**WATER ACCESS PROPOSAL INSTRUCTIONS AND FORMAT**

**Please find below the Water ACCESS proposal format and instructions from the November 2023 LMF Workbook to assist applicants in preparing proposals. Please delete the instructions prior to submitting the proposal.**

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

Submit an electronic PDF and one printed copy of your proposal to:

Land for Maine’s Future

22 SHS / 18 Elkins Ln. / Harlow Building Augusta, ME 04333-0022

LMFSubmissions.DACF@maine.gov

1. Applicant

Name, address, and phone number of the applicant and the primary contact person. The entity that will hold the property in fee or easement must be listed as an applicant or co-applicant on the proposal.

1. Agency Sponsor

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

Department of Inland Fisheries & Wildlife, Department of Agriculture, Conservation and Forestry, or Department of Marine Resources

1. Date of Proposal

Indicate the date you submitted your proposal.

1. Project Title - Body of Water

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

1. Location of Project

Provide the name of the municipality/township and county. Provide the numbers of Senate and House Districts.

1. Status of Title

Clear title is required prior to closing. Provide a brief status of title and documentation if available. Include a copy of the recorded deed, including book and page reference of subject property.

1. Interest to be acquired

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

1. Size

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

1. Owner(s)

Include name and address 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 proposal.

1. Partners

List other entities participating in this project. Include address, phone, and e-mail.

1. Proposal Budget

Use the form in [Appendix C.](#_bookmark35) Note: the Board will not consider a proposal with an incomplete budget.

1. Project Description

Include a narrative description of the project as well as the context surrounding it.

1. Location Information

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

* 1. A map showing project location and regional perspective;
	2. A USGS Topographic Base Map - showing entire boundary of proposed project, legal

 access and proximity to other public and private conservation lands.

* 1. A GIS-compatible shapefile;
	2. Other Maps as Appropriate
1. Demonstration of Need

Indicate whether the project has been designated as a priority water access site, and by which agency. Contact the sponsoring agency for further information. If it is not, provide documented, credible evidence that supports the need for public access to the lake, river or coastal area. The sponsoring agency must support this need.

1. Suitability for Intended Use

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

1. Impact on Natural Resources

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

1. 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).

1. Value of Fisheries Opportunities

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

1. 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.

1. Threat of Conversion to Other Uses, Especially 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.

1. Estimate of monitoring and management costs

Provide:

* A description of the management envisioned for the property for the first 10 years following acquisition. When the proposal involves acquiring an interest in property, the proposal 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;
* Estimates of the costs to the State or cooperating entity of managing the land for the uses proposed in the proposal. Please indicate if you are applying for a LMF Stewardship Award as part of the proposal (if yes, Stewardship Award request information must be entered in the [Project Budget](#_LMF_Project_Budget)); and
* Estimates of the costs associated with monitoring compliance with an easement when an easement is acquired.
1. Project Readiness

To ensure that the project can be completed in a timely manner, the LMF Board considers how many due diligence items are completed at the time the proposal is submitted.

* The property is under contract, or will be under contract at the time the LMF Board meets to review proposals;
* For conservation easement projects, the applicant is able to provide a complete conservation easement or conservation plan meeting LMF’s requirements;
* The applicant will have match funds secured by the time the LMF Board meets to review proposals. If match funds are not secured at the time of the proposal, the proposal should include a description of fundraising and/or grant application efforts; and
* The applicant has a plan for completing LMF’s due diligence requirements.
1. Organizational capacity

Describe the applicant’s capacity to undertake the project with a reasonable prospect of bringing it to a successful conclusion. Land trusts that have been accredited by the Land Trust Accreditation Commission may submit proof of accreditation as proof of capacity. Non-profit applicants without proof of accreditation must submit their most recent financial audit if one exists and the most recent financial statement that represents the organization’s current financial condition. The Board may consider all relevant factors including without limitation: organizational debt, fund raising ability, past land conservation activity and transactions, organizational history, scope of conservation vision, and evidence of success in building and sustaining land protection campaigns. Be sure to describe the proposed title or easement holder’s ability, experience, and resources to manage the property appropriately.