



Connecticut Department of
**ENERGY &
ENVIRONMENTAL
PROTECTION**

March 8, 2012

Connecticut Municipalities
Nonprofit Land Conservation Organizations
Water Companies

Dear Applicants:

I am pleased to announce that the Department of Energy and Environmental Protection (DEEP) will be accepting applications from municipalities, non-profit land conservation organizations, and water companies for the sixteenth round of the Open Space and Watershed Land Acquisition Grant Program. Funding for this round of the program comes from a request approved by the State Bond Commission in December of 2011.

The deadline for submitting applications to Office of Constituent Affairs/Land Management of DEEP is Thursday, June 28, 2012.

The Recreational and Natural Heritage, Open Space & Watershed Land Acquisition Review Board will review grant applications and make recommendations for funding to the Commissioner of DEEP. Grant awards will be announced later this year. For this and future grant rounds we would encourage applicants to focus on priority areas established in the "Important Conservation Areas" section of the State's "Green Plan." The plan can be found on DEEP's website at www.ct.gov/deep/openspace.

Note that some changes have been made to the application requirements regarding the assignment of development rights (conservation easement), appraisal standards, and the information required regarding public access to the property. Applicants must utilize the March 2012 version of the application; applications submitted on any other form will be returned to the sender.

If you have any questions, please feel free to contact David Stygar at 860.424.3081, Allyson Clarke at 860.424.3774, or visit the DEEP website.

Sincerely,

A handwritten signature in black ink that reads "Daniel C. Esty".

Daniel C. Esty
Commissioner

Encl: Guidelines

SPRING 2012

OPEN SPACE AND WATERSHED LAND ACQUISITION GRANT PROGRAM (C.G.S. Section 7-131d to 7-131k, inclusive)

Enclosed please find a copy of the Open Space and Watershed Land Acquisition Grant Program Questionnaire. The program provides financial assistance to municipalities and nonprofit land conservation organizations to acquire land for open space and to water companies to acquire land to be classified as Class I or Class II water supply property. **The Department of Energy and Environmental Protection (DEEP) is currently accepting project proposals; the current funding level is \$5,000,000.** Please see the enclosed sheet for further information.

Grants are made for the purchase of land that is: 1) valuable for recreation, forestry, fishing, conservation of wildlife or natural resources; 2) a prime natural feature of the state's landscape; 3) habitat for native plant or animal species listed as threatened, endangered or of special concern; 4) a relatively undisturbed, outstanding example of an uncommon native ecological community; 5) important for enhancing and conserving water quality; 6) valuable for preserving local agricultural heritage; or 7) eligible to be classified as Class I or Class II watershed land.

Careful attention should be given to the criteria previously listed and to: 1) protection of land adjacent to and complementary to existing open space, preserved agricultural land or Class I or Class II water company land; 2) proximity to urban areas; 3) land vulnerable to development; 4) consistency with the State's Plan of Conservation and Development; and 5) lands with multiple values such as water supply protection and recreation, or forest preservation and fishing access. Linkages between open spaces are an important consideration as are multi-town projects such as greenways. Cooperative efforts should be fostered between towns, land conservation organizations and local community groups. Preference will be given to open space acquisitions that comply with local and regional open space or conservation and development plans.

Land acquired will be preserved in perpetuity: 1) predominately in its natural scenic and open condition; 2) for the protection or provision of potable water; 3) or for agriculture. A permanent conservation easement will be provided to the State to ensure that the property remains in a natural and open condition for the conservation, open space, agriculture, green space or water supply purpose for which it was acquired. The easement will include a requirement that the property be made available to the general public for appropriate recreational purposes. Where development rights will be purchased and where general public access would be disruptive of agricultural activity, an exception to the provision for public recreational access may be made, at the discretion of the Commissioner. Where development rights are to be purchased, the State of Connecticut will become an equal holder of those rights as a substitute for the easement.

No grant may be made for: 1) land to be used for commercial purposes or for recreational purposes requiring intensive development except for forest management or agricultural use; 2) land with environmental contamination; 3) land which has already been committed for public use; 4) development costs; 5) land to be acquired by eminent domain; 6) reimbursement of in-kind services or incidental expenses; 7) or for property acquired by the grant applicant prior to the grant application deadline.

The Commissioner of Energy and Environmental Protection may approve grants for up to...

TO A	FOR	IN AN AMOUNT NOT TO EXCEED*
Municipality	Open space	65% of fair market value
Municipality	Class I & Class II Water supply property	65% of fair market value
Distressed municipality or targeted investment community **	Open space	75% of fair market value
Distressed municipality or targeted investment community **	Resource enhancement or protection	50% of cost of such work
Nonprofit land conservation organization	Open space or watershed protection	65% of fair market value
Nonprofit land conservation organization and water company (If land is located within a distressed or targeted community)	Open space or watershed protection	75% of fair market value
Water Company	Class I & Class II water supply	65% of fair market value

* Please note that the percentages shown represent the maximum grant award and that grant awards may be provided at a lower percentage. ** See attached list.

An application form and required supporting documentation including maps, title searches and appraisals must be submitted to the Commissioner of Energy and Environmental Protection. Applications must be endorsed by local Planning, Zoning, Conservation and/or Open Space Commissions and must include an advisory report and the recommendations of the appropriate regional planning agency. Applicants are encouraged to apply for parcels that can realistically be acquired within a six to twelve-month time frame. Projects with the required matching share available, appraisal(s) completed, title work completed with a current survey are encouraged. Preference will be given to those lands currently available for acquisition within a twelve-month period.

The Department of Energy and Environmental Protection will utilize a project selection process to objectively evaluate proposals. Land identified for acquisition will be evaluated by a review team consisting of staff from the various resource management divisions of the Department of Energy and Environmental Protection, Department of Health and the Department of Agriculture. The decision to pursue acquisition of a parcel will be based on the scores and comments provided by the review team in addition to considerations such as: the criteria for the program; cost; fulfillment of a resource need; geographic distribution; proximity to urban areas or areas with a deficiency of public open space; availability of a donation or bargain sale; stewardship needs and management constraints; compatibility with the State Plan of Conservation and Development and other State environmental plans, policies, goals and objectives; and proximity to other protected open space.

Please review the current version (ver. 3-7-2012) of the grant questionnaire carefully and respond fully. For a project proposal(s) to be considered for funding, answer all questions and provide appropriate identified supporting material within the allotted time. The Open Space and Watershed Land Acquisition Grant program is a competitive program. Any missing information will result in less than optimum scoring. Any information found misleading within the application is grounds for withdrawal of the application and forfeiture of any possible/awarded grant.

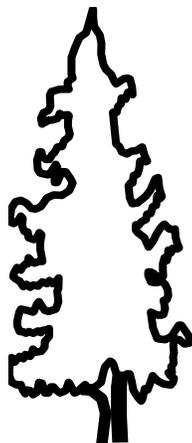
Should you have any specific questions or need assistance, first reference the Frequently Asked Questions (FAQ) document that is part of the website for this program, contact David Stygar, david.stygar@ct.gov, Environmental Analyst or Allyson Clarke, allyson.clarke@ct.gov Property Agent, Department of Energy and Environmental Protection, Office of Constituent Affairs/Land Management, 79 Elm Street, Hartford, Connecticut 06106, (860) 424-3081 or 424-3774. For application questions regarding conserving a working farm, contact Elisabeth Moore, Project Director at Connecticut Farmland Trust, at emoore@ctfarmland.org.

DISTRESSED MUNICIPALITIES		TARGETED INVESTMENT COMMUNITIES	
Ansonia	Norwich	Bridgeport	New Britain
Bridgeport	Plainfield	Bristol	New Haven
Bristol	Plainville	East Hartford	New London
Derby	Plymouth	Groton	Norwalk
East Hartford	Putnam	Hamden	Norwich
Hartford	Sprague	Hartford	Southington
Killingly	Thompson	Meriden	Stamford
Meriden	Torrington	Middletown	Waterbury
Naugatuck	Waterbury		Windham
New Britain	West Haven		
New Haven	Winchester		
New London	Windham		
North Canaan			

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION OPEN SPACE AND WATERSHED LAND ACQUISITION GRANT PROGRAM

A PROGRAM TO ASSIST IN THE ACQUISITION OR RESTORATION OF OPEN SPACE GRANT QUESTIONNAIRE

GRANT APPLICATION DEADLINE: JUNE 28, 2012



PROJECT TITLE: _____
SPONSOR: _____
SPONSOR'S ADDRESS: _____
NAME & TITLE OF CHIEF EXECUTIVE OFFICER: _____
NAME & TITLE OF PREPARER: _____ PHONE: _____
TOTAL PROJECT COST: \$ _____ TOTAL PROJECT AREA: _____ ACRES

Your response to the following questions will be used to evaluate and rank your proposed project. Responses should be brief, factual and accurate. Applicants submitting project proposals that include inaccurate information, facts, statements or disclosures could be penalized by having the application withdrawn from review or having the grant surrendered should one be awarded.

Important notice for all Applicants

- Any land purchased under this grant program may not be developed into any intensive outdoor recreation facility and/or commercial or residential use.
- Approved projects are expected to be acquired within one year after DEEP approval.
- Land already owned by the applicant is not eligible for an acquisition grant.
- All land acquisitions must be accessible to the public, without limitation(s). Acquired permanent interest in land (Conservation Easements) shall provide for public access in accordance with Connecticut General Statue Sections 7-131d(e).

TYPE OF REQUEST (CIRCLE): ACQUISITION IN FEE PURCHASE OF AN EASEMENT RESTORATION

1. PROJECT DESCRIPTION:

Describe how your proposal addresses the issues of preserving land by acquisition or the restoration of existing publicly owned land. Please note that more than one issue may be used to justify the proposed project.

Will the proposed project?

- A. Provide a linkage or create/contribute to a developing or existing greenway, protect or complement existing preserved open space or preserved agricultural land? If so, how?
- B. Protect land that can be classified as Class I or Class II watershed land? What is the classification of the surrounding land? (Water Companies own classified watershed land)
- C. Provide a valuable resource for recreation, forestry, fishing, wildlife habitat or natural resources. If so, how?
- D. Provide multiple resource access values such as water supply protection and recreation, forest protection and fishing access.
- E. Protect a prime naturally occurring feature. Examples of such naturally occurring features include a shoreline, a river or stream, mountainous territory, ridgeline, inland or coastal wetland, estuarine, a geological feature.
- F. Protect a habitat of a plant or animal species that is either threatened, endangered, or of special concern.
- G. Protect a native ecological community that is now uncommon.
- H. Enhance or conserve the water quality of the State's lakes, rivers and coastal water.
- I. Preserve local agriculture heritage.

SUPPORTING MATERIAL [] Topographic Map (USGS 1:24,000 scale enlarged if possible)
 [] Town Road Map (Mail-a-map, etc with property boundaries marked)
 [] Property Boundary Map (A2 not required for application but required for grant)
 [] Soils Map (property and soil boundaries marked)
 [] Ortho-photo Map (property boundaries marked)

7. STATEMENT OF NEED:

- Is the property vulnerable to development?
- Has the property received development approval for a residential, commercial or industrial use according to local planning & zoning? If so, explain the level of development and its impact on the area.
- Is the proposed acquisition consistent with the local Municipal Plan of Conservation and Development or other municipal or regional plans such as Water Quality, Open Space Initiative and/or a Regional Open Space Plan?
- Is the proposed acquisition consistent with the State's Plan of Conservation and Development (available from the Office of Policy and Management)? If so, please explain/provide supporting justification that this proposed acquisition or restoration complies with a documented need as addressed in a local or regional open space conservation & development plan. Please provide relevant excerpts.

SUPPORTING MATERIAL **Municipal Plan of Conservation & Development, Municipal Recreational and/or other Open Space Plan (relevant excerpts)**
 Regional Conservation Plan (relevant excerpts)
 Water Quality Plan (relevant excerpts)
 Land Trust Acquisition Plan (relevant excerpts)

8. FUNDING MECHANISM:

- Does the acquisition or restoration involve cooperative funding between towns, land conservation organizations, local community groups or others? Describe the involvement of each party.
- There must be reasonable anticipation that funds will be available within one year of grant award. It will be to the applicant's advantage to have funding firmly in place.
 - Provide documentation showing the source and availability of funds and cash flow to complete the project.
 - Is this project going to be funded under any non-traditional methods? If so, describe this funding method.

SUPPORTING MATERIAL **Resolution authorizing the expenditure of funds (municipal or corporate)**
 Budget line item where funds are held or committed
 Copy of statement showing the balance in the Open Space Acquisition Account
 Show commitment, amount and sources related to creative/alternative funding proposals

9. OPERATION AND MAINTENANCE CAPABILITIES:

- Please provide evidence of the capability to maintain and operate this proposed project area by providing:
 - A detailed description of who will manage the property
 - The management level of expertise and/or experience
 - How the property will be operated and maintained
- Will the maintenance of this facility be a cooperative effort between the municipality, land conservation organizations or local community groups? Provide assurance and level of commitment from each cooperator.

Any questions should be directed to the DEEP Land Acquisition & Management Division at (860) 424-3081 or 424-3774.

Please return this questionnaire, along with responses and supporting documentation to the following address:

10. APPRAISAL REPORT DOCUMENTATION CHECKLIST (follows on next page)

**Department of Energy and Environmental Protection
Open Space and Watershed Land Acquisition Grant Program
Constituent Affairs/Land Management Division
79 Elm Street, 6th Floor
Hartford, CT 06106-5127
Tel: (860) 424-3081**

APPRAISAL REPORT DOCUMENTATION CHECKLIST

TO BE COMPLETED BY APPRAISER AND INCLUDED IN ADDENDUM OF THE APPRAISAL

Please refer to the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), Appraisal Institute, Washington, D.C. 2000 and the Uniform Standards for Professional Appraisal Practice (USPAP), The Appraisal Foundation, current edition, for reference and explanation of requirements.

Project Name	
County, State	
Owner	
Appraiser <i>(Include State License Information)</i>	
Appraisers Signature	

UASFLA, USPAP Reference	Assignment Requirement	Page No.*	N/A	Adequate <small>For DEEP Official Use</small>	Not Adequate <small>For DEEP Official Use</small>
Part I	INTRODUCTION				
A-1	Title page				
A-2	Letter of Transmittal <i>(Identification of property Interests or estate appraised Hypothetical conditions Extraordinary assumptions Special instructions Effective date of value Opinion(s) of value)</i>				
A-3	Table of Contents				
UASFLA, A-4 and USPAP	Appraiser's Certification				

*"Page No." is the page found in the submitted appraisal that addresses the UASFLA/USPAP reference.

UASFLA, USPAP Reference	Assignment Requirement	Page No*.	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
A-5	<p>Summary of Salient Facts</p> <p><i>Identification of Property Client</i> <i>Intended Use/Intended Users</i> <i>Effective Date of Value</i> <i>Date of Inspection</i> <i>Date of Report</i></p> <p><u>Larger Parcel Data:</u> <i>Interests Appraised, Land,</i> <i>Improvements, Hypothetical</i> <i>Conditions, Extraordinary</i> <i>Assumptions, Special Instructions</i> <i>Highest and Best Use (as (if)</i> <i>vacant and as improved)</i></p> <p><u>Indications of Value:</u> <i>Cost Approach</i> <i>Direct Sales Comparison</i> <i>Approach</i> <i>Income Approach</i> <i>Final Opinion of Value</i></p> <p><u>Remainder Parcel Data:</u> <i>Interests Appraised, Land,</i> <i>Improvements, Hypothetical</i> <i>Conditions, Extraordinary</i> <i>Assumptions, Special Instructions</i> <i>Highest and Best Use (as (if)</i> <i>vacant and as improved)</i></p> <p><u>Indications of Value:</u> <i>Cost Approach</i> <i>Direct Sales Comparison</i> <i>Approach</i> <i>Income Approach</i> <i>Final Opinion of Value</i></p>				
A-6	<p>Photos of subject</p> <p><i>Identify photo, direction or view,</i> <i>Name of photographer, date</i> <i>photo taken</i></p>				
A-7	<p>Statement of General Assumptions and Limiting Conditions</p> <p><i>Interests appraised citing source,</i> <i>listing easements,</i> <i>encumbrances, restrictions,</i> <i>description and impact on value</i></p>				

UASFLA, USPAP Reference	Assignment Requirement	Page No*.	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
	Client				
USPAP	Intended User(s)				
USPAP	Intended Use				
A-9	Purpose of Appraisal and Definition of Value <i>Type of appraisal problem (ex. Whole acquisition, partial acquisition, exchange, other)</i>				
A-9	Definition of Value				
	Interests Appraised: Larger Parcel, Remainder Parcel				
	Professional Standards (<i>UASFLA, USPAP, other supplemental standards</i>)				
UASFLA, A-8, USPAP, A-10	Scope of the Assignment and Summary of Appraisal Problem				
USPAP	Date of Value Date of Inspection Date of Report				
UASFLA, A-8, USPAP	Hypothetical Conditions				
UASFLA, A-8, USPAP	Extraordinary Assumptions				
UASFLA, A-9 USPAP	Jurisdictional Exception Exposure Time/Marketing Time				
Part II	FACTUAL DATA – LARGER PARCEL				
	Exhibits: Maps, Survey, etc.				
A-11	Legal Description				
	Ownership				
A-13e	Ownership History/10 Year Sales History				
UASFLA, B-16 and USPAP	Current marketing, listings for sale, contracts for sale:				

UASFLA, USPAP Reference	Assignment Requirement	Page No*.	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
A-13f	Rental History: 3 year rental history				
A-12	Area, Neighborhood, Market Area Data				
	Maps				
	Market Analysis for Subject Property Type and Market Area				
A-13	Property Data				
A-13a	Land				
	Location				
	Size (and source), dimensions, configuration, upland/wetland areas				
	Legal Access (<i>cite recording information of easement, if appropriate</i>)				
	Physical Access				
	Vegetation				
	Topography/elevation				
	Flood plain /flood zone				
	Water amenity/Water rights				
	View amenity				
	Soil types				
	Timber				
	Utilities available to site				
	Billboard				
	Hazardous materials or contamination				
	Archaeological features				
	Oil, gas, mineral, sand/gravel deposits				
	Environmental factors				
A-13b	Improvements				
	Type and Description of Improvements				
	Size				
	Type and Quality of Construction				
	Actual Age, Condition and Effective Age				
	Functional Obsolescence				
	External Obsolescence				

UASFLA, USPAP Reference	Assignment Requirement	Page No* .	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
	Site Improvements				
A-13c	Fixtures				
A13g	Assessed Value and real estate taxes				
A-13h	Zoning, land use, and other development restrictions				
PART III	DATA ANALYSIS AND CONCLUSIONS – BEFORE ACQUISITION				
A-14	Highest and Best Use:				
	Larger parcel: <i>(Unity of ownership, unity of use, contiguity)</i>				
	<u>As (If) Vacant:</u> <i>Legally Permissible Physically Possible Economically Feasible Maximally Productive Conclusion</i>				
	<u>As Improved:</u> <i>Legally Permissible Physically Possible Economically Feasible Maximally Productive Conclusion</i>				
	Approaches to Value				
A-15, A-17	Valuation of the Land				
	Summary or Adjustment Grid Map				
	Comparable sales appropriate based on market area, highest and best use, relevant features of comparison.				
	Appropriate unit(s) of comparison				
	Support for adjustments. <i>Quantitative support for quantitative adjustments. Adequate discussion and analysis for qualitative ranking.</i>				
	Analysis is reasonable, logical, appropriate, and supported by market derived data.				
B-18, D-9	Government sales verification				

UASFLA, USPAP Reference	Assignment Requirement	Page No*.	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
A-15, B-8	Development Approach				
	Support from market for all inputs including retail sale prices, absorption projections, expenses, increases/decreases, costs, profit, and discount rate.				
	Discount rate consistent with rates of increase/decrease and profit (i.e., "real rate" vs. yield rate plus/minus change)				
	Appropriate weight given to this analysis in final estimate of value.				
A-16	Cost Approach				
	Reproduction Cost or Replacement Cost: Source				
	Depreciation and Obsolescence: Support and Analysis				
	Entrepreneur's Profit				
	Analysis is reasonable, logical, appropriate, and supported by market derived data.				
A-17	Direct Sales Comparison Approach				
	Summary or Adjustment Grid Map				
	Comparable sales appropriate based on market area, highest and best use, relevant features of comparison				
	Appropriate and relevant unit(s) of comparison				
	Support for adjustments. <i>Quantitative support for quantitative adjustments. Adequate discussion and analysis for qualitative ranking.</i>				
	Analysis is reasonable, logical, appropriate, and supported by market derived data.				
B-18, D-9	Government Sales verification.				

UASFLA, USPAP Reference	Assignment Requirement	Page No*.	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
A-18	Income Approach				
	Analysis of actual income and expense history.				
	Support for all inputs including revenue, vacancy and collection loss, expenses, increases or decreases (in revenue, expenses, or reversion), discount rate and/or capitalization rate.				
	Appropriate methodology: Direct capitalization, discounted cash flow analysis, or both.				
	Analysis corresponds to the interests to be appraised. (ex. "fee simple," leased fee, leasehold)				
	Discount rate or cap rate consistent with increases/decreases in income & expenses.				
	Analysis is reasonable, logical, appropriate, and supported by market derived data.				
A-19	Reconciliation and Final Opinion of Value				
PART IV	FACTUAL DATA – REMAINDER				
	Exhibits: Maps, Survey, etc.				
A-20	Legal Description (or reference legal description of larger parcel less acquisition).				
	Interests Appraised				
A-21	Market Analysis of Property Type and Market Area				
A-22a	Site Description: Land				
	Location				
	Size, dimensions, configuration, upland/wetland areas				
	Access: Legal Access Physical Access				
	Vegetation				
	Topography/elevations				
	Flood plain /flood zone				
	Water amenity/Water rights				

UASFLA, USPAP Reference	Assignment Requirement	Page No*.	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
	View amenity				
	Soil types				
	Timber				
	Utilities on site				
	Utilities available to site				
	Billboard				
	Hazardous materials or contamination				
	Archaeological features				
	Oil, gas, mineral, sand/gravel deposits				
	Environmental factors				
A-22b	Improvements				
	Type and Description of Improvements				
	Size				
	Type and Quality of Construction				
	Actual Age, Condition and Effective Age				
	Functional Obsolescence				
	External Obsolescence				
	Site Improvements				
A-22c	Fixtures				
A-22e	Assessed Value and real estate taxes				
A-22f	Zoning, land use, and other development restrictions.				
PART IV	DATA ANALYSIS AND CONCLUSIONS – AFTER ACQUISITION				
A-23	Highest and Best Use:				
	Remainder Parcel				
	<i>As (If) Vacant:</i> <i>Legally Permissible</i> <i>Physically Possible</i> <i>Economically Feasible</i> <i>Maximally Productive</i> <i>Conclusion</i>				
	<i>As Improved:</i> <i>Legally Permissible</i> <i>Physically Possible</i> <i>Economically Feasible</i> <i>Maximally Productive</i> <i>Conclusion</i>				

UASFLA, USPAP Reference	Assignment Requirement	Page No* .	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
	Approaches to Value				
A-24	Valuation of the Land				
	Summary or Adjustment Grid Map				
	Comparable sales appropriate based on market area, highest and best use, relevant features of comparison.				
	Appropriate unit(s) of comparison				
	Support for adjustments. <i>Quantitative support for quantitative adjustments.</i> <i>Adequate discussion and analysis for qualitative ranking.</i>				
	Analysis is reasonable, logical, appropriate, and supported by market derived data.				
B-18, D-9	Government Sales verification				
A-15	Development Approach				
	Support from market for all inputs including retail sale prices, absorption projections, expenses, increases/decreases, costs, profit, and discount rate.				
	Discount rate consistent with rates of increase/decrease and profit (i.e., "real rate" vs. yield rate plus/minus change)				
	Appropriate weight given to this analysis in final estimate of value.				
A-25	Cost Approach				
	Reproduction Cost or Replacement Cost: Source				
	Depreciation and Obsolescence: Support and Analysis				
	Entrepreneur's Profit				
	Analysis is reasonable, logical, appropriate, and supported by market derived data.				

UASFLA, USPAP Reference	Assignment Requirement	Page No*.	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
A-26	Direct Sales Comparison Approach				
	Summary or Adjustment Grid Map				
	Comparable sales appropriate based on market area, highest and best use, relevant features of comparison				
	Appropriate and relevant unit(s) of comparison				
	Support for adjustments. <i>Quantitative support for quantitative adjustments. Adequate discussion and analysis for qualitative ranking.</i>				
	Analysis is reasonable, logical, appropriate, and supported by market derived data.				
B-18, D-9	Government Sales verification				
A-27	Income Approach				
	Analysis of actual income and expense history.				
	Support for all inputs including revenue, vacancy and collection loss, expenses, increases or decreases (in revenue, expenses, or reversion), discount rate and/or capitalization rate.				
	Appropriate methodology: Direct capitalization, discounted cash flow analysis, or both.				
	Analysis corresponds to the interests to be appraised. (ex. "fee simple," leased fee, leasehold)				
	Discount rate or cap rate consistent with increases/decreases in income & expenses.				
	Analysis is reasonable, logical, appropriate, and supported by market derived data.				

UASFLA, USPAP Reference	Assignment Requirement	Page No*.	N/A	Adequate For DEEP Official Use	Not Adequate For DEEP Official Use
A-28	Reconciliation and Final Opinion of Value				
PART VI	Acquisition Analysis				
A-29	Recapitulation Value of Larger Parcel Before Value of Remainder Parcel After Difference				
A-30	Allocation and Explanation of Damages				
A-31	Special Benefits				
	Supplementary Analysis Analysis is reasonable, logical, appropriate, and supported by market derived data.				
PART VII	Exhibits and Addenda				
	Subject Exhibits				
	Title Report (<i>Identify: Larger parcel, proposed acquisition</i>)				
	Existing and/or Proposed Conservation Easements, Deed Restrictions				
	Comparable Data Maps				
	Comparable Data Write-Ups				
	Technical Reports				
	Appraiser's Qualifications				

COMPARABLE DATA WRITE-UPS

Recording Information (<i>Deed Book and Page, Town, State</i>)	
Grantor	
Grantee	
Date of Transaction	
Type of Instrument (<i>Warranty Deed, Trustee's Deed, etc</i>)	
Legal Description (or include copy of deed)	
Consideration (Sale Price)	
Financing (<i>Include analysis of Cash equivalent sale price, if appropriate.</i>)	
Conditions of Sale (<i>Arm's length sale at a market price?</i>)	
Interests Conveyed (<i>Identify easements, encumbrances, restrictions, outstanding rights.</i>)	
Physical Location and Address (<i>Location description should identify road location with reference to closest cross streets to permit field inspection.</i>)	
Land Size and Description	
Improvements Size and Description (<i>Building and site improvements</i>)	
Sale Price per Unit(s) of Comparison	
Access (Legal Access and physical access)	
Zoning, Land Use, Land Development Regulations	
Utilities	
Present Use (as of date of sale or prior to sale)	
Proposed Use (buyer's intended use)	
Highest and Best Use	
Verification: <ul style="list-style-type: none"> - Name of person confirming sale and relationship to transaction (ex. grantor, grantee, broker) - Date of Verification - Identification of person who did verification 	
Remarks	
Exhibits: Plat or aerial exhibit	
Photograph: Street level.	

Open Space Watershed Land Acquisition (OSWA) Grant Application FAQs - Frequently Asked Questions

1. PROJECT DESCRIPTION – Where can I find the supporting materials?

Topographic Map (with site outlined)

The DEP Store, phone (860) 424-3555 and online <http://www.depstore.ct.gov>; the US Geological Survey Website, <http://nationalmap.gov>; Regional Planning Agencies; computer software purchased at office supply and computer outlets.

Town Road Map (with site outlined)

“Mail-a-Maps” are usually free at your Municipal Clerk’s Office. Additionally, they may be found at real estate offices, banks, Chamber of Commerce & tourist offices, and area businesses.

Property Boundary Map

While an A-2 survey is not required for the submittal of the grant application, it is encouraged. The Town Hall or the existing property owners are logical sources. If no A-2 survey is available, a Class D survey or Compilation Plan is acceptable for purposes of the application. These may also be available at the Town Hall. Please note, however, that **an A-2 survey will be required before any grant funds can be released**. If no A-2 survey is located or available, it should be ordered as soon as your application is approved.

Soils Map

This map is requested for properties that have an agricultural focus. The Natural Resources Conservation Service (NRCS) can map out the prime agriculture soils of the property. They can be reached at (860) 859-5218 x 3011.

Ortho-Photo (aerial) Map

A copy of this map may be obtained from your City/Town Hall. They are also available online at <http://nationalmap.gov/> or <http://www.bing.com/maps/?FORM=Z9LH7>

2. PROJECT COST ESTIMATES – What documents are required?

ACQUISITION

Applications must contain the required number of appraisal(s). All appraisals must conform to the Uniform Appraisal Standards for Federal Land Acquisitions (the “yellow book,” published by The Appraisal Institute). We highly recommend you **order the appraisal(s) as soon as possible** to avoid a possible penalty if the appraisal(s) are not received by the grant application deadline. It can take two months (or more) to complete an appraisal on a large scale project.

In an effort to have an application comply with this appraisal requirement, DEEP has included as part of the Grant Round Package an “**Appraisal Report Documentation Checklist**.” This check list should be provided to the appraiser by the applicant. The appraiser is responsible to complete, sign and date this checklist.

Note the number of appraisals required:

Estimated Property Value	Appraisals Required	Number of Copies
Less than \$100,000	1	2
Greater than \$100,000	2	2

RESTORATION

Distressed Municipalities and Targeted Investment Communities are eligible for restoration funding. Restoration projects require a site plan, a narrative of the project scope and a cost estimate. See eligibility (below). A separate application may be made under the Urban Green and Community Garden Initiative.

3. ELIGIBILITY

How do we know if our Municipality is a “Distressed Municipality” or a “Targeted Investment Community”?

Distressed Municipalities include: Ansonia, Bridgeport, Bristol, Derby, East Hartford, Hartford, Killingly, Meriden, Naugatuck, New Britain, New Haven, New London, North Canaan, Norwich, Plainfield, Plainville, Plymouth, Putnam, Sprague, Thompson, Torrington, Waterbury, West Haven, Winchester and Windham.

Targeted Investment Communities include: Bridgeport, Bristol, East Hartford, Groton, Hamden, Hartford, Meriden, Middletown, New Britain, New Haven, New London, Norwalk, Norwich, Southington, Stamford, Waterbury and Windham.

If the property is being purchased from a water company, how do we know if the water company has been granted permission to dispose of the property by DPUC & DOH?

The water company should have a letter from the Department of Public Utility Control (DPUC) granting them permission to sell the property. When in doubt, call DPUC, toll free at (800) 382-4586. They can tell you if the water company has been granted permission to sell the property.

How do I know if my municipality has received a Development Designation under the CT Housing Partnership Program?

Towns which have received a Development Designation or waiver include: Ashford, Bethel, Branford, Bridgeport, Brookfield, Brooklyn, Cheshire, Chester, Danbury, Durham, Enfield, Fairfield, Glastonbury, Groton, Hamden, Hartford, Hebron, Litchfield, Madison, Mansfield, Meriden, Middletown, New Haven, New Milford, Newtown, Norwalk, Old Saybrook, Plainfield, Plainville, Pomfret, Putnam, Redding, Sharon, Simsbury, Suffield, Torrington, Wallingford, Warren, Waterbury, Waterford, Watertown, Westbrook, West Hartford, Wethersfield, Vernon, Winchester, Windham and Woodbury.

4. EXISTING OWNERSHIP

Where can I get a copy of current deed?

Go to your Municipal Assessor's Office. Ask for the relevant street card(s). Note the volume(s) and page(s) of the current deed(s). Then go to the Town/City Clerk's Office. Locate and copy the deed(s). Please note that if/once you purchase the property, a copy of the new deed is required.

5. SITE CONVENIENCE & PUBLIC ACCESS

Where can I find population statistics?

What is meant by Site Convenience? Public Access, what is this?

Go to The State of Connecticut website, www.ct.gov/. In the "CT.gov" search box, (upper left portion of page) enter "DECD population" and it should provide a link to the relevant information.

Site convenience relates to the ability of the public to find and access the property by public transportation routes, roads and publicly owned (granted rights-of-ways and access easements are not acceptable) land and/or access ways.

Public access to the proposed property is defined by Connecticut General Statute 7-131d(e). The public access to the proposed acquisition is for passive recreation, it is defined in the grant easement as:

"Passive recreation shall be defined as recreational trail usage (non-motorized), recreational activities which do not require a formalized delineated playing field or area, picnicking, fishing, hunting, non-motorized boating and environmental education."

Land acquired under this program must be made accessible to the public for passive recreation. Where less than fee acquisition has been negotiated (Conservation Easement), public access to the property must be a part of the transfer of interest. Projects where "life use," "quiet enjoyment," "exclusive use" or "with permission of the grantor" or similar restrictions that are designed to prevent/prohibit/hinder/or control public access to the property will not be eligible to receive a grant under this program.

6. STATEMENT OF NEED

Where can I find the supporting materials?

The State's Plan of Conservation and Development is available at any public library or by contacting your local Regional Planning Organizations (RPO's) or Council of Governments.

Municipal Plan of Conservation & Development and/or Recreation Plans are available at your Town/City Hall.

Regional Conservation Plans are available online:
<http://www.ct.gov/opm/cwp/view.asp?A=2990&Q=385378>

The Green Plan 2007-2012, Department of Energy and Environmental Protection

Also available online:
http://www.ct.gov/dep/lib/dep/open_space/green_plan.pdf

SUPPORT LETTERS:

For municipal letters, contact your local boards and commissions. For regional (RPO/COG) letters, contact your Regional Planning Organization. The agencies and contact names are available online:
<http://www.ct.gov/opm/cwp/view.asp?a=2986&q=383046>.

7. FUNDING AND FUNDING MECHANISM

The Commissioner of Energy and Environmental Protection may approve grants:

TO A	FOR	IN AN AMOUNT NOT TO EXCEED*
Municipality	Open space	65% of fair market value
Municipality	Class I & Class II Water supply property	65% of fair market value
Distressed municipality or targeted investment community **	Open space	75% of fair market value
Distressed municipality or targeted investment community **	Resource enhancement or protection	50% of cost of such work
Nonprofit land conservation organization	Open space or watershed protection	65% of fair market value
Nonprofit land conservation organization and water company (If land is located within a distressed or targeted community)	Open space or watershed protection	75% of fair market value
Water Company	Class I & Class II water supply	65% of fair market value

A listing of Distressed and Targeted Communities are above in Question #3.

The funding source must be clearly identified. If funding is to be secured via a "new" or "upcoming" fundraising drive the sponsor must provide a time frame for this drive to take place. Often a Municipality may have a dedicated account for acquisition of open space land; verification of this account may easily be accessed through the town/city Treasurer. If the Municipality needs to pass a bond referendum for the purchase of property, then as with a funding drive, a time frame needs to be established and provided.

8. OTHER SOURCES OF FUNDING

The matching portion the grant, that portion that the sponsor is responsible for may come from several sources, the following is a listing of those potential sources and the affect it has on the proposal;

PRIVATE: This would include matching funds or grants from private individuals, foundations, corporations, business, contribution by other organizations or sources outside the state and federal government.

Affect: Generally, there is no affect on the project. Funding from these sources are primarily considered grants to the sponsor for the proposed project. However, caution must be addressed, when the acceptance of such funds would place a restriction on the property that would be separate from the State's Conservation Easement.

STATE: Most State grant programs cannot be used as a match. Of the eligible sponsors, a Municipality would be the likely recipient of a State Grant outside this Open Space Grant program.

Affect: Generally, State grant funds cannot match State grant funds. However, if any funding outside a grant program become available, the total grant to be made could not exceed seventy-five (75%) percent of the project cost under the Open Space & Watershed Grant Program.

FEDERAL: There is the potential for a sponsor to apply for and receive funding from several grant programs, sponsored by departments such as the Department of Agriculture, (farmland protection, prime agricultural soils preservation, river restoration, forest preservation, etc.), Department of the Interior (wild & scenic, wetland preservation, river protection, wildlife habitat restoration/protection, etc.), National Oceanic and Atmospheric Administration (NOAA), (shore preservation, natural area preservation, wetland protection) and the Department of Defense.

Affect: Federal grant programs may be combined with the State's Open Space & Watershed Grant program. Caution must be exercised as it relates to the restrictions associated with the federal program as they correspond to the State's Open Space Program restrictions. Should a sponsor apply for a Federal grant, notification must be given to the Department of Energy & Environmental Protection. Should the sponsor be awarded a federal grant and combine it with the State Open Space grant program, the total grant cannot exceed seventy-five (75%) percent of the project cost under the Open Space & Watershed Program.

Reference: Connecticut General Statutes 7-131g(c).