



Agriculture and Markets

Hudson Valley Agricultural Enhancement Program (HVAEP)

REQUEST FOR PROPOSALS (RFP)

Applicant Webinar - HVAEP

Welcome!

- For audio, please call ... **1-844-633-8697 (or 1-866-776-3553)**
- Cisco Unified MeetingPlace ID:
 - (1) **Tuesday morning (11/17/2015) = 647 635 636** (followed by #)
 - (2) **Tuesday afternoon (11/17/2015) = 640 335 791** (followed by #)
 - (3) **Thursday morning (11/19/2015) = 649 004 174** (followed by #)
 - (4) **Thursday afternoon (11/19/2015) = 645 360 784** (followed by #)
- This webinar begins promptly at –
9:00am (morning session) OR 1:00pm (afternoon session)
We'll be getting underway shortly.
- When the webinar starts, **please mute (*6) your phone until the Q&A period.** Thank you for your cooperation!

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WELCOME

(~5 minutes)

Eligible Applicants for this RFP

(~5 minutes)

Eligible Projects for this RFP

(~30 minutes)

Match Contribution Requirements & Associated Stipulations

(~30 minutes)

Overview of Project Deliverables ~ Disbursements

(~45 minutes)

Sample Proposal

ADJOURN

NOTE: All questions must be submitted in writing **by noon local time 11/23/2015**.
Please feel free to send them via email to: david.behm@agriculture.ny.gov

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Eligible Applicants for this RFP

- (1) any county agricultural and farmland protection board in a county with an approved county agricultural and farmland protection plan

OR

- (2) any municipality which has in place a "local farmland protection plan"²

OR

- (3) any not-for-profit conservation organization that will assist a county or municipality to implement a county or municipal agricultural and farmland protection plan approved by the commissioner

OR

- (4) any soil and water conservation district that will assist a county or municipality to implement a county or municipal agricultural and farmland protection plan approved by the commissioner

² A "local farmland protection plan" may include a town, village or city comprehensive plan as defined in the Town Law, the Village Law, or General City Law, if such plan includes an element which considers agricultural uses and needs; an open space plan adopted by the municipality which presents strategies for the preservation of viable agricultural land; or any other formal agricultural and farmland protection planning document *provided that if the plan was developed on or after January 1, 2006, it must comply with section 324-a of Article 25-AAA of the Agriculture and Markets Law. Any applicant intending to submit a proposal for the first time for a proposed farmland protection implementation project is urged to contact the Department regarding the applicant's eligibility prior to submitting its proposal. (Refer to page 5 of the RFP.)*

Eligible Projects for this RFP

Perpetual conservation easement(s)

NOTES:

- (i) *Each proposed project must be associated with viable agricultural land located within the Hudson Valley region as defined on page 6 of the RFP.*
- (ii) *Location of each proposed project must, at a minimum, be consistent with the location of any land or areas proposed to be protected in a county's or a municipality's agricultural and farmland protection plan.*
- (iii) *Each proposed project shall involve only **one** (1) Farm Operation (as that term is defined in Section 301 of Article 25-AA of the Agriculture and Markets Law). Any proposal involving more than one (1) Farm Operation shall not be considered for funding under this RFP.*
- (iv) *Publically owned lands or lands subject to an existing conservation easement (regardless of its duration) are not eligible under this RFP.*

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Match Contribution Requirements and Associated Stipulations for Conservation Easement Projects³					
Maximum State Award	Maximum State Contribution	Other "Caps" on State Contribution	Minimum Local Match		Other State Requirements
			%	Cash	
\$2,000,000	87.5% of total project costs	\$29,000/acre toward purchase price of development rights	12.5% of total project costs (solely from landowner)	None specified	Use of Department conservation easement
\$2,000,000	75.0% of total project costs	\$29,000/acre toward purchase price of development rights	25.0% of total project costs	5.0% of total project costs or \$5,000, whichever is less, and entire amount shall not be provided by landowner (waived if development rights value fully donated)	Use of Department-required conservation easement provisions
\$500,000	25.0% of purchase price plus all transaction costs	\$29,000/acre toward purchase price of development rights	remainder of all project costs	Federal farmland protection grant award	Land remains available for agricultural use

³ Perpetual conservation easements that result from a PDR or a TDR transaction or from the donation of the full value of development rights are all acceptable as an eligible **Conservation Easement Project** under this RFP.

Project Deliverables – Conservation Easement Projects

Preliminary Review

All Conservation Easement Projects must receive the Department's preliminary approval before compiling a project file.

To be submitted within 3 months after receiving State approval of your awarded contract:

- (1) **Title report *plus* title curatives letter** from Grantee attorney;
- (2) **Draft conservation easement(s)**; and
- (3) **Site plan** (*only if* it has been modified from that represented in grant proposal) associated with each draft conservation easement.

NOTE:

- (i) *Department review of the title report and title curatives proposed by the Grantee's attorney at this stage will help ensure that substantive title matters are properly resolved early in the overall process.*

Project Deliverables – Conservation Easement Projects *(continued)*

Project File

To be submitted within 18 months after receiving preliminary approval:

- (1) **Landowner Letter(s) of Intent to Convey Conservation Easement(s) on Viable Agricultural Land** signed by each owner of the subject land;
- (2) **Financial Worksheet**;
- (3) **Appraisal report**;
- (4) **Final draft conservation easement(s)**;
- (5) **Certification of Title Curatives** from Grantee attorney ***plus*** associated attachments; and
- (6) **Waiver (of preliminary/final notice of intent)** (*only if* subject land is in an agricultural district AND *only if* Grantee is a governmental entity).

NOTES:

- (i) *Five (5) documents required in each project file vs. formerly eight (8) documents and maximum of six (6) documents vs. formerly ten (10) documents*
 - *These documents no longer required and will not be reviewed by Department:*
 1. *purchase agreement*
 2. *baseline documentation report*
 3. *monitoring plan*
- (ii) *Expedited review by the Department is ensured because most required documents are either standardized forms created by the Department or include required provisions developed by the Department*

Project Deliverables – Conservation Easement Projects *(continued)*

Final Report

To be submitted within 120 calendar days after receiving interim payment #2:

- (1) **Conservation Easement Closing Certification;**
- (2) **Title insurance policy;**
- (3) copy of each recorded **Conservation Easement;** and
- (4) **FPIG Project Closing Statement** spreadsheet *plus* supporting documentation.

NOTES:

- (i) *If Final Report is not submitted in a timely fashion or if it is not deemed acceptable, the final payment (equivalent to the easement stewardship contribution by the State) shall be retained by the Department.*

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Disbursements – Conservation Easement Projects

TIMING	MILESTONES / DELIVERABLES ⁴	SCHEDULED PAYMENT ⁵ (State Contribution)		
Contract Approval Date	Final approval of funding agreement by New York State.	(1) Advance Payment includes: <ul style="list-style-type: none"> • \$1,500 title report stipend • 50% of cost for applicant's and other project partners' staff time • 50% of cost for applicant's legal fees 		
Month 1 to 3	Submission for Preliminary Review: <ul style="list-style-type: none"> • Refer to Attachment A-1 of funding agreement 			
Month 4 to 5	Department Preliminary Approval of project.	(2) Interim Payment #1 includes reimbursement for incurred costs: <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Appraisal • Baseline documentation report • Applicant's and other project partners' staff time </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Survey • Applicant's legal fees </td> </tr> </table>	<ul style="list-style-type: none"> • Appraisal • Baseline documentation report • Applicant's and other project partners' staff time 	<ul style="list-style-type: none"> • Survey • Applicant's legal fees
<ul style="list-style-type: none"> • Appraisal • Baseline documentation report • Applicant's and other project partners' staff time 	<ul style="list-style-type: none"> • Survey • Applicant's legal fees 			
Month 6 to 18	Submission of Project File: <ul style="list-style-type: none"> • Refer to Attachment A-1 of funding agreement 			
- -	Department approval of Project File.	(3) Interim Payment #2 includes: Balance of contract award, less State contribution toward easement stewardship.		
120 Calendar Days (After receipt of Interim Payment 2)	Submission of Final Report: <ul style="list-style-type: none"> • Refer to Attachment A-1 of funding agreement 			
- -	Department approval of Final Report.	(4) Final Payment includes: Amount equivalent to \$10,000 per conservation easement		

⁴ Please adhere to the anticipated dates to ensure prompt completion of the project. Doing so will enable efficient and predictable State disbursements. Failure to achieve the noted milestone may result in termination of the funding agreement.

⁵ Payments disbursed on a first approved, first paid basis. For a project associated with Federal farmland protection monies, no advance payment shall be disbursed by the State until the successful applicant provides proof of a Federal funding agreement to the Department.

Preparing and Submitting Your Proposal(s)

Must use New York State Grants Gateway to create and submit each proposal. Please refer to the [Hudson Valley Agricultural Enhancement Program Grants Gateway Proposal Submission Instructions](#).

The **Department** is providing the following guidance documents to assist in the compilation of required deliverables pursuant to this RFP. These should also be considered in preparing your proposal(s).

- [“Developing a Land Plan for an Agricultural Conservation Easement \(GD#3\)”](#);
- [“Conservation Easements – Title Curative Letter”](#);
- [“2015 Model Agricultural Conservation Easement”](#) (only for easement projects awarded a State contribution of 87.5% of eligible total project costs);
- [“Farmland Protection Implementation Grants \(FPIG\) Program Required Easement Provisions”](#) (only for easement projects awarded a State contribution of up to 75% of eligible total project costs, EXCEPT those awarded 25% of easement purchase price plus all transaction costs); and
- [“Appraisals for Conservation Easements \(GD#6\)”](#).

SAMPLE Proposal *(Yours is unlikely to be this long and it need not be to score well.)*

To illustrate what a proposal might contain, please view:

- [Excerpt #1](#) (pages 1-52)
- [Excerpt #2](#) (pages 53-76)
- [Excerpt #3](#) (pages 77-96)

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11:00AM **ADJOURN**

NOTE:

- Please remember to submit all questions in writing **by noon local time 11/23/2015.**
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david.behm@agriculture.ny.gov

Good luck!

Cheers!

