

2013-2014 GRANT APPLICATION INSTRUCTIONS & FORM _____ (rev. 6/2013)
Legacy Land Conservation Program (Fiscal Year 2014)

Please read these instructions thoroughly prior to completing the attached application form. Applicants may call (808) 586-0921 or email molly.e.schmidt@hawaii.gov with any questions.

This request for applications may be cancelled and any or all proposals rejected in whole or in part, without liability, when it is determined to be in the best interest of the State. Final awards are subject to the availability of funds and are also subject to budget restrictions and procedures implemented under the Executive Biennium Budget Instructions.

GRANT APPLICATION INSTRUCTIONS:

1) Read the Legacy Land Conservation Program Land Acquisition Grant Guidelines (available at: <http://hawaii.gov/dlnr/dofaw/lcp>). Requests for funding must be consistent with these guidelines. Read the Grant Application Instructions and Grant Application Form.

2) Summarize the proposed project on the Consultation Request Form and submit it to the following three agencies by **July 19, 2013**.

James Nakatani, Executive Director
Agribusiness Development Corporation
State Office Tower, Room 205
235 S. South Beretania St.
Honolulu, Hawaii 96813

Russell S. Kokubun, Chairperson
Hawai'i Department of Agriculture
Office of the Chairperson
1428 S. King Street
Honolulu, HI 96814

William J. Aila, Jr., Chairperson
Department of Land and Natural Resources
1151 Punchbowl Street, Room 130
Honolulu, HI 96813

Results of the consultation must be returned by the agencies to the applicant, and submitted along with the application package by the annual deadline (September 16, 2013).

3) Type your responses on the Grant Application Form using a computer (the application is writable); do not handwrite. Please be advised of the following:

- Accurate and complete information. All applications will be reviewed for accuracy and completeness. Any missing required information or inaccurate information may result in the rejection of an application.
- Public record. All applications and any subsequent information provided by grant applicants relating to the Legacy Land Conservation Program shall be of public record except as may be excluded pursuant to Hawaii Revised Statutes, Chapter 92F.

4) Gather the following Required Preliminary Documentation. Include the following documents with your Grant Application Form (provide/attach an explanation for any of the following documents that are not included) in the following order.

- Letter from current landowner acknowledging project and indicating willingness to sell OR an explanation of why applicant is not able to obtain this letter.
- A general location map and a parcel map.
- At least one (1), but no more than three (3) photos of the property.
- FOR NONPROFIT LAND CONSERVATION ORGANIZATIONS, Copy of mission statement and IRS 501 (c) (3) or (c) (1) non-profit status determination letter.
- WHERE THE INTENDED HOLDER OF PROPERTY IS OTHER THAN APPLICANT: the intended holder of the property interest must sign the application form as a co-applicant and provide any forms required of applicants (e.g., if the form is a nonprofit land conservation organization) and provide a letter indicating willingness to participate as holder.
- A preliminary title report. Include documentation for any exceptions listed in Schedule B and Schedule C. An updated report may be required for any projects that are approved for award.

5) Submit the completed the Grant Application Form, the Consultation Request Forms and responses, and the Required Preliminary Documentation by September 16, 2013, 4:30 p.m., Hawaii-Aleutian Time (HST).

Send hard copy to: DLNR Legacy Land Conservation Program
1151 Punchbowl Street, Room 325, Honolulu, HI 96813

Email PDF to: legacylandconservationprogram@gmail.com

All materials must be submitted in both hard copy and Portable Document Format (PDF). The application will not be considered complete until both formats have been received. Please size all photographs, maps, and other required documentation to fit 8.5” by 11” pages. Large or irregularly-sized documents will only be accepted if 12 or more copies are submitted.

6) Applicants may review the Award Selection Process (see website) in order to prepare for the next step. Applicants may be asked to submit Other Supporting Documentation (below) during the review process. Applicants are encouraged to submit these documents with the application if they are available, in order to assist the evaluation. The inclusion of this information and any additional concise and relevant appended/supplementary materials is optional. **All materials must be submitted in both hard copy and Portable Document Format (PDF).** Please provide an index for these materials and size all documentation to fit 8.5” by 11” pages. Large or irregularly-sized documents will only be accepted if 12 or more copies are submitted.

Other Supporting Documentation:

- Appraisal report. For the purposes of applying, any available appraisals concerning the subject property may be included with the application, however, an appraisal report that has been approved by the Department of Land and Natural Resources will be required from applicants that have been approved for awards.
- Verification of the sources and status of matching funds. Verification could be copies of grant applications submitted to other sources (and the status of these applications), contact information, or award letters.
- Environmental Site Assessment(s) or Cultural Impact Assessment(s).
- Other documentation verifying information included in application or deemed necessary by the Legacy Land Conservation Commission and the DLNR for evaluation.
- Non-profit organizations may be required to submit copies of their bylaws, tax clearances, budgetary information, or other information in order to determine their non-profit status.

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2013-2014 GRANT APPLICATION FORM

Legacy Land Conservation Program Department of Land and Natural Resources

Please read the Grant Application Instructions (above) and the Grant Program Guidelines, available at <http://hawaii.gov/dlnr/dofaw/lcp>, prior to completing this Grant Application Form. The signed Grant Application Form and Required Preliminary Documentation must be sent by **September 16, 2013, 4:30 p.m.**, Hawaii-Aleutian Standard Time (HST), in Portable Document Format (PDF) to legacylandconservationprogram@gmail.com and (postmarked or hand-delivered) in hard copy format to:

Legacy Land Conservation Program
Hawaii Department of Land and Natural Resources
1151 Punchbowl Street, Room 325
Honolulu, HI 96813

ATTENTION: This request for applications may be cancelled and any or all proposals rejected in whole or in part, without liability, when it is determined to be in the best interest of the State. Final awards are subject to the availability of funds and are also subject to budget restrictions and procedures implemented under Executive Biennium Budget Instructions.

CERTIFICATION:

I/We hereby certify that the statements and information contained in this Legacy Land Conservation Program Grant Application, including all attachments, are true and accurate to the best of my/our knowledge and understand that if any statements are shown to be false or misrepresented, this application may be rejected.

Name* (please type)

Title

Signature* (sign after printing)

Date

Co-applicant (if applicable):

Name* (please type)

Title

Signature* (sign after printing)

Date

* *Must be authorized to sign on behalf of agency or organization.*

PROJECT LOCATION: _____

APPLICANT: _____

PROJECT TITLE: _____

District

Island

APPLICATION PACKAGE CHECKLIST Check the boxes if the following items are attached and provide an explanation if they are not.

- Letter from current landowner acknowledging project and indicating willingness to sell
- A general location map and a parcel map
- At least one (1), but no more than three (3) photos of the property
- Any concise and relevant appended/supplementary materials (optional)
- FOR NONPROFIT LAND CONSERVATION ORGANIZATIONS
 - Copy of mission statement and
 - IRS 501 (c) (3) or (c) (1) non-profit status determination letter
- WHERE INTENDED HOLDER OF PROPERTY IS OTHER THAN APPLICANT: the intended holder must sign this form as a co-applicant and provide any forms required of applicants AND provide a letter indicating willingness to participate
- A preliminary title report
- Three separate agency consultation forms and any accompanying consultation provided to the applicant by the Department of Land and Natural Resources, the Department of Agriculture, and the Agribusiness Development Corporation

PRIORITY CHECKLIST Please indicate which of the following Legacy Land acquisition priorities this project will meet. Explain and demonstrate your answer while filling out the application.

- Lands having exceptional value due to the presence of:
 - Unique aesthetic resources;
 - Unique and valuable cultural or archaeological resources; or
 - Habitats for threatened or endangered species of flora, fauna, or aquatic resources.
- Lands that are in imminent danger of development.
- Lands that are in imminent danger of being modified, changed, or used in a manner to diminish its value.
- Lands that are unique and productive agricultural lands.
- Lands providing critical habitats for threatened or endangered species that are in imminent danger of being harmed or negatively impacted.
- Lands containing cultural or archaeological sites or resources that are in danger of theft or destruction.

SECTION A. APPLICANT INFORMATION

Agency / organization name	
Mailing address (P.O. box or street, city, state, zip)	
Contact person and title	
Phone numbers (best contact, work, cellular)	
Email address	
Agency / organization website (include URL to any specific pages regarding this project)	

SECTION B. TYPE OF ACQUISITION

1. We are requesting funding for the acquisition of:

Fee simple interest in private land	
Permanent conservation or agricultural easement	

2. We intend for the property interest to be held by:

State of Hawaii: _____	
County of: _____	
Other (indicate entity)*: _____	

* If the intended holder of the interest in land is an entity other than the applicant, the entity that will hold title to the interest in land must be a co-applicant and supply all required documentation for application, and must also attach a letter acknowledging its participation in the project.

SECTION C. DESCRIPTION OF LAND (SUMMARY)

1. Location of property (please be as specific as possible; for example, “Molooa, makai, located on the north shore of Kauai”):

2. Tax Map Key(s) (use the following format: “(4) 5-6-007:008”):

3. Size of property (indicate acreage or square footage):

4. What types of easement(s) are located on the property? (for example: vehicular, pedestrian for beach access, utility, etc.):

5. Does the seller have full undivided fee ownership of property ("clear title")? If not, please explain. Attach a preliminary title report (see instructions).

6. Will the public have access to property or easement? Yes No

7. Please provide the following land use information:

State Land Use Designation	
County Zoning	
County General /Community Plan Designation	
Flood Zone Designation	

8. Is property located in a Special Management Area? Yes No

9. Please describe any structures (e.g. size, location, use, condition, etc.) on the property.

10. What kinds of land uses/activities are underway on the property? Please describe land uses/activities underway on the subject property and on bordering properties.

11. What types of surveys or documented analyses, if any, have been conducted regarding the property (e.g. environmental assessments, cultural assessments, environmental impact statements, biological field surveys, archeological surveys, Special Management Area permit applications)?

SECTION D. PRESERVATION PURPOSES

1. We propose that the property be acquired for the following preservation purpose(s) (check all that apply, and then provide more information regarding the preservation purposes in numbers 2 through 10 below for *checked areas only*):

Watershed protection	<input type="checkbox"/>	Parks	<input type="checkbox"/>
Coastal areas, beaches and ocean access	<input type="checkbox"/>	Natural areas	<input type="checkbox"/>
Habitat protection	<input type="checkbox"/>	Agricultural production	<input type="checkbox"/>
Cultural and historical sites	<input type="checkbox"/>	Open spaces and scenic resources	<input type="checkbox"/>
Recreational and public hunting areas	<input type="checkbox"/>		<input type="checkbox"/>

2. Watershed Protection: Please describe the watershed function of this property: (elevation gradient, type/condition of vegetation, presence of perennial or ephemeral streams or drainage channels, other water bodies, etc.). (character limit 1,200)

3. Coastal areas, beaches and ocean access: Please describe the environmental significance of this property (e.g. length of shoreline, intertidal areas, type/amount of beach, coastal strand vegetation, extent of erosion, etc.). Please describe the type and extent of ocean access. (character limit 1,200)

4. Habitat Protection: Please describe the types of habitat present within the property, including the types of wildlife species that use the area and the elevation range of the property. Describe the condition of habitat, including the presence of both threatened & endangered and invasive species. Describe the size/diversity of wildlife populations. Note if the habitat is formally designated (e.g. critical habitat, wildlife refuge, etc.). Note also the condition and extent of wildlife habitat on adjacent lands. (character limit 1,200)

5. Cultural and historic sites: Please identify the presence, location and condition of cultural or historic structures or sites (e.g., heiau, lo'i, burials, burial caves, dunes, or remnant walls) on the property.

Identify any sites that are listed on or eligible for the National Register of Historic Places. (character limit 1,200)

6. Recreational and public hunting areas: Please identify ongoing types and levels of public recreational activity on the property and describe the level of public access. Please identify the types of activities anticipated after acquisition of the property. Is public hunting currently underway on the property? Is the property within a Game Management Area? (character limit 1,200)

7. Parks: Is the parcel within or adjacent to a Federal, State or County Park? If so, please describe. (character limit 1,200)

8. Natural Area: Please describe the natural resources on the property (e.g. streams, estuaries, anchialine ponds, dunes, caves, forest, etc.). Is the property within or adjacent to a formally designated natural area (e.g., Natural Area Reserve, Refuge, Sanctuary, etc.)? (character limit 1,200)

9. Agricultural Production: Please describe the types and extent of agricultural activities underway on the property or adjacent to the property. Note if there is a record of past agricultural activities. (character limit 1,200)

10. Open spaces or scenic resources: Please describe the open space values of the property. Is the property readily visible from surrounding and/or distant areas? Describe the view plane from the property. Does the property itself have unusual or exceptional value as a site from which to view and appreciate scenic vistas? (character limit 1,200)

SECTION E. ENVIRONMENTAL HAZARDS

1. If there are suspected or potential hazards associated on or related to this property, please check all the following that apply and describe each:

	There are no known hazards.
	The property is a designated brownfield (former industrial use).
	There has been illegal dumping /hazardous materials.
	The property is prone to flooding or is a natural drainage basin.
	The property is prone to falling rocks or mudslides.
	The features of the property's surface are potentially hazardous (i.e. uneven, rocky, or fallow terrain, overgrowth of flora, etc.).
	Other suspected or potential hazards: _____

SECTION F. FUNDING REQUEST

1. What is the fair market value of the fee simple property?

\$ _____

2. What is the fair market value of the conservation or agricultural easement?

\$ _____

3. How were the estimated values determined?

	Fee Simple	Easement
Appraisal Report (indicate date & author of report)		
Current County Tax Assessed Value		
Other (please specify)		

4. Is the property or easement currently listed for sale or has it been listed for sale within the past two years?

	Yes. Asking price: \$
	No.

5. Please provide an estimated timeline for acquisition (note that funding will expire two years from date of award agreement):
(character limit 500)

6. What is the total estimated cost for acquisition? Please use the table below:

Estimated Acquisition Cost Worksheet				
Expense Item	Estimated Cost	% of costs to be paid by:		
		Land Owner	Applicant	Other (specify)
Appraisal report				
Title report and title insurance				
Property survey				
Escrow fees				
Environmental investigation				
Baseline documentation				
Subtotal	\$			
Estimated Value of Property	\$			
TOTAL ANTICIPATED COST OF ACQUISITION	\$	%	%	%

7. What are the anticipated matching funds? Please use table below:

Estimated Matching Funds Worksheet			
Type (cash, grant, in-kind, land value)	\$ Amount	Source of Funds or Basis of Valuation	Status* (Secured/Pending)
TOTAL MATCHING FUNDS	\$ ()%		
AMOUNT BEING REQUESTED FROM LEGACY LAND	\$ ()%		
TOTAL ESTIMATED COST OF ACQUISITION	\$ (100)%		

* Please describe the current status of any pending funds and indicate the date that any pending funds will become available if they are awarded:
(character limit 500)

SECTION G. PROJECT DESCRIPTION

Please attach answers to the questions below on a separate sheet and attach it to the application form. Make sure to number your answers so they correlate with the numbered questions below. Please limit the length of your answers to Questions G.1. and G.2. to one single-spaced page, Times New Roman 12-point font, 1 inch margins.

1. Briefly describe the overall significance and importance of the property and/or easement.
2. Identify any conditions that threaten the significance and importance of the subject site. This may include anticipated uses of neighboring lands, environmental conditions (e.g. sedimentation, runoff, invasive species, conflicting activities, etc.).

SECTION H. STEWARDSHIP AND MANAGEMENT

Please attach an answer to the question below on a separate sheet and attach it to the application form. Please limit your answer to Question H.1. to two single-spaced pages, Times New Roman 12-point font, 1 inch margins.

1. Briefly describe the proposed use of the acquired property or easement including any short and long term goals, resource management plan, sources of start-up funding, operation and maintenance funding. Disclose any intended commercial uses. Will any intended activities on the land require permits? What entity (if not the applicant) will manage the property/easement? Please describe the expertise and experience of the managing entity. How will any cultural resources that are present integrate into the overall preservation/protection and use of the property?

SECTION I. CULTURAL AND HISTORICAL SIGNIFICANCE

Please attach an answer to the question below on a separate sheet and attach it to the application form. Please limit the length of your answer to Question I.1. to two single-spaced page, Times New Roman 12-point font, 1 inch margins.

1. Briefly describe the cultural significance and historic uses of the property. As guidance, please consider the following information:
 - a. Name of area; translation and possible interpretation;
 - b. Known pre-contact history and land uses; and
 - c. Neighboring areas/ahupua`a information and its relationship to the site being considered.

The following resources are available to assist in research: Office of Hawaiian Affairs (OHA), State of Hawaii Historic Preservation Division (SHPD), University of Hawaii Center for Hawaiian Studies, Kamehameha Schools/Bishop Estate, Bishop Museum.

SECTION J. LEGAL RESTRICTIONS AFFECTING TITLE

In addition to the deed restrictions that will be imposed by the Legacy Land Conservation Program, what legal restrictions, if any, will be placed on the property to protect its resources?

Please explain, and note the following requirements:

- Projects incorporating a conservation easement or an agricultural easement must include a signed letter from the intended holder of the easement, stating willingness to hold the easement.
- Eligible holders of conservation easements and agricultural easements are:
 - For State and county projects:
 - The Department of Land and Natural Resources, the Agribusiness Development Corporation, the Department of Agriculture
 - A county, State, or federal natural resource conservation agency
 - A land conservation organization
 - For nonprofit land conservation organization projects:
 - The Department of Land and Natural Resources, the Agribusiness Development Corporation, the Department of Agriculture
 - A county, State, or federal natural resource conservation agency
 - A land conservation agency
- The Board of Land and Natural Resources may elect to hold or co-hold any easement.
- ALL AGENCIES AND NONPROFIT CONSERVATION ORGANIZATIONS applying for fee acquisitions must either incorporate a conservation easement to an eligible holder, or specifically address why an exemption from this requirement is needed.
(character limit 1,200)

SECTION K. STATE AGENCY CONSULTATION

1. Please explain the public benefits of your project and explain where public access may be practicable or not practicable and why.
(character limit 1,200)

2. Using the Consultation Request Form, please seek the consultation of the Department of Land and Natural Resources, Department of Agriculture, and the Agribusiness Development Corporation. **These forms must be submitted to respective agencies by July 19, 2013.** The results of this consultation must accompany the grant application and be submitted by deadline.

Please note that a lack of response from an agency (where the applicant has submitted the Consultation Request Form by deadline) will not negatively impact the consideration of the application by the Legacy Land Conservation Commission.

Please explain whether the applicant has adapted the project proposal in response to the consultation provided by the three agencies referenced above.
(character limit 1,200)

**Legacy Land Conservation Program
Consultation Request Form (6/2013)**

TO: _____
director/chair and agency

FROM: _____
applicant (contact person and agency/organization)

DATE: _____

SUBJECT: Consultation request regarding a Legacy Land Conservation Program application
for _____
project title

Chapter 173A, Hawaii Revised Statutes, requires applicants to the Legacy Land Conservation Program to seek the consultation of the Department of Land and Natural Resources, Department of Agriculture, and the Agribusiness Development Corporation with regard to the maximization of public benefits of each proposed land acquisition project. Consulting agencies may also provide input regarding other aspects of the project, including the level of legal protection on the land (e.g., whether a conservation easement is appropriate and what agency or organization ought to hold the conservation easement).

A summary of the applicant's proposed project is attached. Please respond directly to the applicant on agency letterhead, and attach a copy of this form. Please submit comments by August 30, 2013. If no response is received by this date, we will assume your agency has no comments. Please note that a lack of response from an agency (where the applicant has submitted the Consultation Request Form by deadline) will not negatively impact the consideration of the project application by the Legacy Land Conservation Commission.

For more detailed information on this requirement, please see Hawaii Revised Statutes, sections 173A-4, and 173A-5(i) (available online at <http://www.capitol.hawaii.gov/>). Please contact the applicant directly with questions regarding the proposed project, and contact the Program Coordinator at 586-0921, with any questions regarding the Legacy Land Conservation Program.

- We have no objections.
- We have no comments.
- Comments are attached.

Signed: _____

Title: _____

Date: _____

**Legacy Land Conservation Program
Consultation Request Form (6/2013)**

Consultation request to: _____

Submitted by: _____

Regarding a grant proposal to the Legacy Land Conservation Program, DLNR/DOFAW

Project summary: (to be completed by applicant)

Applicant: _____

Address: _____

Contact name, phone, email: _____

Acres: _____ Type of interest to be acquired: _____

Tax map key(s): _____

If the acquisition is a fee acquisition, will a conservation easement be provided to another agency or nonprofit organization? If so, which agency/organization? _____

Location (describe briefly and attach a location map and parcel map):

Resources to be protected:

Public benefits:

Plans for management:

Please return form and comments to the applicant at the address listed above. Thank you.