



## Questions and Answers

### RFP0305- Farmland Protection Outreach Activities

\*Please refer to the RFP and webinar here: <https://agriculture.ny.gov/land-and-water/rfp-0305-land-trusts-grants-program-round-5-farmland-protection-outreach-activities#:~:text=Round%205%20of%20the%20program,agritourism%20opportunities%20for%20preserved%20farms.>

**Q1: Can this grant support urban outreach efforts to preserve long standing and cherished urban greenspaces that are cultivated to grow food for their communities?**

**A:** Yes. *The Intent of this round of funding is to conduct outreach activities that will “assist counties and municipalities with their agricultural and farmland protection efforts”.*

**Q2: it is possible to submit more than one application or if there is a restriction on number of applications and/or number that will be funded.**

**A2:** *Only 1 Application per eligible Land Trust is allowed. Land trusts or project partners that wish to contribute to other proposals should describe in detail the specific roles they may be playing as part of another proposal.*

**Q3: I am wondering if the \$2500 for inventory development and \$2500 for the screening tool can only be included once, or if I can request funding for an inventory and screening tool for each of the four counties in my proposal.**

**A3:** *A total of \$5000 is available only once per Award, per round. You cannot request additional monies for Inventory/ Screening tool.*

**Q4: Are Cornell Cooperative Extensions eligible applicants for the Land Trust Grants program?**

**A4:** *No, However, CCE’s and other organizations are free to participate in the proposal by identifying cash or in-kind contributions in a Letter of Support that identifies tasks and monetary value of contributions.*

#### **1.5 Eligible Applicants**

*Proposals for funding will be accepted from New York not-for-profit conservation organizations (as defined in the New York Environmental Conservation Law (§ 49-0303) that are organized for, among other purposes, the conservation or preservation of real property.*

*Active Farmer as Board Member*

*Pursuant to New York State Agriculture and Markets Law (AML) Section 325-a, to be eligible for state assistance payments under this program, an organization must have at least one active farmer on their board of directors. If an organization does not have an active farmer on their board of directors at the time of application an active farmer must be appointed to such board of directors within 60 days of receiving an award.*

*An active farmer is engaged in the production of “crops, livestock, or livestock products” as part of a “Farm Operation” as those terms are defined in section 301 of the New York State Agriculture and Markets Law.*

*Upon award, the Department will request documentation that an active farmer is a member of the awardee’s board of directors before a contract is issued.*

**Q5: We have a dairy farm with very large Animal feed are to grow crops for feeding 2000 Cows. Would they be able to participate via a local Land trust Non-Profit Agency as applicant?**

**A5:** *No, not as an applicant see A4 above. However, if they work with the land trust, they may be able to participate in an outreach activity.*

**Q6: The RFP outlines eligible outreach activities as “on-farm marketing”. Would Saratoga PLAN’s expenses around marketing local farms and farmland protection be eligible?**

**A6:** *Possibly, expenses related to the promotion of an Outreach Activity are eligible.*

**Q7: Would consulting services to make improvements to webpages associated with farmland protection on PLAN’s website be an eligible cost?**

**A7:** *Yes, in several ways. There is \$2,500 available for Inventory development/ enhancement, as well as \$2,5000 available to develop/ enhance your screening tool. Also, if your proposal clearly identifies how your webpage will be used to advance concepts of agricultural protections, mechanisms to protect agriculture lands, or increase awareness of on-farm marketing/ processing/ agritourism, it is very possible that these efforts will qualify as an outreach activity.*

**Q8: The RFP lists “accreditation fees associated with offering continuing education credits to licensed professionals” as an eligible cost. Would this include continuing education credits for Saratoga PLAN’s staff?**

**A8:** *No. The cost of continuing education credits is not the equivalent of a fee paid to an accrediting entity for their permission to offer continuing education credits for an educational/training event.*

**Q9: The RFP lists “stipends to landowners hosting an outreach activity” as an eligible cost. Saratoga PLAN has found that farmers are much more responsive when it’s peer-to-peer as opposed to Saratoga PLAN staff reaching out. Would providing a stipend to farmland owners assisting staff with farmland outreach be an eligible expense?**

*A9: For Farmers participating in the administration of grant goals and activities, the Land Trust could determine reasonable compensation and record cost as consulting services. The \$250 stipend was intended for landowners hosting an outreach activity on their farm*

**Q10: We are considering using the whole county as our identified area for our application and we have existing GIS software with all of the data layers for the county that are listed in the inventory/analysis section of the RFP. Would describing that this exists in our county already meet the requirement as is or do we need to do something further to show that we can meet this inventory requirement in the application?**

*A10: The Inventory and Screening deliverables simply need to be a representation of the factors that are included in your inventory. See A11 below.*

**Q11: How extensive should the screening process be? How many key factors should be included? What are examples of key factors that the process should include?**

*A11: Think of the Screening tool as an enhanced Inventory. The factors to be included should emanate from the Land Trusts needs. A few items to consider: Does the farm contain telecommunications leases or easements? Proximity to public Infrastructure. Proximity to other conserved parcels; underlying zoning; personal details on landowners in transition; additional landowners/ trust details; any other information that might distinguish this landowner/ their parcels, or the extent of there “project”.*

#### **2.2.2 Screening Process**

*An effective screening process will enable the applicant to identify subsets of owners of inventoried parcels within the study area to be targeted for outreach activities. Awardees are encouraged to collaborate with project partners, including county and municipal representatives in the development of the screening process.*

**Q12: On the screening process, could cross referencing all the mentioned inventory data layers in GIS to create a list that we target communication about the outreach activities be enough? Would we need to show a process that further narrows down that list of landowners or farmers?**

*A12: Yes, querying a GIS database is appropriate. See A11 above.*

**Q13: What is the desired size of the group that participates in the outreach activities?**

*A: There is no desired size. This program will allow for one-on-one consultation if the Land Trust feels that is appropriate and cost effective and also will allow for massive gatherings or an online outreach activity that is justified.*

**Q14: What are examples supporting documentation we could use to show a need in the targeted area for the outreach activities?**

*A14: For this grant there is no need to show justification. The area of interest will be based on coordination with the Land Trust and any units of government.*

**Q15: I can find the Application Instructions?**

*A15: Log on to Grants Gateway, enter the Application for RFP0305, then click Forms Menu, scroll toward bottom and Click **“Pre-Submission Uploads”**, scroll to bottom and click **“Click Here”***

**PRE-SUBMISSION UPLOADS**

**Instructions:**

1. Select the **Browse** button to locate an upload.
2. Select the **Save** button above to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template will appear under the upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template you can use the associated **Upload** row to upload the document as part of your application.

Please Use these documents to support your Application and other deliverables.

**Proposal Summary Template/ Scope of Work\***  
Please fill this out and upload in response to Question #7.  
 No file chosen  
**Document Template:** [Click here](#)

**Final Report Template**  
Use this Form as part of your Final Deliverables/ Closeout Packet  
 No file chosen  
**Document Template:** [Click here](#)

**Active Farmer Certification**  
Use this form to prove your organizations willingness to appoint an "active farmer" to your Board of Directors.  
 No file chosen  
**Document Template:** [Click here](#)

**Application Instructions**  
Please use this form to help guide you through the Application process.  
 No file chosen  
**Document Template:** [Click here](#)