

# How to Apply for Farmland Protection Implementation Grants

## SFS Bid Event ID: FPIG20

### 1 Documents and Items for Reference

#### Reference Item 1: [Grantee / Vendor User Manual](#)

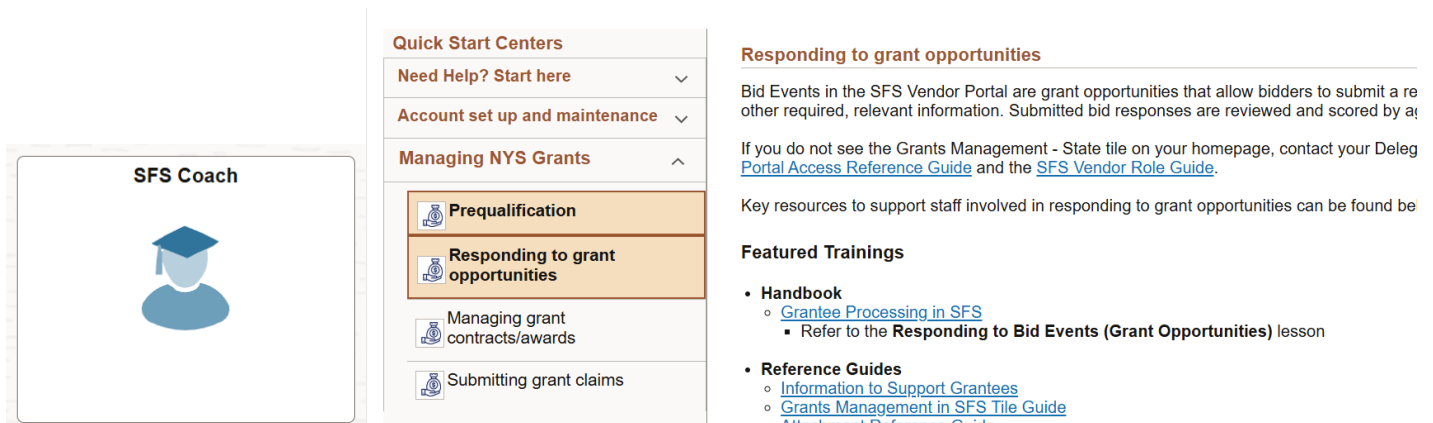
- Setting Up User accounts section: Page 14
- Bid Response section: Page 50
- Prequalification (For NFPs only): Page 22

#### Reference Item 2: [Information to Support Grantees](#)

- Vendor Registration: Pages 9 and 10
- Setting Up User Accounts: Pages 12-14
- Prequalification (For NFPs only): Pages 19-26

#### Reference Item 3: SFS Coach

SFS Coach is a tile on your SFS homepage. You can search for training or reference guides in the section on the top of the page or click on the “Quick Start Centers” link and locate the “Responding to Grant Opportunities” link.



The screenshot displays the SFS Coach interface. On the left is a tile labeled "SFS Coach" with a graduation cap icon. To the right is a "Quick Start Centers" menu with options: "Need Help? Start here", "Account set up and maintenance", and "Managing NYS Grants". Under "Managing NYS Grants", there are three sub-sections: "Prequalification", "Responding to grant opportunities" (highlighted in orange), and "Managing grant contracts/awards". Below these is "Submitting grant claims". To the right of the menu is a section titled "Responding to grant opportunities" with text explaining bid events and providing links to "Portal Access Reference Guide" and "SFS Vendor Role Guide". Below this is a "Featured Trainings" section with a "Handbook" (linking to "Grantee Processing in SFS" and a sub-link "Responding to Bid Events (Grant Opportunities) lesson") and "Reference Guides" (linking to "Information to Support Grantees", "Grants Management in SFS Tile Guide", and "Attachment Reference Guide").

**NOTE: These documents and guides refer to “Prequalification” which is a requirement for Not-For-Profit entities only.**

- **Municipalities and Governmental entities do not need to get prequalified and do not need follow the guidance related to Prequalification.**
- **Not-for-profit entities that wish to apply for NYS grant funding must be prequalified in SFS before they can submit their grant application.**

## 2 Grant Application Prerequisites

### 2.1 Registration

Your organization must be registered as a Grants Management Vendor in SFS. If your organization is not yet registered or you are unsure of your registration status, please send an email to [GrantsManagement@its.ny.gov](mailto:GrantsManagement@its.ny.gov) or the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)

- Registration Instructions and Forms can be found here: [Register Your Organization in SFS | Grants Management](#)

### 2.2 User Accounts and Roles

The user or users that will be working on the Grant Application (Bid Response) need to have the appropriate roles assigned to their accounts. Those roles are:

Security Role Name	Security Role Name Description	Access Provided
NY_GM_VENDOR_EVENT_INITIATE	Bid Response Initiator	Allows the vendor user to initiate a bid response to a bid event but not submit the bid response to the agency.
NY_GM_VENDOR_EVENT_INQUIRY	Bid Event Inquiry	Allows a vendor user the ability to review bid events. This is a view-only role.
NY_GM_VENDOR_EVENT_SUBMIT	Bid Response Submitter	Allows a vendor user to both initiate a bid response and submit a bid response to the agency.

Information about how to create user accounts and roles can be found on pages 12-14 of the following document: [Information to Support Grantees](#). This reference guide also includes links to guidance videos.

### 2.3 Prequalification

If the applicant is a not-for-profit entity, the organization must be prequalified before the application can be submitted. Applicants can work on both the prequalification application and the grant application simultaneously, however the SFS Grants Management system will not let a not-for-profit entity submit a grant application unless they are prequalified.

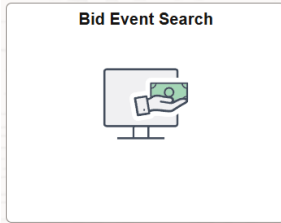
For more information, refer to the reference materials noted on the first page of this document, or visit the Grants Management website here: [Get Prequalified | Grants Management](#).

### 3 How to Start a Grant Application (Bid Response) in SFS

- 1) Log in to SFS with an account that has the Bid Response Initiator role.
- 2) Click on the “Grants Management – State” tile.



- 3) Click on the “Bid Event Search” tile.



- 4) In the “Event ID” field, type “FPIG” and then click the [Search] button.

Search Criteria

Event ID

Search by Grant Opportunity

Search by Due Date From  To

Search by Status

Search by Eligibility Not-For-Profit

Search by Funding Agency

Search by Service Area

Search Results

Event ID	Funding Agency	Grant Opportunity
<a href="#">FPIG20</a>	AGM01	<a href="#">Round 20 Farmland Protection Implementation Grants</a>

- 5) Click on the **Event ID** link to start your application. Do not click on the name of the Event, as that will just bring up event information.
- 6) Click the [Bid on Event] button found in the top left of the screen to start your application.

[Information On Inquiry Options](#)





## 5 How to Locate an In-Process Application

You can locate an in-process Bid Response from either the Bid Event Search or Bid Response Search tiles.

This is also mentioned on pages 111-114 of the user manual: [Grantee / Vendor User Manual](#)

- 1) Navigate back to the Bid Event as described in Section 3.
- 2) Locate the “My Bids” section as shown in the screenshot below.

**Event Name** Round 20 Farmland Protection Implementation Grants  
**Event ID** AGM01-FPIG20  
**Event Format/Type** Sell Event RFX  
**Event Round** 1  
**Event Version** 1  
**Event Start Date** 09/17/2025 8:00AM EDT  
**Event End Date** 04/30/2026 4:00PM EDT

### Event Description:

The intent of this Request For Applications (RFA) is to fund the implementation of certain farmland protection activities intended to maintain the economic viability of the State's agricultural industry and its supporting land base and to protect the environmental and landscape preservation values associated with agriculture. Such activities must be described in or otherwise consistent with agricultural and farmland protection plans that have been adopted by counties or municipalities.

**Contact** [REDACTED]  
**Phone**  
**Email** test123@sfs.ny.gov

### Payment Terms

**My Bids** 1 In-Process

**Edits to Submitted Bids** Not Allowed

- 3) Click on the “In Process” link.
- 4) Click “View/Edit” to access the application you have already started.

**Event Name** Round 20 Farmland Protection Implementation Grants  
**Event ID** AGM01-FPIG20  
**Event Round** 1  
**Event Format/Type** Sell Event RFX  
**Event Version** 1  
**Event Start Date** 09/17/2025 8:00AM EDT  
**Event End Date** 04/30/2026 4:00PM EDT  
**Multiple Bids** Allowed  
**Currency:** US Dollar

### Bids

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	1	Saved	Posted	09/17/2025 11:59AM EDT	<a href="#">View/Edit</a>	Copy	Cancel	Upload

## 6 Fill out the Application Details

The FPIG20 SFS Grant Application is comprised of the following sections:

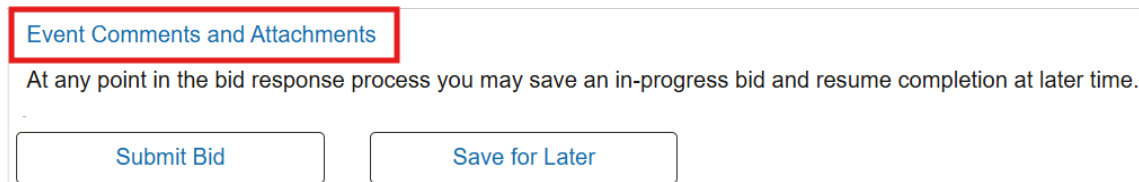
### 6.1 Step 1 “Answer General Event Questions”

This is the Contact Information described above in Section 4 of this document.

### 6.2 Event Comments and Attachments

Because some of the details of your application rely on the documents provided as part of this Bid Event, it is suggested that applicants access the Event Comments and Attachments section to download, review, and utilize the documents before working on any other parts of the application.

The Event Comments and Attachments page can be found by scrolling to the bottom right of the page and clicking the link.



In the Event Comments and Attachments section, you will find the (a) Financial Worksheet, (b) Potential Conflicts of Interest form, and (c) AEM or Equivalent Landowner Participation Verification Form. Each required document must be completed and submitted as part of your application.

To download the Potential Conflicts of Interest form, click on the link adjoining that Document Template. The completed Potential Conflicts of Interest form will be submitted as part of your response to Applicant Question #4.

To download the AEM or Equivalent Landowner Participation Verification Form, click on the link adjoining that Document Template. The completed AEM or Equivalent Landowner Participation Verification Form will be submitted as your response to Applicant Question #8.

To download the Financial Worksheet, click on the link adjoining that Document Template. A completed Financial Worksheet will be submitted as part of your response to Applicant Question #14; this uploaded document must remain as an Excel file. In completing this worksheet, please note that the “25% plus” cost-share rate is not available for Climate Resiliency, Food Security, or Source Water Protection category projects.

## 6.3 Event Questions

This section lists all the questions that the applicant will need to answer. Please refer to the section starting on page 58 of the SFS Vendor Manual for details about how to fill this section out.

The Event Questions include several different answer types such as:

- Text entry
- Numeric entry
- Yes/No selection
- Upload attachment

Tips for Success in the Event Questions section:

- It is suggested that applicants read the questions ahead of time and prepare their responses outside of the SFS system. Many of the questions in this grant application require answers to be written in separate documents, saved as PDFs, and then uploaded to the SFS application.
- For text or numeric answers, applicants may wish to organize their question responses in a Word or Excel worksheet and then copy/paste the answers into the SFS Event Questions section.
- Applicants are encouraged to click the [Save for Later] button often, to ensure that your work is saved.
- Items marked with a red star are required fields. ★
- The system does not indicate which attachment questions you have completed. It is up to the user to double-check each answer and each attachment to ensure that they have uploaded the correct file to the corresponding question. Click the [View] button on the attachment pages to see the file you have uploaded.

Add New Attachments

Attached File	Attachment Description	Upload	View		
Sample_Upload.pdf	Sample upload document	Upload	<a href="#">View</a>	<a href="#">Add New Attachments</a>	<a href="#">Delete</a>

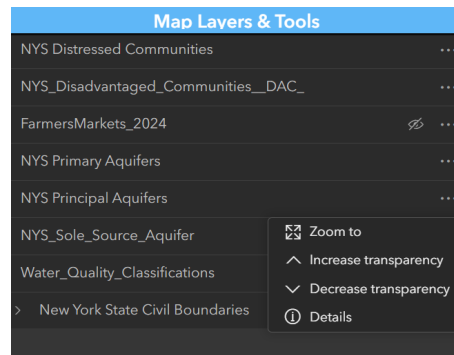
Before preparing responses to any of the Applicant Questions, please familiarize yourself with the [NYS Department of Agriculture & Markets Mapping Tool](#).

This web service mapping tool can be used to identify commonly utilized resources for AGM requests for applications. To access the mapping tool, simply click on the link above or on the link provided in the RFA0393 grant opportunity document.

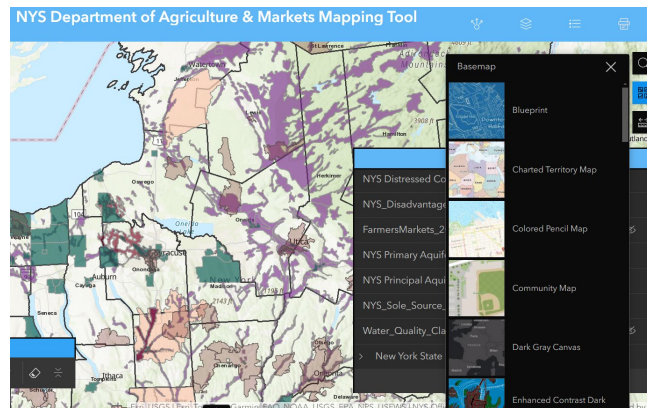
Available layers include:

- NYS Distressed Communities (USDA)
- NYS Disadvantaged Communities (NYS)
- Aquifers
  - Primary
  - Principal
  - Sole Source
- NYS Farmers Markets
- Water Quality Classification (NYSDEC)
- NYS Civil Boundaries

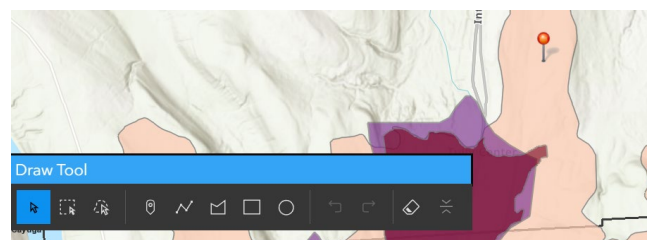
Layer transparency can be adjusted in the layer menu by clicking the three dots next to the desired layer.



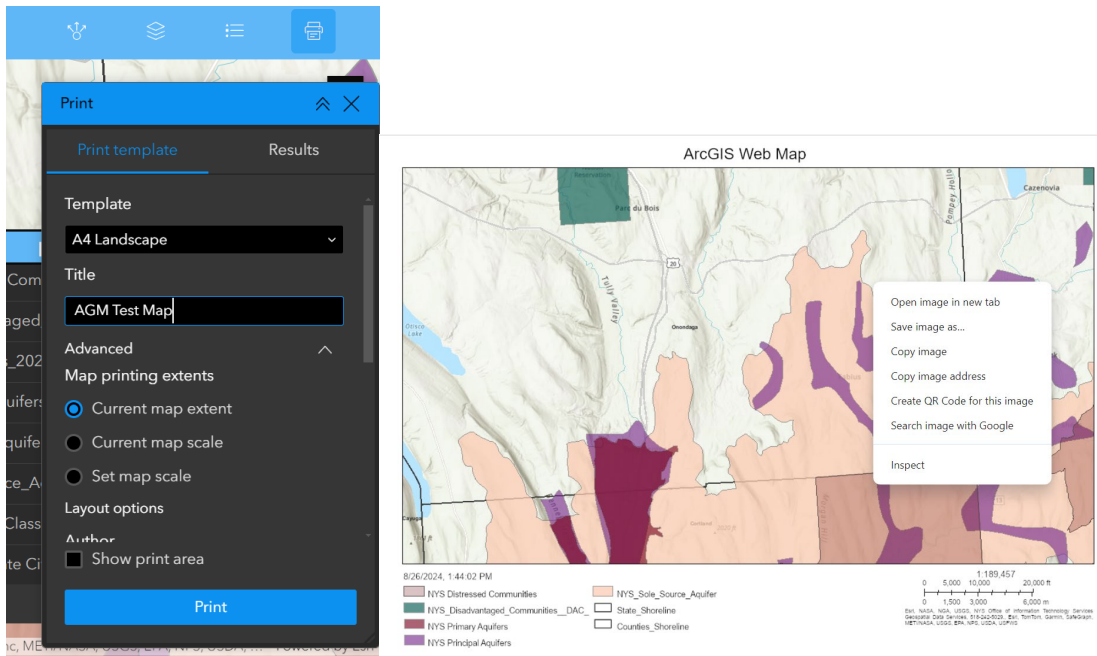
Basemaps/imagery can be selected using the basemap widget option. Several options are available.



A draw tool is available for adding points, lines, or polygons to a map. Simply select the feature you wish to draw, the associated style/color and add it to the map. The 'clear all' option will remove all features added.



To export a map - use the Print option in the upper right-hand corner. Select template type (size/orientation) and enter the desired name. Advance settings include options to modify the extent, adding additional layout options (north arrow) and adjusting the scale bar units. Note – the default print option is miles but feet (or other units) are available. Completed print requests can be found in the “Results” tab. Result maps will open in a new tab and can be saved by right clicking on the image.



## Projects Located Within or Otherwise Serving Disadvantaged Communities or Distressed Communities

AGM is committed to underserved and vulnerable populations, and providing remedies for communities that may be burdened by negative environmental consequences.

Disadvantaged Communities (DAC) are identified by New York’s Climate Justice Working Group (CJWG) using indicators that include climate-related risks, environmental burdens, health vulnerabilities, and socio-economic factors. The Bond Act requires that disadvantaged communities shall receive no less than 35 percent, with the goal of 40 percent, of the benefit of total Bond Act funds (\$4.2 billion). In line with this goal, AGM is encouraging all applicants responding to this RFA to aim to deploy at least 40 percent of the funding to benefit disadvantaged communities as part of efforts to achieve the 40 percent overall goal.

The United States Department of Agriculture identifies a Distressed Community as one that is typically characterized by economic hardship as indicated by high rates of poverty, unemployment, and population decline.

Accordingly, **each applicant** must use the [NYS Department of Agriculture & Markets Mapping Tool](#) to supplement the required content of the site plan associated with the proposed Agricultural Conservation Easement Project. The supplemental content to incorporate into each submitted site plan is the depiction of either of the following:

- (1) the lands to be protected are located within a Disadvantaged Community and/or within a Distressed Community, **OR**
- (2) the proximity of the lands to be protected in relation to the nearest Disadvantaged Community and/or nearest Distressed Community.

**PLEASE NOTE:** *IF no portion of any (1) or (2) is sufficiently proximal to the proposed agricultural conservation easement project so as to be depicted on the Context Map of the site plan, please annotate the Context Map to acknowledge same. **Therefore, every application must contain a Context Map in the site plan that either depicts (1) or (2) OR provides a brief explanation as to why not.***

For each of the Applicant Questions noted below, please consider the information provided below and follow any of its specific instructions to prepare your responses in each application.

**Applicant Question #19b** – Active Agricultural Production associated with the category of this Agricultural Conservation Easement Project (% of current Farm Operation):

You may skip this question **ONLY IF** your response to Applicant Question #13b was any of the following categories:

- Climate Resiliency,
- Source Water Protection, OR
- Viable Agricultural Land-Other.

To determine your response, please complete each of the following separate calculations in the following order and show all four calculations and their respective results on **ONE PAGE** (which will become your upload response to this Applicant Question):

1. For each Farm Operation associated with this Agricultural Conservation Easement Project, please calculate the extent of Active Agricultural Production for each individual type of qualifying agricultural production (e.g., for Equine project category: determine the acres on which horse breeding occurs separately from the acres on which horse boarding occurs separately from the acres on which horse trailriding occurs, and so on, for all individual types of agricultural production associated with that specific FPIG project category).
2. Please calculate the sum total extent of Active Agricultural Production for each type of qualifying agricultural production across all participating Farm Operation(s).
3. Please calculate the sum total Active Agricultural Production across all participating Farm Operations.
4. Lastly, please divide the resulting acreage derived from that third calculation by your response to question #18c and please reveal the estimated % to the nearest whole number (i.e., no decimal fraction).

For all other categories, please first compile what will become the numerator of the third calculation described above as follows –

Agroforestry:

For each of the following, how many acres of the Farm Operation(s) are devoted to –

- Production of maple sap
- Production of actively managed log-grown woodland mushrooms
- Production of farm woodland products (e.g., logs, lumber, posts, firewood, special forest product for food or medicinal uses)
- Livestock operation that incorporates silvopasturing (as defined in AML Article 25-AA)
- Managed Christmas tree operation (as referenced in AML Article 25-AA)

Equine:

For each of the following, how many acres of the Farm Operation(s) are devoted to –

- commercial horse boarding operation
- commercial equine operation

Food Security:

For ONE of the following, how many acres of the Farm Operation(s) are located within –

- any “foodshed area” depicted on the "Foodshed Map" contained in this Request For Applications; OR
- a “foodshed area” designated in any locally-adopted Agricultural and Farmland Protection Plan; OR
- a “foodshed area” designated in any published document (i.e., available to the general public) that has been adopted by the governing body of that entity, whether any municipality or county or any not-for-profit organization (recognized by NYS Charities Bureau Registry).

Specialty Crops:

For each of the following, how many acres of the Farm Operation are devoted to –

- production of floriculture and bedding crops (as reported to USDA National Agricultural Statistics Service for the 2022 Census of Agriculture);
- production of fruits (including, but not limited to, apples, cherries, figs, peaches, pears, plums, or table grapes);
- production of melons (including, but not limited, to, cantaloupes, muskmelons, or watermelons);
- production of nursery crops (as reported to USDA National Agricultural Statistics Service for the 2022 Census of Agriculture);
- production of nuts (including, but not limited to, chestnuts, hazelnuts, pecans, or walnuts);
- production of propagation materials (as reported to USDA National Agricultural Statistics Service for the 2022 Census of Agriculture);
- production of sod (as reported to USDA National Agricultural Statistics Service for the 2022 Census of Agriculture); and
- production of vegetables (including, but not limited to, asparagus, beans, beets, broccoli, brussel sprouts, cabbage, carrots, cauliflower, celery, cucumbers, eggplant, garlic, herbs, lettuce, peas, peppers, potatoes, pumpkins, onions, radishes, rhubarb, spinach, squash, sweet corn, sweet potatoes, tomatoes, or turnips).

Vineyard:

How many acres of the Farm Operation are located within of any of these American Viticultural Areas of New York (compile your documentation using a map derived from the [American Viticultural Area \(AVA\) Map Explorer](#)) –

- Champlain Valley of New York Region
- Finger Lakes Region
- Hudson River Region
- Lake Erie Region
- Long Island Region
- Niagara Escarpment and Greater Niagara Region
- Upper Hudson Region

**Applicant Question #20** – Soil Survey Information

Each application must include a TWO PAGE response: (1) (page 1) soil survey map depicting the boundaries of: (a) this proposed Agricultural Conservation Easement Project, (b) any Prime Soils, and (c) any Soils of Statewide Importance; and (2) (page 2) table or narrative summarizing the total acreage per easement of (a), (b), and (c) listed above.

If applicable, your application must also include the following supplemental information (as necessary):

- (i) ONLY IF your proposed project is submitted as a Food Security or Specialty Crops or Vineyard category, please also depict the boundaries of any Unique and Irreplaceable Agricultural Land on the soil survey map (page 1) described above and please also indicate the total acreage of same per easement in the table or narrative (page 2) described above; and/or
- (ii) ONLY IF your proposed project is submitted as a Climate Resiliency or Food Security category, please also depict the boundaries of any soil series located within the Farm Area having a land capability subclass “s” (as defined by the U.S. Department of Agriculture) on the soil survey (page 1) described above and please also indicate the % of Farm Area having a land capability subclass "s" in the table or narrative (page 2) described above.

**Applicant Question #28** – Extent of Farm Operation acreage associated with the FPIG project category selected for this application (applicable ONLY IF this proposed Agricultural Conservation Easement Project will be submitted as any ONE of the following project categories: Agroforestry, Equine, Field Crops, Food Security, Livestock or Livestock Products, Specialty Crops, or Vineyard)

- What extent of the total overall acreage of the Farm Operation(s) (as identified in your response to question #9) does the predominant type of farm enterprise acreage (as identified in your response to question #10b) represent? Please divide your response to question #27 by your response to question #9 and please enter the estimated % to the nearest whole number (i.e., no decimal fraction).

**Applicant Question #29** – Agricultural Conservation Easement Projects selected for the Access to Farmland project category

Please submit a TWO PAGE response to this question as follows:

- (page 1) ONE PAGE narrative that provides a detailed description of the anticipated ownership change that will result from this proposed Agricultural Conservation Easement Project. In your narrative, please be sure to describe (i) seller rationale/intention to sell to the selected buyer and (ii) the rationale/intention of the qualified farmer (i.e., the selected buyer) to purchase the subject property.
- (page 2) ONE PAGE map using the NYS Department of Agriculture & Markets Mapping Tool (<https://experience.arcgis.com/experience/9790cdb0e0c446dc8f801a044cf24bfa/>) to depict the location of the subject property. In doing so, please be certain that both of the following layers are TURNED ON:
  - (1) NYS Disadvantaged Communities (NYS) and
  - (2) NYS Distressed Communities (USDA).

NOTE:

- IF this project will involve a Disadvantaged Communities buyer, this map must reflect at least a portion of the subject property is located within a designated Disadvantaged Community.
- IF this project will involve a Distressed Communities buyer, this map must reflect at least a portion of the subject property is located within a designated Distressed Community.

**Applicant Question #31** – For any Climate Resiliency category project IF any portion of the land to be protected is/was the subject of any one or more awards identified below, you must upload the following documentation as part of your response to this specific Applicant Question:

(a) Climate Resilient Farming (CRF) award from NYS Soil and Water Conservation Committee (contact Jennifer Clifford ([Jennifer.Clifford@agriculture.ny.gov](mailto:Jennifer.Clifford@agriculture.ny.gov)) for assistance) =

1. *documentation that the CRF proposal received a score of at least 50% of adaptation/resiliency criterion possible points,*
2. *award letter to the local Soil and Water Conservation District regarding the CRF award associated with this Farm Operation/property, and*
3. *form SW1 from the awarded application.*

(b) Forest Conservation Easements for Land Trusts Program project = award letter associated with this Farm Operation/property

(c) Regenerate New York project = award letter associated with this Farm Operation/property.

**Applicant Question #32** – For any Food Security category project, you must provide (a) **OR** (b):

- a) Please submit documentation that clearly depicts that more than 50% of the Farm Operation acreage is located within a recognized foodshed area as referenced in Appendix A-6 (Project Eligibility Food Security) of this Request For Applications.

**OR**

- b) Using the [NYS Department of Agriculture & Markets Mapping Tool](#), please submit documentation for (1) or (2), as applicable:
  - (1) If any project acreage is located within a designated Disadvantaged Community or within a designated Distressed Community, please upload a map that depicts the location of the project acreage within that particular designated community; OR
  - (2) If the participating Farm Operation participates in any farm market located within a designated Disadvantaged Community or within a designated Distressed Community, please submit a response that (a) depicts the location of that farm market within that particular designated community AND (b) contains a dated/signed letter from the manager of that farm market acknowledging the participation of that Farm Operation.

**Applicant Question #33** – For any Source Water Protection category project IF any portion of the land to be protected abuts or is embedded within other land of this same Farm Operation that is/was the subject of Source Water Buffer Program (SWBP) award from NYS Soil and Water Conservation Committee, you must upload the following documentation as part of your response to this specific Applicant Question:

- award letter to the local Soil and Water Conservation District regarding the SWBP award associated with this Farm Operation/property (contact Jason Kokkinos ([Jason.Kokkinos@agriculture.ny.gov](mailto:Jason.Kokkinos@agriculture.ny.gov)) for assistance).

**Applicant Question #34** – For any Vineyard category project:

Using the [American Viticultural Area \(AVA\) Map Explorer](#), please compile documentation that clearly depicts that more than 50% of the Farm Operation acreage is located within one or more designated American Viticultural Areas of New York.

## Applicant Question #37 – Site Plan:

Please submit a site plan that covers the entire proposed Agricultural Conservation Easement Project. Each site plan shall be comprised of these three components:

- a) **context map:** Single page (11”x17” page size) that **reveals all component parcels** comprising the entire Agricultural Conservation Easement Project AND **reveals any exclusion** that is embedded, adjoining, or in *close proximity* to any of the component parcels.
- b) **detail map(s):** ONE page (11”x17” page size) **per easement area** (if your Agricultural Conservation Easement Project is comprised of more than one agricultural conservation easement) **OR** ONE page (11”x17” page size) **per Agricultural Unit** (if an agricultural conservation easement associated with your Agricultural Conservation Easement Project will refer to Agricultural Units therein). Please be sure to depict any portion of any exclusion that appears on any detail map. **Please do not use any shading or cross-hatching on any portion of any detail map.** Please select an appropriate scale and recent aerial imagery for each detail map to enable the reviewer to evaluate the landscape.
- c) **narrative:** ONE page (8-1/2”x11” page size) **per detail map** that addresses (as applicable) the following –
  - rationale for the need of designated Use Areas (e.g., Farmstead Area, Compatible Enterprise Area, Resource Protection Area, etc.);
  - rationale for the size of designated Use Areas;
  - rationale for the location of designated Use Areas;
  - rationale for any Use Area not designated but for which a right to establish each shall be reserved in the agricultural conservation easement – please be sure to address why the Use Area is not designated at this time as well as the need for and size of each such reserved Use Area;
  - rationale for the need for any exclusion;
  - rationale for the size of any exclusion; **and**
  - rationale for the location of any exclusion.

In addition to the above requirements for all site plans, please be sure to incorporate these additional items, if applicable, into your application:

For any project involving leased land:

- Please clearly delineate each such leased parcel (or portion thereof, if applicable) that will be encumbered by the proposed agricultural conservation easement(s).

For Agroforestry category projects:

- Within the Farm Area, indicate where each qualifying crop or livestock is produced (i.e., for each crop or livestock associated with the numerator you compiled for Applicant Question #19b, please depict where those acres are located within the Farm Area for each such crop/livestock). You may create an additional page in the site plan to depict the requested information.
- If applicable, any livestock operation that incorporates silvopasturing must indicate all silvopasturing areas within the Farm Area depicted on the site plan. You may create an additional page in the site plan to depict the requested information.

For Climate Resiliency category projects:

- If applicable, please include a Flood Insurance Rate Map (FIRM, as published by the U.S. Federal Emergency Management Agency (FEMA)) depicting the Farm Area as documentation that at least 90% of the Farm Area acreage is located within Zone C or Zone X (unshaded). The FIRM should be a separate page of this site plan.
- If applicable, please indicate on the site plan wherever permanent vegetative cover exists on any portion of the land to be protected. For purposes of this application, “permanent vegetative cover” means trees, shrubs, perennial grasses, perennial legumes, or any combination of these types of plants with an expected life span of at least 5 years. Permanent vegetative cover would be exhibited by any of the following: (a) woodland or forest, (b) grassland, (c) wetland, (d) riparian buffer, (e) permanent hayland, (f) permanent pasture, or (g) silvopasture. Please specify the extent of the proposed Agricultural Conservation Easement Project (as a %) that is comprised of permanent vegetative cover. You may create an additional page in the site plan to depict the requested information.

For Equine category projects:

- Indicate where each type of commercial operation is conducted (i.e., for each type of commercial operation (commercial horse boarding operation and commercial equine operation) associated with the numerator you compiled for Applicant Question #19b, please depict where those acres are located on the land to be protected for each such type of commercial operation). You may create an additional page in the site plan to depict the requested information.

For Specialty Crops category projects:

- Within the Farm Area, indicate where each qualifying crop is produced (i.e., for each crop associated with the numerator you compiled for Applicant Question #19b, please depict where those acres are located within the Farm Area for each such crop). You may create an additional page in the site plan to depict the requested information.

For Source Water Protection category projects:

Using the [NYS Department of Agriculture & Markets Mapping Tool](#), please prepare documentation of each applicable source water –

- If applicable, please indicate on the site plan wherever surface waters (including wetland areas directly adjoining the surface water that is) designated by the NYS Department of Health as an active or potential source of public drinking water or as designated by the NYS Department of Environmental Conservation as Class A, Class A-Special, Class AA, or Class AA-Special directly adjoin any portion of the land to be protected; OR
- If applicable, please indicate on the site plan any portion of the land to be protected that lies atop an aquifer designated by the U.S. Environmental Protection Agency as a Sole Source Aquifer (You may create an additional page in the site plan to depict this requested information.); OR
- If applicable, please indicate on the site plan any portion of the land to be protected that lies atop an aquifer designated by the NYS Department of Health as a Primary Aquifer (You may create an additional page in the site plan to depict this requested information.); OR

- If applicable, please indicate on the site plan any portion of the land to be protected that lies atop an aquifer designated by the NYS Department of Environmental Conservation as a Principal Aquifer (You may create an additional page in the site plan to depict this requested information.).

### Applicant Question #41 – Signed Letter from a Local Planning Official

Please submit a copy of a signed letter from a local planning official that describes and documents the extent of development pressure on the subject property (or on similar Viable Agricultural Land(s) in proximity to the lands to be protected in this proposed Agricultural Conservation Easement Project).

The letter (or any associated documentation attached thereto) shall not speculate about the potential for development pressure.

The letter must offer evidence (e.g., quantitative information or anecdotal evidence) such as (but not limited to) number of building permits issued or number of property subdivision requests received or extent of similar agricultural properties actively for sale.

## 6.4 Performance Budget

The FPIG20 Bid Event / Grant Opportunity requires that the applicant fill out a Performance Budget.

Both the Budget and Work Plan sections can be accessed by clicking the “**Period Details-1**” link at the bottom of the main application page. Note that the section starting on page 82 of the SFS Vendor Manual also shows how to enter a Performance Budget.

Lines

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price	
1	<a href="#">Period Details -1</a>		Round 20 FPIG-RFA	EA	<input type="text"/>		

On the resulting page, click the “Budget Details” link to access the Performance Budget popup page.

Bid Event Periods

Period 1

Period From 10/15/2025 Period To 10/14/2029

Budget Required [Budget properties](#)

Work Plan Required [Work Plan Properties](#)

The Performance Budget includes four categories in the Period Budget Summary table (which is the second table on this page). The categories are shown in the following screenshot:

Period Budget Summary

	Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1	Contract Approval	9000.00	0.00	0	13	0.00	9000.00	
2	Preliminary Approval	17500.00	0.00	0	13	0.00	17500.00	
3	Project File Approval	348700.00	48600.00	0	13	0.00	397300.00	
4	Final Report Approval	10060.00	0.00	0	13	0.00	10060.00	

Applicants must click on the icon in the **Category Details** column on the right of the page to access the details page for each category.

Users must enter data in **ONLY the following two sections of this page: Grant Funds and Match Funds.** Even though the Categories include several other fields, the Grant Funds and Match Funds fields are the only two fields you should fill out.

Category Details

	Type/Description	Grant Funds	Match Funds	Match %	Other funds
1	Contract Approval	9000.00		13	

The details of your budget should come from the detailed instructions provided in the “Instructions-Performance Budget” portion of the Financial Worksheet that you completed for submission as part of this application. This worksheet is accessible from the **Event Comments and Attachments** page of your application.

## 6.5 Work Plan

Grant Applications and resulting contracts also include a Work Plan that describes the work that the contractor will perform for the contract.

**Project Summary:** Each Applicant must enter the following text into each application exactly as shown below:

“The proposed project will result in the conveyance of a perpetual Agricultural Conservation Easement to be held by the Contractor. The Contractor will conduct the tasks necessary to complete the project deliverables as detailed in Attachment E of this Agreement. If each performance measure is achieved, this Agricultural Conservation Easement Project will be completed within two years of the date of Full Execution of the Contract.”

**Work Plan Period:** You must enter an estimated start date in the left field and an estimated end date in the right field. For your start date, please enter the date that is approximately 90 calendar days after your submission of this application. For your end date, please enter the date that is exactly four years later. For example, if you intend to submit your application on December 15, 2025, then you would enter “3/15/2026” as the start date and “3/14/2030” as the end date.

**Objectives, Tasks, and Performance Measures:** this section is already filled out for you. Please do not enter anything in this section.

## 6.6 Unit Bid Price

You will find this section in the bottom right area of the main application page. This is a required field in an SFS Grants Management application. Enter the total amount of Grant Funds requested (not the total project cost) in this field.

## 7 Submit Your Application

After you have completed filling out the three sections of your application (General Event Questions, Event Questions, Unit Bid Price) it is suggested that you do a final review of your application.

Only a user with the “**Bid Response Submitter**” role can submit an application.

To submit your application, click the [Submit Bid] button found at the bottom of the page. The system will perform a final error check



If the system has found errors, you will see them in red text messages at the top of the screen. If there are no errors, you will be asked to confirm that you would like to submit your bid.



Click the [Yes] button to confirm. This will submit your Bid Response / Grant Application.

The resulting “Bid Confirmation” screen will show that your bid has been submitted. The confirmation includes a time and date stamp.

## Bid Confirmation

Your bid has been successfully submitted.

**Bid ID** 1

**Bid Date** 07/24/2024 11:47:19AM EDT

**Event ID** [REDACTED]

[REDACTED]

**Event Format** Sell Event

**Round** 1

**Version** 1

**Start Date** [REDACTED]

**End Date**

**Your Total Price** [REDACTED] USD

OK

Copy Bid

NOTE: The system does not send emails after a bid has been submitted. This Bid Confirmation dialog is the only confirmation you will receive.

If you go back to the Bid Event and view your “My Bids” section as shown in Section 5 above, you will see that your Bid Response has been submitted. The bid status will be shown as “Posted”.