

**Virginia Land Conservation Foundation
Board of Trustees Meeting**

Grant Manual and Application Edits

Tuesday, July 12, 2022 – 1:00 p.m.

**Richmond Public Library
101 East Franklin Street, Richmond, Virginia**



Virginia Land Conservation Foundation

June ~~2021~~2022 Grant Manual (~~FY22~~FY23 Program Year)

~~**Important ConserveVirginia Information:** Please provide a screen shot of your project mapped in ConserveVirginia with your application. Updates to ConserveVirginia are expected to occur while this grant round is open. We want to award your project all of the points it deserves! We will award points for ConserveVirginia if your project appears in either version and you include a screenshot of your project for each intersecting layer of ConserveVirginia. If you believe your project should be included in ConserveVirginia, please provide information that justifies its inclusion and contact the agency experts listed on pages 4 through 10.~~

Please note: grant applications will only be accepted electronically.

Adoption Date: ~~June 10, 2021~~July 12, 2022

Administered by the Virginia Department of Conservation and Recreation

DRAFT

I. GRANT PROGRAM OVERVIEW

The Virginia Land Conservation Foundation (Foundation or VLCF) was established in 1999 under Va. Code §§ 10.1-1017 through 10.1-1026. A major function of the Foundation is to “establish, administer, manage, including the creation of reserves, and make expenditures and allocations from a special, nonreverting fund in the state treasury to be known as the Virginia Land Conservation Fund,” Va. Code § 10.1-1020 (Fund).

The Foundation administers the Fund for the purpose of providing grants to state agencies, other public bodies, and qualifying nonprofits to reimburse them for the costs associated with permanently conserving land throughout the Commonwealth, including the purchase of development rights. In 2022, state-recognized and federally recognized Virginia Indian Tribes were added as eligible entities to receive grants. ~~Grants—VLCF grants~~ are awarded only for acquiring interests in property that have not yet been permanently protected. The grant categories set out in Va. Code § 10.1-1020 (C)(2) are: farmlands and forest preservation; historic area preservation; natural area protection; and open spaces and parks.

The Director of the Department of Conservation and Recreation, serving as Administrative Secretary and assisted by an interagency task force, is charged with administering, reviewing, and making recommendations on grant applications to the Secretary of Natural Resources and the Foundation. Using specific criteria defined in each grant category, grants may be awarded for up to 50 percent of total project costs. The program can pay up to 100 percent of these costs for state agencies, Va. Code § 10.1-1020 (A)(2).

Guiding factors for distribution of VLCF funds are set out in Va. Code §§ 10.1-1020 and 1021.1, which specify that at least one third of the funds shall be used to secure open-space easements to be held or co-held by a public body, and that the Foundation shall seek to achieve a fair distribution of land protected throughout the Commonwealth. Additionally, Item ~~374-375~~ A.1. of the ~~2020~~ 2022 Budget Bill (Chapter ~~854-2~~ of the ~~2020-2022~~ Virginia Acts of Assembly Special Session I) specifies that no less than 50 percent of the VLCF funds shall be used for projects that provide public access.

The scoring criteria continue to place emphasis on providing grants to underserved communities and areas that have not previously benefited from VLCF grants. The Foundation strives to provide a fair distribution of public access and recreational opportunities, and to preserve open space, natural landscapes, and working lands across the Commonwealth. To help advance Governor Northam’s vision of Conserve Virginia, first introduced in April 2018, this year’s ~~Additionally, the scoring criteria continue to place emphasis on fundinggive precedence to -projects that support are within Conserve Virginia, as those lands are identified as conservation priorities by our state agency partners and other collaborators. There are seven different overarching categories: (i) agriculture and forestry, (ii) natural habitat and ecosystem diversity, (iii) floodplains and flooding resilience, (iv) cultural and historic preservation, (v) scenic preservation, (vi) protected landscapes resilience, and (vii) water quality improvement. the Governor’s initiative. Additionally, the scoring criteria continue to place emphasis on providing grants to underserved communities and areas of the Commonwealth that have not previously benefited from VLCF grants to provide public access and recreational opportunities, and to preserve open space, natural landscapes, and working lands.~~

Important Program Information

[Note: We welcome Virginia's state and federally-recognized tribes to apply for VLCF grants. As this presents a new paradigm in achieving perpetual land conservation in Virginia, we are contemplating what legal mechanisms are available to achieve our mutual goals. These may vary for tribal entities. As we work through this new phase, please contact staff to discuss your proposed project and planned means to conserve the land in perpetuity.](#)

- Applications may be submitted by state agencies, localities, public bodies, **state-recognized and federally recognized Virginia Indian Tribes** and registered (tax-exempt) nonprofit organizations that qualify as a holder under Va. Code § 10.1-1009. Projects must protect land in perpetuity through acquisitions of property in fee simple, or recordation of a conservation easement and an open-space easement, or dedicated under the Open-Space Land Act.
- No application relying on eminent domain shall be considered, as Va. Code § 10.1-1023 prohibits the use of VLCF funds to acquire any property interest through eminent domain.
- Projects must be for a minimum of \$20,000 in total expense or a grant request of no less than \$10,000.
- Applicants must demonstrate that the landowners have been notified and are receptive to ~~negotiation on~~ the proposed project. Applicants must submit, as part of their application, a signed letter from all of the landowners indicating their willingness to ~~sell or~~ conserve the property.
- The proposed project must be for **specific property** that meets the criteria for one or more of the five grant categories listed below. Applications that are not site-specific will not be considered.
- If the applicant uses the landowner's surname in the name of the project, then they must first obtain the landowner's permission. VLCF will use the project names provided in the application in public reports to the Governor and the General Assembly, and press releases.
- A nonprofit organization seeking to hold an easement must provide documentation in their application that they meet the holder requirements in the Virginia Conservation Easement Act, Va. Code §§ 10.1-1009 to 10.1-1017.
- All nonprofit organization projects, whether fee simple or easement, must be protected by an open-space easement in perpetuity that is held or co-held by a public body (e.g., a state agency or local governmental entity), pursuant to Va. Code § 10.1-1020 (A)(2). An acknowledgement letter from the public body stating that it is willing to consider holding the easement or owning the property in fee simple must be included as part of the application.
- Applications for the acquisition of easements on lands currently permanently protected for conservation purposes are not eligible for a VLCF grant unless the [project proposes to further protect the](#) property ~~can be further protected~~ by a more restrictive easement.
- The VLCF program can reimburse up to 50% of the appraised value of the subject property and other eligible [due diligence](#) costs for transactions involving localities or qualified nonprofit organizations, or 100% of such costs by state agencies **or state-recognized and**

federally recognized Virginia Indian Tribes, Va. Code § 10.1-1020 (A)(2). See Appendix A for eligible expenses.

- If the required 50% match is not determined at the time of the application, a letter confirming that the match will be met must be included with the application. ~~S~~(see example letter in Appendix C).
- Possible sources of match funding include: (i) cash or pass-through dollars from other sources, e.g. grants awarded from sources other than VLCF; (ii) bargain sales, i.e., the monetary value of the donated portion of the property; or (iii) other conserved property acquired in fee or restricted by an easement within the previous two years, and not acquired with VLCF funds, so long as the match property is also restricted as approved by VLCF.
- When additional property is proposed as match in a grant application, the match property must be in the proximity of or ecologically connected to the property that is the subject of the grant. The match property must also be protected in the same manner as the grant property; information on the match property must be included in the application; all due diligence items are also required on for the match property ~~during the due diligence phase of the subject property~~.
- Indirect costs cannot be reimbursed or considered as match. These ineligible costs include, without limitation, staff time, overhead, work provided pro bono, or maintenance/operating costs of lands and facilities.
- VLCF requires certain property protections to further statewide environmental conservation goals, including permanent vegetated riparian buffers on all funded projects with perennial water resources. These protections must be preserved in perpetuity by the deed~~(s)~~ associated with the project. See Appendix D for all of the required provisions and further information on riparian buffers.
- For projects awarded funding, the requisite public body holder shall include language in the fee-simple deed or in the easement deed that states that the property will be taken under the Open-Space Land Act, Va. Code §§ 10.1-1700 through 10.1-1705, and that the protection is perpetual in nature and not extinguishable except pursuant to the provisions of the Open-Space Land Act.
- Properties acquired in fee or made subject to an easement as a result of a VLCF grant may not be diverted or converted from the approved use for which the grant was made. If a conversion or diversion occurs or, in the case of an easement, an extinguishment of the easement occurs, the VLCF must be reimbursed for the proportionate amount of the then value of the property equal to the proportion of the value of the property on which the grant was based. As a condition of its grant, the VLCF will require that language be included in the deed of acquisition or the deed of easement to such effect.
- If a nonprofit organization is awarded a grant to acquire fee-simple property, it may be sold only if it remains under easement and the VLCF is reimbursed for the proportionate amount of the then fair market value of the property equal to the proportion of the value of the property on which the grant was based. The fair-market value of the property must be supported by a current appraisal. An exception may be granted if the property is transferred

to a public agency and the recorded deed of transfer states the agency agrees to hold and manage the property for the purposes for which it was originally acquired.

- All projects awarded VLCF funds must submit ~~certain the~~ due diligence documents ~~as~~ specified in Appendix A.
- Grant payments are made as a reimbursement and cannot exceed the amount actually expended by the grant recipient ~~or the amount of the grant award~~.

II. APPLYING TO THE GRANT PROGRAM

Applicants may apply to the program by submitting a grant application, available at: <https://www.dcr.virginia.gov/virginia-land-conservation-foundation/>. The applicant should read through this entire grant manual to become familiar with program specifics and requirements. Please contact staff if you have questions as you work through all of the information. —We recommend that applicants contact the respective category/-agency representative found on pages 5-13 below, prior to submitting their application.

~~An electronic file of the application must be received as specified below and also in Appendix A.~~
Application Information and Deadline

A complete application (50 page maximum) includes the required items listed in Appendix A as one searchable PDF document. DO NOT include the grant manual with the application. The complete application must be provided in electronic format to the Department of Conservation and Recreation by **no later than 4 p.m. on Monday, August 9, 2021 September 6, 2022.**

You may email the application if it is 20 MB or less to larry.mikkelson@dcr.virginia.gov. If the application file is larger than 20 MB, then notify Larry **by Monday, August 2, 202130, 2022**, to receive an email with instructions for uploading the digital application to the state's large file transfer platform.

It is the responsibility of the applicant to ensure that the submission meets the application requirements and the deadline. Larry will confirm receipt of the application via email. Please inquire if you do not receive confirmation. Last minute submissions may have a delayed confirmation past the application deadline.

All applications require ~~photos~~pictures of the project. See specific photo requirements on page 9 for applications in the Historic Area Preservation category.

Questions?

- General application inquiries: Larry Mikkelson at (804) 337-0046, larry.mikkelson@dcr.virginia.gov
- ~~or Suzan Bulbalkaya at (804) 371-5218, suzan.bulbalkaya@dcr.virginia.gov~~
- Category-specific inquiries: See contact information listed under each category
- ConserveVirginia, GIS, or mapping questions: Gina Diccico at (804) ~~837-1819786-5056~~, gina.diccico@dcr.virginia.gov

Application Categories and Additional Scoring Criteria

1. Farmlands and Forest Preservation
2. Historic Area Preservation
3. Natural Area Preservation
4. Open Spaces and Parks
5. Additional Scoring Criteria

Applicants must select one primary category for their project. A secondary category may also be chosen to increase the possibility of receiving funds, but is not required. Multiple applications for the same project within the same grant round will not be accepted.

NOTE: The applicant is advised to review the program requirements below carefully as they prepare their application and to determine the best category for their project. See Appendix B for the scoring sheets for each category and the Additional Criteria for all categories. Score your application using the scoring sheet for your chosen category and the Additional Criteria. **Make sure your application addresses all of the applicable Category category criteria and the Additional Scoring Criteria to be awarded maximum points.**

~~We recommend that applicants contact the respective agency representative found on pages 5-13 below prior to submitting their application.~~

Program Requirements by Category

1. Farmlands and Forest Preservation Category – Two funding scenarios are set out in subsections C and D of Va. Code § 10.1-1020, based on the amount of funds appropriated ~~by the Governor and General Assembly~~ in the state budget for VLCF. If less than \$10 million is appropriated, then there are four grant categories with farmlands and forest preservation sharing one single category (1/4 of funds). If \$10 million or more is appropriated, then there are five grant categories with farmland preservation and forestland preservation being separately funded categories (each category gets 1/5 of funds). For both scenarios, separate scoring criteria have been developed for agricultural lands and for forestal lands. The applicant should use the set of criteria that is most appropriate for the project being submitted.

A. ~~Agricultural (Farmlands)~~ Farmland Preservation Criteria

Contact: Virginia Department of Agriculture and Consumer Services, (804) 786-1906
Jennifer Perkins, Program Coordinator, jennifer.perkins@vdacs.virginia.gov
<http://www.vdacs.virginia.gov/conservation-and-environmental-farmland-preservation.shtml>

Applications for the permanent protection ~~and preservation~~ of agricultural lands will be evaluated according to:

- ◆ Soil productivity. The parcel will be ranked based on the percentage that it contains of each of the following soils (as defined in § 3.2-205 of the Code of Virginia) which can be found at <https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx>:

“Prime farmland” is land that has the best combination of physical and chemical characteristics for producing food, feed, fiber, forage, oilseed, nursery, and other agricultural

crops with minimum inputs of fuel, fertilizer, pesticides, and labor, and without intolerable soil erosion. Prime farmland includes land that possesses the above characteristics but is being used currently to produce livestock and timber. It does not include land already in or committed to urban development or water storage.

“Unique farmland” is land other than prime farmland that is used for production of specific high-value food and fiber crops, as determined by the United States Secretary of Agriculture. It has the special combination of soil quality, location, growing season, and moisture supply needed to economically produce sustained high quality or high yields of specific crops when treated and managed according to acceptable farming methods.

“Important farmland” other than prime or unique farmland is land that is of statewide or local importance for the production of food, feed, fiber, forage, nursery, oilseed or other agricultural crops, as determined by the appropriate state agency or local government agency, either or both, and that the United States Secretary of Agriculture determines should be considered as farmland.

Please note, if these percentage numbers of soil productivity are not provided in the application it will be presumed that none of these soils exist on the property.

- ◆ Property acreage. The size of the parcel in relation to average agricultural parcel sizes in the locality will be used as a determining factor. More information can be found at www.agcensus.usda.gov.
- ◆ Current and historical use of property. Priority will be given to any property that is currently being farmed and/or is a designated Century Farm. Information about this program can be found at <https://www.vdacs.virginia.gov/conservation-and-environmental-virginia-century-farms.shtml>
- ◆ Adjacency to conserved lands. The degree to which the property is located adjacent to, or nearby, already conserved lands held in perpetuity. Larger blocks of unbroken forest and agricultural lands including forest potentially provide the greatest value and range of benefits from and protection of rural land uses.
- ◆ Development vulnerability rank. Using the Virginia ConservationVision Development Vulnerability model, parcels will be evaluated according to their vulnerability ranking. The Development Vulnerability model can be found at <http://www.dcr.virginia.gov/natural-heritage/vaconvisvulnerable>.
- ◆ Best Management Practices. The existence of Best Management Practices (BMPs) and farm management plans that are currently being utilized as part of the normal operation of the farm, either implemented through state and federal conservation programs or voluntarily implemented without state or federal cost-sharing or technical assistance. Best management practices may include stream fencing, buffers, conservation tillage, cover crops, or animal waste management. Examples of the farm management plans could include, but are not limited to, a grazing management plan, a nutrient management plan, a conservation plan, or a resource management plan (which would include both the conservation plan and nutrient management plan).
- ◆ Locality support. The support for the project evidenced in local farmland protection policies, including, the comprehensive plan, agricultural zoning, agricultural and forestal districts, and

use value taxation.

- ◆ ConserveVirginia (<https://www.dcr.virginia.gov/conservevirginia/>). The project will be evaluated based on the percentage of the total project area that is included in the ConserveVirginia Agriculture and Forestry category.

B. Forest Land Preservation Criteria

Contact: Virginia Department of Forestry, (434) 459-8278

Karl Didier, Forestland Conservation Program Manager karl.didier@dof.virginia.gov

<http://www.dof.virginia.gov/conservation/index.htm>

Applications for the permanent protection ~~and preservation~~ of working forest lands will be evaluated according to the following criteria:

- ◆ Property Acreage. Larger blocks of land under single ownership are more manageable, better protect ecological communities and biodiversity, and better sustain the flow of natural goods and services over time.
- ◆ Acres of Forest on the proposed property. Larger blocks of forest under single ownership are more easily managed, better protect the productivity and sustainable flow of natural goods and services from the forest, and better protect forest conservation values (e.g., have larger less-disturbed “core” areas, protect water quality, maintain habitat connectivity, etc.). To be considered for points under this criterion, land must be devoted to forestal use as defined by the State Land Evaluation and Advisory Council’s (SLEAC) technical standards for classification of real estate devoted to forestal use. Most critically, the proposed projects’ acreage must qualify as “Productive Forest Land” or “Non-Productive Forest Land” as defined by SLEAC standards and contain at least 20 acres of forest.
 - ◆ Land devoted to forestal use that has been recently harvested of merchantable timber, is being regenerated into a new forest and not currently developed for nonforest use qualifies for points under this criterion. In addition, acreage that is under contract to be planted or afforested qualifies for points. Also, to qualify for points under this criterion, the proposed parcels must be under the same ownership (currently or anticipated after acquisition using VLCF funds), and must be “contiguous.” To be considered contiguous, the proposed parcels must either (a) directly border each other or (b) all border another block of property already owned by the proposed landowner. If multiple, non-contiguous parcels are proposed, only those that separately meet SLEAC standards will receive points.
- ◆ Acres of forest with a “high” Forest Conservation Value (FCV) based upon VDOF’s analysis and map (2020 version). See the Forest Conservation Values map on the [Natural Heritage Data Explorer](#) or download the [GIS data](#) from VDOF (see full link below). “High” values are those labeled on the map as “5: Outstanding” or “4: Very High”. The FCV analysis ranks the relative conservation value of forestland based on watershed integrity, size of forested blocks, forest management potential, proximity to other conserved lands, threat of conversion, and presence of diminished tree species or significant forest communities. The FCV GIS layer and associated description can be downloaded at: <https://vdof.maps.arcgis.com/home/webmap/embedGallery.html?displayapps=true&displayinline=true&group=f40da8804f7645de9f2298945c5d897d>
- ◆ Length of intermittent and perennial watercourses as identified by the USGS National Hydrography Dataset (<https://viewer.nationalmap.gov/advanced-viewer/>), as well as

wetlands and water impoundments, present on or bordering the property. Forested watersheds and streamside forests provide considerable water quality, filtration, nutrient retention, and flood attenuation to downstream users.

- ◆ **Adjacency to Conserved Lands.** The degree to which the property is located adjacent to, or near, already conserved lands held in perpetuity. Larger blocks of unbroken forest and agricultural lands including forest potentially provide the greatest value and range of benefits from and protection of rural land uses.
- ◆ **Management of Multiple Resources.** The degree to which the property is managed according to a forest stewardship management plan (or equivalent) prepared by a professional forester. Applicant should provide a copy of a current forest resource management plan and demonstrate how recommendations are being followed to achieve forest management goals. **If plan is not provided with the application, it will be presumed that no plan exists.**
- ◆ **Preservation of forest acreage.** The degree to which the applicant is willing to preserve a portion of forest acreage in perpetuity to protect the working forest land base. Land that is not currently forested but that the landowner will afforest and maintain as forest in perpetuity counts. **The draft deed or term sheet accompanying the application must include language reflecting this commitment; otherwise this acreage will be assumed to be zero.**
- ◆ **ConserveVirginia** (<https://www.dcr.virginia.gov/conservevirginia/>). The project will be evaluated based on the percentage of the total project area that is included in the ConserveVirginia Agriculture and Forestry category.

2. Historic Area Preservation Category

Contact: Virginia Department of Historic Resources (DHR), (804) 482-6094
Karri Richardson, Easement Program Specialist, Karri.Richardson@dhr.virginia.gov
<https://www.dhr.virginia.gov/easements/easement-program-overview/>

Applications are encouraged for projects that conserve historic resources associated with underrepresented communities. Applications for the permanent protection of historic, archaeological, cultural or historic landscape resources will be evaluated according to the following criteria:

- ◆ **Historic Significance,** strong proposals are likely to protect or preserve a resource that:
 - A. Is listed on the Virginia Landmarks Register (VLR), found at <https://www.dhr.virginia.gov/historic-registers/>, either individually or as a contributing resource in a listed historic district; or
 - B. Is a battlefield property identified with a priority rating in one of the following reports issued by the National Park Service's American Battlefield Protection Program: "Report on the Nation's Civil War Battlefields" (1993, as amended), or "Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States," (2007, as amended); contact Karri Richardson at karri.richardson@dhr.virginia.gov if you need a map to confirm the location of the property within identified battlefields; or
 - C. Has been formally determined to be eligible for listing on the VLR by DHR's Virginia State Review Board within the previous ten calendar years and remains eligible for listing in the

opinion of DHR. For assistance in determining whether a property has been determined eligible for the VLR, please contact DHR Archives at (804) 482-6102. **Note: listing on the VLR may be required** by project completion for properties awarded funding under this criterion in order to meet the Virginia Board of Historic Resources (VBHR) Easement Program eligibility requirements.

- D. Integrity. The integrity of the historic resource to be protected or preserved shall be considered. Integrity is the ability of a property to convey its historic significance through attributes such as location, setting, design, materials, workmanship, feeling, and association.
- E. ConserveVirginia (<https://www.dcr.virginia.gov/conservevirginia/>). The project will be evaluated based on the percentage of the total project area that is included in the ConserveVirginia Cultural and Historic Preservation category.

◆ Underrepresented Resources. The extent to which the application identifies and documents resources associated with Virginia's culturally diverse history, such as properties associated with people of color (circa 1619-Civil War), the Reconstruction Era (1861-1898), the Civil Rights Movement, LGBTQ, African-American, Asian-American, Latino, Hispanic, Native American and women's history.

- ◆ Threat. Threatened property is defined as property (i) documented to be currently or recently on the market (within the past calendar year); (ii) threatened by development, where plans/plats have been submitted to or approved by the locality's planning department within the last calendar year; (iii) in an estate that is currently being settled; (iv) adjacent to property currently on the market or sold within the previous calendar year; or (v) a property with built or other historic, archaeological, or cultural resources that are threatened by demolition, destruction, demolition by neglect, or development. Documentation supporting specific threats must be submitted with the application.
- ◆ Use and Treatment of Historic Resources on the Property. The extent to which plans for future uses of (e.g. historic site interpretation, rehabilitation of the battlefield landscape) or alterations to the property are consistent with historic resource stewardship and protection. All plans must be described in or submitted with the application and must meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for the Treatment of Cultural Landscapes* (36 C.F.R. Part 68). Plans submitted as part of the application must be approved by DHR before the project receives final VLCF funding.
- ◆ Historic Resource Protection. The degree to which the applicant is willing to preserve all historic resources on the property in perpetuity in accordance with the DHR's current easement template. Applicants must attach a list or summary of proposed restrictions to be included in the easement based on DHR's current easement template (please do **not** attach a copy of the easement template to the grant application). Contact Karri Richardson at karri.richardson@dhr.virginia.gov if you need a copy of DHR's current easement template.
- ◆ Adjacency to Conserved Lands. The degree to which the property is located adjacent to, or near, already conserved lands held in perpetuity.
- ◆ Furthers Public Interests. The extent to which the project includes specific plans for programs that will further or promote public interests, such as education, research, community outreach, recreation, or heritage tourism promotion. Applications for projects that conserve historic resources associated with underrepresented communities and those that also provide

public educational opportunities and share untold stories to advance social equity are particularly encouraged.

- ◆ Applicants for funds in this category must provide original digital images no greater than 800 x 800 pixels in dimension. In the case of built cultural or historic structures, these should include images that document the exterior of the primary historic structure and any secondary structures, significant interior spaces and features, and the setting and viewshed of the primary resource. For archaeological sites, applicants should include a general view or site plan and images documenting the condition of the site, stratigraphy (if applicable), and representative features showing the integrity of those features. For battlefields or other landscapes, images should document the overall site, its surroundings and viewshed, and all historic and non-historic structures, roads, and other features within the project.
- ◆ If funds are awarded under this category for the purpose of acquiring fee-simple title to or an easement on eligible historic properties, the property owner shall separately offer to convey to the VBHR a perpetual preservation easement on the property to be acquired with the VLCF funds (including any match property). The VBHR shall decide whether to accept the easement offer based on established criteria and existing policies and procedures governing the Virginia Department of Historic Resources Easement Program (Chapter 22, Title 10.1 of Virginia Code). DHR staff administers the easements on behalf of VBHR. The property must meet the Easement Program eligibility requirements (see www.dhr.virginia.gov/easement/easement.htm); if not, or if the VBHR declines acceptance of the easement offer, DHR may recommend an alternative easement holder.

All properties acquired with Historic Area Preservation funds shall be open for public access for a minimum of two days each calendar year. Public access shall not disturb any sensitive resources thereon, and may require approval by DHR to ensure that historic resources will not be affected.

3. Natural Areas ~~Protection~~ Preservation Category

Contact: DCR Natural Heritage, (804) 371-6205
Rob Evans, Protection Manager, Virginia Natural Heritage Program,
Rob.Evans@dcr.virginia.gov
<https://www.dcr.virginia.gov/natural-heritage/>

Applications in this category must include land that will contribute to biodiversity values and statewide conservation significance. Projects/Applicants must:

- 1) Address a protection need in the Virginia Natural Heritage Plan, by making a significant contribution to the permanent protection of one or more natural heritage resources, including habitats for rare, threatened, or endangered plant or animal species or state-significant natural communities;
- 2) qualify to be dedicated as a natural area preserve as provided in Va. Code § 10.1-213;
- 3) have been sufficiently evaluated by DCR-DNH staff (including site visit) for the extent, type, and viability of natural heritage resources present and their management requirements and constraints;

- 4) be recommended by, via a support letter from, DCR Natural Heritage based on specific criteria listed in Va. Code § 10.1-1022.1 (B);
- 5) have landowners who understand the requirements of their land being dedicated to the state natural area preserve system and who demonstrate commitment to the requirement for active and ongoing management activities for natural heritage resources on the property;
- 6) have been subject to adequate discussion between landowners and appropriate DCR-DNH representatives to develop confidence in the feasibility of carrying out necessary management requirements; and
- 7) ensure that the proposed area for acquisition and the applicant's ability to expend VLCF and matching funds can be conducted within two years of grant award.

Applications for Natural Areas ~~Protection~~-Preservation funds will be evaluated based on specific scoring (Appendix B) that address these project attributes, including the percentage of the property that is included in the ConserveVirginia Natural Habitat and Biological Diversity category.

All properties acquired with VLCF funds in this category, or used as match, shall be dedicated as natural area preserves in accordance with Va. Code § 10.1-213. Properties shall be open for public access for a reasonable amount of time each year without disturbing the sensitive resources thereon, and shall be open for DCR Natural Heritage approved research, associated monitoring and necessary stewardship activities. Applicants shall provide a public access plan that addresses these issues and contains a minimum of one guided nature hike per year.

4. Open Spaces and Parks Category

Contact: DCR - Planning and Recreation Resources Division, (804) 786-4379
Kristal McKelvey, Program Planner, kristal.mckelvey@dcr.virginia.gov
<https://www.dcr.virginia.gov/recreational-planning/>

Applications for the permanent protection and acquisition of public recreational lands or open-space lands will be evaluated according to the following criteria:

- ◆ Acquires an interest in land that provides increased public access to state waters offering recreational potential.
- ◆ Acquires an interest in land that creates new outdoor recreational opportunities for underserved communities or expands existing park systems or other recreational resources to protect public conservation or recreational interests.
- ◆ Protects viewsheds or land important to the protection of (i) any federally designated Wild and Scenic River or American Heritage River in or adjacent to Virginia, (ii) Virginia's Scenic Rivers, (iii) designated Scenic Roads, (iv) Virginia Byways, or (v) nationally designated scenic lands or recreational trails, including state-wide connecting trails, greenways or blueways. See the VOP Mapper at:
<http://consapps.dcr.virginia.gov/dnh/vop/vopmapper.htm>

- ◆ Supports local or regional plans for parks, open space, and outdoor recreational facilities, or contributes to the protection of a state, regionally, or locally identified conservation corridor.
- ◆ Addresses a need identified in the *Virginia Outdoors Plan* (VOP). The VOP may be accessed at www.dcr.virginia.gov/recreational_planning/vop.
- ◆ Makes the grant-funded land available for public access and use, including, but not limited to, hunting, fishing, hiking, or wildlife watching.
- ◆ Provides an outdoor recreational resource to an underserved community. The Social Vulnerability Index created by the Virginia Institute of Marine Sciences may be used to identify underserved areas of the state: http://cmap2.vims.edu/SocialVulnerability/SocioVul_SS.html. Data from other sources may also be considered for this criterion if applicant provides the source reference.
- ◆ Recreation Access Need. The project will be evaluated based on the demonstrated recreation need of its location based on the DCR Nature-based Recreation Access Model(2021) and the Trust for Public Lands ParkServe Model. Projects offering land-based recreation opportunities will be scored on whichever model demonstrates a greater need. Projects offering water-based recreation opportunities will be scored on the Nature-based Recreation Access Model's water-based recreation need rating. Information on the Nature-based Recreation Access Model can be found at <http://www.dcr.virginia.gov/natural-heritage/vaconvisrec>. ParkServe can be found at: <https://www.tpl.org/parkserve>.
- ◆ ConserveVirginia (<https://www.dcr.virginia.gov/conservevirginia/>). The project will be evaluated on the amount of the total project area that is included in any ConserveVirginia category so long as the project provides daily public access.

5. Additional Scoring Criteria

~~All applications~~Projects are also scored on the following ~~seven~~ criteria, ~~based on information supplied by the applicant~~. See Appendix B for ~~a~~ breakdown of potential points and ~~ensure that be sure~~ your application addresses these criteria.

- ◆ Virginia Outdoors Plan (VOP) Identified Need: Zero to three points will be awarded if a project satisfies resource conservation needs identified in the VOP or a local comp plan. Information can be found at: <https://www.dcr.virginia.gov/recreational-planning/vop>.
- ◆ Nature Based Recreation Access Model Identified Need: Zero to three points will be given to a project that includes public access and is located in an area where there is at least a moderate need for recreation access identified in the Nature Based Recreation Access Model's terrestrial or aquatic layers. Information can be found at: <http://www.dcr.virginia.gov/natural-heritage/vaconvisrec>.
- ◆ Water Quality Benefit: Zero to 11 points may be given for projects that protect water quality through the use of permanent vegetated riparian buffers exceeding the required 35-foot width. Points will also be awarded for forested buffers that maintain an evenly dispersed minimal 50% forested canopy. Because protecting water quality is a long-standing goal of the Commonwealth supported through many voluntary cost-share and tax-credit programs,

these points are awarded to those projects that voluntarily provide greater water quality protections beyond the 35-foot riparian buffer in perpetuity.

- ◆ Protection of Cultural Resources: Zero to 10 points may be given for projects that identify and protect local cultural resources on the property and provide public educational opportunities. Provide with your application photos and documentation of the cultural resources found on site that will be protected by your project. Also, provide draft language to be used in the deed to protect the resources, and indicate whether there will be educational opportunities provided for the public. See page 23 for examples.
- ◆ ConserveVirginia Value-added (<https://www.dcr.virginia.gov/conservevirginia/>): Zero to ~~twelve~~ 12 points may be awarded for those projects that demonstrably address more than one of the seven ConserveVirginia categories (listed on page 23). Two points may be awarded for each additional ConserveVirginia category identified by the applicant that is protected in perpetuity by the project, e.g., a farmland project that falls within the Agriculture and Forestry category that also includes an historic building or site located within the Cultural and Historic Preservation category and is protected in the easement.
- ◆ Fish and Wildlife: Zero to ~~ten~~ 10 ~~total~~ points may be given; with zero to three points for fish and wildlife habitat protection and management (one point for identifying wildlife, one point for protecting habitat, an added point for providing public access to view, hunt, or fish wildlife). An additional three points may be awarded for the identification of Department of Wildlife Resources Species of Greatest Conservation Need or a state or federal threatened or endangered species; with another four points awarded for protection of associated habitat. For more wildlife information, see: <http://vafwis.dgif.virginia.gov/WAP2/> or contact the Virginia Department of Wildlife Resources, (804) 593-2043.
- ◆ Public Access: Zero to ~~ten~~ 10 points may be given dependent upon the extent of public access provided. Full public access means the property is open for public visitation 365 days a year. Visual access means the applicant can demonstrate the scenic value of the property and that the project will protect the integrity of the public's scenic view.
- ◆ Underserved Communities: Up to ~~ten~~ 10 points may be given to projects that benefit underserved communities. The Social Vulnerability Index created by the Virginia Institute of Marine Sciences may be used to identify underserved areas of the state: http://cmap2.vims.edu/SocialVulnerability/SocioVul_SS.html. Data from other sources will also be considered for this criterion if the applicant provides the source reference.
- ◆ Ratio of Match to Total Project Cost: The amount of match provided by the ~~grant~~ applicant can add up to three points. If the applicant claims 60 percent or more of matching funds, then a preliminary appraisal must be submitted with the application for verification to be awarded points.

III. APPLICATION REVIEW AND GRANT AWARDS

First Application Review

Applications will be received and reviewed by DCR for completeness. Complete applications will be forwarded to an interagency task force of subject-matter experts for review and scoring.

Second Application Review

~~Following completion of the first review, the~~The interagency task force will rank the projects and consider geographic distribution, percentage of projects with public access, and those being placed under easement.

Final Review, Grant Award, Notification

Highly ranked applications will be presented to the Foundation for consideration, action, and grant approval. After Board action to approve grants, successful grant recipients will be notified of the pending grant award via an email from VLCF staff.

IV. REQUIREMENTS FOR GRANT RECIPIENTS

Grant Agreements

~~Grant Agreements will specify the stipulations of the program as described in this grant manual, and include required legal statements.~~ Within a few weeks of email notification of a grant award, a grant agreement will be emailed to the grant recipients to sign and return the document. After the Executive Secretary has signed the agreement, a scan of the fully-executed agreement will be provided to the grant recipient.

Grants are made for a two year period. Administrative extensions of up to one year may be granted upon extenuating circumstances being documented by the grant recipient.

Periodic Status Reporting

Grant recipients will report the status of the project twice per year ~~as noted in the Grant Agreement. VLCF staff will provide to the grant recipient a template document prompting the information that is needed for this report.~~

Final Steps and Closing

Certain required documents must be provided to VLCF, and approved by VLCF, prior to grant funds being disbursed. These documents are listed in Appendix A.

Under no circumstances will VLCF funds be disbursed until all required documents have been provided, reviewed, and approved by VLCF, and all of the required deeds have been recorded.

If grant funding is provided to a closing agent, then a copy of the recorded deeds must be provided to VLCF within **two months** after closing.

V. APPENDICES

List of Appendices:

Appendix A	VLCF Grant Specifications
Appendix B	Score Sheets for each Category and Additional Scoring Criteria
Appendix C	Example Match Letter
Appendix D	Required Property Protections and Vegetated Riparian Buffer Information

Appendix A – VLCF Grant Specifications

I. Required Items in an Application (incomplete applications will not be considered):

1. A fully-completed application as [a-one](#) searchable PDF file that includes the items below.
2. Minimum of two maps of the project: Aerial map and Topo map (USGS USA Topo Map).
3. Minimum of three photographs of the project property, representing the conservation values being protected.
4. A signed letter from all landowners stating that they are willing participants in the proposed transaction.
5. A match letter if the required 50% match is not yet in hand (see Appendix C) or a governing body resolution.
6. For easement projects, a term sheet or draft easement indicating the proposed protections of the project's conservation values.
7. For nonprofit applicants:
 - a. an acknowledgement letter from the public body willing to: hold or co-hold an easement on the property; or hold the property in fee simple, and
 - b. evidence that the nonprofit meets the holder requirements found in Va. Code §§ 10.1-1009 to 10.1-1017.
8. For applications in the Historic Category, additional information and documents specified on pages 8 and 9.
9. For applicants claiming more than 60% match, a preliminary appraisal is required to get points.
10. Make sure the application has page numbers.
11. Include screenshots of your project in all intersecting layers of ConserveVirginia.

II. Additional Recommended Items:

1. Letters of support and resolutions from governmental bodies for the project.
2. Forestry plan or agriculture plan, if applicable.
3. Shapefile delineating the boundary of your project with your application (including match property, if applicable).

III. Eligible Expenses for the Grant Program:

1. The appraised value of the property or interest acquired.
2. Actual expenditures (written expense documentation is required) for:
 - Appraisal
 - Title search, binder, title insurance
 - Boundary survey
 - Phase I Environmental Site Assessment (fee acquisitions only)
 - Legal Fees; Recording Costs
 - Property Line Demarcation

IV. Documents and Due Diligence Items Required Prior to Closing:

1. A full appraisal report that meets USPAP Standards, or UASFLA Standards, performed within six months of closing.
2. Title insurance policy within 90 days prior to closing:
 - a. must confirm that the seller or donor owns marketable fee simple title
 - b. encumbrances of record must not impair conservation purposes
 - c. encumbrances of record must be acceptable to VLCF
3. Boundary survey by a Virginia Licensed Surveyor that meets Va. Administrative Code 18 VAC 10-20-370 Minimum Standards and Procedures for Land Boundary Survey Practice.
4. Phase I Environmental Site Assessment (fee acquisition only); prepared no more than six months prior to closing
 - a. report and findings must be acceptable to VLCF
 - b. issues revealed may require remedial action
- ~~5. Draft deeds for VLCF review and insertion of required VLCF language.~~
- ~~5. The final version of the required deeds for final VLCF approval before closing.~~
6. A copy of the settlement statement for the transaction

NOTE: VLCF funds will not be distributed until all due diligence documents have been provided, reviewed, and approved by staff and all required deeds have been recorded.

Appendix B – VLCF Category Scoring Sheets

Applicant: _____

Agricultural (Farmlands) Preservation Category

Criterion	Score
Category I: Land Evaluation (40 points) A. Soil Productivity (25 points) Calculate the percentage of project land in each soils class. Points are awarded based on the combined percentages of these three categories x 25 (e.g., 30% prime, 20% unique and 10% important = 0.60 x 25, which equals 15 points.) More information on these soil classes can be found in § 3.2-205 of the Code of Virginia. 1. Value the soils classified as "Prime farmland" 2. Value the soils classified "Unique farmland" 3. Value the soils classified as "Important farmland" B. Parcel Size (15 points) Using data from the most recent Census of Agriculture, score the size of the farm as it compares to the average sized farm in the locality. • Larger by 25% or more = 15 points • Larger by 0% - 24% = 10 points • Smaller by 1% - 24% = 7 points • Smaller by 25% or more = 5 points	
Category II: Land Use (40 points) A. Current use and status of the land (8 points) 1) Is the land currently being farmed? 4 points, if yes. 2) Is this a Century Farm? 4 points, if yes. B. Proximity to conserved lands (10 points) To what degree is the land adjacent to or in close proximity to other preserved lands, either in agriculture production or non-active in farming? • Parcel adjoins other preserved lands = 10 points • Parcel is within one-quarter mile but not adjoining other preserved lands = 7 points • Parcel is within one-half mile but further than one-quarter mile of other preserved lands = 5 points C. Development vulnerability (8 points) What is the vulnerability rank for this parcel as determined by the ConservationVision Development Vulnerability model (http://www.dcr.virginia.gov/natural-heritage/vaconvisvulnerable) • Each ranking from Class II to Class V is awarded 2 points (e.g., a property in Class IV = 6 points) D. Best Management Practices (BMPs) (10 points) Is a farm management plan that specifies BMPs or voluntary BMPs (e.g., stream fencing, buffers, conservation tillage, cover crops, animal waste management, etc.) being utilized as part of the normal operation of this farm? Does the property have either/both a conservation plan or a Nutrient Management Plan for all nutrient applications made to cropland, hayland, and/or pastureland? • Applicant has implemented applicable BMPs to protect water quality, either voluntarily or through a state or federal conservation program = 4 points • Applicant has a conservation plan developed by local conservation staff (Soil & Water Conservation District or Natural Resources Conservation Service) = 3 points • Applicant has a Nutrient Management Plan prepared by a DCR certified nutrient management planner = 3 points	

E. Local farmland policy (4 points) Is the project supported by local farmland protection policies? • One point each for: comprehensive plan; agricultural zoning; agricultural and forestal districts; and use value taxation.	
F. Category III: ConserveVirginia (20 points) Is the project included in ConserveVirginia? (https://vanhde.org/content/map) • Multiply the percent of the property included within the Agriculture and Forestry Category layer by 20 to calculate points. (e.g. 60% of the property is in the Ag and Forestry category; $.60 \times 20 = 12$ points)	

Total Maximum Score 100 points _____

Applicant: _____

Forestland Preservation Category

Criterion	Score
1) Property Acreage (10 points) Is the size of the tract adequate to protect and allow for management of forestal resources? Larger blocks of land under single ownership remain more manageable and functional over time. To calculate points for projects up to 999 acres, divide acreage by 1,000, then multiply by 8. For parcels larger than 999 acres, see points below. Score: 0-999 acres = Property Acreage / 1000 * 8 points 1000-4,999 = 8 points 5000-9999 = 9 points ≥10,000 acres = 10 points	
2) Acres of Forest (20 points) How many acres of the property are currently forested or devoted to forestal use? To be considered forested or devoted to forestal use, acreage must meet the State Land Evaluation and Advisory Council (SLEAC) technical standards for classification of real estate devoted to forestal use. See the grant manual for more detail on which land can qualify as “devoted to forestal use.” For up to 999 acre projects, divide the acreage by 1,000, then multiply by 18 to calculate points. For parcels larger than 999 acres, see points below. Score: 0-999 acres = Forested Acreage / 1000 * 18 points 1,000-4,999 = 18 points 5,000-9,999 = 19 points ≥10,000 acres = 20 points	
3) Acres of high forest conservation value (FCV 4 and 5) (15 points) Score is based upon VDOF’s analysis and Forest Conservation Values map that ranks relative conservation value of forestland based on water quality, site productivity, terrestrial and aquatic habitat, intactness, and threat to conversion attributes. Find the map here: https://vanhde.org/content/map. To calculate points for projects up to 999 acres, divide High FCV acreage by 1,000, then multiply by 13. For larger parcels, see below. Score: 0-999 acres = High FCV acreage / 1000 * 13 points 1,000-4,999 = 13 points 5,000-9999 = 14 points ≥10,000 acres = 15 points	
4) Water Quality (15 points) Streamside forests provide considerable water quality, filtration, nutrient retention, and flood attenuation to downstream users. Scored based on the total linear feet of intermittent or perennial streams or rivers (as identified on the USGS 7.5” quad) or wetland or impoundment shoreline that is on or bordering the property. To calculate points, divide total length of streams or shorelines (measured in feet) by 1,000. Score: 0 -15,000 feet = feet / 1,000 points ≥15,000 feet = 15 points	
5) Adjacency to Conserved Lands (5 points) Is the property is located adjacent to, or within five miles of, already conserved lands held in perpetuity? To calculate points, subtract the distance from already conserved land in miles from 5. Greater than 5 miles receives 0 points. Score: Within 5 miles = 5 – (miles away from conserved lands)	

6) Management of Multiple Resources (5 points) Does the landowner manage the property according to a forest stewardship management plan (or equivalent) prepared by a professional forester and follow plan recommendations to achieve the forest management goals? Score: Owner has an existing management plan, and with demonstrated plan implementation = 5 points Owner has management plan but no demonstrated plan implementation = 3 points	
7) Preservation of Forested Acreage (10 points) Landowner is willing to preserve a proportion of the property in a forested condition in perpetuity. Land that is not currently forested but that the landowner will afforest and maintain as forest in perpetuity counts. To calculate points, multiply percent forested by 10. Score: Percent of property that the landowner is willing to retain as forest * 10	
8) ConserveVirginia (20 points) Is the property included in ConserveVirginia? (https://vanhde.org/content/map) Score: To calculate points, multiply the percent of the property included within the Agriculture and Forestry Category by 20. (e.g. 60% of the property is in the Ag and Forestry category; $0.60 \times 20 = 12$ points)	

Total Maximum Score 100 points _____

Applicant: _____

Historic Area Preservation Category

Criterion	Score	Notes
1) Historic Significance Maximum score: 30 points 1. <u>Historic Resource/Property is:</u> - Individually listed on VLR or is a contributing resource in a listed historic district = 25, or - Determined by DHR to be eligible for listing on VLR = 20, or - Civil War, Revolutionary War, or War of 1812 site or battlefield designated as Priority I, II, III, or IV in the Battlefield Reports (see p. 7-8 of Grant manual) = 25 -AND- 2. <u>Integrity:</u> - Resources that retain a high degree of historic integrity = 5		
2) Underrepresented Communities & Resources Maximum score: 10 points - Property contains documented resources representing Virginia's culturally diverse history, such as places or sites associated with people of color (circa 1619-Civil War), the Reconstruction Era (1861-1898), the Civil Rights Movement, LGBTQ, African-American, Asian-American, Latino, Hispanic, Native American and women's history = 5 AND/OR - Property or area has special community significance related to its history, as explained in application, regardless of formal documentation = 5		
3) Threat Maximum score: 10 points - Currently on the market for sale, in an estate being settled, threatened by development, or in imminent danger of demolition = 10 - Recently on the market for sale or sold within the prior calendar year, resource is vacant/unoccupied, or resource is significantly deteriorated and in need of immediate preservation = 5 - No documentation of threat = 0		
4) Use & Treatment of Historic Resources & Property Max. score: 10 points - Plans for future use(s) (e.g. interpretation as a historic site, subdivision, timber harvest) of the property are appropriate and consistent with historic resource stewardship and protection = 5, and - Plans for treatment, alteration, and maintenance of historic resources on the property are appropriate and consistent with historic resource stewardship and protection = 5 - No documentation of plans for uses of property or treatment of historic resources = 0		
5) Historic Resource Protection Maximum score: 10 points - Proposed easement terms and restrictions provide comprehensive protection for historic resources and are specifically consistent with VBHR easement template = 10 - Proposed easement terms and protections for historic resources are acceptable, and generally consistent with VBHR easement template = 5 - No list of easement terms provided = 0		
6) Adjacency to Conserved Land Maximum score: 5 points - Adjacent to existing conserved land = 5 - In viewshed of, or in close physical proximity to significant historic resources, and/or existing conserved land = 3 - Not in viewshed of, or in close physical proximity to significant historic resources or conserved land, but represents a unique cultural resource within the geographical area = 1		

7) Further Public Interests Maximum Score: 5 points • Project includes specific plans for programs that promote research, education, community outreach, or heritage tourism = 5 • Project includes general plans for programs to be developed that would promote research, education, community outreach, or heritage tourism = 3 • Project contains no plans that would further public interests = 0		
8) ConserveVirginia Maximum score: 20 points Is the property included in ConserveVirginia? (https://vanhde.org/content/map) To calculate points, multiply the percent of the property included within the Cultural and Historic Preservation Category by 20. (e.g. 60% of the property is in the Cultural and Historic Preservation category; $0.60 \times 20 = 12$ points)		

Total Maximum Score 100 points _____

Applicant: _____

Natural Area Preservation Category

Criterion	Score
I. Biodiversity Significance (35 points) 1. <u>Will the proposed project protect one or more of Virginia's highest quality examples of a natural heritage resource?</u> (parcel overlaid on conservation sites layer) Maximum score: 20 points - Located within Essential Conservation Site = 20 points; - Located within conservation site = 10 points; 2. <u>Parcel Significance:</u> What is the number of natural heritage elements present on the subject parcel, or associated with it? Maximum score: 10 points 1 point per viable, extant EO; 2 points per essential EO; 0.5 point per viable, extant EO outside parcel but within conservation site that also overlaps the proposed parcel for protection 3. <u>Does the project have global significance?</u> (biodiversity rank of conservation site) Proportion of parcel area (acres) within conservation sites, weighted by B-rank Maximum score: 5 points - B1 = 5 points x proportion within conservation site; - B2 = 4 x proportion within conservation site; - B3 = 3 x proportion within conservation site; - B4 = 2 x proportion within conservation site; - B5 = 1 x proportion within conservation site	
II. Ecological Integrity (20 points) 1. <u>Regional Landscape Integrity:</u> What percentage of parcel area (acres) is within one or more ecological cores, weighted by Ecological Integrity rank (i.e.C-rank)? Maximum score: 10 points (points may add up to more, but 10 points is the max) Parcel is located in a Core ranked: - C1=10 points x proportion within ecological core; - C2=8 x proportion within ecological core; - C3=6 x proportion within ecological core; - C4=3 x proportion within ecological core; - C5=1 x proportion within ecological core; AND Is any portion of the parcel within the Natural Land Network? - Parcel intersects with the Natural Land Network (1 point) 2. <u>Local/Parcel Integrity:</u> How much of the parcel is in natural vegetation? Maximum score: 5 points - Parcel supports natural community/natural vegetation: 75% or more of parcel area = 5 points, 50-74% = 4 points, 25-49% = 3 points, 1-25% = 2 points 3. <u>Connectivity with Conserved Lands:</u> Is the parcel adjacent to other conserved lands with Biodiversity Management Intent (BMI)? Maximum score: 5 points - Adjoins BMI 1 = 5 points; - Adjoins BMI 2 = 4 points; - Adjoins BMI 3 = 3 points; - Adjoins BMI 4 or 5 = 2 points; - Land not adjacent to conserved land = 0 points	

III. Management Needs, Likelihood of Success, and Threat (25 points) 1. <u>Management Needs</u>: What is the intensity of current and future management actions needed to successfully maintain/restore natural heritage resources? Maximum score: 10 points Parcel conditions require: • minimal natural heritage resources management = 10 points; • moderate management = 6 points; • intensive management/restoration = 3 points 2. <u>Management Capacity</u>: Does the applicant have proven experience and capacity in terms of staff resources and expertise to address management needs? Maximum score: 8 points Application provides: • a thorough description of both experience and staff capacity = 8 points; • a cursory description = 4 points; • not mentioned = 0 points 3. <u>Site visit & Owner contact</u>: NHP Staff have had timely opportunity to visit tract and discuss with landowner- necessary conservation measures and implications of natural area preserve dedication. Maximum score: 5 points • Site visit & discussion = 5 points; • Site visit only = 3 points; • Discussion only = 2 points 4. <u>Threat</u>: Is there high development threat for the project area? Maximum score: 2 points • Tract threat is ranked Class IV or Class V in the ConservationVision Development Vulnerability Model = 2 points; ranked Class III = 1 point; otherwise = 0 points. Or Tract is on the market or in estate for settlement = 2 points.	
IV. ConserveVirginia (20 points) Is the property included in ConserveVirginia? (https://vanhde.org/content/map) • To calculate points, multiply the percent of the property included within the Natural Habitat & Ecosystem Diversity Category by 20. (e.g. 60% of the property is in the category; 0.60 x 20 = 12 points)	

Total Maximum Score 100 points _____

Applicant: _____

Open Spaces & Parks Category

Criterion	Score
1) Public Access to State Waters (10 points) Does the project acquire land or an easement that provides increased public access to state waters offering recreational potential? - Public access to state waters that provides boating, fishing, <u>and</u> beach/bank swimming opportunities = 10 - Public access that provides <u>two</u> of those recreational opportunities = 8 - Public access that provides <u>one</u> of those recreational opportunities = 5 - Public access that provides opportunities to view water resources while recreating = 2	
2) Project Location (10 points) Does the project conserve and create a new outdoor recreational opportunity? Or is it located adjacent to an existing park, protected conservation area, or other recreational resources that expands and protects public conservation or recreational interests? - Conserves new stand-alone facility that is critically needed to provide or support recreational activities = 10 - Conserves an in-holding or addition that is critical to the recreational use of an existing site = 5	
3) Scenic Resources Protection (10 points) Does the project protect scenic viewsheds or land important to the protection of any federally designated Wild and Scenic River or American Heritage River in or adjacent to Virginia, Virginia's Scenic Rivers, designated Scenic Roads, and Virginia Byways, statewide connecting trails, or identified greenways or blueways? - Conserves land adjacent to, or in direct viewshed of one of the listed resources = 10 - Conserves land adjacent to, or in direct viewshed of, a potential resource or a proposed statewide connecting trail identified in VOP = 7 - Conserves land adjacent to, or in direct viewshed of, a recreational trail = 5	
4) Alignment with Local or Regional Plans (15 points) Does the project support local or regional plans for parks, open space, and recreational facilities, or contribute to the protection of a documented conservation corridor? Include the name and page # of plan cited. - If the project/acquisition is specifically mentioned by location AND purpose/features in a local or regional plan = 15 - If project purpose is mentioned in a local or regional plan or other documents or fulfills a specific need in a local or regional plan = 10 - If area of project has a general reference in local or regional plan or project meets a general goal identified in a plan = 5	
5) Virginia Outdoors Plan Need (10 points) Does the project addresses a need identified in the <i>Virginia Outdoors Plan</i>? Applicant must specify VOP page #. Add all that apply: - Project provides public access to natural areas = 3 - Project provides public access to a developed park = 2 - Project provides trails for hiking or walking OR access to water trails = 2 - Project provides public access to historic areas = 1 - Project provides bicycle or equestrian trails = 1 - Project provides other need identified in VOP = 1	
6) Public Utilization (10 points) Availability of land for public use, <u>including may include</u>, but <u>are</u> not limited to, hunting, fishing, hiking, or wildlife watching. Open for public utilization between 241 and 365 days per year = 10	

• Open between 181 and 240 days per year = 5 • Between 121 and 180 days per year = 3 • Between 61 and 120 days per year = 2 • Between 1 and 60 days per year = 1	
7) Benefit Underserved Community (15 points) Does the project provide a recreational resource to an underserved population? Use the VIMS Social Vulnerability Index (http://cmap2.vims.edu/socialvulnerability/socio vul SS.html) to determine if the project benefits an underserved community: • Very High Social Vulnerability = 15 • High Social Vulnerability = 10 • Moderate Social Vulnerability = 5 • Low or Very Low Social Vulnerability = 0 <i>Applicant must provide a reference source if not using the VIMS Social Vulnerability Index.</i>	
8) Recreation Need (10 points) I. Land-based Recreation Need (Maximum score: 7) Will the property provide land-based recreation and is it located in an area of land-based recreation need as identified by either the DCR Nature-based Recreation Access Model (2021) (https://vanhde.org/content/map) or the Trust for Public Land's ParkServe Model? (https://www.tpl.org/parkserve) (score will be higher of the two if data is available on both models) A. <i>DCR Nature-based Recreation Access Model Land-based Recreation Need:</i> • Very High: 7 • High: 5 • Moderate: 3 • Low: 1 • Very low need: 0, but other supporting evidence provided to show need: up to 3 points B. <i>ParkServe Park Need:</i> • Very High: 7 • High: 5 • Moderate: 3 • No need identified in the model, but other supporting documentation provided, such as evidence of no other parks within ½ mile walk: up to 3 points II. Water-based Recreation Need (Maximum Score: 3) Will the property provide water-based recreation and is it located in an area of water-based recreation need as identified by the DCR Nature-based Recreation Access Model (2021)? • Very High: 3 • High: 2 • Moderate: 1 • Low or very low need but other supporting evidence provided, such as new type of water recreation for area or documented overcrowding at existing nearby sites: 1	
9) ConserveVirginia (10 points) Is the property included in any category of ConserveVirginia and providing daily outdoor recreation access? (https://vanhde.org/content/map) • To calculate points, multiply the percent of the property included within any category of ConserveVirginia and providing daily access by 10. (e.g. 60% of the property is in the category; 0.60 x 10 = 6 points)	

Total Maximum Score 100 points _____

Additional Scoring Criteria

1. Virginia Outdoors Plan (VOP) Identified Need

Degree to which a project satisfies resource conservation needs as identified in the *Virginia Outdoors Plan (VOP)* or in a local comprehensive plan.

Maximum 3 points

- Meets a resource conservation need identified in the VOP **and** in a local comprehensive plan = 3 points
- Meets a resource conservation need identified in the VOP **or** in a local comprehensive plan = 2 points
- Not identified in VOP or in a local comprehensive plan = 0 points

2. Virginia Nature Based Recreation Access Model Identified Need

If the project includes public access AND there is at least a moderate need for recreation access identified in the Nature Based Recreation Access Model, based on the terrestrial or aquatic layers, then up to 3 points may be awarded.

Maximum 3 points

- Demonstrated moderate, high, or very high need for terrestrial **and** aquatic recreational access = 3 points
- Demonstrated moderate, high, or very high need for terrestrial **or** aquatic recreational access = 2 points
- No demonstrated moderate, high, or very high need for terrestrial or aquatic recreational access = 0 points

3. Water Quality Benefit

Extent to which the project will protect water quality beyond the required 35'-wide vegetated buffers on perennial streams, rivers, shorelines, and waterbodies with perennial outflow.

Maximum 11 points

- 4 points if the buffer is forested (at least 50% forest canopy) and protected as such in perpetuity, PLUS
- Up to 1000' of water frontage that is buffered by a 50'-wide buffer = 2 points
- 1 point for every 1000' of water frontage that is buffered by a 50'-wide buffer, up to 3 points, OR
- Up to 1000' of water frontage that is buffered by a 100'-wide buffer = 3 points
- 1 point for every 1000' of water frontage that is buffered by a 100'-wide buffer, up to 4 points

4. Protection of Cultural Resources

Is there a local cultural resource on the property that will be protected by this project? Examples include remnants of prior settlements or burial sites of enslaved or indigenous people, former segregated schoolhouses, sites of early racial integration, historic roadbed or railbed systems, etc.

Maximum 10 points.

- Provide photographs and other documents to authenticate the resource = 8 points
- Provide educational opportunities for the public, signage, trails, etc. = 2 points

5. Additional ConserveVirginia Values

Does the application include information to support additional ConserveVirginia values? If the project includes conservation values other than the primary application category, then two points may be awarded for each additional identified category if the applicant demonstrates that the property is located within another ConserveVirginia category and the project also protects those respective resources in perpetuity.

Maximum 12 points

ConserveVirginia Categories:

- | | |
|--|--|
| • Agriculture & Forestry = 2 points | • Natural Habitat & Ecosystem Diversity = 2 points |
| • Cultural & Historic Preservation = 2 points | • Protected Landscapes Resilience = 2 points |
| • Floodplains & Flooding Resilience = 2 points | • Scenic Preservation = 2 points |
| | • Water Quality Improvement = 2 points |

6. Fish and Wildlife Values

Degree to which the application includes information to demonstrate that the project benefits wildlife, habitat, and human/wildlife interaction.

Maximum 10 points

- Identify wildlife presence = 1 point; if Department of Wildlife Resources (DWR) Species of Greatest Conservation Need or State or Federally listed threatened or endangered species is present = additional 3 points
- Protect wildlife habitat = 1 point; if DWR Species of Greatest Conservation Need or State or Federally listed threatened or endangered species habitat is protected = additional 4 points
- Provide public access for viewing or hunting wildlife, or for fishing = 1 point

7. Public Access

Degree to which the project provides public or visual access.

Maximum 10 points

- Full Public Access (365 days/year) = 10 points
- Restricted Public Access (180 to 364 days/year) = 5 points
- Limited Public Access (1 to 179 days per year) = 3 points
- Visual Access only = 2 points

8. Underserved Communities

Degree to which the community where the project is located is underserved/socially vulnerable.

Maximum 10 points

- Very high social vulnerability = 10
- High social vulnerability = 8
- Moderate Social Vulnerability = 5
- Low or Very Low Social Vulnerability = 0

9. Ratio of Match to Total Project Cost

If providing 60 percent or more match, to get points provide an appraisal or pre-appraisal with your application.

Maximum 3 points

- Eighty percent or more of total project cost is provided as match = 3 points
- Sixty to 79 percent of total project cost is provided as match = 2 points

Total Maximum Score for Additional Scoring Criteria: 72 points

Appendix C – Example Match Letter

[Date]

Virginia Land Conservation Foundation
C/o ~~Mr. Clyde E. Cristman~~ Matthew Wells, Executive Secretary
Virginia Department of Conservation and Recreation
600 East Main Street, 24th Floor
Richmond, VA 23219

Re: VLCF grant application from *[organization]* for *[project]*

Dear Mr. ~~Cristman~~ Wells:

In the grant application submitted by our organization for the Virginia Land Conservation Foundation's FY22 grant round, our project budget included a total match amount of \$ _____. __, of which \$ _____. __ is to be obtained through grant funding that is not yet committed by any granting agency. We understand that VLCF will not grant funds for a project whose match is uncertain, and we agree that, if this project is funded through VLCF, we will commit our organization's resources to complete the project within the two-year time frame required by the VLCF program.

Sincerely,

[Organization representative]
[Job Title]

Appendix D – Required Property Protections and Vegetated Riparian Buffer Information

To safeguard water quality and the conservation value of land conservation projects, the following protections are to be included in all VLCF projects, whether fee simple or easement acquisitions:

1. Limitations on placement of utilities: Utilities that serve permitted structures on the subject property are allowed. Utilities that do not serve permitted structures on the subject property require the grantee's review and prior written determination that the construction and maintenance of such utilities will not impair the conservation value of the property.
2. Agricultural Conservation Plan: If the property contains five acres of land or more in agricultural production, then a written agricultural conservation plan shall be developed or in place that stipulates the use of best management practices for water quality protection (such as proper nutrient management, utilization of cover crops, and stabilization of highly erodible lands). This plan shall be developed in consultation with the local Soil and Water Conservation District or the Natural Resources Conservation Service and shall be implemented and periodically updated by the landowner as long as at least five acres of the property remains in agricultural production.
3. Forest Management Plans: If the property contains 20 acres or more of forest lands, then a current written forest management plan or Virginia Forest Stewardship Plan, and a Pre-Harvest Plan shall be in place prior to the commencement of timber harvesting or other significant forest management activities. Such a plan shall be developed by, or in consultation with, the Virginia Department of Forestry, or be consistent with Virginia's Forestry Best Management Practices for Water Quality Guide.
4. Vegetated Riparian Buffers: An area of land where natural vegetation shall be maintained at least 35-feet to 100-feet or more in width along a river, shoreline, perennial stream as depicted on the USGS National Hydrography Dataset (<https://viewer.nationalmap.gov/advanced-viewer/>), or body of water that has perennial outflow. Additional requirements for vegetated riparian buffers are:
 - Livestock shall be excluded from the buffers and associated watercourses and bodies of water.
 - Mowing shall be limited to three times per calendar year.
 - Earth-disturbing activities, plowing, and dumping are prohibited (however, tree planting; streambank restoration; forest management in accordance with Virginia's Forestry Best Management Practices for Water Quality Guide; archaeological investigations; and restoration, reconstruction, and maintenance of documented historic landscapes on historic properties are permissible).

The following structures, activities, and landscapes are allowed within the required vegetated riparian buffers on VLCF funded projects:

- a. Buildings, structures, roads or other impervious surfaces existing in the buffer prior to the grant award are permissible but cannot be enlarged within the buffer.
- b. A limited number and size of water dependent structures such as docks or boat launches.

- c. A limited number of stream crossings for livestock, pedestrians, or vehicles. Livestock crossings must be addressed in a written conservation plan that specifies the use of riparian buffers for water quality protection.
- d. Access points to reach the water and structures permitted in the buffer.
- e. Lawns (up to 50 feet of frontage) associated with a primary residence, if the site is not subject to severe erosion and the diminished buffer is offset by nearby buffers that are wider than 35-feet.
- f. Forest management including timber harvesting in accordance with a [pre-harvest plan](#) ~~forest stewardship management plan~~ and [compliance with](#) Virginia's Forestry Best Management Practices for Water Quality Guide.

**Virginia Land Conservation Foundation Grant Program
Office of the Secretary of Natural Resources
GRANT APPLICATION 2022 (FY2023)**

The maximum application length is 50 PAGES that includes:

- 1) The Application Information
- 2) The Application Narrative Write Up
- 3) Required Items (i.e. maps, photos, comprehensive plan pages, letters, and resolutions)

* An optional Appendix may include other additional items (beyond the 50 page max. length)

PLEASE USE THE APPLICATION FORMAT WE HAVE PROVIDED

- For a list of items required in a complete application, see Appendix A of the grant manual.
- Be sure to refer to Appendix B of the grant manual to ensure your application addresses all of the scoring criteria for your chosen category and the Additional Scoring Criteria.

1. Applicant and Project Information

Applicant:

Contact Person:

Title:

Address:

Phone:

Email:

Type of Applicant: ☐ Locality ☐ State agency ☐ Nonprofit ☐ [State or Federally-recognized Tribe](#)

For nonprofit entity, number of years office maintained in Virginia:

Project Name:

(Reminder: do not use landowner's name without their permission as a press release will be issued listing all projects by name)

~~Project location (county/city/town):~~

Total acres to be protected:

Tax Parcel Number(s):

Project location (county/city/town):

Virginia House District #:

Virginia Senate District #:

Congressional District #:

~~Project Name:~~

~~(Reminder: do not use landowner's name without their permission as a press release will be issued listing all projects by name)~~

Street address of the Project (No P.O. Box):

Current fee owner of the property:

Primary VLCF Application Category: (choose one)

- ☐ Farmland Preservation ☐ Forestland Preservation ☐ Historic Area Preservation
☐ Natural Area Preservation ☐ Open Spaces & Parks

Secondary Category: (if applicable, choose one and include a brief explanation of how the project meets the criteria of the secondary category in the Narrative Project Information section below.)

- ☐ Farmland Preservation ☐ Forestland Preservation ☐ Historic Area Preservation
☐ Natural Area Preservation ☐ Open Spaces & Parks

Project Specifics: (click to place an X in the box for **all** statements below that apply)

- ☐ Fee-simple acquisition by the grant applicant
☐ Fee-simple acquisition by entity other than the grant applicant
 Name of entity acquiring land:
☐ Easement to be held by the grant applicant
☐ Easement to be held by an entity other than the grant applicant
 Name of entity holding easement:
☐ Other (describe briefly here)(additional info can be provided later in the application):

Does the property fall within one or more layers of ConserveVirginia? (click all that apply)

- | | |
|--|--|
| ☐ Agriculture | ☐ Natural Habitat and Ecosystem Diversity |
| ☐ Forestry | ☐ Floodplains and Flooding Resilience |
| ☐ Cultural and Historic | ☐ Scenic Preservation |
| ☐ Protected Landscapes Resilience | ☐ Water Quality |

Primary VLCF Application Category: (choose only one)

- ☐ Farmlands ☐ Forest Preservation
☐ Historic Area Preservation
☐ Natural Area Preservation
☐ Open Space & Parks

Secondary Category: (choose only one) (2nd category is not required, but recommended. Please provide a brief explanation of how the project meets the criteria of the secondary category in the Narrative Project Information section below.)

- ☐ Farmlands ☐ Forestland Preservation
☐ Historic Area Preservation
☐ Natural Area Preservation
☐ Open Space & Parks

Grant Request:

Total Grant Request: \$

Total Project Cost: \$

2. Brief Project Description (200 words or less)

Please provide immediately below a brief summary of your proposed land conservation project. Include project name, grant category, locality, acreage, land use, conservation values, partners, etc. This summary will ~~be used to~~ provide an introduction of your project to the interagency task force and the VLCF Board. *(Not to exceed 200 words. The opportunity for a more in-depth description of the project is provided later in ~~the application in~~ the Narrative Project Information section.)*

3. General Project Information

A. Public Access:

- ☐ Public access will be allowed 365 days per year
- ☐ Public access will be allowed 180 to 364 days per year
- ☐ Public access will be allowed 1 to 179 days per year
- ☐ Property provides demonstrated visual access (e.g., adjacency to scenic rivers)
- ☐ No public access

If public access is ~~being~~ provided, describe the Recreation Access Model Identified Need (aquatic and terrestrial layers) as requested in the Additional Scoring Criteria:

B. Has the landowner presented evidence of sufficient legal and physical access to the property adequate for the intended use of the property and for site monitoring?

- ☐ Yes ☐ No

If yes, describe the access:

C. Is the project adjacent to other protected conservation lands, including land under conservation easement or publicly-owned land? ~~(Show this adjacency on the required aerial photo and topo map)~~

- ☐ Yes ☐ No

If yes, ~~show on the required aerial photo and topo map and~~ identify the ownership or use of the adjacent land? (e.g. private property under easement, national forest, state or local park)

D. State below the length of all shorelines, rivers, perennial streams, and water bodies with perennial outflow that are present on or border the project. Indicate the planned width of the required vegetated riparian buffer on these water features. This buffer width will be required in the recorded legal instrument for the project.

Shoreline linear footage:

Perennial stream linear footage:

Wetlands:

Other:

Planned riparian buffer width (i.e. 35', 50', 100'):

Will the riparian buffer be forested? ☐ Yes ☐ No

E. Does the project meet a specific recreational or resource conservation need identified in the 2018 Virginia Outdoors Plan?

- ☐ Yes ☐ No

Recreational need?

☐ Yes ☐ No

If yes, provide the *VOP* page number:

Resource conservation need?

☐ Yes ☐ No

If yes, provide the *VOP* page number:

F. Does the project align with or contribute to a local or regional plan for parks, open space, and recreational facilities, or contribute to the protection of a documented conservation corridor?

☐ Yes ☐ No

If yes, give the name of the plan:

Please include in the Required Letters and Documents section below, the relevant pages from the plan - *only the relevant pages, **not the entire plan.***

G. Does the project meet a specific goal in the local comprehensive plan?

☐ Yes ☐ No

If yes, include in the Required Letters and Documents section below, the relevant pages from the plan only - **not the entire comprehensive plan.**

H. Does the project offer protection of a Local Cultural Resource? See page 28 of the grant manual for examples.

☐ Yes ☐ No

If yes, ~~give provide~~ the name of the site, ~~here and provide~~ pictures, ~~in the Project Photos section below.~~ ~~(Also, describe and describe fully~~ the site and the resources to be protected in the Narrative Project Information section below.)

I. Does the project intersect any ConserveVirginia layers in addition to the Primary VLCF Application Category for your project?

Yes ☐ No ☐

If yes, is the landowner agreeable to permanently protect the associated resources by including language ~~being inserted~~ in the deed ~~for the project that will protect the associated resources in order to be awarded additional points~~ for each confirmed intersecting layer?

Yes ☐ No ☐

4. Specific Category Questions for Farmlands, Forestlands, or Historic Area Preservation ONLY (Others skip to Number 5)

Information for Farmlands category Preservation projects only:

FA1. Does the property have, or has the owner begun the process of obtaining, a farm-management plan that specifies Best Management Practices (BMP) that will be implemented in the normal operation of this farm?

☐ Yes ☐ No

If yes, please list the type of farm management plans that will be followed (examples: conservation plan, nutrient management plan, resource management plan, etc.):

Attach either a summary of each management plan or a full copy of each management plan.

FA2. Have Best Management Practices (BMPs) been implemented on the farm?

☐ Yes ☐ No

If yes, describe what practices are being utilized on the farm:

FA3. State the percentage of the property that contain the following soils:

Prime farmland:

Unique farmland:

Important farmland:

FA4. Is the property currently being farmed?

☐ Yes ☐ No

FA5. Is the property a designated Century Farm?

☐ Yes ☐ No

If so, what year was it certified?

FA6. Is the farm protected by any local farmland protection policies? (*check all that apply*)

☐ Ag zoning ☐ Ag/Forestal District ☐ Use value taxation

Information for Forestland Preservation ~~category~~ projects only:

FO1. Forested acreage of the property:

FO2. State the percentage of the forested portion of the property the project will preserve in perpetuity. ____%

Note: The fee or easement deed for the property must include language requiring this percentage of the property to remain in forest use in perpetuity. If you will reforest a portion of the property and then maintain it in forest in perpetuity, you can include it in the percentage.

FO3. What is the length of intermittent streams on the property?

FO4. Is there a written forest stewardship management plan (or equivalent) for the property?

☐ Yes ☐ No

If yes, attach a copy of the plan and describe how the recommendations of the plan are being implemented to achieve forest management goals.

Information for Historic Area Preservation ~~category~~ projects only:

H1. Is the property listed on the Virginia Landmarks Register, either individually or as a contributing resource in a listed historic district? ☐ Yes ☐ No

If yes, attach in the appendix the **first page only** of the applicable nomination form.

H2. Has the property been found eligible for listing by DHR on the Virginia Landmarks Register? ☐ Yes ☐ No

If yes, attach in the appendix a copy of the Preliminary Information Form.

H3. Is the property a Virginia battlefield identified with a priority rating in one of the following reports issued by the National Park Service's American Battlefield Protection Program: "Report on the Nation's Civil War Battlefields" (1993, as amended), or "Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States," (2007, as amended)? ☐ Yes ☐ No

If yes, attach in the appendix a map showing the battlefield boundaries.

5. Project Budget Information

Expected Appraised Value of the fee or easement: \$

Expected Due Diligence Costs (itemize below):

Legal Fees:

Survey Cost:

Appraisal Cost:

Title Search and Title Insurance:

Recordation Costs:

Environmental Site Assessment Cost:

Other Costs (explain):

TOTAL Expected Due Diligence Costs: \$

TOTAL PROJECT COST (Appraised Value + Due Diligence Costs): \$

6. Description of Match

Has any match for the project already been determined (other grants, landowner donation, governmental resolution, etc)? Yes ☐ No ☐

Describe immediately below other sources of match that have been committed to the project, such as the expected value of any fee or easement donation by the landowner:

Please note that applicant must have grant match in hand or provide a letter of matching-funds commitment in the form letter provided in Appendix C of the grant manual.

7. Maps and ConserveVirginia

A. Insert immediately below an aerial map to show the geographic location of the project. The map should show the shape of the planned project in relation to adjacent/nearby conserved lands.

B. Insert immediately below a topographic map for the project. The map should show the shape of the planned project in relation to adjacent/nearby conserved lands. (DO NOT insert the entire topographic

quad map available from the US Geological Survey. Instead, show your project area on the USA Topo Maps basemap found in the Natural Heritage Data Explorer located at <https://vanhde.org/>

B.

C. Insert immediately below screenshots of ConserveVirginia layers that intersect your project.

8. Project Photos

Insert immediately below at least three photographs that highlight the conservation values being conserved by the project.

9. Required Letters/Documents

Insert each document under its heading below.

- A. Landowner Letter or notice of intent to sell
- B. Public Body Letter (for nonprofit applicants only)
- C. Required Match Letter (if required match is not confirmed)
- D. Letters and resolutions that confirm match amounts
- E. Relevant pages from local comprehensive plan and regional plans

10. Narrative Project Information

Provide more details of the project and fully describe how elements of the project meet the VLCF grant criteria for the chosen category and the Additional Scoring Criteria found in Appendix B of the grant manual. Keep in mind the 50-page maximum for the application. ~~This will assist the review panel in understanding the scope of the project and in scoring the application.~~

- ~~■ Describe the objectives and need for grant assistance.~~
- Provide a detailed description of how the project meets specific criteria of the chosen grant category (and secondary category, if applicable) under which the application is made.
- ~~■ If applicable, state how the project provides significant benefits for your chosen secondary category.~~
- ~~■ Include an assessment of property market value to substantiate the project cost and grant request. Although final appraisals are not required at the time of application, submission of a preliminary appraisal is helpful.~~
- ~~■ Identify the expected results and benefits the proposal will have.~~
- ~~■ Describe how the project is consistent with or complements local and regional plans.~~
- Discuss any cultural resources found on the property that will be protected by the project, providing photographs or other documentation that authenticate the resources, and explain any planned education opportunities that will be made available for the public.
- ~~■ HISTORIC APPLICATIONS — Applications submitted under the Historic Area Preservation Category must include the following three items: 1) description of future use(s) of the property; 2) description of the proposed treatment of the historic resources on the property; and 3) list of~~

~~summary of proposed restrictions to be included in the easement based on DHR's easement template.~~

- ~~▪ Describe the extent to which the project will protect water quality beyond the required 35' wide vegetated buffers on perennial streams, rivers, shorelines, and waterbodies with perennial outflow. Include information about percentage of the forest canopy, degree of protection, and feet of water frontage buffered, with an indication of buffer width.~~
- Describe how the project will protect resources in perpetuity for any identified ConserveVirginia categories other than the primary application category.
- Provide information about how the project will benefit specific wildlife and their habitats, particularly Species of Greatest Conservation Need identified in Virginia's Wildlife Action Plan or State or Federally listed threatened or endangered species. Indicate if public access will be available for viewing or hunting wildlife, or for fishing.
- Describe the degree to which the community where the project is located is underserved or socially vulnerable.
- For easement projects (or fee-acquisition projects with an associated required easement), provide a [list term sheet](#) or summary of the restrictions that will be included in the easement, ~~including riparian buffer requirements, historic resources protections (See Page 8 of Grant Manual for historic resource protection requirements), preservation of forest acreage, limitations on allowed development, etc.~~
- ~~▪ Discuss the landowner's short term and long term management plans for the site.~~
- HISTORIC APPLICATIONS - Applications submitted under the Historic Area Preservation Category must include the following three items: 1) description of future use(s) of the property; 2) description of the proposed treatment of the historic resources on the property; and 3) list or summary of proposed restrictions to be included in the easement based on DHR's easement template.

Make sure you have fully described how elements of your proposed project meet each of the grant criteria for the chosen category and the Additional Scoring Criteria found in Appendix B of the grant manual.

- ~~▪ State the length of time that will be required to complete the project once the grant is approved.~~
- ~~▪ Identify any factors that might accelerate or delay the project.~~

11. Appendix Items

Optional items for the Appendix (NOT included in the 50-page maximum):

- Farm management plan
- Forest management plan
- Appraisal or pre-appraisal
- Letters of support for the project, and
- Other documents to support the application