

ONONDAGA COUNTY
AGRICULTURE & FARMLAND PROTECTION BOARD

407 Court House
Syracuse, NY 13202
Phone: 315/435-2070

JAMIE McNAMARA
Clerk

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Chairman

**Onondaga County Agricultural & Farmland Protection Board
PRE-APPLICATION & INSTRUCTIONS
for the NYS Farmland Protection Implementation Grant Program**

The following pre-application form has been prepared by the Onondaga County Agricultural & Farmland Protection Board (AFPB) as a tool in gauging the viability and competitiveness of projects seeking endorsement by the Board for application to the New York State Farmland Protection Implementation Grant (FPIG) program.

Current Funding Opportunities:

Please see ongov.net/planning/pdr.html for the most current information on open rounds of NYS funding through the Farmland Protection Implementation Grants (FPIG) Program for which the AFPB is accepting Pre-Proposals. You may be required to submit additional info relating to specific program criteria upon request.

Applicant Workshop:

An applicant workshop for interested landowners/farmers will be held on November 17, 2022 at 10:30 am at the Cornell Cooperative Extension offices. The workshop will cover the following topics:

- Current/anticipated FPIG grants being offered by the State (or others)
- landowner considerations in placing conservation easements on your land
- overview of the AFPB Pre-Application and review process
- State application overview and Site Planning basics

Attendees must RSVP to Jenny Smith of Cornell Cooperative Extension of Onondaga County, at jtm286@cornell.edu, or (315)424-9485 in advance of the meeting. For more information, contact CCE or SOCPA staff or go to ongov.net/planning.pdr.html.

Site Plan Preparation:

The NYS Department of Agriculture & Markets now requires a completed site plan as part of state project submissions. Site Plans are drawn on aerial photos to show all included parcels, exclusions, and designated use areas (farmstead areas, rural enterprise areas, resource protection areas, etc.)

Those submitting Pre-Applications will be contacted in early 2023 to set up an in-person or virtual zoom meeting to prepare a basic draft site plan with staff, to be included as part of the AFPB review. Endorsed farms will have an opportunity to refine site plan details during the state application process.

Submission Requirements:

Proposals must include:

- **Completed Pre-Proposal:** Please complete all relevant sections of the pre-proposal form to the best of your ability. Forms may be printed and filled in by hand, or form fields can be filled in on the digital copy, then saved and/or printed. Additional sheets may be used as necessary.
- **Onondaga County Farm Service Agency Maps (required):** Aerial photo maps identifying Highly Erodible Soils (HEL) can be obtained from the local Farm Service Agency office (315/677-3552 x2). Please make your request in advance so the maps may be submitted with your pre-proposal. For farm operators in the FSA system, please have your farm number and tract number available. For non-farm owners, please have tax map numbers available.
- **Photos (optional):** Up to four (4) photos of important scenic viewsheds or distinguishing features of the farm may be submitted. Photos may be prints, digital files on a CD/DVD/flash drive, or emailed.

To Submit your Pre-Proposal:

- All Pre-Proposals (including emailed forms) must include the required signatures.
- **Via Hand-Delivery**, by 4:00pm on **JANUARY 6, 2023**, to the Syracuse-Onondaga County Planning Agency, 11th Floor of the Civic Center (address below).
- **Via Email**, by 4:00pm on **JANUARY 6, 2023** to **megancosta@ongov.net**. We will respond within 1-2 days to confirm receipt. If you do not receive a response, please call the Planning Agency at 315/435-2611 to ensure receipt of emailed proposals.
- **Via Mail**, please postmark at least two days prior to deadline.

Mailing/Delivery address: *Onondaga County Agricultural & Farmland Protection Board
c/o Syracuse-Onondaga County Planning Agency
11th Floor Civic Center
421 Montgomery Street
Syracuse, New York 13202*

Multiple Landowner and Multi-County Projects:

Multiple Landowner Projects: Multiple landowners are eligible to submit a joint proposal to New York State under the FPIG program. For the purposes of the County's review, each individual landowner must fill out and sign a separate Pre-Application, with information pertaining to the land in your ownership. For questions that speak to the full farm operation or farm operator, co-applicants may defer to the Pre-Proposal of a lead applicant.

Multi-County Projects: Applicants with project acreage spanning outside Onondaga County are required to obtain endorsements from all counties involved. The applicant is advised to fill out the following pre-proposal, describing the full project, but also highlighting Onondaga County features about the project. For questions regarding the breakdown of land use, the applicant is asked to break out acreage totals by County.

Review Process:

Upon receipt of submitted Pre-Application:

- Farm applicants will be contacted by County staff to prepare a preliminary Site Plan, to be added to the AFPB review materials. (see above Site Plan section)

- Farm project representatives will be invited to attend a meeting with the Board, at which each farmer may briefly summarize their application and answer questions from the AFPB to assist in scoring. Attendance is encouraged, but not mandatory. You will be notified via email of the meeting date and details once the meeting has been scheduled (anticipated February 2023).
- Members of the Onondaga Co. AFPB will score each farm proposal and consider any other relevant information in selecting farm projects to receive the AFPB's endorsement. This endorsement is required for ultimate submission of a state application.
- All farm owners submitting pre-proposals will be notified of endorsement decisions as soon as possible, so the full state application process may begin with selected owners and applicants.
- **IMPORTANT NOTE: *Endorsement of a farm project by the AFPB does not guarantee submission to the state. The landowner must also partner with an eligible applicant organization or municipality to prepare and submit a full State application. It is possible that the Board may endorse more projects than can feasibly be submitted by the limited local pool of applicant entities.***

Links and Resources:

For questions and assistance with the Pre-Proposal process:

- Syracuse-Onondaga County Planning Agency – megancosta@ongov.net or 315/435-2611
Staff support to the AFPB; Pre-Application submission assistance; mapping resources; general info
- Cornell Cooperative Extension of Onondaga Co. – jtm286@cornell.edu or 315/424-9485
cceonondaga.org *Farmer outreach and education; grant program workshops; site planning*

Eligible Applicant Partners (not exclusive list):

- New York Agricultural Land Trust – info@nyalt.org or 315/657-0973, nyalt.org
- Finger Lakes Land Trust – info@fltl.org or 607/275-9487 fltl.org, (Skaneateles/Otisco Lake watersheds)

NYS Department of Agriculture & Markets Farmland Protection Program:

- Program Info and Guidance (eg. applications, model easement, land plan guidance, award status)- agriculture.ny.gov/land-and-water/farmland-protection-implementation-grants-program

Onondaga County Agriculture and Farmland Protection Plan (for use in question 34):

- NEW updated Agriculture and Farmland Protection Plan at agriculture.ongov.net

Notes:

To receive email announcements from the AFPB, send your contact info to countyplanning@ongov.net, or check ongov.net/planning/pdr.html for updates.

In addition to the Pre-Application submitted by the applicant, the County Planning Agency provides aerial photos, parcel data and mapping to the AFPB as part of the review process.

Some questions inquire as to the status of plans or other documents pertaining to the farm operation. These documents may be requested as part of the AFPB review.

The AFPB reserves the right to reject applications deemed incomplete.

Onondaga County Agriculture & Farmland Protection Board
PRE-APPLICATION
for the NYS Farmland Protection Implementation Grant Program

FARM or FARMER NAME(S): _____

FARM TYPE: _____

TOWN(S): _____

PRIMARY CONTACT: NAME: _____

PHONE: _____

MAILING ADDRESS: _____

EMAIL (required): _____

1. PLEASE INDICATE WHICH ROUND(S) OF NYS FARMLAND PROTECTION IMPLEMENTATION GRANT (FPIG) FUNDING WHICH YOU INTEND TO APPLY (CHECK ALL THAT APPLY):

- PURCHASE** OF AGRICULTURAL CONSERVATION EASEMENTS
- TRANSACTION COSTS FOR **DONATED** AG CONSERVATION EASEMENTS

2. IS THIS APPLICATION FOR: A SINGLE OWNER FARM OPERATION
 A JOINT APPLICATION WITH MULTIPLE-OWNERS

LEAD APPLICANT NAME: _____

OTHER CO-APPLICANTS: _____

FOR JOINT APPLICATIONS, PLEASE DESCRIBE THE RELATIONSHIP BETWEEN FARM PROPERTIES AND APPLICANTS TO JUSTIFY A JOINT APPLICATION:

3. IS THIS A MULTI-COUNTY APPLICATION?

- YES, WITH THE FARMSTEAD/MAJORITY OF LAND IN ONONDAGA COUNTY
- YES, WITH THE FARMSTEAD/MAJORITY OF LAND IN _____ COUNTY
- NO

4. FARM BUSINESS ORGANIZATION:
(CHECK ALL THAT APPLY)

- SOLE PROPRIETORSHIP
- PARTNERSHIP
- LIMITED LIABILITY PARTNERSHIP
- CORPORATION
- LIMITED LIABILITY CORPORATION
- OTHER: _____

NAMES AND TITLES OF SOLE PROPRIETORS / PARTNERS / CORPORATE OFFICERS:

5. WHAT IS THE CURRENT STATUS OF YOUR FARM BUSINESS PLAN?

- NO WRITTEN PLAN IN PLACE
- PLAN IN PROCESS OF BEING WRITTEN
- WRITTEN, BUT NOT IMPLEMENTED, OR NOT RECENTLY UPDATED
- UPDATED AND IMPLEMENTED IN PAST THREE YEARS

6. ARE ALL REAL PROPERTY TAXES CURRENTLY PAID? (SCHOOL, TOWN/VILLAGE, COUNTY)

- YES
- NO

IF NO, PLEASE EXPLAIN: _____

7. HAS THE FARM DECLARED BANKRUPTCY IN THE PAST 7 YEARS?

- YES
- NO

IF YES, PLEASE EXPLAIN: _____

8. DOES THE APPLICANT CURRENTLY RESIDE ON THE PROPOSED PROJECT PROPERTY?

- YES
- NO

IF NO, PLEASE EXPLAIN: _____

9. HAVE YOU SUBDIVIDED ANY PARCELS IN THE PAST FIVE (5) YEARS?

- YES
- NO

IF YES, PLEASE EXPLAIN: _____

10. HAVE YOU SUBMITTED A SITE PLAN AND NARRATIVE FOR REVIEW BY NYS DEPARTMENT OF AGRICULTURE & MARKETS?

- YES, PREVIOUSLY SUBMITTED AND FEEDBACK RECEIVED
- NO, BUT I HAVE MET WITH A LAND TRUST OR OTHER ORGANIZATION TO DISCUSS
- NO

NOTE: THOSE WITHOUT SITE PLANS WILL WORK WITH STAFF TO PREPARE ONE AS PART OF THE CURRENT CYCLE

11. HAVE YOU ALREADY CONTACTED A LAND TRUST OR OTHER ELIGIBLE STATE APPLICANT REGARDING WORKING TOGETHER ON A STATE PROPOSAL FOR THIS PROPERTY?

- YES
- NO

IF YES, ORGANIZATION AND CONTACT NAME: _____

12. HAVE YOU ALREADY CONTACTED YOUR MUNICIPALITY(IES) REGARDING SUPPORT FOR THIS PROPOSAL? (ENCOURAGED, AND WILL BE REQUIRED FOR FULL STATE APPLICATION)

- YES
- NO

IF YES, PLEASE EXPLAIN: _____

13. HAVE YOU ATTENDED ANY WORKSHOPS OR INFORMATION SESSIONS REGARDING THE NYS FARMLAND PROTECTION IMPLEMENTATION GRANTS (FPIG) IN THE LAST 3 YEARS?

- YES
- NO

IF YES, PLEASE LIST: _____

14. DO YOU OWN ANY FARMLAND OR OPEN SPACE LANDS CURRENTLY PROTECTED THROUGH CONSERVATION EASEMENTS?

- YES
- NO

IF YES, PLEASE EXPLAIN: _____

15. ARE ALL PROJECT PARCELS LOCATED WITHIN A CERTIFIED NYS AGRICULTURAL DISTRICT?

- YES
- CURRENTLY SEEKING INCLUSION OF ANY NON-ENROLLED PARCELS
- SOME PLEASE EXPLAIN: _____
- NONE

18. DO YOU HAVE ANY EXISTING EASEMENTS, RIGHTS-OF-WAY, OR OTHER ENCUMBRANCES ON THE INCLUDED PROJECT LANDS? (GAS/WIND/SOLAR LEASES, UNDERGROUND PIPES, BURIED CABLES, EASEMENTS, ETC.)

- YES, DESCRIBED BELOW
- NO

19. DO YOU OWN ADDITIONAL LAND, NOT TO BE INCLUDED IN THE EASEMENT PROJECT?
(ATTACH ADDITIONAL SHEETS AS NECESSARY):

TOWN	ACRES	PRIMARY LAND USE(S) (eg. CROP, BARN, HOUSE, WOODS, ETC.)	RENTED TO ANOTHER FARMER? (Y/N)
TOTAL ACRES			

20. DO YOU RENT ADDITIONAL LAND **FROM** OTHERS TO SUPPORT YOUR FARM OPERATION?

- YES, DESCRIBED BELOW
- NO

21. BRIEFLY DESCRIBE THE FARM BUSINESS. NARRATIVE SHOULD INCLUDE THE TYPE AND SIZE OF THE OPERATION, NUMBER OF EMPLOYEES, FARM HISTORY, RECENT PRODUCTION AND MARKETS FOR FARM PRODUCTS.

22. PLEASE DESCRIBE MAJOR IMPROVEMENTS / INVESTMENTS INTO THE FARM OPERATION (AND THEIR ASSOCIATED AVERAGE ANNUAL COSTS) MADE IN THE FARM BUSINESS IN THE PAST 10 YEARS THAT IMPROVED THE FARMS VIABILITY AND/OR INNOVATED YOUR FARM BUSINESS.
(EG. PURCHASED LAND, IRRIGATION OR DRAINAGE SYSTEMS, FRUIT TREES OR VINEYARDS, HERD EXPANSION, CONSTRUCTION OF BARNS, FARM MARKET, MACHINERY, DIVERSIFICATION, OTHER FARM MANAGEMENT PRACTICES)

23. PLEASE DESCRIBE ANY PLANNING FOR FUTURE OWNERSHIP.
(EG. ESTATE PLANS, TRANSITION PLANS, LEVEL OF INTEREST BY NEXT GENERATION OR OTHER FARMERS)

24. PLEASE DESCRIBE ANY THREATS TO THE LONG-TERM VIABILITY OF YOUR FARM.

25. PLEASE LIST OFF-FARM COMMUNITY AND AGRICULTURAL ORGANIZATION MEMBERSHIPS AND LEADERSHIP RESPONSIBILITIES, AND ANY PERTINENT RECOGNITION RECEIVED BY THE FARM BUSINESS OR FARM FAMILY.

30. IF YOU REPORTED WOODS OR FOREST, DO YOU (CHECK ALL THAT APPLY):

- FOLLOW A WRITTEN MANAGEMENT PLAN THAT PROVIDES FOR FOREST REGENERATION
- CONDUCT HARVESTS AND OTHER MANAGEMENT PRACTICES THAT RESULT IN SUFFICIENT REGENERATION TO ENSURE FUTURE FOREST CROPS
- HAVE WOODS/FOREST, BUT NO PLAN FOR MANAGING FOREST LAND FOR REGENERATION
- HAVE NO WOODS OR FOREST

31. PLEASE DESCRIBE ON-FARM CONSERVATION PRACTICES:

- IMPLEMENTED WHOLE FARM PLAN OR TIER 3 AEM PLAN
- COMPLETED WHOLE FARM PLAN OR TIER 3 AEM PLAN
- COMPLETED TIER 1 OR TIER 2 AEM WORKSHEETS
- NO AGRICLUTURAL ENVIRONMENTAL MANAGEMENT (AEM) PLAN OR WHOLE FARM PLAN

DESCRIBE ANNUAL CONSERVATION PRACTICES TO REDUCE SOIL EROSION OF CROPLAND.
(EG. COVER CROPS, MINIMUM/ZONE TILLAGE, RIPARIAN BUFFERS, SUBSURFACE DRAINAGE, DIVERSION DITCHES, ETC.):

32: DO YOU CONDUCT ANY PUBLIC ACTIVITIES ON YOUR FARM? (AGRITOURISM, FARM BREWERY/
DISTILLERY, FARMSTAND)?

- YES, DESCRIBED BELOW
- NO

33. PLEASE DESCRIBE HOW PROTECTING THIS FARMLAND IS SIGNIFICANT IN ENHANCING THE AGRICULTURAL ECONOMY IN ONONDAGA COUNTY.

34. PLEASE DESCRIBE HOW PROTECTING THIS FARMLAND SUPPORTS THE ONONDAGA COUNTY FARMLAND PROTECTION PLAN AND OTHER LOCAL PLANS AND POLICIES. (see agriculture.ongov.net)

35. PLEASE DESCRIBE HOW PROTECTING THIS FARMLAND BUFFERS AND ENHANCES IMPORTANT NATURAL RESOURCES AND NATURAL AREAS.

36. PLEASE EXPLAIN THE DEVELOPMENT PRESSURES YOUR FARM BUSINESS AND FARMLAND IS EXPERIENCING. (NARRATIVE CAN INCLUDE THE IMPACT OF DEVELOPMENT ON YOUR FARM BUSINESS, NEARBY CONVERSION OF LAND TO NON-FARM USES, DESIRE OF NEIGHBORS TO HAVE ACCESS TO PUBLIC WATER/SEWER, NEW DEVELOPMENT, ETC.)

37. AS THE FARMLAND PROPERTY OWNER, PLEASE EXPLAIN WHY PROTECTING THIS FARMLAND IS IMPORTANT TO YOU. (INCLUDE MOTIVATION AND READINESS IN NARRATIVE)

CERTIFICATION: *I (WE) CERTIFY THAT ALL INFORMATION PRESENTED IN THIS PRE-PROPOSAL IS TO THE BEST OF MY (OUR) KNOWLEDGE ACCURATE AND TRUE.*

PREPARER:
SIGNATURE: _____
PRINT NAME: _____
DATE: _____

OWNER (IF DIFFERENT FROM PREPARER):
SIGNATURE: _____
PRINT NAME: _____
DATE: _____

****This completes the landowner portion of the application. ****