

Organization	Grant Opportunity	Document #	Document Role	Current Status
TOWN OF CAROLINE	Municipal Agricultural and Farmland Protection Planning Grant	AGM01-MAFPP-2022-00003	Grantee	Application Info Requested

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description: Town of Caroline Agriculture and Farmland Protection Plan
Project Statewide No
Address 1 2670 Slaterville Springs Road
Address 2
City Slaterville Springs
County Tompkins County
State NY
Zip 14881
Regional Council: Souther Tier
Agency Specific Region: (N/A)

PROGRAM SPECIFIC QUESTIONS

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.

Project Title Town of Caroline Agriculture and Farmland Protection Plan

Please answer all questions completely and briefly as character limits may apply. Note: Questions 4,8 and 9 require uploads.

1a Provide the full name, address, phone number and email for the Town Supervisor for this proposal.

Mark Witmer
2670 Slaterville Springs Road
Slaterville Springs, NY 14881
607-539-6400, ext 4
supervisor@townofcaroline.org

1b Provide the full name, address, phone number and email for the Principal Contact for this proposal.

Erica Frenay
200 Creamery Road
Brooktondale, NY 14817
607-342-3771
info@shelterbeltfarm.com

1c Provide the full name, address, phone number and email for the County Agricultural and Farmland Protection Board Chair.

John Fleming
25 N. Lansing School Rd.
Groton, NY 13073
607-280-4948
john.walnutridgedairy@gmail.com

2 Briefly summarize the trends and conditions in the town that warrant agriculture and farmland protection measures.

The Town of Caroline borders the Town and City of Ithaca to the west and is a desirable place to live for people who want proximity to the amenities of Ithaca without living in the city. With an increase in regional tourism, an influx of new residents fleeing cities during the COVID pandemic, immediate access to the area's primary employers (Cornell University and Ithaca College), and growth in large solar arrays being installed on farmland, the town has experienced recent residential and commercial growth.

In addition, the Town is currently in the early stages of implementing zoning. Farmers in the town wish to explore other methods of farmland protection—and farm business support—beyond the parameters of what zoning can do, especially since the Zoning Commission to date has not explicitly made agriculture a priority in their initial drafts. We also wish to contract the services of a planner who can help us analyze how the proposed zoning regulation would impact farming in the Town.

Farmland in Caroline was identified as one of six agricultural areas in Tompkins County to strategically protect for agricultural uses. These Agricultural Resource Focus Areas (ARFAs) were identified in a 2002 countywide study and are defined as areas with high concentrations of quality agricultural soils and contiguous, actively-farmed land. (Tompkins County Conservation Plan, 2010) The ARFA land in Caroline is centered along State Route 79, which is also the corridor experiencing the highest development pressure.

Also of note are the following factors which highlight the need for protection of farmland in Caroline:

- 1) Caroline has the highest rate of farmland rental activity of any of the 6 ARFAs in Tompkins County, at 45%, leading to instability in land tenure
- 2) Caroline also has the greatest number of farm parcels that fall outside the designated Agricultural District,
- 3) Caroline has had significant loss of full-time farmers in the Town — over 80% between 1980–2010,
- 4) Caroline has had the greatest percentage of agricultural land loss of all six ARFAs in Tompkins County since 1969

- 3 Provide a brief description of the agricultural setting in the town including:
- i. the approximate number and types of farms within town;
 - ii. the prospects for farm viability in the town; and
 - iii. other indications of the economic condition and importance of agriculture to the town.

One motivation for writing a Farmland Protection Plan for the Town is that we do not have recent, thorough Town-level data about the number and types of farms here, and we hope to gather this data as part of the process of developing our Town's profile. A 2020 survey as part of the Ag District renewal process by Tompkins County Cornell Cooperative Extension ag staff showed that there are just over 40 farms operating in the town, ranging from micro-scale to operations managing over 500 acres.

This area—like so many towns in NY—used to be primarily dairies, but currently there is only one still operating in the Town. The largest operations are hay and field crop producers, but there has been an influx of small and very small farms in the last decade, raising livestock, vegetables, and herbs, and creating value-added products. There are several farms pursuing agritourism enterprises, with glamping ("fancy camping") tents for overnight guest accommodation, several farms engaged in solar grazing (use of sheep to maintain the vegetation under large solar arrays), and several growing hemp for CBD markets. The Brooktondale Farmers Market is thriving and serves as a hub for the community every Saturday, and several self-serve farm stands around the town also provide valuable market channels and convenience for customers.

The town prides itself on preserving the rural and small-town character of the community which is largely defined by its agriculture and open space.

Having recognized the social, cultural and economic value of maintaining viable agriculture land in Caroline, the town has created an Agricultural Committee—a Town Board-appointed committee. This committee, comprised of a diverse cross-section of the agricultural interests in the town, provides a voice in the decision-making process as well as valuable insight into the agricultural community. As noted in the Tompkins County Conservation Plan, farmers in the Town feel that agriculture is a defining characteristic of the Town of Caroline and the majority of local residents support the preservation of agriculture in the Town. However, the farmers here also recognize that protecting land does not always equate to protecting farms, and they wish to explore strategies to truly support a vibrant local farm community that can increase food security in an uncertain future.

- 5 Provide the anticipated timeframe for completing the plan of work.

The Ag Committee would like to begin work by November 2022 and have a finished plan to send to the state for approval by November 2024. Our plan of work, included in this application, provides further details about our timeframe from start to finish.

- 6 Briefly describe the in-kind services to be used for up to 80% of the required match.

We anticipate that the majority of the Town's in-kind match will come from hours contributed by the Town Supervisor and Clerk, for administration and support of this project, as well as from the Town's legal counsel. The remainder will come from copying and direct mailing costs related to development of the plan, printing of maps, use of Town meeting space, and meeting supplies like flipcharts and markers.

- 8 Upload evidence of availability of matching funds. If you have multiple documents, please scan into a single PDF to upload. Acceptable documentation includes a copy of a resolution, a copy of a portion of the town budget demonstrating that matching funds have been earmarked for such activities, a letter from the town executive stating that the town has appropriated matching funds, or a copy of the letter(s) from an external granting agency that funding is provided to the town, or its agent for the development of the plan.

Yes

Upload *[FileNetDocRetrieval.aspx?docID={BA1FCFF2-F22F-4E09-B6C4-C8526E5D29D3}](#)

- 9 Upload a letter from the Town Supervisor authorizing the submission of this application.

Yes

Upload *[FileNetDocRetrieval.aspx?docID={0C9A36AB-A9E6-4594-B091-D4EE11E7CE56}](#)

- 4 Upload a detailed description of the plan of work to be followed in developing the plan.

Yes

Upload *[FileNetDocRetrieval.aspx?docID={A7F0C086-E142-490B-96BB-BE3E15AFA9F6}](#)

- 7 Provide the qualifications of the principals who will be developing the plan including experience in developing agricultural protection sections of comprehensive plans and land use regulations

Monika Roth
Title: Agriculture Development Specialist
Organization: Retired from Tompkins County Cooperative Extension

Relevant Experience: Ms. Roth was the Ag Issues Leader for Tompkins County Cooperative Extension for 40 years. In that capacity, she was the CCE representative to the Tompkins County Agriculture & Farmland Protection Board since its inception, and led the process of developing the Tompkins County Agriculture & Farmland Protection plan. Since 2009, she has also been a key consultant with the Towns of Ithaca, Ulysses and Lansing as these Tompkins County towns have developed their farmland protection plans.

George Franz

Title: Associate Professor of the Practice

Organization: Department of City & Regional Planning, Cornell University

Relevant Experience: Consultant on multiple farmland protection plans and has extensive experience conducting analysis of zoning for its impact on agriculture. Also, in 2021 George authored the Farm-Friendly Municipal Toolbox for the Syracuse-Onondaga County Planning Agency for their new County Farmland Protection Plan.

Don Barber

Chair, Food Policy Council for Tompkins County

Relevant Experience: former Supervisor, Town of Caroline. Oversaw development of first Town of Caroline Comprehensive Plan. Recently participated in development of a county-wide Food System Plan.

Graham Savio

Title: Agriculture and Horticulture Issue Leader

Organization: Cornell Cooperative Extension

Relevant Experience: Graham Savio is the Agriculture and Horticulture Issue Leader at Cornell Cooperative Extension Tompkins County, where he oversees programs that support farm viability, farmland protection and farm transition, and provides staff support to the Tompkins County Ag Farmland Protection Board. He served on the board of Cortland County Farm Bureau and was a founding member of the Central NY chapter of the National Young Farmers Coalition. With his wife, he farms 50 acres in the town of Willet, NY.

Velvet Lyke

Title: Bookkeeper

Organization: Town of Caroline

Relevant Experience: 10+ years experience working with municipal budgets and finances.

PERSONAL SERVICES - SALARY

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Salary position has been saved successfully, select the **Add** button above to add additional Salary position.
4. Click Forms Menu to return to the navigation links.

Salary Detail

In the Salary section only include staff positions related to the implementation and administration of the program. If Salary is not applicable leave this section blank.

Details

Position/Title	Project Assistants and Administration
Role/Responsibility	Attend meetings and take notes, assist with zoning analysis, research and gathering relevant examples of farmland protection tools applied in NYS, assist with writing sections of the plan, legal consultation, and administering the grant
# in Title	2

Financial

Annualized Salary Per Position \$5,000.00

STD Work Week (hrs)

% Funded 100%

Months Funded 18

Total Grant Funds \$10,000.00

Total Match Funds \$5,875.00

Match % 0%

Total Other Funds

Line Total	\$15,875.00
Category Total	\$15,875.00

Click here to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

PERSONAL SERVICES - SALARY NARRATIVE

Instructions:

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Salary Narrative

Provide an explanation of any exceptions in staffing patterns and/or annual salary costs.

We will hire a Masters of Professional Studies (MPS) student at Cornell's Dyson School, with a stipend of \$10,000 for approximately 10 hrs/week over the course of 20 months. This student will report directly to consultant and project coordinator Monika Roth.

The other project assistant will be a 2023 Summer intern in Cornell's City and Regional Planning Program for a flat fee of \$1,875 for approximately 10 hrs/week for 4 months.

This line item also includes and in-kind match of \$2,000 for consultation with the Town's lawyer, and \$2,000 total for Town Supervisor and Town Clerk staff time to administer this grant.

PERSONAL SERVICES - FRINGE**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Fringe item has been saved successfully, select the **Add** button above to add additional Fringe items.
4. Click Forms Menu to return to the navigation links.

Fringe Detail

Fringe Benefits should be budgeted in line with your organization's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreements and should not exceed the current NYS rate. Provide a brief explanation of the percentage and composition of the fringe benefit structure. If fringe is not applicable, leave this section blank.

[Details](#)

Fringe - Type/Description**Justification**

[Financial](#)

Total Grant Funds**Total Match funds**

Match % %

Total Other funds

Line Total	\$0
Category Total	\$0.00

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

PERSONAL SERVICES - FRINGE NARRATIVE**Instructions:**

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Fringe Narrative

Fringe Benefits should be budgeted in line with your organization's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreements and should not exceed the current NYS rate. Provide a brief explanation of the percentage and composition of the fringe benefit structure. If the budgeted fringe benefits represent an exception of the current NYS rate, please explain the difference.

CONTRACTUAL**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Contractual item has been saved successfully, select the **Add** button above to add additional Contractual items.
4. Click Forms Menu to return to the navigation links.

Contractual Detail

In the Contractual Services section should include costs for services rendered to the project under a format or written agreement such as direct provision of services by contractual arrangement. If Contractual is not applicable leave this section blank.

[Details](#)

Contractual - Type/Description Consultants to coordinate project and provide analysis of draft zoning
Justification Project coordinator \$5,154; Zoning Analysis Consultant \$3,000; Cornell Cooperative Extension staff support \$5,846

[Financial](#)

Total Grant Funds \$14,000.00
Total Match Funds \$0
Match % 0%

Total Other Funds

Line Total	\$14,000.00
Category Total	\$14,000.00

Click here to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

TRAVEL**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Travel item has been saved successfully, select the **Add** button above to add additional Travel items.
4. Click Forms Menu to return to the navigation links.

Travel Detail

This section is used to itemize travel costs. If Travel is not applicable leave this section blank.

[Details](#)**Travel - Type/Description****Justification**[Financial](#)

Total Grant Funds
Total Match Funds
Match % %

Total Other Funds

Line Total	\$0
Category Total	\$0.00

Click here to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

OTHER EXPENSES DETAIL**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an other expense item has been saved successfully, select the **Add** button above to add additional other expense items.
4. Click Forms Menu to return to the navigation links.

Other Expenses Detail

If Other Expenses is not applicable, leave this section blank.

[Details](#)

Other Expenses - Type/Description GIS map printing, meeting supplies, meeting space, Public hearing/legal notice

Justification GIS map development and printing (\$700), meeting supplies (\$500), meeting space (\$600), Public hearing/legal notice (\$300), mailing to town residents to gather feedback (\$660), printing (\$1,000)

[Financial](#)

Total Grant Funds \$1,000.00
Total Match funds \$2,760.00
Match % 0%
Total Other funds

Line Total	\$3,760.00
Category Total	\$3,760.00

Click here to see a summary of the detail entered for this category.

CATEGORY TOTAL SUMMARY**OTHER NARRATIVE****Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Other Expenses Narrative

If applicable, please provide an explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby the other cost category expenses of a certain amount must be justified.

Grant Funds:

GIS map development and printing (\$700)

Public hearing/legal notice (\$300)

In-kind Match:

The Town of Caroline will cover the cost or contribute at no charge the following items related to the planning process:

Meeting supplies (\$500),

Meeting space (\$600)

Mailing to town residents to gather feedback (\$660)

Printing (\$1,000)

EXPENDITURE SUMMARY**Instructions:**

1. Save this form to display a roll-up of the category budget details.
2. Click Forms Menu to return to the navigation links.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	\$10,000.00	\$5,875.00	58%	0%	\$0	\$15,875.00
b) Fringe	\$0	\$0	0%	0%	\$0	\$0
Subtotal	\$10,000.00	\$5,875.00	58%		\$0	\$15,875.00
2. Non Personal Services						
a) Contractual	\$14,000.00	\$0	0%	0%	\$0	\$14,000.00
b) Travel	\$0	\$0	0%	0%	\$0	\$0
c) Equipment	\$0	\$0	0%	0%	\$0	\$0
d) Space/Property & Utilities	\$0	\$0	0%	0%	\$0	\$0
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$1,000.00	\$2,760.00	276%	0%	\$0	\$3,760.00
Subtotal	\$15,000.00	\$2,760.00	18%		\$0	\$17,760.00
Total	\$25,000.00	\$8,635.00	34%	33%	\$0	\$33,635.00
PERIOD TOTAL	\$0					

MATCH WORKSHEET**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an match item has been saved successfully, select the **Add** button above to add additional match items.
4. Click Forms Menu to return to the navigation links.

Match Worksheet Detail

Provide detail on the match amounts identified in the detail worksheets. Complete the Form of Documentation Provided column and provide required matching funds documentation with the application/contract package.

[Details](#)

Source of Matching Funds Town of Caroline annual budget

Describe Match Source

(I.E. Local, State, Federal, or Private) This is a local match source, designated by the Town Council in Resolution 91, included with this application

Form of Documentation**Provided**[Financial](#)

Match Amount	\$8,635.00*
Line Total	\$8,635.00
Match Worksheet Detail Total	\$8,635.00
Budget Detail Match Total	\$8,635.00
CATEGORY TOTAL SUMMARY	

WORK PLAN OVERVIEW FORM**Instructions:**

The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary
2. Organizational Capacity
3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

Work Plan Period From 11/14/2022 To 11/13/2024**Project Summary**

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

The Town of Caroline will develop an agriculture and farmland protection plan customized to the specific needs of the people and geography of our town. Our primary goals are to protect existing farming activities while also planning for future food security and economically viable farming operations in our Town. The timing is imperative as our town is undergoing a zoning planning process that may prove harmful to agriculture.

The Town of Caroline is located in Tompkins County, in the Southern Tier and at the very eastern side of the Finger Lakes region. There are over 3,200 people in the town, all of whom would be impacted in some way by an ag and farmland protection plan, so we seek to involve as many as possible in the process of developing this plan.

Organizational Capacity

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

The Town of Caroline has a very active Agriculture Committee that has been working together and building trust among its diverse members for nearly a year. Our town has also devoted considerable time to both developing (2010) and updating (2020) our Comprehensive plan. We have working relationships with Tompkins County Cooperative Extension staff and local planners who have worked with the other four towns in Tompkins County as they developed their farmland protection plans, and these same individuals have already committed to guiding the Caroline Agriculture Committee in the process of developing their plan.

The expertise, commitment and human resources for moving ahead with a Municipal Agriculture and Farmland Protection Plan in Caroline are ready to go; all that is needed is the funds to cover the relevant expenses and facilitator/consultants' time to guide the Town's residents through the process of visioning and developing a plan that suits our resources and goals.

OBJECTIVES**Instructions:**

1. Enter an *Objective* in the field provided below.
2. Select the **Save** button.
3. To add another *Objective*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Tasks* to the *Objective*.
5. Click Forms Menu to return to the navigation links.

Objective Name**Objective Description****Instructions for Adding Tasks for this Objective:**

Click the **Task** link in the Forms Menu navigation panel above to add a Task to this Objective.

OBJECTIVES AND TASKS**Instructions:**

1. Select the **View/Add** link next to a Task to add or edit the Performance Measures for that Task.
2. Click Forms Menu to return to the navigation links.

Objective
Objective Name

Objective Description

TASKS**Instructions:**

1. Enter an *Task* in the field provided below.
2. Select the **Save** button.
3. To add another *Task*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Performance Measures* to the *Task*.
5. Click Forms Menu to return to the navigation links.

Objective:**Task Name****Task Description****Instructions for Adding Performance Measures for this Task:**

Click the **Performance Measures** link in the Forms Menu navigation panel above to add a Performance Measure to this Task.

DEFINE TASKS**Objective:****Task****PERFORMANCE MEASURE****Instructions:**

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:**Task:****Performance Measure Name**

Integer

PERFORMANCE MEASURE**Instructions:**

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:**Task:****Performance Measure Name**

Integer

Attestation

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge

or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

Submitted By: Mark Witmer **Submitted On:** 8/17/2022 1:20:21 PM