to the project. Maps may include the Wildlife Action Plan Highest Ranked Wildlife Habitat Map; Soil Maps; Regional or Local Conservation Map; other natural resource maps (if applicable). Provide a color map.
- 4. Photographs.** Dated, colored photographs of the site of the proposed conservation project (if applicable).
- 5. Landowner Consent.** Projects on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s). Attach SCC Landowner Consent Form (if applicable).
- 6. Project Site Plan.** Plan showing details of construction, plantings, grading, and / or NRCS property conservation plan. If original is color, color copies are required (if applicable).
- 7. Permits and Approvals.** List of permits and approvals that have been received or may be required (if applicable).
- 8. Letters of Support** (optional).
- 9. Other Supporting Documentation.** Provide documents supporting grant funded budget line items, project designs, or other documentation (if applicable).
- 10. Land Conservation Stewardship Policy** (if applicable). Land Conservation projects (Project Category 6) requesting SCC Grant funds for Stewardship Endowment shall provide the Stewardship Policy for the organization holding the conservation easement or fee.



### ***Part 3: Successful Applicants***

If your proposal is awarded a Conservation Moose Plate Grant from the NH State Conservation Committee (SCC) the grant award will not be considered final until all necessary documents are approved and the Grant Contract is fully executed. The SCC will provide an information packet to successful applicants (Grantee) detailing the requirements at the time of award. Template forms will be available on the SCC website.

#### **1. Grant Administration and Documentation Requirements**

In summary, the following documentation will be required for successful grants:

**A. Grant Contract.** The Grantee enters into a Grant Contract provided by the SCC. The Grant Contract is with the Department of Agriculture, Markets and Food, on behalf of the SCC. Grantees with cumulative grant awards through the Department of Agriculture, Markets and Food totaling \$10,000 or more within the 2021 fiscal year will require approval from the Department of Agriculture, Department of Justice, and the Governor and Executive Council.

**B. Certificate of Authority.** Grantee completes a Certificate of Authority form, designating the signatory for the Grant Contract. In addition to the executed and notarized Certificate of Authority form, the meeting minutes or a resolution from the Grantee authorizing the signatory is required.

**C. Certificate of Insurance.** Grantee provides a Certificate of Insurance, with the NH State Conservation Committee named a Certificate Holder. Insurance guidelines are specified in the Grant Contract.

**D. Certificate of Good Standing.** All Grantees, except municipalities and County Conservation Districts, provide a Certificate of Good Standing from the NH Secretary of State.

**E. Alternative W-9 Form.** The SCC Grant Administrator will inform the Grantee if a current Vender Code with the State of New Hampshire is required. If required, the Grantee completes Alternative W-9 form.

**F. Moose Plate Sign.** The State Conservation Committee will provide a Moose Plate sign to be displayed at the project site(s), as appropriate to the project. The SCC logo and promotional language are required on all materials pertaining to the funded project.

**G. Information.** The State Conservation Committee may request additional information from the applicant including financial and budget information, proposed service contracts and other items as may pertain to the project.

#### **2. Project Payment, Completion and Monitoring**

**A. Payment.** The State Conservation Committee Conservation Moose Plate Grant Program is a reimbursement grant program, with payments approved upon the completion of the task(s) as stated in the Grant Contract. Invoice instructions are included in the SCC Grant Program Instructions FY2021.

. A template form is available on the website. Invoices are supported by narrative description of the completed task, and documentation of expenses to be reimbursed (e.g. paid invoices for services or products).

**B. Project Completion.** Grantees are required to submit a Final Report detailing the completed project tasks and results. The Final Report instructions are included in the SCC Grant Program Instructions FY2021.

**C. Compliance.** The NH State Conservation Committee is responsible for assessing compliance with Grant Contracts and for reporting project results to the Governor and the Legislature.



