

9-2002

Land for Maine's Future Program Proposal Workbook Board Adopted Policy & Guidelines, 2002

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Land for Maine's Future Program Proposal Workbook Board Adopted Policy & Guidelines



September 1, 2002

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About This Workbook

This fifth edition of the Proposal Workbook is the logical extension of the public participation strategy initiated in February 1988 by the Land for Maine's Future Board.

Much has changed since the Program's first call for proposals in 1988. The passage of the \$50 million bond in 1999 brought both policy and process in line with the public's thoughts on what types of lands should be acquired for current and future citizens of Maine. In January 1996, Governor Angus King issued an Executive Order calling for the establishment of the Land Acquisition Priorities Advisory Committee to help chart the course for future public land acquisitions. In November of 1997, this Committee presented its final report to the Governor outlining a comprehensive set of goals and recommendations to guide public land acquisitions. This Proposal Workbook reflects these changes and the experience of the program during its two rounds of funding since 1999.

This document contains four sections plus appendices.

Section I contains vital information on a wide range of Land for Maine's Future related topics. Applicants should read this section first to get background information on the Board's policy and process and Program's background.

Section II is for projects appropriate for the Conservation and Recreation Land category, which includes land of statewide, regional, and local significance. This is the category under which most proposals will fall.

Section III is for water access projects appropriate for the Public Access to Maine Waters Fund. Managed by the Board, this Fund is earmarked for small parcels that provide mainland water access for boating and fishing.

Section IV is for projects designed to protect farms and farmland. If a proposal's primary purpose is to protect a working farm, then the project falls under the farmland category.

This document also contains **Appendices**, with important background information for projects.

The Land for Maine's Future Program Proposal Workbook is available in Portable Document Format (PDF) on the Internet. It can be downloaded to a home computer from the web site of the Land for Maine's Future Program. The address is www.state.me.us/spo/lmf

If you would like additional paper copies of this Proposal Workbook, please contact the Land for Maine's Future Program, 38 State House Station, Augusta, ME 04333-0038; telephone (207) 287-1485; fax (207) 287-8059.

Acknowledgements

The Land For Maine's Future Board wishes to acknowledge key individuals and organizations that assisted in the development and production of this edition of the *Land for Maine's Future Program Proposal Workbook - Board Adopted Policy and Guidelines*.

Special thanks go to all of the Board members, especially those private citizen members who give so generously of their time and knowledge to make the Land for Maine's Future Program an enormous success. Their tireless work and attendance at many meetings are reflected in the outstanding public lands funded through the Program.

In addition to Board members, hundreds of Maine citizens and organizations provided essential input to the earlier versions that provided the foundation of this edition. Particularly instrumental have been the Maine Chapter of The Nature Conservancy, Maine Coast Heritage Trust, Trust for Public Lands, Forest Society of Maine, the Maine Land Trust Network and its member organizations, municipal officials, Maine Conservation Rights Institute, and the Maine Farmland Trust.

State agencies also provided input. The staff of the Departments of Conservation, Inland Fisheries and Wildlife, Marine Resources, and Agriculture contributed significantly. Special thanks are extended to Herb Hartman, Ralph Knoll, Ken Elowe, Bob Williams, Sue Inches, and Stephanie Gilbert.

Finally, thanks to the staff of the Land for Maine's Future Program and other State Planning Office personnel who researched, coordinated, drafted, and finally published this new edition of the Proposal Workbook. They include Tim Glidden, Program Director, Steve Brooke, Jim Connors, Aline A. Lachance and R. Collin Therrien.

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Section I

Introduction to Land for Maine's Future Board & Program

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Program Background

The Land for Maine's Future Fund was revitalized in the Fall of 1999 when Maine voters approved a \$50 million bond to finance the acquisition of lands and interests in lands for conservation, water access, outdoor recreation, fish and wildlife habitat, and farmland. The fund is managed by an 11-member board, of which six are private citizens, four are state agency commissioners, and one is the Director of the State Planning Office. The Land for Maine's Future Program at the State Planning Office is responsible for all activities relating to acquisitions.

The Legislature made several key changes to the mandate of the Program in recognition of new needs articulated by the public. These are indicated below and are reflected throughout the Proposal Workbook.

- \$25,000,000 Match Requirement -- \$25 million from non-LMF sources is required to match the \$50 million paid by LMF. Further description of match requirements can be found under each proposal section.
- Clarification that federal funds can be used as matching funds.
- 10% of the \$50 million directed to the Public Access to Maine Waters Fund.
- Up to 10% of the \$50 million must be made available to protect farmland.
- Sites of local and regional significance may now be considered and payments may be made directly to cooperating entities with title remaining with the cooperating entities, subject to terms and conditions in a project agreement that is enforceable by the State to ensure the lands are used for the purposes for which they were acquired.
- In unorganized territories, approval by the county commissioners is required if the value of the land proposed to be acquired constitutes more than 1% of the state valuation within the county.

Needs Assessment

The Board conducted its original needs assessment in 1988, which consisted of public participation/outreach and the establishment of priority land categories, including the nine legislatively mandated land types found in the LMF statute. This list created the foundation of the Land for Maine's Future Program's detailed land classification types:

- Recreational Lands
- Water Access Lands
- Lands Supporting Vital Ecological or Conservation Functions and Values
- Rare, Threatened, or Endangered Natural Communities, Plants, or Wildlife Habitat
- Areas of Scenic Interest and Prime Physical Features
- Farmland and Open Space

In 1996, Governor King established by Executive Order the Land Acquisition Priorities Advisory Committee (LAPAC). This committee performed a new needs assessment and its recommendations form the basis for some of the updates in this workbook, most notably what is referred to as the "LAPAC Multiplier" found in the Conservation and Recreation Lands Scoring System on page 37. LAPAC's final report is available from the Maine State Planning Office. Experience in the first two funding rounds under the 1999 bond issue has demonstrated the continued validity and value of the LAPAC priorities.

Policy - Guidelines - Process

The Land for Maine's Future Board follows well-established policies and guidelines as it conducts its business. The following is a brief summary of the most important of these. Please contact LMF staff with any questions.

Primary Purpose of the Program - The primary purpose of the Land for Maine's Future Program is to acquire undeveloped land in its natural state.

Willing sellers only - A Board policy since 1987. The Board requires signed consent from the owner(s) of land being proposed for consideration in advance of any Board discussion of a property.

Purchase Price Determined by Appraised Value - Board policy is to determine fair market value of a property or an easement through a qualified appraisal and to base acquisition price on appraised value. Appraisals should follow the Appraisal Standards found in Appendix E and/or F.

Purchases Above Appraised Value Strongly Discouraged - The Land for Maine's Future Board's basic rule is that it will not entertain participation in a project where the purchase price exceeds fair market value based on an independent appraisal.

However, it is recognized that the market will, on occasion, offer opportunities that may require exceptions to the basic rule. **Applicants should be aware that this exception is rarely invoked.** The board will consider exceptions only when all of the following conditions are met:

- The public values present on the subject property are exceptional, there is imminent threat that the public values will be severely compromised if the property is not purchased immediately, and the risk of losing the opportunity is outweighed by the difference between appraised value and the asking price; and
- It is the opinion of 2/3 of the board members present and voting that the project meets these conditions.

Public Notice of Intent to Purchase - The Board publishes a ten-day advance notice of a vote to acquire property. Notices are placed in a general circulation newspaper and a local newspaper describing the property to be voted on and inviting all members of the public to

submit comments in writing or to appear before the Board with comments about the proposed acquisition.

Public Participation Welcome at All Meetings - All Board meetings are open to the public and include opportunity for public input. The meetings are almost always attended by people with an interest in land conservation. Meetings are publicly noticed well in advance, including a mailing to a long list of interested parties.

Municipal and County Approval - LMF statute requires approval of the elected municipal officials when more than 1% of a municipality's state valuation is considered for acquisition. Board policy is to seek municipal input on all acquisitions. Within unorganized territories, approval of the county commissioners is required if the land value of a proposed project constitutes more than 1% of the state valuation within that county.

One Third Match - A proposal is expected to have a match greater than or equal to 1/3 of the total eligible project costs. This means that for every \$2 of LMF funds, there must be \$1 of match funds. (Descriptions of match guidelines are in each of the following sections of this workbook under Policy, Guidelines and Threshold Criteria.)

No Fee Acquisition of lands for Timber Production Lands - By statute, LMF is prohibited from acquiring land for which the primary use value will continue to be commercially harvested or harvestable forest land. This does not prohibit the acquisition of conservation easements in which the rights to harvest timber are retained by the land owner.

Addressing Land and Easement Management Costs - The Board now requires all applicants to address stewardship and management costs as part of an application. New legislation requires that LMF applicants provide preliminary estimates of the management costs associated with the project over the first 10 years of ownership. As a separate matter, non-LMF funds of up to 20 % of the appraised value of the acquired land put into the stewardship account of the state agency or cooperating entity holding title to the land may be counted as match to the project.

Providing Public Access - Public access is a core purpose of the Land for Maine's Future Program. All lands acquired through the LMF are open to the public. Exceptions may include farms, where access may not be feasible or desirable, and places where species management takes precedence or public safety may be at risk. Up to 5% of the appraised value of any project can be made available to develop public access facilities, including trails, boat launching sites, parking, camping and picnicking facilities. When development rights on a farm are purchased, up to 5% can be available for business plan development.

Hunting, Fishing & Trapping – Pursuant to the terms of the 1999 bond, hunting, fishing, trapping and public access may not be prohibited on land acquired with bond proceeds, except to the extent of applicable state, local and federal laws and regulations.

Press releases - All press releases or advisories announcing any phase of an acquisition with LMF funds will be coordinated by the LMF staff.

Project Ownership - As part of the proposal, the applicant must specify how the project's ownership will be held. With the \$50 Million Bond, new options for local ownership are available for local and regional projects. Projects of statewide significance still require an agency of the state to hold the interest acquired with LMF funds.

Where a project creates an easement that is held by a local entity (a "cooperating entity" in the words of the LMF statute which includes land trusts and municipalities), language should be added to the easement giving the State of Maine third party enforcement rights on the terms of the easement. In addition, a project agreement between the cooperating entity and the State of Maine will define the terms of the project and is recorded with the easement (see Appendix H). Because all projects have differences, the description of project goals and management expectations will change from project to project.

Similarly, where a project is owned in fee by a cooperating entity, a project agreement is signed between the entity and the State of Maine to define the terms of the project and recorded with the deed. The deed itself should also include reference to the fact that the parcel has been acquired as part of an LMF project.

Process used in reviewing conservation and farmland proposals - The Board establishes the deadline by which proposals must be postmarked and received. A potential applicant must be in contact with the appropriate sponsoring agency well in advance of this deadline. A copy of the proposal must be sent to the sponsoring agency. The process of application review culminating in project finalists being selected by the full Board, includes the following:

- Staff review and preliminary scoring of proposals.
- Scoring Committee of the Board reviews and determines final score.
- Nominations Committee of the Board reviews all proposals, identifies issues for full Board discussion, and recommends project finalists.
- Full Board reviews all proposals and selects finalists.

Due Diligence Required on All LMF Projects - Once the Board selects finalists, this sets in motion a series of process steps that must be completed to the satisfaction of the Board. In addition to these steps, the Board may place specific conditions which must be addressed before Land for Maine's Future funds are made available. Committees of the Board oversee this process, make recommendations to the Board, and determine if new information requires additional full Board review.

- Appraisal to determine fair market value. (All appraisals must be reviewed and approved by the Appraisal Review Committee of the Board and its recommendation must be approved by the full Board. The full Board may authorize the Appraisal Review Committee to expend reasonable funds if, in its opinion, supplemental appraisal information is required in order for the Committee to proceed to a recommendation regarding appraised value.)
- Determine legal interest to be held by the State.
- Confirm local support.
- Elected officials approve (organized townships) if more than 1% of state valuation or County Commissioners approve (unorganized townships) if more than 1% of county valuation.
- Publish public notice of intent to purchase and schedule Board vote, for the purpose of taking public comment.
- Draft Purchase and Sales Contract with all appurtenant conditions. If acquisition involves easement purchase, easement is drafted and finalized.
- Complete title work.
- Conduct environmental hazard assessment (Level I).
- Complete a boundary survey.
- Close on project.
- Typically after closing, ecological and archeological surveys are undertaken to assess any features of the property that may require special management.

Guidance for Working Forest Easements

In early 2001, an LMFB easement subcommittee was formed to identify

- the essentials for any easement funded by the Lands For Maine's Future Program (LMF)
- elements that are desirable but not always necessary, and
- cautions related to various elements

The following guiding principles were adopted by the LMF Board on May 9, 2001. The Board recognizes that this is a working document, and that amendments and refinements are likely as experience dictates. The Board has also adopted a set of drafting guidelines for this type of easement that every potential applicant should read before preparing the easement. The guidelines describe both the required process for developing these easements and the recommended provisions to implement the intent of the policy objectives below. A copy of the guidelines is available on the LMF website (<http://www.state.me.us/spo/lmf>).

There are two types of working forest easements – strip easements (primarily along water bodies), and landscape easements. Some elements are appropriate for one type and not the other. The Board further recognizes that in many cases, (e.g. ecological reserves, key recreation areas, boat launches and parking areas) fee purchase is probably a better tool and should be used alone or in concert with an easement.

It is our understanding that the basic intention of a working forest easement is to protect both the natural values and economic values of the forest, along with its potential to provide traditional recreation opportunities for the public. Each easement will vary depending on the property involved and the intentions of the grantor and grantee. However, each easement should define existing conditions, contain a clear statement of goals, remedies for non-compliance and outline a process by which the landowner and easement holder can meet to review the easement and its implementation, ideally annually. It should allow the parties to mutually determine acceptable amendments to the easement to reflect changes in science or society while remaining faithful to the original goals.

For working forest easements funded by the LMF, the Board will require:

A-1. No additional (or very limited and clearly defined) additional non-forestry or non-recreation related development. Prohibition of commercial, industrial and residential uses except for forestry and recreational uses, while allowing for existing types and scales of non-forestry uses to continue when consistent with easement goals.

A-2. Strict limits on subdivision, with the goal of maintaining large enough parcels to be a) cost effective to manage for timber production and recreation and b) cost effective for the holder to monitor compliance with easement terms. Allowable subdivision may include limited divisions of very large tracts and small subdivisions to correct boundary issues with abutters.

A-3. Rights for the public to use the property for traditional pedestrian recreational uses such as fishing, hiking, hunting, snowshoeing and nature observation. Central to this is extinguishing the landowner's right to enjoy or provide exclusive, private use. (Certain areas may be designated off limits to the public to protect fragile ecological or archaeological resources, privacy related to buildings, or public safety. A process should be established to incorporate additional areas at the mutual consent of the landowner and holder and to identify and close areas such as active harvest operations that involve safety hazards.)

A-4. An enforceable commitment to maintain (or enhance) the property's potential to provide a perpetual yield of fiber and timber. Recognizing the duration (forever) of an easement and our inability to predict the future of current forest uses, the emphasis here is on *potential* to provide, not a requirement to provide. Clear language must be included that defines sustained yield (taking into account forest history, productivity and potential for natural catastrophe), stipulates specifically how it shall be measured, and provides for independent review to determine if ongoing forest management meets these requirements. Remedies for non-compliance should be clear, stringent and easily enforceable. Language should also stipulate that Best Management Practices (BMPs) be utilized in all forest management operations.

On a case by case basis, depending on size of the easement, conditions on the land or other factors, additional easement elements may significantly strengthen the value to the public as listed below. Whenever additional protections of forest conditions or rights to provide public use are included in an easement, the Board will require of the holder an estimate of annual costs for monitoring or management and how it plans to cover them.

B-1. The Board recognizes that protection of ecological sustainability is very important. Additional protection of sensitive, rare or representative ecological features may be desirable. As part of the LMF application process, the potential holder will have assessed the ecological values of the property. Grantor and grantee should consider fee acquisition of areas of high ecological value in addition to the easement, or more stringent protections of certain natural communities, habitats or ecological health.

B-2. Requirements to include additional protections of visual quality, recreational features and/or riparian zones, or restrictions on intensive forest management practices such as herbicides and plantations.

B-3. Limitation of mining on the property to surface deposits of gravel, sand and shale for purposes of road construction and maintenance on the property only. Include caps on the number and size of borrow pits and establish reclamation procedures. In some cases (e.g. large landscape easements) it may be appropriate to allow mining of subsurface minerals. In such cases, strict limitations on areas disturbed and associated development should be stipulated to protect the main values of the working forest, undeveloped forest land and traditional public recreation, including associated aesthetics.

B-4. Rights to manage public recreation on the property. Clear goals for such management should be stated in the easement.

B-5. The right to construct, maintain, relocate and/or limit trails on the property for motorized and/or non-motorized recreation.

B-6. The right to provide to the public vehicular use of certain roads across the property or to specific features (e.g. trail heads, water bodies) on the property. This may apply to motorized (e.g. snowmobile) trails, as well.

Such rights should not necessarily be required on strip easements. Since their primary aim is to keep water frontage undeveloped, water access is probably sufficient. Rights of way to the water or boat launches at specific locations may be stipulated or purchased in fee where appropriate.

When vehicular use is stipulated, rights and obligations to maintain roads and trails must be addressed. The easement should define standards to which private roads and trails will be maintained as well as how maintenance costs are to be divided between the landowner and the holder.

B-7. Road access to the property. The Board should keep in mind that in many cases in the Maine woods, vehicle access may be customary, but not guaranteed by law. The Board should acquire access to properties under easement whenever possible. However, it may be more cost effective for relevant state agencies to keep a list of key access roads and include them in future negotiations with landowners who control access between public roads and the property .

Answers to Commonly Asked Questions

Q. What types of land can be acquired through the Land for Maine's Future Program?

A. Lands and interests in lands for conservation, water access, outdoor recreation, wildlife and fish habitat and farmland

Q. Who can be a "cooperating entity"?

A. Private nonprofit organizations, private foundations, individuals, municipal conservation commissions, local governments, and federal agencies are considered cooperating entities. In addition, the Land for Maine's Future Board may designate other groups to assist the State in the acquisition and management of public lands. In cases of regionally or locally significant projects, the Board may also designate a cooperating entity as "holder of title" for a given acquisition.

Q. Who will own the land or conservation easements acquired by the Program?

A. Title for projects of state significance as determined by the Board will be held by the appropriate state agency. In the case of projects of regional and local significance, an approved cooperating entity may hold title providing that entity can demonstrate to the Board their ability to manage the land for the purpose for which it was acquired.

Q. Who will manage the land acquired by the Program?

A. Management responsibilities for the acquired lands and interests in lands will be the responsibility of the State agency or cooperating entity holding title. Management of lands held by the State may be accomplished through a partnership with a cooperating entity through a management agreement. When a cooperating entity holds the land or interest in land it will execute a project agreement with the sponsoring state agency that contractually binds the terms of the project's management. This agreement is recorded with the deed or easement. A model of the Project Agreement is included in Appendix H. These actions require the recommendation of the agency's commissioner, and approval of the Land for Maine's Future Board.

Q. What are "matching funds" and what guidelines apply?

A. All projects are expected to have a match greater than or equal to 1/3 of the total eligible project costs. This means that for every \$2 of LMF funds there must be \$1 of match funds. At least 70% of the match must be in the form of land, cash, or other tangible assets. The value of lands or interest in lands acquired within 2 years of the date of project application may be used as tangible match when the property interests

have a direct relationship to the project. No more than 30% of the match can be the value of services customarily associated with land or interest in land acquisitions (appraisal, survey, title work, legal work, ecological and archeological inventory) defined by the LMF statute as “intangible” match. Match is discussed further under each proposal type.

Q. When is municipal or county approval of a land acquisition required?

A. Approval by the elected municipal officials is required when more than 1% of a municipality's state valuation is considered for acquisition by the Land for Maine's Future Program. Approval by the county commissioners is required if land proposed to be acquired lies within unorganized territory and constitutes more than 1% of the state valuation within that county.

Q. What interests in land may be purchased by the Program?

A. The LMF can acquire a full range of interests in land including:

- fee simple acquisition;
- less-than-fee simple interests including, but not limited to, conservation easements, access easements and other permanent interests in land.

Q. Can the LMF fund be used to fund capital improvements?

A. The LMF Fund can only be used to fund minor capital improvements on acquired lands to improve public access, as long as these improvements do not exceed 5% of appraised value of the acquired property and as long as these improvements do not compromise the original intent for which the property was purchased. In the case of the purchase of development rights on farms, up to 5% of the appraised value may be used to develop a business plan and capital improvement for the farm.

Q. What does the law exclude from consideration?

A. The law specifically excludes using bond funds to acquire any of the following:

- buildings or other structures unrelated to the intended use of the property,
- land for facilities or organized recreational activities; (e.g. ballparks, tennis courts, or playgrounds).
- capital improvements on any publicly owned facilities; and
- land of which the primary use value will be as commercially harvested or harvestable forest land.

Q. What types of land are identified by the law as eligible for potential acquisition?

A. The law identifies eligible lands as those that contain:

- recreation lands;
- prime physical features of the Maine landscape;
- areas of special scenic beauty;
- farmland or open space;

- undeveloped shorelines;
- wetlands;
- fragile mountain areas;
- habitat for plant or animal species or natural communities considered rare, threatened, or endangered in the State;
- public access to recreation opportunities or those natural resources identified above; and
- lands with other conservation, wilderness or recreation values.

Potential applicants are strongly encouraged to review the LAPAC report for further discussion on conservation priorities among these resources. The report is available from the LMF staff and is on the LMF website.

Q. What is a Farmland Protection Project?

A. An LMF Farmland Protection Project helps an existing farmer keep his or her farmland available for agricultural production. To do this, the Land for Maine's Future Program purchases the farm property's development rights and simultaneously extinguishes those rights through an agricultural conservation easement. The easement is a deed restriction that is held by the Department, a town or a local land trust and protects all current and future agricultural uses of the land by prohibiting all conflicting, non-agricultural uses (i.e. subdivision, housing development, etc.). Agricultural Conservation Easements allow farmers to retain all other ownership rights; they can sell or continue to farm and they can diversify their agricultural enterprise and operation, they just can't grow houses. If they do sell, their land will be valued as farmland, which often makes it much more affordable for the next generation of farmers.

Q. Who can propose land for acquisition by the Program?

A. Anyone can nominate or propose land for acquisition by LMF Program with the sponsorship of a suitable state agency as long as the threshold criteria, the criteria of the sponsoring state agency, and basic information requirements are met. This must include full knowledge and agreement of the owner of the proposed property that his/her property is being proposed to the LMF Program.

Q. When can proposals be submitted?

A. Whenever the Board issues a call for proposals. Contact the Program Director for the opening and closing dates of the current proposal period. Proposal inquiries can be submitted any time during the year for a staff review and feedback (see Inquiry Forms in Appendices A and B). Anyone who has submitted an inquiry during the year will be notified when full proposals will be accepted.

Q. How will the proposed properties be scored?

- A. After the information in a proposal is reviewed by the Program staff, the Board's Scoring Committee will review and assign scores and the Nominations Committee will identify issues/important proposal components and bring the top scoring projects in each land category to the full Board for detailed review. See Scoring System in Sections II and IV for the detailed scoring procedures.
- Q. Who will appraise the lands proposed for acquisition?**
- A. The LMF Program will be responsible for appraising land proposed for acquisition. If an appraisal has been conducted by or is available to a proposer it should be included as part of the proposal process. The Board may decide to accept an existing appraisal in lieu of a Board appraisal for the purpose of establishing a property's fair market value. Board appraisals will be undertaken only for properties that have been selected as finalists by the Board. If an applicant provides an appraisal to the Board and it is accepted, he/she may apply the documented cost of the appraisal as match. Any such appraisal must be an arm's length appraisal and must conform to the standards outlined in Appendices E & F.
- Q. Will LMF support projects when the landowner wants a price higher than the appraised value?**
- A. The LMF Board will not typically participate in purchases which exceed fair market value as established by independent appraisal. This policy applies even where the extra funds are drawn from other sources. Such sales can create inflationary pressures and make future conservation projects even more expensive. In rare cases, the Board will consider exceptions to this policy. Applicants should consult program staff.
- Q. Who will negotiate for the Program?**
- A. The Land for Maine's Future Board will designate a lead negotiator for each property. The negotiator may be a representative of the state agency that will hold title or of a designated cooperating entity.
- Q. How will a proposer know the status of his/her proposal?**
- A. All proposers will be notified by mail as to the status of their proposals when the scoring and evaluation process is complete. If an applicant submits an Inquiry Form, he/she will receive a letter that invites the submission of a full proposal. The letter may also provide guidance on whether the proposal is aligned with the Program's priorities. An applicant may call the Program staff at any time and inquire about the status of his/her proposal.
- Q. What considerations does the Board want to see reflected in conservation easements proposed for consideration?**

- A. The Board may fund acquisition of conservation easements on parcels of land to protect key public values. Any easement proposal considered by the Board is expected to address the following elements:
1. Conservation purpose of the easement and description of concerned natural resources,
 2. Restrictions on development and subdivision (building, mining, road construction, etc.),
 3. Provisions for public access (pedestrian, water access, vehicle access, etc.),
 4. Accommodations for public use/recreation,
 5. Private uses to be maintained/continued, and
 6. See also Guidance for Working Forest Easements (<http://www.state.me.us/spo/lmf>)

State Agency Land Acquisition and Access Programs

Department of Conservation - Bureau of Parks & Lands

The Maine Bureau of Parks and Lands was created in 1995 when the former Bureaus of Parks & Recreation and Public Lands merged. The new Bureau manages approximately 481,000 acres of Public Reserved Lands, 92,000 acres of state park and historic site lands, 4,200 acres of Non-reserved Lands, 35,000 acres of conservation easements, 2,300,000 acres of the State's marine and freshwater Submerged Lands, and 1,325 public coastal islands containing approximately 1,109 acres. The Bureau is responsible for the following:

- 1 Acquiring and managing state parks, historic sites, certain snowmobile and ATV trails, boat launching sites, and public reserved lands and non-reserved lands;
- 2 Acquiring other interests in lands (e.g., conservation and recreation easements), and receiving gifts, to be managed as state parks, historic sites, public reserved lands and non-reserved lands, boat launching sites, and certain trails;
- 3 Managing some former institutional (non-reserved) lands, such as Pineland, Mackworth Island and Hebron, submerged lands beneath Great Ponds and the coastal waters, and more than 1,300 coastal islands;
- 4 Managing the Allagash Wilderness Waterway and lands within the Penobscot River Corridor Easement;
- 5 Coordinating management of the privately and publicly owned sections of the Appalachian Trail in Maine (in cooperation with the Maine Appalachian Trail Club and the Appalachian Mountain Club); and
- 6 Acting as Designated State Agency to monitor management of lands acquired with LMF funds by Cooperating Entities.

BP&L LAND ACQUISITION CRITERIA

To make the most of limited funds and limited staff for planning, negotiation, and resource management, the bureau will use the following criteria to establish priorities for initiatives to acquire land or conservation easements, by gift or purchase, which are developing at an unprecedented rate because of increases in available real estate and funding for land acquisition.

PROPERTY CHARACTERISTICS

Properties proposed for acquisition by the bureau should:

1. Qualify as a land type authorized to be owned and/or managed by BP&L as described in statute.
2. Be an inholding or abut land owned and/or managed by BP&L that will enhance or protect the values and/or opportunities of the parent property and/or reduce management costs or conflicts.
3. Contain natural/cultural resources and/or recreation opportunities of statewide or regional significance.

Statewide (including international) significance: the resources are documented as rare and/or exceptional in Maine or the recreational activities associated with the parcel will frequently and routinely attract users from across the state/out-of-state to enjoy the resource or recreational opportunity offered by the parcel.

Regional significance: the resources are documented as rare and/or exceptional in a region, or the recreational activities associated with the parcel will frequently and routinely attract users from a regional area (an area that is greater than the area included by the towns abutting the town(s) where the land is located), to enjoy the resource or recreational opportunity offered by the parcel.

(Multiple resources/opportunities: greater significance is attached to properties with multiple natural/cultural resources and/or recreation opportunities of statewide or regional significance.)

4. Have state or regionally significant resources and/or opportunities that need protection due to a documented threat of degradation or loss; or have significant recreation opportunities that should be secured to address a documented need. (Documented need from SCORP, LAPAC, *Strategic Plan for Providing Public Access to Maine Waters for Boating and Fishing* (IF&W & DOC), *Coastal Water Access Priority Areas for Boating and Fishing* (DMR), and other recognized sources)
5. Demonstrate the inadequacy or potential inadequacy of non-acquisition measures (e.g., regulation, and agreements) to protect/secure the state or regionally significant public values and/or opportunities associated with the property.
6. Include public vehicular access to the property or parent property; or can be reached via a public trailhead if access will be by trail; or can be reached via public boat launching site if access will be by water. In some cases, it may be more cost effective to identify key access

roads and include them in future negotiations with landowners who control access between public roads and the property.

7. Have anticipated management responsibilities that are within the capability of the bureau and its partners.

8. Have anticipated uses and facilities that are consistent with municipal plans and ordinances meeting Growth Management Act standards.

9. Additional Criteria for Boat Access Facilities:

- a. Location of the water body in relation to population centers and other water access sites,
- b. Size of the water body and the diversity of recreational opportunities it offers,
- c. Value of fisheries opportunities based on IF&W and DMR evaluations, and
- d. Expected demand and diversity of uses of the site, current or anticipated.

10. Additional Criteria for Trails

- a. Includes a variety of landscapes,
- b. Provides connections to existing trail routes or trail facilities,
- c. Provides connections to other public recreation areas or community facilities, and
- d. Provides connections to needed services (parking, food, water, shelter, fuel, repair services).

PROJECT CHARACTERISTICS

LMF Acquisition projects undertaken by the bureau should include the following:

1. Willing Seller
2. Property available at appraised value or lesser amount
3. Clear title or title insurance
4. BP&L staff available for negotiation/support, or contracted negotiation/support services
5. Funds may be available for pre-acquisition costs (usually nonfederal sources):
 - Negotiation/support services
 - Legal Services (title search, option agreement, PSA, closing, closing pkg., etc.)
 - Appraisal
 - Environmental Assessment
 - Survey

6. Funds available for purchase:
 - Bureau Funds
 - Grants
 - Other
7. Easement review by Attorney General
8. Acceptable resource management strategy
9. Purchase approval by:
 - Director
 - Commissioner
 - Governor
10. Payment arrangements started 2 months prior to closing:
 - Financial order(s) signed
 - Allotment(s) established
 - Check arrangements made

Maine Department of Inland Fisheries & Wildlife

The primary mission of the Department of Inland Fisheries and Wildlife (DIF&W) is to conserve and enhance the fish and wildlife resources of Maine, and to provide for reasonable public access for use and enjoyment of these resources. DIF&W's programs are primarily funded by self-generated revenues, Federal Aid to Sport Fish and Wildlife Restoration, and other sources of federal funds.

DIF&W has been actively involved in the acquisition of land and conservation easements for wildlife conservation, management, and public use beginning in the late 1940s and early 1950s with Federal Aid in Wildlife Restoration funds (Pittman-Roberston Act of 1937). The major thrust of acquisition was to improve waterfowl nesting habitat. The passage of the Maine Coastal Island Registry, which went into effect in July of 1973 also had an influence on DIF&W's acquisition program, as more than 200 islands and halftide ledges with unique wildlife values were transferred to the Department for management.

In 1974, a \$4 million bond issue was approved by Maine citizens for the purchase of wildlife habitat by DIF&W. A second bond issue for the acquisition of habitat, in the amount of \$5 million, was approved by Maine voters in 1986.

Since the early 1990s, the Department has received about \$3.3 million in grants from the National Wetlands Conservation Act to acquire habitat within two focus areas (Cobscook Bay and Lower Kennebec River Estuary) identified as Maine's highest priorities in the North American Waterfowl Conservation Plan. In addition, nearly \$1.4 million has been acquired from the Coastal Wetland Grant Program for coastal island and wetland acquisitions.

DIF&W currently owns and manages approximately 110,000 acres of land. These lands represent a variety of habitat and recreational values, including large upland parcels, small marshes, coastal woodlands, seabird nesting islands, shorebird staging areas, and endangered and threatened species habitats. The primary management objective for each parcel is to maintain or create the highest quality upland or wetland wildlife habitat possible.

DIF&W's lands are also utilized by the public for many recreational pursuits. It has a policy to allow public access and recreational activities on these areas when they do not conflict with wildlife management objectives. Public recreational activities consist of "consumptive" wildlife uses such as hunting, trapping, and fishing, and numerous "nonconsumptive" uses such as wildlife watching. DIF&W's lands also serve as demonstration areas where the public can learn about wildlife and habitat management techniques.

Current acquisition initiatives are being funded with Federal Aid in Wildlife Restoration, National Wetlands Conservation Grants, and DIF&W funds dedicated to non-game and endangered species conservation. The overall direction established by Commissioner and his Advisory Board in 1986 is still followed today; however, it was updated in 1999 to reflect broader department responsibilities and new funding opportunities. Specific projects are pursued in order to accomplish the following goals:

- enhance the effectiveness of existing wildlife management areas by expanding current boundaries;
- acquire from willing sellers, in-holdings or parcels abutting existing Department-owned wildlife management areas;
- acquire habitats essential to the management of State and Federal endangered and threatened birds and mammals;
- acquire from willing sellers privately owned coastal islands that are critical to populations of colonial nesting seabirds;
- establish new wildlife management areas where needed to protect important inland/coastal wetland and upland ecosystems; and
- provide an opportunity for public use and to demonstrate wildlife habitat management practices.

In addition to the above, the Department is responsible for the administration of Federal Aid in Sport Fisheries Restoration (Dingle-Johnson Act of 1950), and the more recent Wallop-Breaux amendment to the Act, which expanded the funding base and requires a minimum expenditure of 12.5 percent of all monies apportioned to a state be used for motor boat access.

Specific acquisitions are based upon input from Department personnel, public and private groups, and suggestions from individuals. A Department Land Acquisition Committee --- consisting of regional and research biologists and supervisors --- prioritizes proactive and reactive land acquisition opportunities and make recommendations to the Deputy

Commissioner, Director of the Bureau of Resource Management, and the Director of the Division of Engineering and Realty. This group then makes final recommendations to the Commissioner.

Department of Agriculture, Food & Rural Resources

The Maine Department of Agriculture, Food and Rural Resources is the State's lead agency dealing with all aspects of the food system from the field to the table. The Department's is organized into five Divisions – Agricultural, Natural and Rural Resources; Plant Industry; Animal Health and Industry; Market and Production Development; and Quality Assurance and Regulations – each of which is responsible for developing policies and programs that support and sustain Maine's farmers, farms and citizens.

The Division of Market and Production Development works with commodity groups, organizations and individual agricultural businesses to expand markets and improve business opportunities. In recent years, the Division has expanded its focus on agricultural viability to identify ways that Maine farmers can retain - or gain access to – affordable, productive farmland. The Division's Farmland Protection Program works with the State agencies, towns, community groups and land trusts to secure productive farmland and sustain economically viable agricultural communities.

The Department initiated a farmland preservation project with the Land for Maine's Future Program in 1998 in conjunction with a grant under the USDA Farmland Protection Program. Criteria were developed in partnership with the Land for Maine's Future Program staff. The criteria reflect the Department's primary goal, which is to maintain farms in agricultural production. Purchase of a farm's development rights can provide an immediate benefit to the farmer while protecting prime farmland from development pressures and ensure that there will be ample farmland available for succeeding generations of farmers.

In 2001 the Department's Farmland Protection Program joined forces with Maine Farmland Trust, the University of Maine Agricultural Center, the University of Maine Cooperative Extension and Maine Organic Farmers and Gardeners to establish Maine FarmLink, a "matchmaking service," that connects prospective new farmers with prospective retiring farmers who are interested in protecting their farmland by selling to a next generation farmer.

For the past eighteen months, the Farmland Protection Program has been engaged in a strategic planning effort that brought farmers and folks from state, and local agencies and organizations, together to "find ways to keep farmland in the hands of farmers committed to sustaining Maine's agriculture." This plan recommends ways that the Department, farmers and Maine's citizens can work together to:

- Understand that agriculture is the highest and best use of farmland;
- Encourage public policies that support and strengthen the sustainability of Maine's nearly six thousand existing farmers and farms;
- Preserve for long-term use those agricultural properties and resources that are under severe threat of conversion;
- Promote programs that assist Maine's retiring farmers with farm transfer and retirement planning and Maine's current or new farmers with business planning and market development; and
- Recognize that the farmers are the stewards of Maine's rural working landscape

What is a Farmland Protection Project?

A Land for Maine's Future - Farmland Protection Project helps an existing farmer keep his or her farmland available for agricultural production, forever. To do this, the Land for Maine's Future Program purchases the farm property's development rights and simultaneously extinguishes those rights through an agricultural conservation easement. The easement is a deed restriction that is held by the Department, a town or a local land trust and protects all current and future agricultural uses of the land by prohibiting all conflicting, non-agricultural uses (i.e. subdivision, housing development, etc.). Agricultural Conservation Easements allow farmers to retain all other ownership rights; they can sell or continue to farm and they can diversify their agricultural enterprise and operation, they just can't grow houses. If they do sell, their land will be valued as farmland, which often makes it much more affordable for the next generation of farmers.

How does a farmer apply?

The Department of Agriculture is the only agency that can sponsor a farmer and a Farmland Protection Project proposal to the Land for Maine's Future Program. The Department's staff works closely with potential farmer applicants to help them assemble a local planning team that can assist them with designing and managing the project from start (the proposal) to finish (the closing). The planning team may include members of a local land trust or the local town government. Members of the planning team often help the farmer and farm family gather information to determine if the sale of development rights is a truly a workable option. They also help the farmer continue to carry on the business of farming by attending to other essential details like project research and fundraising during the growing season.

The project planning team and farmer also work with the Department to apply to the USDA Natural Resources Conservation Service, Federal Farmland Protection Program, which can

provide up to 50% of the appraised value of a farm property's development rights. It is important to note that only State, Local, Tribal and Non-Governmental entities – not individual farmers – are eligible for these funds. To be eligible these agencies or organizations must demonstrate their capacity to carry out farmland protection projects, hold conservation easements and sustain long-term stewardship of protected lands.

Both the State and Federal programs are competitive.

The Department, Land for Maine's Future and the USDA Natural Resource Conservation Service review and rank proposals according to prescribed criteria. The criteria focus on many attributes including the farm's natural resources and business assets and the farm's viability in the context of its geographic location (other farms, farm infrastructure, markets) and community support. Not all Department sponsored projects succeed in becoming recommended as "finalists," by the Land for Maine's Future Board. Not all agency or organizational applicants will receive match funding through the Federal Farmland Protection Program.

How long does it take?

It typically takes 6-12 months to 1) develop a project planning team; and 2) build a competitive proposal for Land for Maine's Future. Once the proposal is submitted to the Land for Maine's Future Program it takes 3 - 4 months for the Land for Maine's Future Board to review proposals and make recommendations. If the applicant is recommended as an LMF Finalist, it takes an additional 12-18 months to close on the sale of the development rights.

How many LMF Farmland Protection Projects have been completed?

The Department and the Land for Maine's Future initiated the first farmland preservation project with the Land for Maine's Future Program in 1990. Since then seven projects have closed resulting in protecting 2,793 acres of prime farmland in 6 counties. Another 8 projects were recommended as finalists in Round 2 (2001-2002) and are currently pending.

Maine Department of Marine Resources

The Department of Marine Resources (DMR) mission is "to conserve and develop marine and estuarine resources; to conduct and sponsor scientific research; to promote and develop the Maine coastal fishing industries; and to advise and cooperate with local, state and federal officials concerning activities in coastal waters; and to enforce the laws and regulations necessary for these purposes..."

DMR has identified coastal water access as an issue of rising concern, especially in the southern part of the state. As waterfront property becomes increasingly valuable for summer homes, restaurants, marinas, and hotels, water access for commercial and recreational fishermen is harder to find. The Land for Maine's Future \$5 million set-aside for water access sites provides one avenue for preserving and developing coastal access.

DMR doesn't currently have a formal program for acquiring, holding, and managing coastal properties. However, DMR has taken an active interest in coastal access issues and is working collaboratively with other agencies to identify areas of need and to encourage coastal property owners to apply for LMF funds. While the Department doesn't formally sponsor LMF proposals, it is ready to assist and advise on any proposals that create or improve access for salt water commercial or recreational fishing. The Commissioner of Marine Resources sits on the Land for Maine's Future Board. Coastal property proposals will be referred on a case-by-case basis to the most appropriate agency or cooperator for sponsorship and proposal development work.

Maine Coastal Program/State Planning Office

Established in 1978 and administered by the State Planning Office, the Maine Coastal Program is a partnership among local, regional, and state agencies and nonprofit organizations. Its mission is to balance conservation of the coastal environment with human demands and activities. The Coastal Program receives its funds under the federal Coastal Zone Management Act, a law administered by the National Oceanic and Atmospheric Administration.

Over the past 20 years, the Maine Coastal Program has assisted municipalities with creating, or improving, access to the shoreline of the state's tidal waters. The Coastal Program defines access broadly. Its intention is to get people to coastal waters or lands adjacent to them for an array of activities, whether it is to pursue their livelihoods, enjoy views, launch a boat, walk along a path by the shore, or view wildlife. For example, from 1985 to 1991, the Coastal Program awarded grants to more than 70 communities for projects such as boat launching sites, wharfs and piers, and land acquisition. Since 1994, it has offered Right of Way Discovery Grants to communities -- small grants with which towns have researched and inventoried public access ways to the coast.

The Coastal Program currently has a small matching fund to assist certain projects that apply for Land for Maine's Future funds. The Program also provides technical assistance to the Land for Maine's Future Program, and to municipalities or other cooperating entities that seek to acquire coastal properties.

Maine Atlantic Salmon Commission

The Maine Atlantic Salmon Commission (ASC) is a State agency headed by a three-member Board that appoints an Executive Director who oversees Commission activities. The ASC has its main office in Augusta and field offices in Sidney, Bangor, and Cherryfield. The ASC is tasked with management and restoration of Atlantic salmon stocks throughout Maine. In addition to conducting basic research, ASC also monitors spawning activity by adult salmon, parr densities, smolt migration analysis, and returns to natal rivers by trapping adults at several locations. The ASC also conducts cooperative research and management activities with the National Marine Fisheries Service and the U.S. Fish and Wildlife Service. ASC is responsible for all Atlantic salmon stocking while the fish used for stocking are reared at the USFWS facilities at Green Lake and Craig Brook.

The ASC also implements the Atlantic Salmon Conservation Plan for Seven Maine Rivers and is responsible for coordinating the activities of the many other State agencies whose activities and interests impact salmon habitat. Habitat protection and enhancement are a major portion of the aims of the Conservation Plan.

The ASC currently holds properties on several downeast rivers to protect riparian and aquatic habitat and to provide recreational access to these rivers as appropriate.

List of Contacts/Cooperating Entities

As any applicant begins to develop an application, he/she may seek information sources, conservation partners, and the required sponsorship from State agencies associated with the acquisition and management of public lands. The organizations listed below will assist you in this effort. If you need any further guidance, contact the Land for Maine's Future Program at (207) 287-1485.

Dept. of Agriculture, Food & Rural Resources
28 State House Station
Augusta, Maine 04333
tel: (207) 287-7520
Stephanie Gilbert

Maine Natural Areas Program
93 State House Station
Augusta, Maine 04333
tel: (207) 287-8045
Molly Dockerty

Maine Dept. of Conservation

Bureau of Parks & Lands
22 State House Station
Augusta, Maine 04333
tel: (207) 287-4911
Ralph Knoll

Maine Dept. of Inland Fisheries & Wildlife

41 State House Station
Augusta, Maine 04333
tel: 287-3128
Ken Elowe

Maine Dept. of Marine Resources

21 State House Station
Augusta, Maine 04333
tel: (207) 624-6558
Sue Inches

Maine Coastal Areas Program

State Planning Office
38 State House Station
Augusta, Maine, 04333
Jim Connors

Non-Profit Organizations

The Nature Conservancy
Fort Andross
14 Main Street, Suite 401
Brunswick, Maine 04011
tel: (207) 729-5181

Maine Coast Heritage Trust
Bowdoin Mill
One Main Street
Topsham, Maine 04086
tel: (207) 729-7366

The Trust for Public Land
Maine Field Office
245 Commercial Street
Portland ME 04101
tel: (207) 772-7424

Maine Land Trust Network
Megan Shore, Coordinator
c/o Maine Coast Heritage Trust
Bowdoin Mill, One Main Street
Topsham, Maine 04086
tel: (207) 729-7366

Maine Farmland Trust
P O Box 1597
Bucksport, Maine 04416
LouAnna Perkins, Executive Director
tel: (207) 496-6465

Note: For the name of your nearest land trust, please contact the Maine Land Trust Network or the Land for Maine's Future Program.

Section II

Conservation & Recreation Land

Overview

The Land for Maine's Future Board established a process for the public to nominate lands for acquisition in a broad category called **Conservation and Recreation Lands**. Most proposals will fall under this category. If your project is a small parcel of land specifically for boating and fishing water access, please first review Section III. If it is related to farmland protection, please first review Section IV.

Proposal Process

This section of the Proposal Workbook provides you with all the information you need to apply for funds in the Conservation and Recreation Lands category. This process is open to everyone. If you have any questions about your proposal or the Land for Maine's Future process, please call (207) 287-1485 and speak with a member of our staff.

Proposal Inquiry Form

The form (found in Appendix A) provides the Land for Maine's Future Program staff with information they need to determine if a project meets established criteria.

Final Full Proposal Review Process for Recreation and Conservation Lands

Proposal Period - Proposals must be received by the closing date of a proposal period. Proposal forms must be complete with responses to all of the numbered subject headings found in the Format and Instruction Section. Incomplete proposals will be returned for additional information. Contact the Program Director for the dates and other information on the next Proposal Period. (Please note there is an expedited process for proposals for water access projects appropriate for the Public Access to Maine Waters Fund, and they may be received at any time. See Section III for information on the process for this category.)

Please note that for a proposal to be complete, it must have a State Agency sponsor. You must contact the appropriate sponsoring agency well in advance of the application deadline (see pg 27 for agency contact information).

State, Regional or Local Significance - Projects supported by the LMF Program may be of state, regional, or local significance. It's important that applicants indicate which of these sub-categories the proposal fits based on the definitions found on page 35 in this section. Proposals will compete with other proposals within the same sub-category. Staff will correct the sub-category if it is inaccurate based on proposal information. The applicant will be notified if this is done.

Scoring & Nomination Procedure - Once the proposal is reviewed by LMF Program staff and judged to be complete, it will be scored using the scoring system on the next page. The scoring criteria evaluates the land itself and includes the following: an assessment of the naturalness of the land; the presence of multiple values; relative state, regional, or local significance; access to the site; any single exceptional values; proximity to and relationship to other public conservation holdings; and the state need to acquire the proposed property.

At the close of the Proposal Period, all scores will be reviewed by the Board's Scoring Committee. The full list of scored proposals are then given to the Board's Nominations Committee, which reviews in detail the top proposals identified in the state, regional, or local land sub-categories. The Nominations Committee flags any issues or attributes and proposes a list of finalists, to the full Board for consideration. The Board will review the proposals, select the finalists, and allocate funding. Proposals that are not selected will be returned to applicants.

If the application envisions that the land or easement will be held by an organization other than the State, the Nominations Committee and the Board will also consider the capacity of the organization to bring the project to a successful conclusion including, without limitation, fund raising capacity, project management experience and land stewardship experience.

All applicants will be contacted and notified of the status of their proposal after final Board decisions. Please note that the scores serve as a guide for the Board.

Scoring System for Evaluating Conservation and Recreation Land Proposals

This scoring system has been devised as a guide to enable the Land for Maine's Future Board to sort through a diversity of proposals of state, regional, and local significance and identify those that are most aligned with the state's land acquisition priorities. It is designed to highlight proposals that bring high public value projects to the Board. In addition to applications receiving a numerical score, the Board established threshold and other criteria that are also used in evaluating proposals. These can be found on pages 39-41

The scoring system assigns points according to the relative value of six criteria associated with an acquisition proposal. These are:

	Maximum Points
<input checked="" type="checkbox"/> Naturalness of the Land	(12 points)
<input checked="" type="checkbox"/> Accessibility of the land	(8 points)
<input checked="" type="checkbox"/> Proximity to Other State Lands or makes a Contribution to a Larger Conservation/Recreation Effort	(16 points)
<input checked="" type="checkbox"/> Major Land Type	
- Significance	(30 points)
- Need	(20 points)
- LAPAC Multiplier (see page 37)	
<input checked="" type="checkbox"/> Single Exceptional Value	(50 points)
<input checked="" type="checkbox"/> Additional Land Types	(50 points)

The scoring system uses those factors stressed by the Legislature in "An Act to Establish the Land for Maine's Future Fund," the findings of the Land Acquisition Priorities Advisory Committee's Final report (Nov. 1997), and public input received by the Board.

Please note that Farmlands and many Water Access Lands are their own categories, and proposals that are specifically for water access or farm preservation should review sections III and IV.

The Scoring System

	<u>Points</u>
1. <u>Naturalness of the Land (Maximum Points = 12)</u>	
The land is essentially natural with little or no discernable human impact.....	12
The land is moderately natural, with some site disturbance but the disturbance does not negatively impede/affect the intended uses of the property.....	8
The land has been significantly disturbed by human activity and restoration (or time) will be required to return the site to a more natural condition.....	4
The property has extensive site disturbance or improvements which will severely impede the use of the property for its intended purposes, or the site does not have a high probability of being successfully restored.....	0
	SCORE _____
2. <u>Accessibility of the Land (Maximum Points = 8)</u>	
Access roads can accommodate, without substantial improvement, the traffic that will be associated with the intended use of the property	8
or	
Access is by water to an island and there is adequate water depth to land or moor recreational boats	8
or	
The parcel is inaccessible by vehicles; however, because of the intended use of the property this is not a limitation or in fact may be an advantage in protecting the resource values of the property	8

Access to the parcel will require modest improvements to existing roads which will be a minor cost factor in developing the property for its intended use 6

Access to the parcel will require substantial improvements to existing roads which will be a major cost factor in developing the property for its intended use 0

SCORE _____

3. **Proximity to Other Public Lands or Complements a Larger Conservation/ Recreation Plan (Maximum Points =16)**

The land has one or more of the following attributes:

- Connects existing public holdings or private conservation lands (state, federal, town, land trust, etc.).
- Is immediately adjacent to existing State holdings or is an inholding.
- Is part of a locally adopted comprehensive plan and implementation strategies that are consistent with the State’s Growth Management Act.
- Serves as a stopping off point on a recognized route such as an “island trail” that includes other publicly or privately owned lands.
- Is linked to a larger local or regional conservation effort to protect open space, recreational opportunities or other natural resource values such as a greenbelt, trail network or river corridor.
- Is a first acquisition designed to establish a nucleus around which and from which future conservation efforts can grow.

0 - 16

SCORE _____

4. **Major Land Category - Significance and Need Ranking (Maximum Points = 50)**

The proposal will be scored based on the major land type under which it has been identified by the applicant. They are: 1) Recreational lands, 2) Water Access Lands, 3) Lands Supporting Vital Ecological or Conservation Functions and Values, 4) Rare, Threatened, or Endangered Natural Communities, Plants or Wildlife Habitat, 5) Areas of Scenic Interest and Prime Physical Features, 6) Farmland and Open Space. The scoring will take into account two factors: the relative significance, in terms of

demand from a statewide, regional, or local perspective for the value of the resource or recreational activity; the relative need, based on a deficiency determination, (i.e., the excess of demand over supply for the resource or recreational activity).

Please note that while lands of state significance score higher than lands of regional and local significance and lands of regional significance score higher than those of local significance, proposals will be judged only against other proposals of like significance.

Major Land Category (Maximum Points - 50)

Significance Rating (Maximum Points = 30)
&
Need Rating (Maximum Points = 20)

Significance Rating (Maximum Points = 30)

State Significance

The land contains a resource or provides a recreational opportunity that is substantiated as being significant from a state or greater than state perspective (1) 22 - 30

Regional Significance

The land contains a resource or provides a recreational opportunity that is substantiated as being significant from a regional (sub-state) perspective (2)..... 12 - 20

Local Significance

The land contains a resource or provides a recreational opportunity that is substantiated as being significant from a local perspective (3)..... 0 - 10

SCORE _____

- (1) Significant from a statewide perspective shall mean that the resource is rare and/or exceptional in Maine based on published report(s), database(s), or credible testimony or the recreational activity associated with the parcel will frequently and routinely

attract users to travel to the land from across the state or even from out-of-state to avail themselves of the resource or recreational opportunity offered by the parcel.

- (2) Significant from a regional perspective shall mean that the resource is rare and/or exceptional in a region based on published report(s), database(s), or credible testimony, or the recreational opportunity associated with the parcel will frequently and routinely attract users to travel to the land from a regional area (that is, from an area that is greater than the area included by the towns abutting the town(s) where the land is), to avail themselves of the resource or recreational opportunity offered by the parcel.
- (3) Significant from a local perspective shall mean that the resource is rare and/or exceptional in a town or group of towns based on published report(s), database(s), or credible testimony, or the recreational opportunity associated with the parcel will attract users to travel to the land primarily from a local area (that is, from an area that is primarily encompassed by the towns abutting the town(s) where the land is), to avail themselves of the resource or recreational opportunity offered by the parcel.

- AND -

Need Rating & LAPAC Multiplier (Maximum Points = 20)

The need to protect the major land category addressed in the proposal and substantiated by
a
published report(s) data base(s), or credible testimony as being of:

Great Importance due to the relative rarity of the
resource, the threat to the resource, or the deficiency
of the recreational opportunity offered by the land
when considered from a state or greater than state perspective 14 - 20

Moderate Importance due to the relative rarity
of the resource, the threat to the resource, or the deficiency
of the recreational opportunity offered by the land
when considered from a or regional (sub-state) perspective 8 - 12

When a need cannot be adequately substantiated
as being of state or regional significance it
will be assumed that the need is of:

Minor Importance due to the fact that the resource or recreational opportunity offered by the land can only be considered rare, threatened, or deficient from a local perspective 0 - 6

SCORE _____

LAPAC Multiplier

If the proposal contains one or more of the following “focus” or “other important” areas (as identified in the Land Acquisition Priorities Advisory Committee final report), multiply the total Major Land Category Need Rating by that multiplier. If the project addresses more than one focus area, choose the highest value multiplier. Definitions of the following “focus” areas and “other important land acquisition priorities” are found in Appendix D.

MULTIPLIER

Southern Maine Conservation Lands.....	2
Ecological Reserve.....	2
River System.....	2
Undeveloped Coastline.....	2
Northern Forest Conservation Land.....	1.5
Trail System	1.5
Island.....	1.5
Significant Mountain.....	1.5

Single Exceptional Statewide Value Scoring Procedure

If the land proposed for acquisition is thought to contain a single exceptional value that is exceptionally rare and of outstanding significance in a statewide context then it shall be evaluated to determine if it will be awarded 50 points. An award of points in this category will be infrequent. This is an “all or nothing” point score.
(Maximum Points = 50)

The land has a single exceptional value recognized as being the best or among the best in the state of its type, and this value is supported by a comprehensive published report(s), data base(s), or credible testimony..... 50

SCORE _____

5. **Multiple Land Categories (Maximum Points = 50)**

Some proposals will represent more than one land category and those proposals that bring a wider range of resource values and hence a wider range of value to the public need to be recognized. As a response, up to 50 additional points can be awarded by offering up to 10 points each for as many as 5 land categories other than the Major Land Category under which the proposal is being submitted. 1) Recreational lands, 2) Water Access Lands, 3) Lands Supporting Vital Ecological or Conservation Functions and Values, 4) Rare, Threatened, or Endangered Natural Communities, Plants or Wildlife Habitat, 5) Areas of Scenic Interest and Prime Physical Features, 6) Farmland and Open Space. Please note that the scoring will consider the significance of each land category independent of the overall project designation as a state, regional or local project. Up to 10 points for each land category may be awarded based on the following:

The scores will be awarded on the following criteria:

The land contains a resource or provides a recreational opportunity that is substantiated as being significant from a state or greater than state perspective; or the relative rarity of the resource, or the deficiency of the recreational opportunity of the type offered by the land, is of great importance when considered from a state or greater than state perspective 8 - 10

The land contains a resource or provides a recreational opportunity that is substantiated as being significant from a regional (sub-state) perspective; or the relative rarity of the resource, or the deficiency of the recreational opportunity of the type offered by the land, is of moderate importance when considered from a statewide or regional (sub-state) perspective..... 4 - 7

The land contains a resource or provides a recreational opportunity that can only be substantiated as being significant from a local perspective; or the resource , or recreational opportunity of the type offered by the land, is only of minor importance because the resource is not considered rare or the recreational opportunity is not considered deficient, except from a local perspective 0 - 2

SCORE _____

Policies, Guidelines, and Threshold Criteria Relating to Conservation and Recreation Proposals

Board Policies and Guidelines

The Land for Maine's Future Board follows well-established policies and guidelines when it makes decisions on which projects to fund. A list of other Board policies and guidelines are found in Section I on page 5.

Willing Seller: The owner(s) has agreed in writing to allow the sponsoring agency or cooperating entity to consider the purchase of his/her property.

Appraised Value: The owner is willing to accept an offer at or below fair market value based on an appraisal that conforms to Land for Maine's Future appraisal standards (see Appendices E and F).

Threshold Criteria

Threshold refers to the Board's expectation that all proposals address the following as minimum requirements. In rare cases, a proposal that does not meet these criteria will be considered. However, even if such a proposal scores high enough to fall within the top 10% of its category, those proposals meeting these minimum requirements may be favored over those that do not.

Match : A proposal is expected to have a match greater than or equal to 1/3 of the total eligible project costs. This means that for every \$2 of LMF funds, there must be \$1 of match funds. Furthermore, of the total match, the ratios of match type must be the following:

- no more than 30% of the match can be the value of services customarily associated with land or interest in land acquisition (appraisal, survey, title work, legal work, ecological and archeological inventory); and
- 70% must be in the form of land, cash or other tangible assets. When considering land in fee or easement as match, it is the responsibility of the applicant to document the value to be used as match. To qualify as LMF match, the cooperating state agency must appear in the chain of title.

If a proposed property has an estimated total project cost of \$150,000 (including land and all other eligible costs), it would be eligible for up to \$100,000 in LMF funds, and there would have to be a match of at least \$50,000. Of this \$50,000 match, up to 30% or \$15,000 could be services needed for the land acquisition, and at least 70% or \$35,000 would have to be in donated land value, cash, or other tangible asset.

If a project proposal includes a contribution to a dedicated stewardship/management endowment of the state agency that will hold title (or easement) on the property, this may be considered a tangible asset. Contribution to a qualifying stewardship account is statutorily capped at 20% of land's appraised value. Likewise, access improvements may be considered as tangible assets with a cap at 5% of appraised land value. Engineering, permitting, and wetland delineation can also be considered as match under the 5% access improvement allowance. Endowment funds are not included in the total project costs calculation.

With the exception of the caps relative to the stewardship/management endowment and access improvement allowance, all other match percentages are calculated based on total project costs which are the combined land cost and all other costs customarily associated with a land or interest in land acquisition.

Ownership & Sponsorship: An applicant is required to have sponsorship of a State agency (Department of Inland Fisheries & Wildlife, Department of Conservation, or Atlantic Salmon Commission) and, in the case of projects of regional/local significance, to have reached agreement with the sponsor regarding ownership and management. Applicants must contact the appropriate sponsoring state agency **well in advance** of submitting an application.

Applicant's Capacity: An applicant must demonstrate the capacity to undertake the project with a reasonable prospect of bringing it to a successful conclusion. The Board may consider all relevant factors including without limitation level of debt, fund raising ability, and organizational history, scope of conservation vision and evidence of success in building and sustaining land protection campaigns.

In addition, the Board will consider whether or not the proposed title or easement holder has the ability, experience, and resources to manage the property appropriately.

Relationship to local comprehensive planning efforts:

- For locally significant projects, the project should be consistent with an adopted comprehensive plan meeting the standards of the Growth Management Act (30-A MRSA sections 4301-4349) with evidence that the municipality had adopted strategies to implement the plan. For strongest Board consideration, a project should be an explicit component of a larger integrated effort by the applicant and

municipality to achieve the conservation, recreation, and other goals of the comprehensive plan.

- A project proposed for a locally designated growth area should be able to demonstrate either that the project doesn't frustrate the intent of the designation or that the project affirmatively supports the open space and/or recreation objectives of the local comprehensive plan.

Other criteria to be weighed by the LMFB:

- Availability and price of the property.
- Suitability of alternate protection techniques.
- Defensibility against future degradation.
- Capacity of the property to accommodate passive or active recreation.
- Intensity and expense of management activities needed to maintain the property's value.
- Ability to use the property for environmental education.
- Identification of the property in a State or local recreation, conservation, or open space acquisition or protection plan.
- In the case of conservation easements, availability of sufficient matching funds to monitor and enforce the easement or a contribution to the State's conservation stewardship or easement monitoring endowment.

Application Format and Instructions for Conservation and Recreational Land Proposals

General Guidelines for Applicants - All applicants are required to provide good maps (Delorme or USGS), visual aids (e.g. photos) and as much supporting information as they feel is necessary for the Board to better understand the project and the values it addresses. Carefully read through this section to learn what the Board wishes to see in a well-rounded proposal. Program staff can make available examples of successful applications that may provide useful models. **All applicants are required to use the following application structure and numbering sequence and to provide complete information. If not applicable, indicate so by placing a N/A.**

Eight copies of your proposal should be sent to:

*Land for Maine's Future Program
State Planning Office
38 State House Station
Augusta, Maine 04333-0038
Telephone #: (207) 287-1485*

One additional copy of your proposal should be sent to your sponsoring agency.

- 1) **Indicate whether your project is of statewide, regional, or local significance as defined by the following criteria and describe in detail the basis for your choice:**
 - Significant from a **statewide** perspective shall mean that the resources are rare and/or exceptional in Maine based on published report(s), database(s), or credible testimony, or the recreational activities associated with the parcel will frequently and routinely attract users to travel to the land from across the state or even from out-of-state to avail themselves of the resource or recreational opportunity offered by the parcel.
 - Significant from a **regional** perspective shall mean that the resources are rare and/or exceptional in a region based on published report(s), database(s), or credible testimony, or the recreational activities associated with the parcel will frequently and routinely attract users to travel to the land from a regional area (that is, from an area

that is greater than the area included by the towns abutting the town(s) where the land

is), to avail themselves of the resource or recreational opportunity offered by the parcel.

- Significant from a **local** perspective shall mean that the resources are rare and/or exceptional in a town or group of abutting towns based on published report(s), database(s), or credible testimony, or the recreational activities associated with the parcel will attract users to travel to the land primarily from a local area (that is, from an area that is primarily encompassed by the towns abutting the town(s) where the land is), to avail themselves of the resource or recreational opportunity offered by the parcel.

2) Applicant

Name, address, and phone number of the applicant and the primary contact person.

3) Agency Sponsor & Proposed Ownership

Either the Department of Conservation or the Department of Inland Fisheries & Wildlife, or the Atlantic Salmon Commission. Please be sure that you have contacted the agency and it supports your proposal (see threshold criteria on pages 39-41). A letter to this effect from the sponsoring agency should be included in the application. The letter must state that the sponsoring agency is prepared to hold the interest proposed for protection.

4) Date of Application

Indicate the date you submitted your application.

5) Project Title/Name of Project

This is the name by which your proposal will be catalogued by Program staff.

6) Location of Project

Provide us with the name of the township and county.

7) Size

Indicate how many acres your project encompasses and identify fee vs. easement acres if appropriate.

8) Owner(s)

Include address, phone number, fax and e-mail (if available) of the current landowner(s). A letter from the landowner(s) indicating their willingness to be considered in the project must be included in the application.

9) Partners

Other entities supporting this project. Include address, phone number, fax and e-mail (if available).

10) Names of Individuals Knowledgeable about the Site/Proposal

List the names of individuals who can speak directly to the various values which your proposal will protect and include a telephone where they can be reached.

11) Total Financial Summary (Include the following and see form in Appendix G.)

Note: the Board will not consider an application with an incomplete budget.

- a) Total fee/easement land only value (appraised value, buildings excluded)
- b) Estimated all other project costs not including land (legal, survey, appraisal)
- c) Total project costs (Appraised value of the land or easement plus all associated costs of the project as described under "Due Diligence", page 7)
- d) Match - break this out into in-kind, cash, land, etc.
Calculate percentage of match based only on the total project cost (see match guidelines on pages 39-40.)
- e) Amount being requested from Land for Maine's Future Fund

12) Project Description

Include a narrative description of the entire project that provides a clear image of the project itself, as well as the context surrounding it. Photographs of the property can be very effective. If these are incorporated in the text electronically, please provide the images on a floppy disk with the application (JPEG or TIFF format).

If the project will include a working forest conservation easement, the application must include a draft easement plan. Applicants should consult with LMF staff to determine if this requirement applies.

The narrative should identify whether the project intends to acquire fee or easement interests in the property, identify who will hold the ownership interest, and describe

why that interest is the most appropriate to conserve the natural values on the property.

If the project is proposed as a working forest easement, the project description must include an easement plan. **The applicant is strongly encouraged to refer to the Guidelines for Working Forest Conservation Easements published in July 2002 by LMF and available on the LMF website and from LMF staff.**

13) Location Information

Delineate approximate project boundaries on:

Maine Atlas Base Map - showing project location and regional perspective

USGS Topographic Base Map - showing entire boundary of proposed project, legal access and adjacency of other public and private conservation lands.

Aerial Photo (if available)- showing project location and boundaries

Other Maps as Appropriate - showing endangered species, significant natural communities soils, outstanding physical features, proposed public access, trails, camping sites, etc., context of the project within a greenbelt plan, trail system, river corridor, comprehensive plan, etc.

Note: Please no maps larger than 11" by 17".

14) Naturalness

Describe how natural or disturbed the land is and comment on disturbance by using one of the following categories:

The land is entirely natural with little or no discernable human impact.

The land is moderately natural, with some site disturbance but the disturbance does not negatively impede/affect the intended uses of the property.

The land has been significantly disturbed by human activity and restoration (or time) will be required to return the site to a more natural condition.

The property has extensive site disturbance or improvements that will severely impede the use of the property for its intended purposes, or the site does not have a high probability of being successfully restored.

15) Accessibility of the Land

Describe the plans for public use of the property and the degree to which access to the proposed property is currently available, is suitable for the intended use, or needs to be developed to accommodate the intended use, using the categories below and supplementing them with specific descriptions.

Access roads can accommodate, without substantial improvement, the traffic that will be associated with the intended use of the property;

or

Access is by water to an island and there is adequate water depth to land or moor recreational boats;

or

The parcel is inaccessible by vehicles; however, because of the intended use of the property this is not a limitation or in fact may be an advantage in protecting the resource values of the property;

or

Access to the parcel will require modest improvements to existing roads, which will be a minor cost factor in developing the property for its intended use;

or

Access to the parcel will require substantial improvements to existing roads, which will be a major cost factor in developing the property for its intended use.

16) Proximity to Other Public Lands or Complements a larger Conservation/ Recreation Plan

The narrative for this section should demonstrate how the applicant is affirmatively working to connect the proposed project to larger local and regional conservation efforts. Describe how the proposed land has one or more of the following attributes:

- Connects existing public holdings or private conservation lands (state, federal, town, land trust, etc.).
- Is immediately adjacent to existing State holdings or is an inholding.
- Is part of a locally adopted comprehensive plan and implementation strategies that are consistent with the State's Growth Management Act.
- Is linked to a larger local or regional conservation effort to protect open space, recreational opportunities or other natural resource values such as a greenbelt, trail hub or river corridor.
- Serves as a stopping off point on a recognized route such as an "island trail" that includes other publicly or privately owned lands.
- Is a first acquisition designed to establish a nucleus around which and from which future conservation efforts can grow.

17) Major Land Types

Which land type does the proposed area have as its major value? Describe why.

- Recreation lands
- Water access lands (Note: See Section III. Your proposal may be appropriate for the Public Access to Maine Waters Fund if the primary feature of your proposal is to provide water access for fishing and boating.)
- Lands supporting vital ecological or conservation functions and values
- Rare, threatened or endangered natural communities, plants or wildlife habitat
- Areas of scenic interest and prime physical features
- Farmland and open space (Note: If the primary feature of your proposal is to protect farmland through the purchase of development rights, see Section IV.)

18) Significance

Using the Major Land Type you chose above, identify the level of significance of this Major Land Type using the definitions provided below. Be sure that you provide any information (reports, database information, credible testimony, etc.) that supports your selection. Be consistent with your Project Category identified in #1.

- Significant from a **statewide perspective** shall mean that the resource is rare and/or exceptional in Maine based on published report(s), database(s), or credible testimony or the recreational activities associated with the parcel will frequently and routinely attract users to travel to the land from across the state or even from out-of-state to avail themselves of the resource or recreational opportunity offered by the parcel.

- Significant from a **regional perspective** shall mean that the resource is rare and/or exceptional in a region based on published report(s), database(s), or credible testimony, or the recreational activities associated with the parcel will frequently and routinely attract users to travel to the land from a regional area (that is, from an area that is greater than the area included by the towns abutting the town(s) where the land is), to avail themselves of the resource or recreational opportunity offered by the parcel.
- Significant from a **local perspective** shall mean that the resource is rare and/or exceptional in a town or group of towns based on published report(s), database(s), or credible testimony, or the recreational activities associated with the parcel will attract users to travel to the land primarily from a local area (that is, from an area that is primarily encompassed by the towns abutting the town(s) where the land is), to avail themselves of the resource or recreational opportunity offered by the parcel.

19) Need

Using the Major Land Type you chose above, identify the associated level of need for this Major Land Type using the definitions provided below. This need must be substantiated by a published report(s) data base(s), or credible testimony as being of:

Great Importance due to the relative rarity of the resource, the threat to the resource, or the deficiency of the recreational opportunity offered by the land when considered from a state or greater than state perspective

Moderate Importance due to the relative rarity of the resource, the threat to the resource, or the deficiency of the recreational opportunity offered by the land when considered from a or regional (sub-state) perspective

When a need cannot be adequately substantiated as being of state or regional significance it will be assumed that the need is of:

Minor Importance due to the fact that the resource or recreational opportunity offered by the land is only considered rare, threatened, or deficient from a local Perspective

20) LAPAC

Identify the LAPAC “focus areas” / “other important areas” addressed in your proposal using the definitions found in Appendix D. Please be sure to state clearly your justification for those included and provide documentation as appropriate.

21) Single Exceptional Value

Indicate whether the land proposed supports a single exceptional value recognized as being the best or among the best in the state of its type, and this value is supported by a comprehensive published report(s), data base(s), or credible testimony.

22) Multiple Land Type

List every land type you feel is reflected in your proposal (see Appendix C). Please be sure to state clearly the basis for your choice(s).

23) Estimate of monitoring and management costs

A person submitting a proposal to acquire property or an interest in property with funding from the Land for Maine's Future Fund shall provide:

- A description of the management envisioned for the property for the first 10 years following acquisition. When the application proposes acquiring an interest in property, the application must provide a description of the anticipated management responsibilities retained by the landowner and those to be assumed by the State or a cooperating entity;
- Preliminary estimates of the costs to the State or a cooperating entity of managing the land for the uses proposed in the application; and
- Preliminary estimates of the costs associated with monitoring compliance with an easement when an interest in land is acquired.

Section III

Public Access to Maine Waters Fund

Overview

History and Need

The Public Access to Maine Waters Fund was created in 1993 by the Maine State Legislature and funded for the first time in the fall of 1999 when Maine voters approved a \$50 million bond for the Land for Maine's Future Program. This bond required 10% of the funds be set aside for the Public Access to Maine Waters Fund. Managed by the Land for Maine's Future Board, the Fund is designed to address the following needs: to preserve, provide, or expand citizen access to public waters; to provide a diversity of recreational opportunities; to support fishery management; and to support Maine's recreation-based businesses and economy.

Appropriate Use of the Fund

In addition to public access to Maine waters, the Board also considers proposals that fall under the categories of Conservation and Recreation Land (Section II) and Farmland (Section IV). Anyone proposing a project to be funded by the Public Access to Maine Waters Fund must determine if a project truly fits under the narrow and well-defined purpose of the Public Access to Maine Waters Fund or if it is more appropriate in the Conservation and Recreation Land category. The definition and purpose statement found in this section should be your primary guide in making this distinction and determining which proposal category you should use.

State Agency Involvement

The majority of public water access sites are acquired, developed, and managed by -- or with assistance from -- the Department of Conservation's Bureau of Parks and Lands and the Department of Inland Fisheries and Wildlife. These departments need to act quickly to acquire water access sites for the following reasons: the scarcity of good sites; the high level of competition created by the market for the sites; and the time required to carry out appraisals and site suitability assessments. Recognizing these factors, the Board created an expedited process allowing State agencies and cooperating entities to take quick action to secure water access sites. State agencies will use established priority lists and other qualifying criteria to select sites. The Board will review funding requests and determine the amount of funds it will contribute to the project. See page 56 for a list of State agency sponsors for water access projects.

Who Can Apply

The Departments of Conservation and Inland Fisheries and Wildlife have the primary responsibility for public water access projects. However, this process is open to everyone. Any applicant (individual, municipality, or other cooperating entity) wishing to take advantage of this expedited process must work with one of these State agencies in advance of their application to the Board. An applicant may still take the lead, and hold title to the land, but must seek the guidance and support of the appropriate State agency.

Purpose, Types and Access

Purpose

The Public Access to Maine Waters Fund is designed “to get people to the water.” The Board will accomplish this by acquiring fee simple or public access rights on small parcels of land to create or enhance access points to lakes, ponds, rivers, and coastal waters. Lands for access could support a facility for trailered boats and/or small craft (canoes, kayaks, for example) and provide bank fishing (shoreline angling and wading), clamming, worming, or other opportunities. Access is primarily intended for general public use but may be used by those requiring it for commercial purposes, provided that such commercial use does not exclude other uses by the general public.

Types of Water Access Sites

The Public Access to Maine Waters Fund is intended to create or enhance the following types of access sites:

Coastal: 1) All-tide or part-tide access for trailered and/or hand carried boats or 2) Points for foot access for fishing, clamming, worming, or other activities such as observing wildlife and nature study.

Rivers, Lakes and Ponds: 1) Access for trailered and/or hand carried boats; 2) Points for foot access for fishing, or other activities such as observing wildlife and nature study.

Proposal Process

The Departments will use the lists of priority water bodies developed in the *Strategic Plan for Providing Public Access to Maine Waters for Boating and Fishing* (IF&W and DOC, 1995) and *Coastal Water Access Priority Areas for Boating and Fishing* (SPO and DMR, 2000). These lists are updated periodically as new information becomes available. The LMF staff maintains lists of the State's priorities for water access facilities in cooperation with the Department of Marine Resources, Conservation and Inland Fisheries & Wildlife. Applicants should consult with LMF staff or the appropriate agency to determine if the potential water access site is in one of the priority areas or otherwise meets the Agency criteria for water access needs.

Priorities for inland and coastal water access sites are determined based on the following:

- * Location of the water in relation to population centers and other water access sites;
- * Size of the water body and the diversity of recreational opportunities it offers;
- * Level of and proximity to existing public access sites and access needs;
- * Value of fisheries opportunities based on IF&W and DMR's evaluation;
- * Expected demand and diversity of uses of the site, current or anticipated; and
- * Threat of conversion to other uses, especially private development.

When a good access acquisition opportunity becomes available and it conforms to the guidelines and criteria found in this document, the agency or cooperating entity will notify the Program Director as soon as a conditional Purchase and Sales agreement or option is signed. The Program Director will advise the agency of the next scheduled Board meeting, which allows for a 10-day advance public notice of the Board's intent to consider the water access purchase. This notice allows the public an opportunity to comment in writing on the proposed acquisition in advance of the meeting, or to appear in person to offer comment to the Board.

The agency or cooperating entity will provide information to the Board by following the Application Format and Instructions beginning on page 59. This information must be submitted along with other supporting documentation at least 30 days in advance of the scheduled meeting to allow Board members an opportunity to review the information prior to their meeting discussion. At the meeting, the agency or cooperating entity will present the proposal in its entirety to the Board, and outline the entire financial package including acquisition funds, reimbursement for allowed acquisition costs, and the required match.

BASIC GUIDELINES FOR APPLICANTS UNDER THE PUBLIC ACCESS TO MAINE WATERS FUND - EXPEDITED PROCESS

- Complete appraisals well ahead of negotiations and make the appraisal available to the Appraisal Review Committee (ARC) for their review, so that if issues arise, they can be addressed prior to an offer. This review can be done even before the project becomes a proposal to the Board.
- Whenever possible, use an appraiser whose work is familiar to the Board.
- Be sure the appraiser follows the Land for Maine's Future Appraisal Standards.
- If a Purchase and Sales contract must be in place before committee and board discussions take place, make sure it is conditioned on ARC and Board approval. It's also important, if you have chosen to approach the Land for Maine's Future Board for funding, that you make it clear to the seller that it is the Board's policy not to participate in projects where the purchase price exceeds fair market value as determined by an appraisal (see page 5).
- When presenting a proposal to the full Board, be fully familiar with the Board's policies and guidelines, anticipate questions, and work with staff to review your proposal and your presentation. Staff can assist you in anticipating questions and designing proposal materials all of which will contribute to an expeditious Board review.

Proposal Inquiry Form

This short form can be submitted at any time (see Appendix A). It provides the Land for Maine's Future Program staff with the information they need to determine if your project meets the criteria for the Public Access to Maine Waters Fund.

Maine State Agency Contacts

Maine Department of Conservation

Bureau of Parks & Lands

22 State House Station

Augusta, Maine 04333

George Powell

tel: (207) 287-4952

E-mail: george.powell@state.me.us

Web Page: www.state.me.us/doc/parks

Maine Department of Inland Fisheries & Wildlife

41 State House Station

Augusta, Maine 04333

Ken Elowe/Robert Williams

tel: (207) 287-8000

E-mail: robert.williams@state.me.us

Web Page: www.state.me.us/ifw

Maine Department of Marine Resources

21 State House Station

Augusta, Maine 04333

Sue Inches

tel: (207) 624-6550

E-mail: sue.inches@state.me.us

Web Page: www.state.me.us/dmr

Note: DMR does not sponsor projects but
maybe a source of useful information.

Maine Coastal Program/ State Planning Office

38 State House Station

Augusta, Maine 04333

Jim Connors

Tel: (207)287-8938

E-mail: jim.connors@state.me.us

Web Page: www.state.me.us/mcp

Policies, Guidelines, and Threshold Criteria Relating to Water Access Proposals

Board Policies and Guidelines

The Land for Maine's Future Board follows well-established policies and guidelines when it makes decisions on which projects to fund. A list of other Board policies and guidelines are found in Section I on page 5.

Willing Seller: The owner(s) has agreed in writing to allow the sponsoring agency or cooperating entity to consider the purchase of his/her property.

Appraised Value: The owner is willing to accept an offer at or below fair market value based on an appraisal that conforms to Land for Maine's Future appraisal standards (see Appendices E and F).

Threshold Criteria:

Threshold refers to the Board's expectation that all proposals address the following as minimum requirements. In rare cases, a proposal that does not meet these criteria will be considered. However, even if such a proposal scores high enough to fall within the top 10% of its category, those proposals meeting these minimum requirements may be favored over those that do not.

Match : A proposal is expected to have a match greater than or equal to 1/3 of the total eligible project costs. This means that for every \$2 of LMF funds, there must be \$1 of match funds. Furthermore, of the total match, the ratios of match type must be the following:

- no more than 30% of the match can be the value of in-kind services customarily associated with land or interest in land acquisition (appraisal, survey, title work, legal work, ecological and archeological inventory); and
- 70% must be in the form of land, cash or other tangible assets. When considering land in fee or easement as match, it is the responsibility of the applicant to document the value to be used as match. To qualify as LMF match, the cooperating state agency must appear in the chain of title.

If a proposed property has an estimated total project cost of \$150,000 (including land and all other eligible expenses), it would be eligible for up to \$100,000 in LMF funds, and there would have to be a match of at least \$50,000. Of this \$50,000 match, up to 30% of \$15,000 could be in-kind services needed for the land acquisition, and at least 70% of \$35,000 would have to be in donated land value, cash, or other tangible asset.

If a project proposal includes a contribution to a dedicated stewardship/management endowment of the state agency that will hold title (or easement) on the property, this may be considered a tangible asset. Contribution to a qualifying stewardship account is statutorily capped at 20% of land's appraised value. Likewise, access improvements may be considered as tangible assets with a cap at 5% of appraised land value. Engineering, permitting, and wetland delineation can also be considered as match under the 5% access improvement allowance. [Endowment funds are not included in the total project costs calculation.]

Ownership & Sponsorship

An applicant is required to have sponsorship of a State agency (Department Inland Fisheries & Wildlife or Department of Conservation) and to have reached agreement with the sponsor regarding ownership and management. This agreement will subsequently provide the basis for a Project Agreement between the applicant and the sponsoring agency (see Appendix H). Applicants must contact the appropriate sponsoring agency well in advance of submitting an application.

Application Format and Instructions

Please use the following application structure and numbering sequence to provide information. If not applicable, please indicate by placing a N/A.

Eight copies of your proposal should be sent to:

*Land for Maine's Future Program
State Planning Office
38 State House Station
Augusta, Maine 04333-0038
Telephone #: (207) 287-1485*

In addition, one copy of the application must be sent to the sponsoring agency.

1) Applicant

Name, address, and phone number of the applicant and the primary contact person.

2) Agency Sponsor

Indicate which of the following is the project sponsor and include a sponsoring letter from the agency:

Department of Inland Fisheries & Wildlife
Department of Conservation

3) Date of Application

Indicate the date you submitted your application.

4) Project Title/Name - Body of Water

This is the name by which your proposal will be catalogued by Program staff.

5) Location of Project

Provide us with the name of the township and county.

6) Type of Project

Indicate if your project is an outright acquisition in fee, an easement or a combination.

7) Size

Indicate how many acres your project encompasses and identify fee versus easement acres if appropriate.

8) Owner(s)

Include address, phone number, fax, and e-mail (if available) of the current landowner(s). A letter from the landowner(s) indicating their willingness to be considered in the project must be included in the application.

9) Partners

Other entities participating in this project. Include address, phone, fax, e-mail

10) Names of Individuals Knowledgeable about the site/proposal

List the names of individuals who can speak directly to the access benefits that the proposal will provide.

11) Total Financial Summary (see Appendix G)

Include the following:

- a) Total value of the fee/easement land being considered (the appraised value)
- b) Purchase price (land/interest in land only)
- c) Estimated “all other” project costs not including land (legal, survey, appraisal)
- d) Match - break this out into inkind, cash, land, etc. Calculate percentage of match based only on the total allowable project costs. (See match discussion on page 57)
- e) Amount being requested from the Land for Maine’s Future Fund

12) Project Description

Include a narrative description of the entire project that provides a complete image of the project itself as well as the context surrounding it. Photographs of the property can be very effective. If these are incorporated in the text

electronically, please provide the images on a floppy disk with the application (JPEG or TIFF format).

13) Location Information

Provide a selection of easy-to-read locator maps including:

- a) Maine Atlas Base Map - showing project location and regional perspective USGS
- b) Topographic Base Map - showing entire boundary of proposed project, legal access and adjacency of other public and private conservation lands.
- c) Other Maps as Appropriate

14) Demonstration of Need

Indicate whether the project has been designated as a priority water access site (contact LMF staff or the sponsoring agency for further information); or, if it is not, provide documented, credible evidence that supports the need for public access to the associated lake, river or coastal area as determined by the priority criteria described under the Proposal Process in this section (page 54).

15) Suitability for Intended Use

Demonstrate that the property has no legal constraints preventing its development for the intended proposed access and that the physical characteristics of the site are suitable for the intended access.

16) Impact on Natural Resources

Describe what if any impact the proposed access will have on the natural resources of the water body and the surrounding land. This assessment is to be performed by the appropriate natural resource agency (DOC, IF&W, DMR), and in consultation with the Maine Natural Areas Program and the State Historic Preservation Office.

17) Existing Public Access on Proposed Water Body

List and describe all other public access sites that exist on the lake or pond along which your parcel is located. If the site is along coastal or riverine waters, list the closest public water access site and the type of site (e.g., boat launch site, place for shoreline angling).

18) Value of Fisheries Opportunities

List and document any high value or outstanding fisheries that are currently or will be enjoyed by future users of this access site.

19) Expected Demand and Diversity of Uses

Describe the type of use -- either current if it is an existing privately owned site, or anticipated -- at the proposed site and the number of different user groups that will benefit from the proposed site. Also, indicate whether the access is intended to allow new types of boating and if so describe.

20) Threat of Conversion to Other Uses Especially Private Development or Non-Water-Dependent Uses

Indicate the degree of threat to development, or the conversion to other non-water dependent uses, of the proposed site.

21) Estimate of monitoring and management costs

A person submitting a proposal to acquire property or an interest in property with funding from the Public Access to Maine Waters Fund shall provide:

- A description of the management envisioned for the property for the first 10 years following acquisition. When the application proposes acquiring an interest in property, the application must provide a description of the anticipated management responsibilities retained by the landowner and those to be assumed by the State or a cooperating entity;
- Preliminary estimates of the costs to the State or a cooperating entity of managing the land for the uses proposed in the application; and
- Preliminary estimates of the costs associated with monitoring compliance with an easement when an interest in land is acquired.

Section IV

Farmland

Overview

History and Need

The Land for Maine's Future Program protects farmland through the purchase of development rights and other methods. The Program works with the Department of Agriculture, Food and Rural Resources and cooperating entities to bring farmland protection proposals to the Land for Maine's Future Board.

In 1999, Maine voters approved a \$50 million LMF bond, which sets aside up to 10% or \$5 million, of these funds for farmland protection.

Appropriate Use of the Fund

The Land for Maine's Future Program acquires conservation easements, or in rare instances fee simple rights, on farmland with a goal of protecting Maine's productive farm assets from conversion to non-agricultural use(s). The Program also seeks to protect prime agricultural soils as well as lands that are productive for crops that do not rely on prime agricultural soils.

Anyone proposing a farmland project must determine if it truly fits under the well-defined purpose of farmland protection, or if it is more appropriate for the Conservation and Recreation Land category. If the primary purpose of a proposal is to protect a working farm -- and it has a secondary or minor conservation or recreation component -- then the project falls under the farmland category. On the other hand, if the primary purpose of the proposal is conservation or recreation -- and it has a secondary or minor component that involves the protection of agricultural values -- then the project falls under the Recreation and Conservation Land category. The purpose statement noted on the next page should be your principal guide in making this distinction and determining which proposal category you should use.

Who Can Apply

The Department of Agriculture, Food & Rural Resources has the primary responsibility for bringing farmland protection projects to the Land for Maine's Future Board. To develop a proposal and have it considered by the Land for Maine's Future Board, an individual, municipality, or other cooperating entity must work with the Department of Agriculture and receive departmental sponsorship. Your local land trust or the Maine Farmland Trust may be able to assist you in developing a proposal. You may also contact the Land for Maine's Future Program. These contacts are listed on page 80.

Purpose

Purpose

The purpose of the LMF effort in this area is to protect Maine's prime agricultural soils (a nonrenewable resource) from conversion into nonagricultural uses that would permanently eliminate the productive soil resource. This does not preclude those lands that are most productive for crops that do not rely on prime agricultural soils, such as blueberries.

The LMF seeks to protect properties with these soils that also support farming operations in areas that currently retain a viable agricultural economy.

Proposal Process

The Land for Maine's Future Board established a process for the public to propose projects that protect working agricultural lands through the purchase of agricultural conservation easements or very infrequently, fee interest. The proposal process outlined below is for farmland owners and cooperating entities, who must work with the Department of Agriculture, Food & Rural Resources. Title to easement or fee may be held by a cooperating entity providing the entity has the demonstrated ability to own and manage land. If you have any questions about your proposal or the LMF process, you can call (207) 287-1485 and speak to a member of the Land for Maine's Future Program staff.

Farm Inquiry Form

This form (Appendix B) can be submitted at any time. It provides the Department of Agriculture and the Land for Maine's Future Program staff with the information they need to determine if your project meets established criteria.

Proposal Review Process for Farmland Protection Proposals

1) Proposal Period: Proposals must be received by the Land for Maine's Future Program at the closing date of the Proposal Period. Proposal applications must be endorsed by the Department of Agriculture and be complete to be accepted. Incomplete proposals will be returned for additional information. Applicants are advised to deliver their proposals to the Department of Agriculture one month ahead of the actual deadline. Contact the Program Director for dates of the next Proposal Period.

2) Scoring Procedure: Once your proposal is reviewed by Program staff and determined to be complete, it will be scored using the 100-point scoring system found on page 68. All farmland proposals submitted to the Board will be individually scored, using this system, by Program and Department of Agriculture staff. As an applicant, it is important that you carefully review both the five primary scoring criteria and the "threshold criteria," which will be used by the Land for Maine's Future Board in considering your proposal.

All proposals will be reviewed and scored by the Board's Scoring Committee. The full list of scored proposals are then given to the Board's Nominations Committee. The Nominations Committee flags any special issues or attributes and presents a list of recommended finalist projects to the full Board. The Board reviews the proposals, selects the finalists, and determines funding. Please note that scores are a guide for the Board; the Board will make the final decision.

Proposals that are not selected will be returned to applicants. All proposers will be contacted and notified of the status of their proposal after final Board decisions.

Scoring System for Evaluating Farmland Proposals

Developed in Partnership with the
Maine Department of Agriculture, Food and Rural Resources

Each farmland protection proposal will be scored using this system. The scoring system assigns points according to the relative value of criteria associated with a farmland protection proposal. The “other criteria” found at the end of the scored criteria are considered by the Board when it compares and considers the top farm proposals.

The five scored criteria and the maximum points that can be awarded for each are :

1. productive farm assets including soils, tillable land, pasture land, water resources, woodland, buildings, etc. (25 Points);
2. documented current and emerging threats from conversion that would reduce or eliminate the farm’s productive potential (25 Points);
3. significance to regional and local markets, both existing and emerging including service providers to farms (25 Points);
4. open space and public benefits as they contribute to the scenic and landscape values, character of the town/region where it is situated and where public access/protection can be secured for conservation, recreation, wildlife, and education use/values (10 Points); and
5. community planning and support, both local /regional for farming and farmland protection (15 Points).

PRIMARY SCORING CATEGORIES

Category	Total Possible Points for Each
• Productive Farm Assets	25
• Current and Emerging Threats to Conversion	25
• Significant to Regional and Local Markets	25
• Open Space, Cultural, and Other Public Benefits.....	10
• Community Planning and Support	15
	Total Points <u>100</u>

The Scoring System

1. PRODUCTIVE FARM ASSETS (Maximum Points = 25)

Explanation: The focus is prime agricultural soils; however, it is also recognized that other factors influence the productivity of a farm. These include, but are not limited to, the following: lands that are productive for crops that do not rely on prime agricultural soils; other types of natural resources available on a farm currently devoted to or have the potential for a diversity of income-generating and agricultural-based uses, such as a sugar bush, woodlot, farm stand, mix of crop, hay and pasture land, and farm infrastructure (barns, buildings, processing facilities, etc.). Collectively, these serve as indicators of the existing and potential productivity of a farm's assets. The applicant must have a conservation plan for the farm approved by the USDA Natural Resource Conservation Service.

Points

The land has **highly** productive assets because of the combination of prime or unique soils, or soils of statewide importance, tillable land, orchards, berry lands, horticultural lands, pasture land, water resources, woodland, total farm acreage, buildings, etc. that could be used to sustain a variety of agricultural enterprises.....

18 - 25

The land has **moderately** productive assets because of the combination of prime or unique soils, or soils of statewide importance, tillable land, orchards, berry lands, horticultural lands, pasture land, water resources, woodland, total farm acreage, buildings, etc. that could be used to sustain a limited number of agricultural enterprises..... 9 - 17

The land has **limited** productive assets because of the combination of prime or unique soils, or soils of statewide importance, tillable land, orchards, berry lands, horticultural lands, pasture land, water resources, woodland, total farm acreage, buildings, etc. that could be used to sustain a relatively few agricultural enterprises..... 0 - 8

SCORE_____

2. CURRENT AND EMERGING THREATS TO CONVERSION (Maximum Points = 25)

Explanation: The degree of threat to farmland can be reflected in the patterns and trends of development within a town or region. In some parts of Maine, little or no development pressure exists and farming is the basis of a stable or growing economy. In other parts of Maine, sprawl and development pressures are consuming irreplaceable and productive agricultural assets at an ever-increasing pace. Being able to recognize where loss of valuable farmland is imminent is an important step in determining where funds should be applied.

Points

The farm is **highly** threatened by current/emerging conversion to other uses because of documented development pressure in the adjacent or surrounding area..... 18 - 25

The farm is **moderately** threatened by current/emerging conversion to other uses because of documented development pressure in the adjacent or surrounding area. 9 - 17

The farm is **not currently** threatened by current/emerging conversion to other uses because of documented development pressure in the adjacent or surrounding area..... 0 - 8

SCORE_____

3. SIGNIFICANCE TO AND CONDITION OF REGIONAL AND LOCAL AGRICULTURAL ECONOMY
(Maximum Points - 25)

Explanation: The contribution to regional or local agricultural processors, local retail and wholesale farm sales and emerging markets, the use of local services, and providing for employment are factors that help in determining the significance of a farm enterprise in maintaining the farming infrastructure within a region or locality. Also considered in this category is the vitality and viability of the agricultural economy of the region in which the project is located and the proximity of the project property to other active farms and farmland.

Points

The farm is highly viable or has the potential of becoming highly viable. The farm sells or has the potential to sell a **significant** quantity of products to meet local consumer demand, or the needs of other farmers, and is highly important to maintaining the local services infrastructure because of its use of these resources. The regional and local agricultural economy is viable and stable..... 18 - 25

The farm is moderately viable or has the potential of becoming moderately viable. The farm sells or has the potential to sell a **moderate** quantity of products to meet local consumer demand, or the needs of other farmers, and is moderately important to maintaining the local services infrastructure because of its use of these resources. The regional and local agricultural economy is threatened and/or declining..... 9 - 17

The farm's viability, and its potential to become viable, is low. The farm can only produce a **small** quantity of products to meet local consumer demand, or the needs of other farmers, and is unimportant to maintaining the local services infrastructure because of its use of these resources. The regional and local agricultural economy had declined to a low level and no longer can maintain a service infrastructure..... 0 - 8

SCORE_____

4. OPEN SPACE, CULTURAL AND OTHER PUBLIC BENEFITS
(Maximum Points = 10)

Explanation: Open space, cultural and other public benefits within a community are often provided through the presence of farmland. Farms can give a region or a town

an identity or sense of place, add to the quality of life for people living in an area thus making it an appealing place to live, or may contribute to the tourism economy by providing a scenic value. The relationship among the natural landforms, cultural elements, agricultural lands, and non-agricultural land uses contributes to the distinctive landscape character and rural beauty of the region or town where the farmland proposed for protection is located. Additionally, farmlands support habitat for wildlife, access for hunting, fishing, or boating, and provide for various forms of outdoor recreation. Some of these benefits accrue to the citizens at large simply by protecting a farm (scenery, open spaces, historic views), while others require the establishment of public rights of access or management rights. Whenever a landowner is willing to include a component of public access for any of these, this additional public value, along with open space and cultural values, will be awarded points.

Points

The farmland protection proposal will provide **significant** public educational, recreational, including guaranteed public access, and wildlife benefits or the farm makes a **highly** important contribution to the cultural and open space landscape values of the region or town..... 7 - 10

The farmland protection proposal will provide **moderate** public educational, recreational, and wildlife benefits or the farm makes a **moderately** important contribution to the cultural and open space landscape values of the region or town..... 3 - 6

The farmland protection proposal will provide **slight** public educational, recreational, and wildlife benefits or the farm makes a **slightly** important contribution to the cultural and open space landscape values of the region or town..... 0 - 2

SCORE_____

5. COMMUNITY PLANNING AND SUPPORT FOR AGRICULTURE (Maximum Points = 15)

Explanation: Level of community support is an important measure of local and regional efforts that can significantly further the Land for Maine's Future Program's farmland protection goals. Community support comes in a wide range of initiatives such as the existence of a comprehensive plan that recognizes the importance of farms to the quality of life or local identity, adoption of land use ordinances designed

to protect prime farmland soils, property tax incentives that encourage/help farmers stay in farming, or zoning that encourages development to take in growth areas or the like. Other initiatives may also include support for locally produced produce such as its local distribution to institutional buyers, the establishment of farmers markets, and strengthened relationships between local farmers and school programs.

Points

The farmland protection has **significant** community support as evidenced by numerous measures, including recognition in an adopted comprehensive plan that is consistent with the State's Growth Management Act with one or more protective measures implemented as recommended in the plan, established farmers' markets, and similar measures.....11 - 15

The farmland protection has **moderate** community support as evidenced by some measures, including recognition in an adopted comprehensive plan with one or more protective measures implemented as recommended in the plan, established farmers' markets, and similar measures..... 6 -10

The farmland protection has **minimal** of community support. No comprehensive plan exists or a comprehensive plan exists but no protective measures have been implemented 0 - 5

SCORE_____

Policies, Guidelines, and Threshold Criteria Relating to Farmland Proposals

Board Policies and Guidelines

The Land for Maine's Future Board follows well-established policies and guidelines when it makes decisions on which projects to fund. A complete list of other Board policies and guidelines are found in Section I on page 5.

Threshold Criteria: Threshold refers to the Board's expectation that all proposals address the following as minimum requirements. In rare cases, a proposal that does not meet these criteria will be considered. However, even if such a proposal scores high enough to fall within the top 10% of its category, those proposals meeting these minimum requirements may be favored over those that do not.

Willing Seller: The owner(s) has agreed in writing to allow the sponsoring agency or cooperating entity to consider the purchase of his/her property.

Appraised Value: The owner is willing to accept at or below fair market value based on an appraisal that conforms to Land for Maine's Future appraisal standards (see Appendices E and F).

Match: A proposal is expected to have a match greater than or equal to 1/3 of the total eligible project costs. This means that for every \$2 of LMF funds, there must be \$1 of match funds. Furthermore, of the total match, the ratios of match type must be the following:

- ☒ No more than 30% of the match can be the value of services customarily associated with land or interest in land acquisition (appraisal, survey, title work, legal work, ecological and archeological inventory); and
- ☒ 70% must be in the form of land, cash or other tangible assets. When considering land in fee or easement as match, it is the responsibility of the applicant to document the value to be used as match. To qualify as LMF match, the cooperating state agency must appear in the chain of title.

If a proposed property has an estimated total project cost of \$150,000 (including land and all other eligible expenses), it would be eligible for up to \$100,000 in LMF funds, and there would have to be a match of at least \$50,000. Of this \$50,000 match, up to 30% of \$15,000

could be in-kind services needed for the land acquisition, and at least 70% of \$35,000 would have to be in donated land value, cash, or other tangible asset.

If a project proposal includes a contribution to a dedicated stewardship/management endowment of the state agency that will hold title (or easement) on the property, this may be considered a tangible asset. Contribution to a qualifying stewardship account is statutorily capped at 20% of land's appraised value.

Ownership: An applicant must have sponsorship of the Department of Agriculture and have reached agreement with the agency regarding ownership and management of the easement. The Department is typically seeking to acquire or support the acquisition of agricultural conservation easements on viable, working farms. Only in unusual circumstances with the Department support the acquisition of fee interest in a working farm by a non-profit, tax-exempt organization. If the latter model is anticipated, the applicant is strongly encouraged to consult with Department of Agriculture staff.

Application Format and Instructions

General Guidelines for Applicants

All applicants are required to provide good maps, aerial photos, and as much supporting information as you feel is necessary for the Board to better understand your project and the values it addresses. Carefully read through this section, to learn what the Board wishes to see in a well-rounded proposal. All applicants are required to use the following application structure and numbering sequence and to provide complete information for categories. If not applicable, indicate so by placing a N/A.

A template for the application is available from the Department of Agriculture (call Stephanie Gilbert at 287-7520). If a category is not applicable please indicate by using the words “not applicable” in the appropriate location.

Eight copies of your proposal should be sent to:

**Land for Maine’s Future Program
State Planning Office
38 State House Station
Augusta, Maine 04333-0038
Telephone #: (207) 287-1485**

In addition, one copy of the application must be sent to the Department of Agriculture, Food and Rural Resources.

1) **Applicant**

Name, address, and phone number of the applicant and the primary contact person.

2) **Agency Sponsor**

In this case it will be the Department of Agriculture, Food and Rural Resources. Please be sure that you have contacted the agency and they support your proposal.

3) **Date of Application**

Indicate the date you submitted your application

4) **Project Title/Name of Farm**

This is the name by which your proposal will be catalogued by Program staff.

5) **Location of the Project**

Provide us with the name of the township and county.

6) **Size**

Indicate how many acres your project encompasses.

7) **Owner(s)**

Include address, phone number, fax and e-mail (if available). A letter from the landowner(s) indicating their willingness to be considered in the project must be included in the application.

8) **Partners**

Other entities supporting this project. Include address, phone number, fax, e-mail (if available)

9) **Names of individuals knowledgeable about the farm site and proposal.**

List the names of individuals who can speak directly to the various farm values which your proposal will protect and include a telephone where they can be reached.

10) **Total Financial Summary (see Appendix G)**

Include the following:

- a) Total value of the land on which the easement or fee purchase is being proposed (the appraised value if available)
- b) Purchase price (of the easement or fee title)
- c) Estimated “all other” project costs not including the easement (legal, survey, appraisal)
- d) Match - break this out into in-kind services, cash, donated land or easement value (note: such value must be adequately documented), etc. Calculate percentage of match based only on the total project cost.
- e) Amount being requested from the Land for Maine’s Future Fund.

11) **Project Description**

Include a narrative description of the entire project.

12) **Location Information**

Provide a selection of easy to read maps including (no larger than 11”X17”)

- a) Maine Atlas Base Map - showing project location and regional perspective
- b) USGS Topographic Base Map - showing entire boundary of proposed project, legal access and adjacency of other public and private conservation lands.
- c) Aerial Photo - showing project location, boundaries, buildings, land use types
- d) Other Maps as Appropriate - showing significant wildlife habitat, endangered species/significant natural communities/ outstanding physical features/proposed public access, trails, etc./ context of the project within a greenbelt plan, comprehensive plan, etc.
- e) NRCS County Soil Survey map with property located
- f) Soil Conservation Plan map

13. **Productive Farm Assets**

List and describe every productive farm asset that contributes to the productivity of the farm. These include, but are not limited to, the following: lands that are productive for crops that do not rely on prime agricultural soils; and other types of natural resources available on a farm that are currently devoted to or have the potential for a diversity of income-generating and agricultural-based uses, such as a sugar bush, woodlot, farm stand, mix of crop, hay and pasture land, types of farm structures available, etc. Collectively, the Board seeks indicators of the existing and potential productivity of a farm’s assets. These include but are not limited to prime or unique soils, or soils of statewide importance, tillable land, orchards, berry lands, horticultural lands, pasture land, water resources, woodland, total farm acreage, buildings, etc. that could be used to sustain a variety of agricultural enterprises. Include the farm’s conservation plan and note when it was last updated by the Soil & Water Conservation District or Natural Resource Conservation Service (USDA). Also note if the farm has a forest management plan and when that was last updated.

14. **Current and Emerging Threats to Conversion**

Indicate the degree of threat to farmland as reflected in the patterns and trends of development within a town or region. The Board is seeking indications that the farm is either **highly, moderately or not at all** threatened by conversion to other uses because of development pressure in the adjacent or surrounding area, and development for nonagricultural uses. Indicate the time frame in which these threats are going to become imminent and include one or more of the following to document the potential for conversion to non-farm uses of the lands proposed for protection: a) full fair market value appraisal, with before easement and after

easement values; and/or (b) during the previous two years, the number of subdivision permits issued, the number of new house lots approved, the number of building permits issued in the town or township within which the proposed easement is located. A good source for this information is your town office.

15. **Significant to Regional and Local Markets**

Document the farm's economic viability or its potential for economic viability, as defined by current or potential markets. Document the farm's contribution to regional or local agricultural processors, local retail and wholesale farm sales and emerging markets, the use of local services, and provisions for employment. These are factors which help in determining the significance of a farm enterprise in maintaining the farming infrastructure within a region or locality. Using **Significant**, **Moderate** or **Slight** as terms of measure, indicate whether the farm sells, or has the potential to sell, a quantity of products to meet local or regional consumer demand, or the needs of other farmers, and is important to maintaining the local services infrastructure because of its use of these resources.

16. **Open Space, Cultural and Other Public Benefits**

Open space, cultural and other public benefits within a community are often provided through the presence of farmland. Farms can give a region or a town an identity or sense of place, add to the quality of life for people living in an area thus making it an appealing place to live, or it may contribute to the tourism economy by providing a scenic value. The relationship between the natural landforms, cultural elements, agricultural lands, and non-agricultural land uses contributes to the distinctive landscape character and rural beauty of the region or town where the farmland proposed for protection is located. Additionally, farmlands support habitat for wildlife, access for hunting, fishing, or boating, and provide for recreational use such as: hiking, bird watching, snowshoeing, cross-country skiing or a setting for natural resource education activities. Some of these benefits accrue to the citizens at large simply by protecting a farm (scenery, open spaces, and historic viewsapes) while others require the establishment of public rights of access or management rights. Where ever a landowner is willing to include a component of public access or permanent protection for any of these, these additional public values along with open space and cultural values will score.

Please be specific when indicating which of these values are part of your proposal, and how they will benefit or be permanently protected through your proposal. Be sure to provide documentation and good descriptions for any of the values you indicate are present

17. Community Support

The level of community support is an important measure of local and regional efforts that can significantly further the Land for Maine's Future Program's farmland protection goals. Community support comes in a wide range of initiatives such as the existence of a comprehensive plan that recognizes the importance of farms to the quality of life or local identity [the local plan itself should be consistent with the State's Growth Management Act], adoption of land use ordinances designed to protect prime farmland soils and/or farming activity, property tax incentives that encourage/help farmers stay in farming, or zoning that encourages development to take in growth areas or the like. Other initiatives also include support for locally produced produce such as its local distribution to institutional buyers; the establishment of farmers markets and relationships between local farmers and school programs.

Indicate the level of community support (significant, moderate, or minimal level of support) and be specific with the examples you associate with your proposal. Provide documentation in the form of letters of support, copies of town zoning ordinances, excerpts from a comprehensive plan, etc.

18) Estimate of monitoring and management costs

A person submitting a proposal to acquire property or an interest in property with funding from the Land for Maine's Future Fund shall provide:

- A description of the management envisioned for the property for the first 10 years following acquisition. When the application proposes acquiring an interest in property, the application must provide a description of the anticipated management responsibilities retained by the landowner and those to be assumed by the State or a cooperating entity;
- Preliminary estimates of the costs to the State or a cooperating entity of managing the land for the uses proposed in the application; and
- Preliminary estimates of the costs associated with monitoring compliance with an easement when an interest in land is acquired.

List of Contacts/Cooperating Entities

NOTE: When contacting these agencies and organizations, include a base map with the proposed area clearly outlined on a USGS topographic map or on a DeLorme Atlas map, with the map number identified. Also include your name, address and phone number along with specific questions you would like them to respond to. Remember that these agencies may be receiving many such requests and your requests should be legible and concise.

State & Federal Agencies

State Planning Office
State House Station # 38
Augusta, ME 04333
Tim Glidden, Director
Land for Maine's Future Program
tel: (207) 287-1485

Dept. of Agriculture, Food & Rural Resources
State House Station # 28
Augusta, Maine 04333
Stephanie Gilbert
Farmland Protection Program Manager
tel: (207) 287-7520

Natural Resource Conservation Service
967 Illinois Avenue, Suite 3
Bangor, Maine 04401
Bill Yarmartino, Assistant State Conservationist for Program Delivery
Federal Farmland Protection
Tel: (207) 990-9100

Non-Profit Organizations

Maine Farmland Trust
P.O. Box 1597
Bucksport, Maine 04416
LouAnna Perkins, Executive Director
tel: (207) 496-6465

American Farmland Trust
6 Franklin Square, Suite E
Saratoga Springs, NY 12866
tel: (518) 581-0078
e-address: neaft@farmland.org

Maine Coast Heritage Trust
Bowdoin Mill, One Main Street
Topsham, ME 04086
207-729-7366
www.mcht.org

Trust for Public Land
245 Commercial Street
Portland, Maine 04401
207-772-7424

NOTE: For the name of your nearest land trust, please contact one of the above non-profits.

Appendices

Appendix A

Inquiry Form

Conservation and Recreation Lands and Water Access Projects

POTENTIAL PROJECT INFORMATION:

Property name: _____ **Date:** _____

Property Location: Municipality: _____ County: _____

Landowner: *(please list full name and mailing address of landowner):*

Name: _____

Mailing Address: _____

Town & State: _____

(Tel. #) _____ (Fax #:) _____ (E-Mail) _____

Inquiry Contact Person: _____

(name and mailing address): _____

(Tel.#) _____ (E-Mail) _____

Potential Partners *(Conservation Commission, Federal Agency, local Land Trust or Non-profit Org.)*

(Mailing Address, telephone #, fax #)

Project Size *(Total acres)* _____ with Shoreland *(Length of frontage)* _____

Major Land Categories: *(Please check all of the land categories that apply.)*

- ☐ Recreation Land
- ☐ Water Access Land Inland ☐ Coastal ☐
- ☐ Areas of Scenic Interest and Prime Physical Features
- ☐ Lands Supporting Vital Ecological or Conservation Functions and Values
- ☐ Rare, Threatened or Endangered Natural Communities, Plants or Wildlife Habitat
- ☐ Farmland and Open Space *

Level of Project Significance:

State Significance ☐ Regional Significance ☐ Local Significance ☐

Type of Project: Acquisition in Fee ☐ Conservation Easement ☐ Combination of Both ☐

Proposed State Agency Sponsor (Conservation and Recreation Lands):

Inland Fisheries & Wildlife ☐ Conservation ☐ Not Yet Confirmed ☐

Proposed State Agency Sponsor (Water Access):

Inland Fisheries & Wildlife	<input type="checkbox"/>	Conservation	<input type="checkbox"/>
Marine Resources	<input type="checkbox"/>	Atlantic Salmon Commission	<input type="checkbox"/>
Not Yet Confirmed	<input type="checkbox"/>		

PROJECT DESCRIPTION:

Brief Description of the Property: (Provide information regarding the suitability for public acquisition, special features, and proximity to existing public lands and anticipated ownership of project lands.)

Note: Please attach the following: ☐ Site Location Map
☐ Property Boundaries on USGS Topographic Map

Important Note: The Land for Maine's Future requires that all owners of land being proposed to LMF are willing sellers and have full knowledge that their property is being presented to the Land for Maine's Future Board for consideration. Please have the owner(s) of the land proposed on this form sign below. *(A signed letter stating the above is also acceptable.)*

(owner)

(date)

***Note:** If the primary purpose is to protect farmland/ a working farm, use the **Farm Project Inquiry Form**.

Appendix B

FARM INQUIRY FORM

INFORMATION SHEET: FARMLAND PROPOSED FOR CONSERVATION EASEMENT

Farm Name: _____ Date: _____

GENERAL INFORMATION: County: _____ Town: _____

Landowner(s) *[please list full name of all owners]*:

Mailing Address: _____ Phone #: _____

INQUIRY CONTACT PERSON: _____
(name and mailing address): _____

(Tel.#) _____ (E-Mail) _____

POTENTIAL PARTNERS (*Conservation Commission, Federal Agency, local Land Trust or Non-profit Org.*)
(Mailing Address, telephone #, fax #)

LAND DESCRIPTION: Tax Map/Lot # _____ / _____ Zoning: _____
Total Acres: _____ Proposed easement acres: _____ Fields: _____
Forest: _____

Soil type(s): _____ Crops grown: _____
Building(s): _____

NRCS Conservation Plan? Y / N (circle) Forest Management Plan? Y / N (circle)

LAND OWNERSHIP: Deed type: _____ Book/page #: _____

Type of ownership (joint tenancy, tenants in common, etc.): _____

Existing boundary survey?: Y / N (circle)

Potential boundary disputes?: Y / N (circle) [if **YES**, please explain]: _____

Existing encumbrances (e.g. mortgages, liens, rights of way, easements) (please list): _____

Percent landowner(s) equity ownership: _____

CONSERVATION GOALS IN CREATING EASEMENT:

Describe generally in your own words: _____

Proposed restrictions (list types of uses and activities to be disallowed): _____

Proposed reserved rights (list types of uses that will still be allowed): _____

Will public access allowed? Y / N (circle) [if **YES**, please describe type of access envisioned]: _____

Significant wildlife habitat or other natural features (if any known, please describe): _____

Easement to be (check one): sold _____ donated _____ bargain sale _____

Landowner willing to contribute to fund for easement stewardship? Y / N (circle)

Important Note: _____ The Land for Maine's Future requires that all owners of land being proposed to LMF are willing sellers and have full knowledge that their property is being presented to the Land for Maine's Future Board for consideration. Please have the owner(s) of the land proposed on this form sign below. *(A signed letter stating the above is also acceptable.)*

(owner)

(date)

Appendix C

Major Land Types

The major land categories are established in the Act and are listed here with additional logical sub-categories. Those specifically identified by the Act are noted with an asterisk(*). Those subcategories not listed in the companion legislation are those logical components of the major categories.

Land Types

Recreational Lands

- Lands offering hunting and fishing opportunities *
- Lands having trail corridors or hiking trails
- Lands offering opportunities for nature study
- Lands having cross-country skiing opportunities
- Lands having snowmobile trails
- Lands offering traditional camping or picnicking areas

Water Access Lands

- Coastal beach access for swimming or sunbathing
- Inland beach access for swimming or sunbathing
- Fishing access on streams and lakes
- Fishing access on oceanfront (including clamming and worming)
- Coastal boat launching sites
- Inland boat launching sites
- Canoe access sites (rivers, lakes, ocean)
- Recreational sites (camping or picnic sites) on streams, lakes
- Recreational sites (camping or picnic sites) on the coast

Lands Supporting Vital Ecological or Conservation Functions and Values

- Wildlife habitat
- Wetlands *
- Lands of importance to fish and wildlife because of their limited occurrence or biological diversity/productivity (e.g., coastal islands, salt marshes, inland wetlands, riparian areas)
- Lands of special importance to specific species in Maine (e.g. deer wintering areas, blue heron rookeries, fish spawning areas)

- Lands essential to maintaining wildlife migration corridors, or shore and seabird nesting habitats
- Lands representative of ecosystem types of Maine and essential to the preservation of the range of natural biological diversity

Rare, Threatened, or Endangered Natural Communities, Plants, or Wildlife Habitat *

- Habitats which are naturally rare due to range limitations
- Habitats of special importance to the restoration of endangered and threatened species
(e.g. bald eagle nesting territories, least tern nesting beaches)
- Fragile mountain areas * (e.g. alpine tundra vegetation)
- Peatlands (certain types)
- Old-Growth Forests (representatives of common & rare types)
- Rare wetland types (e.g. fens, cedar swamps, patterned bogs)

Areas of Scenic* Interest and Prime Physical Features*

- Undeveloped shorelines* (coastal, rivers, & lakes)
- Mountain viewsheds
- Visual access to water (rivers, lakes, ocean)
- Areas along state highway system
- Headlands
- Waterfalls
- Gorges
- Whitewater rapids
- Mountain ridges
- Beach-dune systems
- Eskers
- Cobble beaches

Farmland and Open Space*

- Prime farmlands
- Unique farmlands
- Multiple-use forestland
- Lands near population clusters available for passive or low-intensity active recreation
- Lands geographically and physically capable of being multi-community parklands
- River corridor greenways

Appendix D

LAPAC Definitions - Land Acquisition Focus Areas and Other Important Priorities

Focus Areas

Please note: Not all of the original “Focus Areas” or “Other Important Priorities” are reflected in the LAPAC Multiplier on page 37 because they are addressed in other parts of the scoring system.

*** Southern Maine Conservation Lands:** The southern portion of the state (south of Bangor) is richest in biological diversity. It is also the part of the state where development threats to plant and wildlife resources are the greatest and where existing public land holdings are most limited, particularly larger holdings. There are still opportunities to acquire significant public lands protecting critical natural resources while also providing Maine's largest population centers with greater access to expanded recreation opportunities closer to home.

*** Ecological Reserves:** Maine is a state of enormous natural variety. A State Planning Office study and follow-up efforts by the Maine Forest Biodiversity Project (a collaborative effort involving State agencies, landowners, scientists, and environmentalists), have documented that Maine's existing conservation ownerships do not protect the full range of Maine's native plants, animals, and natural communities. In order to establish an ecological reserve system that protects all of the natural communities and species found in the State, additional lands will need to be acquired to complement existing sites. Special attention should be given to those areas that include rare species, as well as unique or exemplary natural communities. Ecological reserves can serve as benchmarks which will provide important information about changes to our environment. These sites can be used for scientific research, long-term environmental monitoring, education, and in most cases can also provide important outdoor recreation opportunities.

*** River Systems:** Maine possesses some of the finest river systems in the Eastern United States, many of which remain largely undeveloped. These rivers are important fisheries, possess critical riparian habitat, and provide unparalleled outdoor recreation opportunities. Future acquisition efforts should protect extended corridors on the state's most valued river systems.

*** Undeveloped Coastline:** Maine is famous for its coastline. However, only a small percentage of the coast is in public ownership. In particular, there are significant undeveloped stretches of shore, including coastal wetlands and estuaries, that provide critical habitat to many species of wildlife and offer opportunities for expanded coastal recreation. It is important to take advantage of remaining opportunities before large ownerships become fragmented.

Other Important Land Acquisition Priorities

Northern Forest Conservation Lands: The expanse of undeveloped forest, rivers, lakes, mountains and wetlands that comprise the north woods of Maine is truly unique, providing a sense of wildness and remoteness that is becoming increasingly rare in today's world. It is the part of the State where the majority of public ownership currently exists, and yet many of the region's finest natural treasures and recreational lands have been maintained in private ownership. Some of these areas, most notably the shorelines of lakes and ponds, are coming under increasing development pressures.

The future of the north woods is the subject of great public interest that will likely increase in the years to come. Several large-scale acquisition proposals put forward by conservation groups have precipitated a debate over the appropriate role for public land acquisition in the northern forest. The State has both the opportunity, and the responsibility, to work cooperatively with forest landowners and other interests to develop workable acquisition models that protect the economic, ecological and recreational values of this region. Conservation easements should play an important role in this effort.

In the near term, acquisition efforts in the northern forest should focus on those lands that possess a high concentration of wildlife, recreation, and scenic values and are most threatened with fragmentation and development. Planning efforts coordinated by LMFB should seek to identify these priorities and to develop successful acquisition strategies that could then be utilized in these areas and elsewhere. If large northern forest tracts come on to the market, LMFB should evaluate both the threat and opportunity presented by the land sale, and respond accordingly. The conservation goal for Northern Forest Conservation Lands should be to maintain their natural character, preserve public recreation opportunities, and protect important habitat. To acquire, even conservation easements, over large tracts of northern forest land will likely require federal funding assistance. The Forest Legacy program is well suited to Maine's working forest landscape and allows for state control over acquisition projects. This program, and other appropriate federal funding opportunities, should be actively pursued to achieve the state's northern forest goals.

Trail Systems: A number of trail development efforts in Maine--including the State snowmobile trail network, the Appalachian Trail, and the recently established island trail network--have proven very successful. However, there are additional recreational trail needs and opportunities that require attention including the development of extended loop hiking trails (2-5 days), as well as the creation of extended interconnected multi-use trail systems for

uses such as hiking, biking, skiing, and snowmobiling and ATV riding. In particular, acquisition efforts should focus on opportunities to link existing public land holdings by trail corridors and to acquire ready-made trail corridors such as abandoned railroad beds. Additionally, expanded inland and coastal water trail systems are needed to accommodate small boat use.

Islands: Maine's coastal and inland islands are one of the state's most unique and threatened resources. Islands, particularly coastal islands, have become increasingly sought after for development, threatening bird nesting habitat and other sensitive ecological values. The State, private conservation organizations, and the federal government have successfully protected many valuable islands in recent years. However, additional acquisition efforts are needed to protect those islands identified as having important resource values that remain vulnerable to development and habitat loss.

Significant Mountains: While many of the state's highest peaks are currently in the public domain, there are still a number of significant mountains in private hands that are worthy of public acquisition. Acquisition efforts should focus on those mountain areas with outstanding vistas, established recreational uses, or significant ecological values, as well as those that are in close proximity to population centers.

Appendix E

Appraisal Standards: Fee Simple

SPECIFICATIONS FOR FEE SIMPLE APPRAISALS OF LMF PROJECTS

General Requirements

The Land for Maine's Future Board requires that all appraisal reports adhere to the Uniform Standards of Professional Appraisal Practices (USPAP). For proposals using other sources of funding, additional appraisal standards may be required.

Specifications

The following specifications pertain to all appraisals performed for the Land for Maine's Future projects except for farm conservation easement appraisals, which have separate specifications. The specifications listed here are minimums; LMF staff may impose greater requirements for properties with unique or special features that present unusual appraisal difficulties.

Appraisers are asked to submit six copies of each appraisal.

Appraisal reports should be presented in narrative rather than in "form" style. At a minimum, appraisal reports should contain the following:

1. Title Page
 - a) land area of subject property
 - b) street and town location
 - c) name of property owner(s)
 - d) effective date of appraisal
 - e) name and address of appraiser

2. Letter of Transmittal
 - a) Standard transmittal letter with specification that landowner or designated represented has participated in the field inspection of the property.
3. Table of Contents
4. Summary of Important Facts and Conclusions
5. Purpose of Appraisal and Definition of Market Value
6. Area and Neighborhood Analysis (avoid itemization of facts and figures not pertinent to value). Include:
 - a) Description of community (rural, suburb, resort, etc.)
 - b) Population trend
 - c) Reasons for trend, i.e, new industries, outward migration, etc.
 - d) Rate of construction activity in town
 - e) Utilities available in the area
 - f) Brief description of relevant municipal planning
 - g) Immediate neighborhood: enhancing or detrimental factors
7. Area Map
 - a) Must show roads leading to subject to facilitate inspection by LMF staff or Appraisal Review Committee member. Please delineate project boundaries on all maps.
8. Site Map
 - a) A photocopy of a survey map is best. In the absence of a survey, a tracing of the property boundaries from an orthophoto is preferred. Other types of maps provided by the landowner are less reliable but may be accepted if better maps are unavailable.
9. Land Description as Appropriate for Type of Subject Property
 - a) total land area and acreage being appraised
 - b) shape of parcel
 - c) total road frontage
 - d) land cover and topography, ie., wooded, wetlands, mountain summit, etc.
 - e) brooks, rivers, ponds, etc.
 - f) brief soil description and analysis based on USDA Soil Survey, if appropriate
 - g) utilities available to site (how far sewer/water lines)
 - h) is there a local septic ordinance?
 - i) easements and title encumbrances affecting the value

- j) existing state or local permits?
 - k) gravel, loam, sand, etc. -- commercial value?
 - l) adjacent landowners
 - m) access
 - n) flood hazard
 - o) view/visibility
 - p) when timber is a significant component of the value of the land, appraisers are expected to offer an informed discussion of timber values.
10. Improvements
- a) Describe those that are present, discuss condition, present use, and contribution to highest and best use.
11. Assessment
- a) Current assessed valuation (state if property in Tree Growth/Open Space Program) tax rate, and annual tax bill.
12. Zoning
- a) Describe zoning of subject property, including dimensional requirements of applicable zone.
13. Legal Description
- a) Include deed copy in Addenda
 - b) Indicate registry and book and page
 - c) Note any deed restrictions or easements which would affect value
 - d) Note a five year history of conveyance of the property
14. Highest and Best Use
- a) The report shall state the highest and best use that can be legally made of the property for which there is a current market.
15. Certificate of Valuation
16. Addenda
- a) comparable sales maps
 - b) photographs of subject and comparable recent sales
 - c) applicable portion of zoning by-laws
 - d) wetlands or flood plain map (delineate boundaries within project boundaries)
 - e) Site plan sketch if income (Development Approach) is used

- f) appraiser's qualifications
- g) limiting conditions

The Appraisal Approach

The Direct Sales Comparison Approach should be utilized as the primary method in valuing the property. The Cost Approach and Income Approach should only be used as the primary method of valuation if they are applicable to a specific property. A discussion of why they are being utilized should be included. If any secondary approach to value is used, the results should be compared against the Direct Sales Comparison Approach. If values do not closely agree, the reason for the divergence should be explained fully.

The Board requests that any direct sales comparison valuation be accomplished primarily through comparison with sales between private parties. Sales to nonprofit conservation organizations or to government conservation agencies should be limited to a supplementary role in the analysis. If any comparison sales are employed that involve governmental or nonprofit "conservation" buyers, the use of the sale must conform to the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA – the so-called "Yellow Book").

Direct Sales Comparison Approach

- a) Comparable sales should be summarized (at least five comparables should be utilized).
- b) A comparable sales location map should be included.
- c) Sales should be presented in table or grid form, showing adjustment for times, size, location, appeal, soils, improvements (buildings, etc.) and circumstances of the transaction that may affect value (as applicable to type of subject).
- d) Each sale must be discussed in the narrative.
- e) Differences between the regulatory restrictions among comparables must be addressed.
- f) Appraisal practice generally recognizes the principal of a volume discount, i.e. larger parcels sell for less per acre (or front foot) than smaller parcels. Appraisers should strive to find comparables of similar size and when they are not available they should determine from paired analysis or other means an appropriate volume discount.
- g) Appraisers should be sure to pick comparables sales that are similar in size, quality potential and amenity value. In addition to making adjustments for the presence/absence of utilities, appraisals should address qualitative factors such as privacy, quiet, view and usability of water frontage.

Appendix F

Appraisal Standards: Easements

SPECIFICATIONS FOR NARRATIVE APPRAISAL REPORTS FOR VALUING CONSERVATION RESTRICTIONS

Components of narrative “before and after” conservation restriction appraisal reports should include but not be limited to, the following. In addition, the reports should be to the standards of the Uniform Standards of the Professional Appraisal Process and of Section 1.170 A-13(c)(3) of the Internal revenue Code.

1. Title Page
 - a) land area of subject property and area to be restricted, identify any reserved building rights
 - b) street and town location
 - c) name of property owner(s)
 - d) effective date of appraisal
 - e) name and address of appraiser(s)
2. Letter of Transmittal
 - a) Standard transmittal letter with specification that landowner or designated representative has participated in the filed inspection of the property.
3. Table of Contents
4. Summary of Important Facts and Conclusions
5. Purpose of Appraisal and Definition of Value
6. Area and Neighborhood Analysis

The appraiser should present all findings and conclusions about the external influences (social and economic) which could affect the value of the subject. The presentation should be analytical and related to the valuation problem at hand.

Avoid itemization of facts and figures not pertinent to value.

Include:

- a) Description of community (rural, suburb, resort, etc.)

- b) Population trend
 - c) Reasons for trend, i.e. new industries, outward migration, etc.
 - d) Rate of construction activity in town
 - e) Utilities available in the area
 - f) Comprehensive Plan for the town?
 - g) Immediate neighborhood - dominating influence/detrimental factors?
7. Area Map
- a) Must indicate location of subject property as exactly as possible (a DeLorme map is suggested) Delineate approximate parcel boundaries on map.
8. Location Map
- a) Must show roads leading to subject to facilitate inspection by LMF Staff or review appraiser (a USGS topographic map or DeLorme map is suggested)
9. Land Description
- a) Total land area and acreage being appraised
 - b) Shape of parcel
 - c) Total road frontage
 - d) Land cover and topography i.e.. Wooded, pasture, wetlands, croplands
 - e) Streams, rivers, etc.
 - f) Soil description and analysis from USDA Soil Survey, include NRCS Farm plan if available.
 - g) Utilities available to site (how far from sewer/water lines)
 - h) Is there a local septic ordinance?
 - i) Easements
 - j) Gravel, loam, sand, etc. - commercial value?
 - k) Adjacent landowners
 - l) Access
 - m) Flood hazard
10. Improvements - include agricultural and residential improvements - condition, present use and contribution to highest and best use.
11. Other components being appraised - public access rights, hunting and fishing rights, etc.
12. Assessment
- a) Current assessed valuation (state if property is in Tree Growth/Farmland & Open Space Program) tax rate and annual tax bill.

13. Zoning

- a) Zoning of subject property, including dimensional requirements
- b) Include pertinent section from by-laws, if possible (in Addenda)

14. Legal Description

- a) Include deed copy in Addenda
- b) Indicate registry and book and page
- c) Note any deed restrictions or easements which would affect value
- d) Note a five year history of conveyance of the property

15. Highest and Best Use

- a) The report shall state the highest and best use that can be legally made of the property for which there is a current market. In the appraisal of vacant land, the terms “highest and best use” and “feasible use” should be synonymous. Highest and Best Use should be applied to both the Before and After Analysis.

16. Certificate of Valuation of Before and After and the resultant Value of the Conservation Restriction.

17. Addenda

- a) Comparable sales maps
- b) Photographs of subject and Comparable sales.
- c) Zoning By-Laws
- d) Wetlands or Flood Plain Map
- e) Site plan sketch
- f) Appraiser's qualifications
- g) Limiting conditions
- h) A copy of proposed conservation easement (note reserved building rights)

The Appraisal Process

Standard definitions should be used to explain the appraisal process. The methods that are utilized should be explained and a discussion of why they are being utilized should also be included.

I. Before Value Analysis

The Direct Sales Comparison Approach should be utilized as the primary method in valuing the unencumbered property. The Cost of development Approach and Income Approach should only be used if they are applicable. A discussion of why they are being utilized should be included. If any secondary approach to value is used, the results should be compared against the Comparable Sales Approach. If values do not closely agree, the reason for the divergence should be explained fully.

Direct Sales Comparison Approach

- a. Comparable sales (lots and acreage) should be summarized including perimeter sketches (include in Addenda)
- b. A comparable sales map should be included
- c. Sales should be presented in table or grid form, showing adjustment for times, size, location, appeal, soils, improvements (farm and residential) and circumstances of the transaction that may affect value.
- d. Each sale must be discussed in detail in a narrative including such factors as: time, location (desirability, view, etc.), zoning, other regulatory restrictions, frontage, topography (including soil type), utilities, financing, etc.

II. After Value Analysis

The Highest and Best Use of property subject to the proposed restriction should be carefully considered. While agricultural use may often be the highest and best use of the encumbered land, the after value should not be assumed to be synonymous with "Farm Value". A careful discussion of the proposed restrictions should be included in the after value analysis. Make sure that the proposed restrictions including any reserved building rights or access easements are carefully considered as they may affect highest and best use. Again the Direct Comparable Sale Approach is considered to be the best indicator of value. An Income Approach should be used only as a secondary approach.

- a. Description of land to be subject to Grant of Development Rights and Conservation Restrictions.
 1. A map showing land to be encumbered and all lands to be excluded from the Grant of Development Rights and Conservation Restrictions must be included. Any reserved building rights allowed under the proposed Grant

of Development Rights and Conservation Restricts must be included. Any reserved building rights allowed under the proposed Grant of Development Rights and Conservation Restrictions must also be indicated in the appraisal and shown on the map of encumbered land.

b. Direct Sales Comparison

1. Sales should be legally encumbered with similar easements or adjusted to best reflect the easement to be imposed on the subject property.
2. Physically restricted properties such as flood plain land should be adjusted for soil productivity and any factors associated with the proposed easement on the property which affect value. For example, consider the diminution in value to the property by the 90 Day Right of First Refusal, review and approval of grantee requirements, loss of timber, sand and gravel rights and other mineral rights, etc. should be addressed. Also note any specific conservation practices which may be included in the easement that may affect value.
3. Enhancement value of abutting land under related ownership and estate value of land to be encumbered shall be considered. Due to limited market transactions involving restricted land, greater adjustments for time and location may have to be made.
4. Include a discussion of the comparable sales and point out any circumstances that could have an affect on value. All comparable should be carefully confirmed with knowledgeable parties. This is especially true if the transaction included the sale of conservation restrictions to the Board or an applicant of the Board.
5. Consideration of enhancement of reserved lots or adjacent lands under related ownership.
6. Discussion of “estate” value of farm in the foreseeable future.

* *These may vary depending on the type of appraisal*

NOTE: The Board requests that any direct sales comparison valuation be accomplished primarily through comparison with sales between private parties. Sales to nonprofit conservation organizations or to government conservation agencies should be limited to a supplementary role in the analysis. If any comparison sales are employed that involve governmental or non-profit “conservation” buyers, the use of the sale must conform to the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA – the so-called “Yellow Book”).

Appendix G

Form for Proposal Budget

The following form should be used to present the budget for the proposed project. Please consult with LMF staff with any questions and prior to modifying the form. Proposals with incomplete budget information will not be accepted for Board consideration.

	<u>\$</u>
Total Project Costs	
Value of fee lands to be purchased	_____
Value of easements to be purchased	_____
Value of land already purchased (<i>w/in 2 yrs</i>)	_____
Value of easements already purchased (<i>w/in 2 yrs</i>)	_____
All other costs	
Appraisal	_____
Title, legal and closing	_____
Land survey	_____
Environmental hazard survey	_____
Baseline documentation (<i>easement only</i>)	_____
Natural resource survey	_____
Other (<i>specify</i>)	_____
TOTAL	_____
Match	
Value of interest in land to be contributed	
Purchased fee/easements	_____
Fee/easement Donations	_____
Bargain sale components	_____
Cash contribution	_____
Total Tangible Match (<i>must be =>70% of total match</i>)	_____ (____%)

Natural resource inventory	_____	
Stewardship endowment	_____	
All other costs <i>(see above - specify)</i>	_____	
Total Intangible Match <i>(must be <30% of total match)</i>	_____	(____%)
 TOTAL <i>(tangible + intangible)</i>		
Percent of total <i>(must be =>33% of total project costs)</i>	_____	(____%)
 Amount requested from LMF		
Percent of total <i>(must be <67% of total project costs)</i>	_____	(____%)

NOTES:

1. Be clear if land values are based on estimates or appraisals. Discuss the basis in the narrative of the application. Values on parcels offered for match must be based on an appraisal.
2. Some costs are outside of “Total project costs” and will be covered by the LMF, including:
 - Natural areas survey by MNAP
 - Archeological survey by MHPC
 - “5%” grants for minor capital improvements and farm business planning
3. Identify costs as actual incurred or estimated. Discuss the basis in the narrative of the application
4. If applicant anticipates requesting LMF support for “all other costs”, contact LMF staff for reasonable estimates of specific line items (e.g. appraisal, legal)

Appendix H

Model Project Agreement

LAND FOR MAINE'S FUTURE FUND

PROJECT AGREEMENT (Pursuant to P.L. 1999 c. 514, Sec. A-6)

Cooperating Entity:

Project Name and Location:

Designated State Agency:

—

Premises Covered by this Agreement:

—

Scope (Description of Project):

—

Project Cost:

LMF Contribution to Cooperating Entity:

Cooperating Entity Match as of X/X/XX:

—

The following are hereby incorporated into this Agreement:

1. General Provisions
2. Project Application and Attachments

3. Project Boundary Map

4. Other: _____

The Land for Maine's Future Board, represented by its Chair, (hereinafter LMFB), and the State of Maine, Department of Conservation, represented by its Commissioner, as the Designated State Agency (hereinafter DSA), and the Cooperating Entity, mutually agree to perform this Agreement in accordance with Title 5, Maine Revised Statutes Annotated, Section 6200 et seq., as amended, and augmented by P.L. 1999 c. 514, Sec. A-6, and with the terms, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps, assurances, and certifications incorporated herein by reference and hereby made a part hereof.

Subject to the terms hereof and to the availability of funds for this purpose, LMFB hereby promises, in consideration of the promises made by the Cooperating Entity herein, to obligate to the Cooperating Entity the amount of money referred to above, and to tender to the Cooperating Entity that portion of the obligation which is required to pay the LMFB's share of the costs of the above project stage, based upon the above percentage of assistance. The Cooperating Entity hereby promises, in consideration of the promises made by the LMFB herein, to provide the matching funds and implement the project described above in accordance with the terms of this Agreement.

The following special project terms and conditions were added to this Agreement before it was signed by the parties hereto:

In witness whereof, the parties hereto have executed this Agreement as of the _____ day of _____, 200 .

THE LAND FOR MAINE'S FUTURE BOARD

By: _____

Print Name:

Its Chair

STATE OF MAINE

Department of _____

By: _____

Print Name:

Its Commissioner

COOPERATING ENTITY:

By: _____

Print Name:

Title:

STATE OF MAINE

County of _____

Date: _____

Then personally appeared the above-named _____, duly
authorized _____ (title) of _____

(Cooperating Entity) and acknowledged the foregoing to be his/her free act and
deed in his/her capacity and the free act and deed of said

_____.

Before me,

Notary Public/Attorney at Law

Print Name: _____

My Commission Expires:

Seal:

LAND FOR MAINE'S FUTURE FUND

PROJECT AGREEMENT GENERAL PROVISIONS

Part I – DEFINITIONS

1. The term “DSA” or “Agency” as used herein means the Designated State Agency as shown on Page 1 of the Project Agreement.
2. The term “Director” as used herein means the Commissioner or agency head of the DSA or any representative lawfully delegated the authority to act for such Director.
3. The term “Premises” as used herein means the lot or parcel or parcels of land as described and shown on Page 1 of the Project Agreement.
4. The term “Project” as used herein means a single project, a consolidated grant, a project element of a consolidated grant, or project stage which is subject to the Project Agreement, and as described on Page 1 of the Project Agreement.
5. The term “Cooperating Entity” as used herein means a political subdivision of the State of Maine or a non-profit conservation corporation which will implement the Project as provided in this agreement.

Part II – CONTINUING ASSURANCES

The Cooperating Entity specifically recognizes that Land for Maine's Future Fund assistance project creates an obligation to acquire, use and maintain the property described in the Project Agreement consistent with Title 5, M.R.S.A., Section 6200 et seq., as amended, and augmented by P.L. 1999 c. 514, Sec. A-6, and the following requirements:

A. LEGAL AUTHORITY: The Cooperating Entity warrants and represents that it possesses the legal authority to apply for the grant and to otherwise carry out the project in accordance with the terms of this Agreement, and has either marketable title to the Premises or a binding agreement to acquire the same. A resolution or similar action has been duly adopted by the governing body of the Cooperating Entity authorizing the filing of the application and implementation of the Project, including all understandings and assurances contained herein, and directing and authorizing the person identified as the official representative of the Cooperating Entity to act in connection with the application and to provide such additional information as may be required by the LMFB or the DSA and to enter into this Agreement.

B. FINANCIAL ABILITY: The Cooperating Entity warrants and represents that it has the funds, and the commitment to finance the cost share of acquisition together with all other costs of the Project except the Land for Maine's Future Fund share stated on the cover page of this Agreement.

C. USE OF FUNDS: The Cooperating Entity shall use moneys granted by LMFB hereunder only for the purposes of acquisition/access improvement of the Project as approved by LMFB and provided for herein.

D. USE AND MAINTENANCE OF PREMISES: The Cooperating Entity shall assure that the Premises shall be forever used, operated and maintained as prescribed in this Agreement and all applicable laws, including without limitation Title 5, M.R.S.A. Section 6200 et seq., as amended and augmented by P.L. 1999 c. 514, Sec. A-6. Permits and licenses necessary for the implementation of this Agreement or use of the property shall be obtained and complied with by the Cooperating Entity. All costs of acquisition or implementation of the project and ownership and management of the Premises shall be paid by the Cooperating Entity, except as to the cost share to be provided by LMFB as specified herein.

E. RETENTION AND CUSTODIAL REQUIREMENTS FOR RECORDS: The Cooperating Entity shall keep a permanent record in the Cooperating Entity's public property records, available for public inspection, to the effect that the property described in the scope of the Project Agreement, and the signed and dated project boundary map made part of this Agreement has been acquired with Land for Maine's Future Fund assistance and that it cannot be converted to other than public outdoor recreational use as specifically provided by this Agreement without the prior written approval of the LMFB and the Director of the DSA.

Financial records, supporting documents, statistical records, monitoring records and all other records pertinent to this grant and the project shall be retained by the Cooperating Entity and may be inspected by representatives of LMFB and the DSA during normal business hours.

F. ANNUAL REPORTING REQUIREMENTS: On each anniversary of this Agreement, the Cooperating Entity shall report on an annual basis on a monitoring form as approved by LMFB. The form shall be sent to: 1) the Director of the DSA; and (2) the Director of LMFB.

G. RIGHT OF ENTRY: The DSA or LMFB, its employees, agents and representatives, shall have the right to enter the Premises at all times and in all manner without prior notice to assure compliance with the terms of this Agreement and any applicable laws.

H. PROVISIONS IN THE EVENT OF TRANSFER:

i. PRIOR NOTICE AND APPROVAL: In the event of any intended sale or

transfer, in whole or in part, of the Premises or any interest therein, the Cooperating Entity shall provide at least sixty (60) days prior written notice of the same to the DSA and LMFB and shall obtain written consent from the same prior to such transfer.

ii. SUBSEQUENT OWNERS: The Cooperating Entity shall incorporate the terms of this Agreement by reference in any deed or other instrument by which the Cooperating Entity sells or transfers any interest (including leasehold interest) in all or a portion of the Premises. Any transferee of the Premises or any interest therein must hold, manage and use the Premises as provided in this Agreement.

iii. SHARE IN PROCEEDS:

- (a) In the event of any sale or transfer of the Premises for consideration, the Cooperating Entity shall pay to the Land for Maine's Future Fund, or to another fund designated by the LMFB, that share of the appraised value of the Premises as represents the proportion of the Fund's participation in the cost of acquisition under this Agreement. The LMFB may waive receipt of any proceeds, provided that the said funds are applied to a substitute property as approved by the LMFB. This payment to the fund shall not relieve the transferee of the continuing obligations to hold, manage and use the Premises under the terms of this Agreement.
- (b) In the event of condemnation of any or all of the Premises, the State of Maine, by and through its Land for Maine's Future Fund or another fund designated by the LMFB, shall receive that share of the proceeds of such condemnation as represents the proportion of the fund's participation in the cost of acquisition under this Agreement.
- (c) In the event of dissolution of the Cooperating Entity, at least sixty (60) days prior written notice of such shall be provided to: (1) the Director, DSA; and (2) Director, LMFB and prior written consent to the transfer and disposal of the Premises shall be obtained from LMFB as with a conveyance of the Premises under Subsection H(ii) unless the DSA requires that the Cooperating Entity transfer title to the Premises to the DSA or a successor designated by the DSA under Subsection I(d).

I. ENFORCEMENT ALTERNATIVES: In the event that the Cooperating Entity does not meet one or more of its obligations under this Agreement or the deed restrictions and covenants by which it holds title to the Premises, or in the event of dissolution of the Cooperating Entity, the DSA may exercise, in its sole discretion, any of the following remedies following written notice and thirty (30) days opportunity for the Cooperating Entity to cure the default: (a) any of the remedies or rights set forth in the Cooperating Entity's deed to the Premises; (b) the right to require specific performance on the part of the Cooperating Entity; (c) the right to a return of the entire amount of the grant made pursuant

to this Agreement, together with interest thereon at the then prime rate published from time to time by *The Wall Street Journal* plus two (2.0%) percent per annum from the date that the grant was originally made, the sum of which shall be paid by the Cooperating Entity to the LMF within fifteen (15) days of its written demand; and (d) any other rights or remedies available at law or in equity including, but not limited to, the right to require that the Cooperating Entity transfer title to the Premises to the DSA or a successor designated by the DSA under such terms and conditions as the court may require. In the event that the DSA exercises any of the rights available to it upon default of the Cooperating Entity, the Cooperating Entity shall reimburse the DSA for its costs of enforcement and collection, including reasonable attorney's fees.

J. SUCCESSORS AND ASSIGNS: Except as otherwise provided herein, this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto. In the event that the LMFB or the DSA ceases to exist, the rights and responsibilities of that party shall automatically be vested in any successor agency designated by the Legislature. Failing legislative designation, the successor agency shall be as determined by the Governor.

K. AMENDMENT: This Agreement may not be amended, in whole or in part, except with the written consent of all of the parties hereto.