

Appendix A

Inquiry Form

The LMF Inquiry Form is used by LMF and Designated State Agency (DSA) staff to evaluate project eligibility and appropriate DSA sponsorship. Before preparing your Inquiry Form, please review the Board Policies and Guidelines and Threshold Criteria published in the LMF workbook. You can read more about the **DSA** land conservation priorities in [Appendix B](#).

The proposal process begins with the submission of your Inquiry Form and the required attachments to LMF. LMF and DSA staff will jointly review inquiries to determine whether the project meets program eligibility requirements and to identify the appropriate sponsoring agency based on the purposes of the project, the resources to be protected and DSA staff capacity. Applicants should not contact DSA staff before submitting the Inquiry Form to LMF.

Inquiries will be accepted on a continuous basis from **December 7, 2022 to January 13, 2023** for Round A, and until **May 19, 2023** for Round B. Water Access Inquiries may be submitted at any time. Applicants are encouraged to submit this Inquiry Form as early as possible to give themselves ample time to prepare a full proposal. Inquiry Forms should be submitted to LMF via email or hard copy at the address below.

LMF

LMFSubmissions.DACF@maine.gov
Land for Maine's Future
22 SHS / 19 Elkins Lane / Elkins Bldg.
Augusta, ME 04333-0022

Applicants will be notified whether their project has been determined to be consistent with LMF requirements and selected for sponsorship by no later than two weeks after the inquiry form submission deadlines.

In the event that your project is not selected to submit a full proposal, you will receive feedback from the committee outlining the justification for their decision.

POTENTIAL PROJECT INFORMATION:

Lead Applicant: _____ Project Name: _____

Inquiry Contact Person: (please list full name and mailing address)

Name: _____

Mailing Address: _____ Town & State: _____

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

Property Location: Municipality _____ County: _____

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

Type of Project: Acquisition in Fee Conservation Easement Combination of both

Potential Partners (list any other entities that will play an active role in completing due diligence and/or owning or managing the property after acquisition)

Designated State Agency (If you believe your project is a good fit for a particular DSA or if you have a preferred agency you would like to work with, you may indicate it here. Final sponsorship decisions will be made by the DSA.):

Land Assets: (Please check all of the land categories that apply.)

- Recreation Land
- Water Access Land - Inland Coastal
- Areas of Scenic Interest and Prime Physical Features
- Lands Supporting Vital Ecological or Conservation Functions and Values
- Rare, Threatened or Endangered Natural Communities, Plants or Wildlife Habitat
- Open Space
- Ecological Preserve
- River or Trail System
- Island or Undeveloped Coastline
- Significant Mountain

Single Exceptional Value

If you are considering seeking single exceptional value scoring for your project (see the Scoring Criteria in Section 2), describe the exceptional resource on the property and explain what makes it unique or exceptional within the State of Maine. (Note: even if you plan to seek single exceptional value scoring when you submit your proposal, please also indicate all the multiple land assets of the property above so that the review team receives a full impression of your project)

PROJECT DESCRIPTION:

Please provide an in-depth description of the property to be acquired and the overall project design such as: information regarding the suitability for public acquisition, the primary conservation values of the property, any special features on the property to be protected and how that protection will be accomplished, and proximity to existing public lands.

STEWARDSHIP AND MANAGEMENT:

1. Please explain the proposed ownership of the property and identify any other entity sharing management responsibilities.

2. Describe how the public will access the property including any existing or needed parking or proximity to a public boat launch for properties accessed by water.

3. Describe how the property will be used by the public and any planned development of recreational infrastructure and/or how existing recreational infrastructure will be used.

4. Describe the proposed management of any natural resources on the property.

5. Describe any existing buildings and plans to use or remove those buildings.

6. Describe any planned management activities not captured above.

PROJECT READINESS:

1. Please explain your projected timeline to project completion, including an estimated closing date.

2. Indicate whether any parcels have been pre-acquired or will be acquired before LMF funds are awarded. Pre-acquisitions may be allowed but are not encouraged.

3. Provide the status and expected completion dates for key due diligence including an appraisal, title commitment, and boundary survey.

4. If known, describe any encroachments, retained rights, or encumbrances on the property and explain how these will be addressed prior to closing.

BUDGET SUMMARY

Estimated property value: _____

Anticipated LMF funding request: _____

Match Funding – amounts, sources, status:

1. _____
2. _____
3. _____

REQUIRED ATTACHMENTS

- Property map on an aerial photograph showing existing and planned trails, parking areas, and other infrastructure
- Topographic map of the property
- GIS Shapefile (via email)
- Maine Natural Areas Program pre-acquisition review: <https://www.maine.gov/dacf/mnap/assistance/preacquisition.html>. Note that MNAP may take up to several weeks to complete this review; applicants are responsible for contacting MNAP in a timely manner.
- For conservation easement projects, an easement outline/conservation plan that describes a high-level view of the easement objectives and how they will be accomplished and the rights to be retained by the landowner.

Mapping assistance may be available from the Maine Natural Areas Program. Contact information can be found in the [List of Contacts](#).