



CLEAN WATER MANAGEMENT TRUST FUND ACQUISITION APPLICATION FORM

Updated 12/7/09

1. Application Checklist

A complete application package must include THREE, UNBOUND sets of the items listed below, suitable for photocopying. Several items and specifications have changed. Refer to the [Acquisition Application Guidelines](#) for more information.

Project Narrative

CWMTF Acquisition Application Form, including budget on CWMTF budget template and annual monitoring cost worksheet for conservation non-profits

Maps and Aerial Imagery: All maps must be 8.5" x 11" suitable for photocopying.

Property Card

List of Applicant's Governing Board Members and brief explanation of how they are appointed

Resolution from applicant's governing board supporting application to CWMTF

501(c)(3) organizations: certification of tax-exempt status

Applicant Signature

To be considered for funding, you must read and complete the following:

I have examined the CWMTF application package which includes the items listed above and to the best of my knowledge, they are accurate and complete. The organization I represent has the authority to enter into a grant agreement that may result from this grant application.

Name of applicant organization:

Signature of applicant: _____

Typed or printed name:

Title:

Date:

2. Applicant Information

Organization Name

Applicant Type

Project (Tract) Name

Requested CWMTF Grant Amount
(=Total CWMTF Request from Budget Template) \$

Total Project Cost
(=Total Project Cost from Budget Template) \$

Project duration in months

Grant Contact Name and Title (responsible for signing contract) :

Contact Address:

Work Phone:

Fax Number:

Mobile Phone:

Email:

Project Manager Name and Title (responsible for technical aspects of project):

Work Phone

Email

Federal Tax Number

Fiscal Year End Date

3. Project Location

River Basin

County

CWMTF Region

Latitude (degrees, minutes, seconds)

Longitude (degrees, minutes, seconds)

4. Project Setting – Receiving Waters

Refer to the links listed below for information for Receiving Water Information, CWMTF-Targeted Areas, and Significance of Waters (questions 4.1-4.3).

For stream name, index number, classification, use support, cause and source of impairment <http://h2o.enr.state.nc.us/basinwide/>,

For 303(d) list http://h2o.enr.state.nc.us/tmdl/General_303d.htm,

<http://h2o.enr.state.nc.us/bims/Reports/reportsWB.html> DWQ listing of stream names, index numbers, and classifications

Ecosystem Enhancement Program Local Watershed Plans
<http://www.nceep.net/pages/lwpguide.htm>

Source Water Assessment Program – Drinking Water Susceptibility Ratings
<http://swap.deh.enr.state.nc.us/swap/>
 for help, call the Public Water Supply Section at 919-715-2633

4.1. Receiving Water Information

<i>Name of Streams to be buffered</i>	<i>DWQ Stream Index Number</i>	<i>Stream Classification</i>	<i>Use Support Rating</i>	<i>Cause of Impairment</i>	<i>Source of Impairment</i>

4.2. CWMTF-Targeted Areas

Mark any targeted areas or project types listed below that apply to the proposed project. A brief explanation of each is given in the Acquisition Application Guidelines.

- Headwater Streams – 1st order streams
- Protection of military installation and associated flyways
- Shellfish waters (SA) or Trout waters (Tr)
- Urban 303(d) listed stream
- Water Supply Watershed (only WS I-II)
- Drinking Water Susceptibility Ratings – Higher or Moderate

4.3. Significance of Waters

Mark any of the following that apply to the receiving waters of the proposed project.

<p><u>Division of Water Quality stream classification</u></p> <p>303(d) list (most recent list) Outstanding Resource Waters High Quality Waters (not including WS I, II or SA waters) Nutrient Sensitive Waters Water Supply I Water Supply II Water Supply III Water Supply IV Water Supply V B Tr</p>	<p><u>Natural Heritage Program rare species and significant habitat</u></p> <p>Rare aquatic species (S1G1, S1G2, S1G3, S2G2, S2G3) list species: Rare aquatic species (S3) List species: National Significant Aquatic Habitat State Significant Aquatic Habitat Natural Heritage Significant Area</p>
<p><u>Division of Marine Fisheries Shellfish Area</u></p> <p>SA, approved for harvest by Division of Environmental Health SA, conditionally approved for harvest by Division of Environmental Health other SA areas</p>	<p><u>Fish Habitat</u></p> <p>National Marine Fisheries Service Essential Fish Habitat Division of Marine Fisheries Critical Habitat Area Wildlife Resources Commission Primary Nursery Areas Wildlife Resources Commission Wild Tr</p>
<p><u>Division of Water Quality biological stream rating</u></p> <p>Excellent bioclassification Good bioclassification</p>	<p><u>Wetlands and Aquatic Vegetation</u></p> <p>Division of Coastal Management exceptional wetland Division of Water Quality unique wetland Submerged Aquatic Vegetation</p>
<p><u>Source Water Assessment Program</u></p> <p>Drinking Water Assessment Area Susceptibility – Higher Drinking Water Assessment Area Susceptibility – Moderate Drinking Water Assessment Area Susceptibility - Lower</p>	<p><u>Other</u></p> <p>Ecosystem Enhancement Program local watershed planning area Riparian Corridor Plan Impaired waters but not on 303(d) list</p>

5.3. Links to Other Water Quality or Conservation Projects in the Watershed

List any other conservation or water quality projects occurring in the watershed that might benefit or complement the proposed project.

5.4. Innovative Procedure or Technology

Would the project employ any innovative procedures or technologies? Choose from the following:

- New technology or procedure
- Existing technology or procedure not commonly used as proposed
- Standard or common technology or procedure

Explain how the proposed technology or procedure would improve or protect water quality:

5.5. Public Access

Would you allow public access to the property? Choose from the following:

- The property would be managed for public use
- The property would be open on limited basis Briefly explain:
- The property would be closed for protection of rare/endangered species
- Future access would be likely, including possible greenway
- No public access is planned

Comments or clarification, if necessary:

5.6. Contribution to Networks of Riparian Greenways

If this project would contribute to an existing or planned greenway, describe how.

5.7. Education of the Public

How would educating the public be part of the proposed project? choose from the following and briefly explain the effort or action, if necessary.

- Part of an organized educational effort
- Passive interpretation trail
- Possible educational actions to follow
- No educational component

Explanation or clarification, if necessary:

6. Project Details

6.1. Project Status

6.1.1. Choose one of the following:

- The property has been purchased or will be purchased before CWMTF funding decisions (August)
- The landowner has signed a purchase contract or option
- A purchase contract or option is being negotiated with the landowner
- The landowner has signed a letter of intent to sell easement or fee
- The landowner has verbally agreed to sell easement or fee

Comments or clarification, if necessary:

6.1.2. Provide dates for the items listed below that you have completed or that are underway.

If the property value of greater than \$500,000 CWMTF a second appraisal is required.

All appraisals must be ordered in consultation with State Property Office.

If an appraisal is available, send one original copy with the application. Do not include other items with the application.

Item	Date Completed or Anticipated
Option or Purchase Agreement	expiration:
Appraisal	
Survey	
Phase I Environmental Site Assessment	
Title Work	

6.2. Property Information

6.2.1. What is the condition of the vegetation on the tract in terms of age and composition?

6.2.2. What is the urgency to purchase the property or conservation easement?

- The property is on the market
- A development has been proposed on the property
- The owner wants a tax credit this calendar year
- Estate concerns
- other:

Comments or clarifications, if necessary:

6.2.3. Is there a land use plan for the county or municipality in which the project would occur?

Give land classification:

6.2.4. Are there any restrictions to the use or marketability of the property?

- no
- existing environmental laws, rules or regulations
- pending environmental laws, rules or regulations

Briefly explain restrictions:

7. Water Quality/Riparian Corridor Benefits

7.1. Riparian Area Protection

7.1.1. Does the tract border surface waters?

7.1.2. Complete the table below.

Name of stream	Number of linear feet of stream protected	Buffer one or both sides of stream?	Number of linear feet of buffer protected	Average buffer width (give range if variable)	Acres of buffer protected
<i>Example: Stream Name</i>	<i>1000</i>	<i>both</i>	<i>2000</i>	<i>average width 300' range 275'-350'</i>	<i>~13.7</i>
TOTAL					

7.1.3. What is the average width of the 100-year floodplain?

7.1.4. Complete the table below.

Total acres acquired or protected through the entire project (including all matching funds)	
Total acres acquired with CWMTF funding	
Percentage of the total tract within 300 feet of a stream	
Percentage of the total tract within 300 feet of a stream to be acquired or protected with CWMTF funds	
Percentage of the total tract within the 100-yr floodplain to be acquired or protected with CWMTF funds	

7.2. Wetland Protection

Complete the table below for wetlands acres that would be protected by the proposed acquisition.

Wetland Location	Wetland Acres	Method of Determination
Within 300 ft. riparian buffer		
Outside 300 ft. riparian buffer		

7.3. Floodplain Acres

How many acres are within the 100-yr floodplain but outside the 300' buffer and not counted as wetland acres in the above table?

8. Conservation Easement

8.1. Conservation Easement

If CWMTF provides funds to purchase property, a permanent conservation easement is expected to be recorded on the property . The State of North Carolina usually holds the conservation easement. Refer to the [Acquisition Application Guidelines](#) for additional information and a link to read the CWMTF standard conservation easement.

8.1.1. How would the property be protected?

Mark all that apply

	Acquisition with CWMTF Funds	Acquisition with Match Funds
Fee simple purchase with conservation easement		
Conservation easement purchase		
Conservation easement on donated property		
Acceptance of donated conservation easement		
Donation of easement already owned by applicant		
State Agency only: dedication under Nature Preserve Act		

Other proposed methods or clarifications:

8.1.2. Who owns the property at the time of application submittal?

8.1.3. Who would own the property at the completion of the project?

8.1.4. Do the landowner(s) and applicant accept the standard conditions of the standard [CWMTF Conservation Easement](#)?

8.1.5. The following are common uses permissible in the CWMTF standard easement. Check all uses that the owner would like to retain. *Note that total cleared, and not re-vegetated, pervious and impervious surface areas associated with all of these activities can not exceed 10% of the total Easement Area.*

- Passive Recreational Use
- Public Use and Access
- Hiking Trail (or greenway trail)
- Construction of Observation/Viewing Platform Number of platforms:
- Maintenance of Existing Early Successional Habitat Areas
- Restoration of Native Community
- Construction of Pedestrian Foot Bridge Number of bridges:

Hunting pursuant to applicable local, state and federal rules and regulations
Fishing pursuant to applicable local, state and federal rules and regulations

8.1.6. Describe any other modifications from the CWMTF Standard Easement that the landowner would like CWMTF to consider. (*Note that typically changes can only be made to Article II of the standard conservation easement.*)

8.1.7. *The State of North Carolina typically holds the conservation easement on the property bought with CWMTF funds. If another organization holds the easement, the state must have third party right of enforcement and the holder must take title to the easement subject to an executory interest in the state.*

If there is an organization other than the state you would like CWMTF to consider holding the easement, give the name of the organization and a brief explanation why you want them to hold the easement.

8.1.8. Who would hold the easement on any additional tracts (match tracts) in the project not bought with CWMTF funds?

8.1.9. Who would monitor the conservation easement purchased with CWMTF funds?

8.1.10.

Number of acres to be protected under a CWMTF easement	
Number of acres to be protected under another easement (purchased with matching funds and not held by the state)?	
Number of acres to be monitored under any stewardship endowment funds provided by CWMTF?	

8.2. Existing and Planned Utilities, Easements, and Activities

Note: improvements, easements of any kind, utilities and/or activities not disclosed in this application may be justification for the grant, if awarded, to be rescinded by the Trust Fund.

8.2.1. List all known improvements, easements of any kind, utilities and activities presently occurring in the proposed CWMTF Easement Area.

8.2.2. List all known improvements, easements of any kind, utilities and activities presently occurring in the proposed Match Easement Area.

8.2.3. List all known improvements, easements of any kind, utilities and activities that would continue or be added in the CWMTF Easement Area in the future.

8.2.4. List all known improvements, easements of any kind, utilities and activities that would continue or be added in the Match Easement Area in the future.

8.3. Adjacent Property

8.3.1. What land uses are currently occurring, or are planned, adjacent to the acquisition project?

9. Budget and Matching Resources

9.1. Budget

Complete the budget template. Include all of the items listed. You may add additional lines for CWMTF to consider.

Budget Notes:

- CWMTF will not reimburse costs incurred prior to award approval date.
- Appraisals a second appraisal is required if the value of the tract is \geq \$500,000. All appraisals must be ordered in consultation with the Trust Fund's Real Property Agent in the State Property Office.
- Project Administration Costs Conservation nonprofits and local governments may request project administration costs for up to a maximum allowed amount per grant calculated at 10% of the transaction costs of a project (such as surveys, appraisals, legal costs, etc.) with a cap of \$25,000 per grant. Costs must be direct labor costs towards project administration.
- Baseline Documentation Report (BDR) [click here for BDR guidelines](#)

Attorney's Opinion Letter [click here for a template that may be used for the required attorney's opinion letter](#)

9.2 Matching Resources

- Match must be verifiable from grant recipient's records and must be necessary for the completion of the project objectives.
- CWMTF grant awards may not be used as matching funds for other CWMTF awards. Funds used as match on prior CWMTF grant awards may not be used as match on other CWMTF grant awards.
- CWMTF trustees may consider approving credit for matching funds contributions for work with matching funds prior to the grant award approval date if specifically requested by applicant at time of application and approved by the CWMTF Board of Trustees.

9. ACQUISITION PROJECT BUDGET

9.1. Complete the budget below; you may include additional line items. CWMTF may require additional breakdown of items.

Item	Requested CWMTF Funds	Matching Funds	Total Project Cost
A. Property Acquisition List each property on a separate line. Include # of acres to be purchased.			
B. Appraisal			
C. 2 nd appraisal if the value of the Property is \geq \$500,000			
D. Surveys and Legal Descriptions			
E. Phase 1 Environmental Site Assessments			
F. Baseline Documentation Report			
G. Ad Valorem Taxes			
H. Title Insurance			
I. Legal Fees and Closing Costs			
J. Attorney's Opinion Letter			
K. Recording Fees			
L. Rollback Taxes (if applicable)			
M. Stewardship Endowment – annual costs X 25 (for non-profits only)			
N. Property Management Costs (for local government only)			
O. Project Administration Cost non-profits and local governments may request up to 10% of transaction costs not to exceed \$25,000)			
P. Totals			
Q. Total project cost expressed as cost/acre* =			

*Calculate cost/acre based on total project acres (CWMTF plus matching acres)

9.1.1. How was the cost of the fee simple purchase or conservation easement estimated?

9.1.2. Give the estimates for the following:

Cost per acre for riparian acres	
Cost per acre for upland acres	

9.1.3. Identify any work to be started before CWMTF grant award decisions (assume December of each year) for which you would request approval of matching funds.

9.2. MATCHING RESOURCES

Activities accomplished using matching resources must be directly related to the completion of the project.

9.2.1. Complete the table below.

Type Of Matching Funds	Matching Funds within buffer	Matching Funds outside buffer	Source Of Matching Funds	Availability
Cash value match-financial resource contribution				
Fee simple donation				
Bargain sale match				
Donated easement to be held by state as CWMTF standard easement				
Donated easement to be held by applicant as other than CWMTF standard easement				
In-Kind services – specify task(s) to be completed				
Other funds- specify task(s) to be completed				
Totals				

9.2.2. If the match is a donated conservation easement, how was the value of the donation calculated?

9.2.3. What other state or federal grant programs are available to fund this project?

9.2.4. What other funding sources have you pursued?

10. ANNUAL MONITORING COST WORKSHEET – Conservation Non-profits only

This same form would be submitted for payment request after an annual visit. The line items that state “only if authorized in advance” are authorized if the activities are requested at time of application and approved by the CWMTF Board of Trustees.

		QUANTITY	RATE	COST
1. STAFF TIME TO MONITOR SITE (salary and benefits)				
a. Staff time prior to visit	<i>Includes landowner contact & file review</i>			\$
b. Staff time to monitor easement	<i>Includes travel, discussion with landowner, onsite monitoring, photos, reposting boundary markers</i>			\$
c. Staff time post visit	<i>Includes completing report, submitting documentation</i>			\$
d. Post Monitoring activities	<i>Includes activities related to enforcement of minor violations Only if authorized in advance</i>			\$
TOTAL STAFF TIME a + b + c (+ d)				\$
2. OTHER MONITORING EXPENSES				
a. Travel costs for monitoring visit	<i>Reimbursement per mile (per IRS guidelines)</i>			\$
b. Boundary marking materials	<i>Tape, paint, signs etc.</i>			\$
c. Post Monitoring materials	<i>Includes items such as additional signage, fence, trees, etc. Only if authorized in advance</i>			\$
d. Site Management	<i>Only if authorized in advance</i>			\$
TOTAL OTHER EXPENSES a + b + (c + d)		X	X	\$
TOTAL ANNUAL MONITORING COSTS*		X	X	\$

*To calculate the stewardship endowment that will be entered into the proposed budget, multiply the total annual monitoring cost by 25.

If the tract will be transferred to a state or local government, multiply the annual rate by the number of years before the transfer and enter that number in the budget template.