



## Casco Bay Estuary Partnership Habitat Protection Fund Spring 2019 Request for Proposals

### Overview

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Casco Bay Estuary Partnership (CBEP) is offering grants to support the permanent protection of targeted habitats in the Casco Bay watershed through its *CBEP Habitat Protection Fund* (Fund). The Fund will be administered through grants from CBEP via the University of Southern Maine, in partnership with Maine Coast Heritage Trust (MCHT), Maine Dept. of Inland Fisheries & Wildlife (MDIFW), and U.S. Fish & Wildlife Service Gulf of Maine Coastal Program (USFWS). A total of \$20,000 is available this round.

**Applicants must provide tax parcel lot/map information to USFWS and CBEP no later than March 15, 2019.** USFWS will then prepare a standard series of maps to accompany each proposal on a first come, first served basis. **Completed proposals must be emailed to CBEP by 5:00 PM on April 12, 2019.**

### Eligibility

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1. Proposed projects must be located within the Casco Bay watershed (see [map](#)), including the Calendar Islands. For further clarification of watershed boundaries, please check with CBEP staff.
2. The focus of the Fund is on protecting lands that are integral to resilient aquatic ecosystems (e.g. coastal, riverine, and freshwater wetland systems). Specifically, proposed projects should incorporate one or more of the following characteristics:
  - a. Shoreline on tidal waters, small coastal streams, rivers, or perennial streams.
  - b. Freshwater or tidal wetlands, including floodplains and naturally occurring vernal pools.
  - c. Salt marsh migration corridors.
  - d. Focus area designation by Beginning With Habitat ([map](#); [factsheets](#)) or other regional habitat-focused conservation plans.
3. **Funds should be expended by December 31, 2019** unless CBEP approves an alternate arrangement. CBEP will request reports on project acreage, match and leverage in August 2018.
4. The Fund cannot be used to reimburse costs that predate the grant application.
5. Grants can be awarded to tax-exempt 501(c)(3) conservation organizations or units of government.

### Eligible Expenses

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1. Transaction costs associated with acquisition of high value habitat, including: land surveys, attorney fees, environmental assessments, appraisal costs, recording fees, and title expenses.
2. Purchase of a conservation easement on high value habitat.
3. Purchase of fee title to land with high value habitat.

Other costs associated with acquisition, such as stewardship endowments, will be considered in extraordinary cases if it is demonstrated that, without assistance, the project is unlikely to proceed.

### Grant Amount

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**Grant amounts will depend on the number and quality of proposals received. The total amount available for this round is \$20,000.**

## CBEP Habitat Protection Committee

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The Fund is administered by a committee consisting of representatives of the organizations listed at the end of this announcement. Applicants may contact any of these individuals to initiate an application.

### Requirements for all Properties Protected

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1. All lands protected through conservation easement or acquisition must be managed for habitat conservation in perpetuity. The applicant must sign a statement provided by CBEP ensuring permanent protection and management of the property for its natural resource values in perpetuity.
2. Public access, permitted in a manner sensitive to habitat values, must be assured in perpetuity due to the use of U.S. EPA federal funds. The applicant must sign a statement provided by CBEP ensuring permanent public access to the property. (NOTE: Rare exceptions may be granted where conservation value is especially high, and public access would undercut conservation goals.)
3. If intensive land management activities (e.g. forestry, agriculture) are envisioned on the property, those activities must be carried out in an environmentally sensitive manner, consistent with the overarching purpose of protecting high value habitat in perpetuity. Applicants anticipating intensive land management activities for non-habitat values must review these activities in the proposal and describe legal and other mechanisms for ensuring compliance with management goals.
4. In outreach efforts associated with land acquisition (e.g., written materials, public ceremonies, discussions with key partners), CBEP requests appropriate recognition as a partner involved in supporting the land protection initiative. CBEP will supply a logo for visual presentation purposes. In written materials, we request that “Casco Bay Estuary Partnership Habitat Protection Fund” be credited as co-administered in partnership with the U.S. Fish & Wildlife Service Gulf of Maine Program, Maine Coast Heritage Trust, and the Maine Dept. of Inland Fisheries & Wildlife.
5. Although it is not currently a requirement to receive a grant through the Fund, the provision of non-federal matching funds for CBEP’s federal contribution to any project is strongly encouraged. This commitment will need to be documented in writing on the organization’s letterhead.

### Application Process

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The process for applying is as follows:

1. Interested applicants are encouraged to start by contacting Matt Craig of CBEP.
2. Provide tax parcel lot/map information to USFWS **by March 15th**. It may take up to 2 weeks to create maps, depending on the # of applicants. Maps will be prepared on a first come, first served basis.
3. Applicants should submit an electronic copy of the following information to CBEP:
  - a) Cover letter briefly describing project and requesting funds;
  - b) A completed CBEP Habitat Protection Fund application, OR a pre-existing grant application, with supplemental materials as needed, that addresses the selection criteria and requirements. (Note: All applications must include completed information from p. 1 of the application form);
  - c) Series of habitat maps prepared by USFWS (#2, above);
  - d) An appraisal summary sheet or opinion of value;
  - e) Budget outlining the total project costs, committed funds, and potential funding sources – both for the project and for any planned stewardship/management.
  - f) Two - four photos of the parcel suitable for use in outreach and reporting.

**Following review of the application, the Committee may request additional information or a site visit.** The Committee aims to finalize funding decisions within 4 weeks of the application deadline.

## Selection Criteria

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The following criteria will be used by the Committee to select projects for funding:

- § Protection of land that is adjacent to and/or integral to an aquatic ecosystem (e.g. coastal, riverine,
- High habitat value(s) for fish, wildlife and/or plant communities ;
- § Location and size of the project, as well as condition of surrounding land;
- § Contiguous with other protected lands;
- § Integral to a larger conservation vision;
- § Cost-effectiveness of proposal, including matching funds;
- § Level of threat from development;
- § The potential impact of current uses and/or future land management practices;
- § Likelihood of successful implementation (including acquisition and long-term stewardship);
- § Community sentiments toward the project, including public access considerations.

**Note: Habitat values will be analyzed and prioritized using a standardized set of maps prepared by USFWS Gulf of Maine Coastal Program, including:**

- *Beginning With Habitat (BWH) Riparian Resources*
- *BWH Resources as documented by MDIFW, Maine Natural Areas Program, Maine Dept. of Marine Resources and USFWS*
- *Regional conservation lands and BWH Undeveloped Habitat Blocks*
- *Parcel map on aerial imagery*
- *Nature's Network Conservation Design* ([naturesnetwork.org](http://naturesnetwork.org))

**Applicants are also welcome, but not required, to submit additional maps and information such as:**

- Applicant-provided site environmental surveys
- Other State, Federal, or NGO GIS-based habitat analyses and models as available
- Local knowledge, site visit observations, and photographs

## Casco Bay Estuary Partnership Habitat Protection Committee

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Matt Craig  
Habitat Program Manager  
Casco Bay Estuary Partnership  
207-228-8359  
[Matthew.Craig@maine.edu](mailto:Matthew.Craig@maine.edu)

Bob Houston  
Sr. Fish & Wildlife Biologist  
U.S. Fish and Wildlife Service,  
Gulf of ME Coastal Program  
207-781-8364 x 11  
[Robert.Houston@fws.gov](mailto:Robert.Houston@fws.gov)

Keith Fletcher  
Project Manager  
Maine Coast Heritage Trust  
207-729-7366  
[KFletcher@MCHT.org](mailto:KFletcher@MCHT.org)

Amanda Shearin  
Habitat Outreach Coordinator  
Maine Department of Inland  
Fisheries and Wildlife  
207-287-5260  
[Amanda.F.Shearin@maine.gov](mailto:Amanda.F.Shearin@maine.gov)

## Proposal Submission

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Applications will be considered complete when all fields in the application form have been answered and the mandatory maps have been included as attachments. **Applications must be provided to CBEP via email to [Matthew.Craig@maine.edu](mailto:Matthew.Craig@maine.edu) by 5:00 pm on April 12, 2019.**

For additional information contact Matt Craig, CBEP at 207-228-8359.



## CBEP Habitat Protection Fund Application

Application Date

HPF Contact Name

Organization Name

Organization Address

Contact Name

Title

Phone Number

E-Mail Address

Project Name

Project Town

Tax Parcel Map/Lot

Latitude & Longitude

Total Acreage

Amount Requested (\$)

Method of Protection

Acquisition Method

Organization that will hold the conservation easement or own the protected land:

Acres of different  
habitat types:

Tidal Marsh

Wetland

Forest

Pond

Other:

Shorefront (Total Feet)

Shorefront Type:

Ocean

Wetland

River/stream

Lake

Pond

**Briefly describe ecological / habitat values for fish, wildlife, and/or plant communities. Indicate how you identified the ecological/habitat values (e.g., formal or informal biological inventories, local naturalist, statewide databases such as *Beginning with Habitat*, literature). Provide relevant documentation if appropriate.**

**How is the property currently being used or managed? What recreational or commercial uses will be permitted on the property once it is permanently protected?**

**Are there any structures on the property? If so, how are they used, and what will happen to them once the property is permanently protected?**

**Are there any conservation easements, other easements, rights of way, or deed restrictions currently on the property?**

**What are the community sentiments toward the project?**

**Describe the current condition of surrounding lands. Is this project part of a larger conservation vision, and is it adjacent to existing conservation lands?**

**Please describe the level of threat from development.**

**Describe long-term management goals, including public access and land management, for the property (ies) involved in this proposal. How will these goals be met and maintained?**

**Current Property Owner(s)**

**Address**

**Is there a written agreement on the property (i.e., Purchase and Sale, Option, or Right of First Refusal)? If not, please describe the level of commitment that the landowners have expressed toward the project.**

**How will CBEP funds be used? Please be as specific as possible.**

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**Total purchase price of  
property or easement (\$)**

**Fair market value for the  
property or easement (\$)**

**Source and date of market  
value estimate (provide  
attachments if applicable)**

**Amount requested (\$)**

**Total cash raised to date (\$)**

**Projected closing date**

**Pledged match  
amount (\$)**

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**I (we) understand that permanent protection and public acknowledgement of funding from the CBEPHPF are requirements of projects funded by the Casco Bay Estuary Partnership Habitat Protection Fund. I(we) agree to meet these requirements. I (we) also understand that the CBEPHPF requires the establishment of ecologically-sensitive public access.**

**Signed:**

**Date:**

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**Required Attachments**

Cover letter

Project budget

Property boundaries marked on a tax parcel map

Appraisal summary sheet or opinion of value (preferred), or  
assessed value

## CBEP Habitat Protection Fund Application Budget

**Project Budget for:**

**Submitted by:**

**Date:**

**Assessed or Fair Market Value of Property:**

<b>EXPENSES</b>	<b>\$ needed</b>
Fee Purchase	
Easement Purchase	
Interest on loans	
Appraisal	
Survey	
Closing Costs (filing fees, title search, recording fee, etc.)	
Title Insurance	
Legal fees	
Environmental Site Assessments	
Soil Sampling Analysis	
Baseline Documentation	
Management Plan Preparation	
Personnel (staff salary & benefits)	
Stewardship Endowment	
Public outreach including signs, maps, website, etc.	
<b>Total Expenses</b>	

<b>INCOME</b>	<b>\$ received</b>
Grants received - List sources & amounts	
Gifts received - List sources & amounts	
Projected Grants - List sources & amounts	
Projected Gifts - List sources & amounts	
Projected in-kind donations - List sources & amounts	
CBEP Request	
<b>Total Income</b>	