

Vermont Housing & Conservation Board

**Guidelines for the Award of Associated Costs
for Non-Farm Conservation Projects**

The Board's enabling legislation encourages the use of private or other funding sources in completing eligible projects. It is the policy of the Board to "leverage" other sources of funding to the greatest extent possible so that the public funds available to the Board can be used to conserve the greatest number of eligible projects. While the Local Conservation Program is the only program with a prescribed match requirement, the Board encourages leverage on all types of projects including the donation of in-kind services, cash, bargain sales, land or easements. At the same time, the Board recognizes the need to cover reasonable associated costs for those projects which do not offer the opportunity of additional funding sources. The Board may award grants for the purpose of developing projects and to cover reasonable associated costs based on the following guidelines.

PRE DEVELOPMENT GRANTS

1. Project Feasibility Fund

Staff may grant applicants with up to \$8,000 from the Project Feasibility Fund to assist in the development of projects. General planning projects are not eligible for these funds. (Please see Project Feasibility Fund Policy)

2. Project Related Capacity Grants

The Board may, in unusual circumstances, grant eligible applicants a Project Specific Capacity Grant where funds are needed to support staff and to conduct feasibility work prior to submitting an application to the Board. Prior to awarding funds, an applicants must demonstrate that it has secured site control acceptable to VHCB staff. General planning projects are not eligible for these funds (Please see Capacity Grant Policy).

3. Farm Appraisal Fund

Staff may approve grants in the amount of 50% of the cost of the appraisal of a farm project that has been approved by the Board as a pre-application.

ASSOCIATED COSTS GRANT GUIDELINES

The Board encourages applicants to provide in-kind services to the greatest extent possible and encourages the use of other funded sources to cover associated costs. The amount of other funding sources or the extent to which VHCB funds have leveraged donations of services or interests in land may improve the chances of being funded by the Board. However, the following guidelines illustrate the maximum amount of costs associated with

conservation projects which can be included in VHCB budgets, provided that such costs have not been covered by other VHCB funding programs:

Staff, legal/closing, mapping/documentation costs
 (categories itemized) up to.....\$12,000
 Stewardship endowment up to\$6,000
Total.....**\$18,000**

Appraisals up to\$2,500

The Board may approve additional line items such as surveys or management plans, when the Board finds such work is required to complete a project.

The Board will use these fee levels as a guideline and reserves the right to evaluate all project requests on a case-by-case basis. Because of the limitations of bond proceeds, in projects where there is more than one possible source of project grants, the Board strongly encourages, and may require, the applicant to obtain all or a portion of the associated costs from those other sources.

Please use the following budget format.

VHCB Conservation Project Budget - Income & Expenses

INCOME		EXPENSE		
		VHCB	Other	Total
VHCB Funds	_____	Easement	_____	_____
Town Funds	_____	Grantee Staff	_____	_____
Foundation Funds*	_____	Mapping/ Documentation	_____	_____
Other Funds*	_____	Closing Costs	_____	_____
Bargain Sale	_____	Stewardship Endowment	_____	_____
Easement Donation	_____	Value Donation	_____	_____
In-Kind Donations	_____	Other Expense*	_____	_____
Federal Funds	_____			
TOTAL	_____	TOTAL	_____	

*Describe

PRE-DEVELOPMENT COSTS TO VHCB

Describe any predevelopment costs already funded by VHCB not included in above expenses (Feasibility Grant, appraisal)

TOTAL PRE-DEVELOPMENT COSTS: _____

VALUE OF DEVELOPMENT RIGHTS/ACREAGE CONSERVED

Appraised value of easement to be purchased	_____
Purchase price of easement	_____
Number of acres conserved	_____
Price per acre	_____
Value of donated easements	_____
Number of donated acres conserved	_____
TOTAL ACRES CONSERVED	_____
TOTAL PRICE PER ACRE	_____