

Farmland Restoration Flood Response Grant

Writing Workshop



DEPARTMENT
OF AGRICULTURE

Please introduce yourselves in the comments.

- Your name
- Farm name
- What you farm
- The type of restoration work you are planning for your farm
- If you want to share how you were impacted by flooding or excessive rain, feel free

Today's Agenda

- Welcome
- Overview of the Farmland Restoration Flood Response Grant
 - Grant Description
 - Eligible Applicants
 - Match Requirements, Expenses, & Payment
 - Project Duration & Post Award Requirements
 - Submission Process and Required attachments
 - Evaluation Criteria and Process
- Important Dates
- Questions?

Grant Description

- The Farmland Restoration Flood Response Grant (RFRG) provides **matching funds** to Connecticut farmers, nonprofits, and municipalities impacted by excessive rainfall and flooding in July 2023 to restore lands into active agricultural production.
- RFRG focuses on **restoring and improving land** with prime and important farmland soils, in accordance with a Farmland Restoration Plan (FLRP Plan).
- The FLRG program and any awards are subject to limitations of state funding.
- For the purposes of this grant, farmland restoration is the act of bringing land into agricultural production for human food, animal feed, or livestock grazing.

Eligible Applicants

- 1. Agricultural producers**, who are owners of an existing agribusiness within the State of Connecticut with at least one year of production experience who have experienced flooding or damage to crops, infrastructure, and site due to excessive rainfall in July.
- 2. Not-for-profits owning or leasing farmland**, in use by a farmer, who experienced flooding or damage to crops, infrastructure, and site due to excessive rainfall in July.
- 3. Municipalities leasing farmland**, currently in use by a farmer, who experienced flooding or excessive rainfall in July. The lease must be no less than five years in duration, with a five-year option to renew in the terms.
 - Farmers must be registered with the Secretary of State and have/apply for a Farmers' Tax Exemption Permit
 - All businesses must be registered with the Secretary of State and in good standing

Restoration Flood Response Grant Categories

Project Scope of Work #1: Repairs, Replacement, and Reinstallation

- Fencing
- Well heads
- Irrigation pumps and pipes

Project Scope of Work #2: Site Reconstruction

- Drainage
- Riparian Buffer Restoration
- Grading and shaping of farmland topography
- Diversions and waterways
- Culverts and stream banks
- Farm roads

Project Scope of Work #3: Soil Amendments

- Project which needs to purchase and apply additional soil amendments to adjust soil pH or other justified reasons. If replanting more fertilizer
- Topsoil
- Compost
- Manure
- Seed for cover crop, clover

UNDER NO CIRCUMSTANCES CAN FUNDS BE USED TO:

- **construct levies**
- **increase floodplain elevations**
- **change drainage patterns.**

By receiving the Farmland Restoration Flood Response Grant, awarded applicants agree to ensure that land improvements that result from this award **shall be used for agricultural purposes for at least five (5) years or the duration of the lease (if a lease is applicable).**

Match Requirements & Calculation

Publicly Owned Land: These projects are on land(s) owned by a municipality or are state-owned land – there is a **10% match requirement**. 10% of the total project cost must be provided through monetary or in-kind match.

For example: With a \$10,000 project cost, the applicant would need to provide \$1,000 match of cash or in-kind services and grant funds would cover the other \$9,000 in project costs.

Privately Owned Land: These projects are on land privately owned by a farmer or nonprofit – there is a **50% cost match requirement**. 50% of the total project cost must be provided through monetary or in-kind match.

For example: With a \$10,000 project cost, the applicant would need to provide \$5,000 match of cash or in-kind services and grant funds would cover the other \$5,000.

Match Calculation

Grant Maximum Award: \$20,000

For in-kind match requirements, the cost per hour can be valued at a predetermined rate, or, if the rate is unknown, please reference the [Independent Sectors](#) information.

Match, whether cash or in-kind must be accounted for with a monetary amount in the budget towards the match requirement.

Expenses

The following expenses **may not be used as a match** and will **not be funded by this grant**:

- Any expense incurred prior to contract execution
- Land acquisition/mortgages
- Cost of borrowing (points and other fees)
- Any portion of expense for which the applicant barters/pays a contractor in merchandise or service in lieu of cash
- Routine business expenses (example: equipment maintenance)
- Disposable supplies (office, farm, otherwise) unrelated to the project
- Legal expenses related to litigation
- Indirect or contingency costs of any percentage
- Projects conducted on brownfields or contaminated lands
- Lobbying

Expenses

The following **expenses** are an acceptable match :

- Employee salaries/payroll paid to execute the project
- Attorneys' fees (not related to litigation)
- Consumable or disposable supplies (example: gas, oil)

Examples of **eligible expenses** for grant-funded projects:

- State/local/federal permits related to the project
- Rental of equipment
- Hiring contractors
- Soil amendments
- Well digging
- Pond dredging
- Fence and fence installation
- Irrigation
- Pump houses
- Stone and stump removal
- Land clearing/brush hogging
- Invasive plant removal
- Tree pruning/maintenance
- Field drainage

Payment

75% of the total grant award may be provided to the awardee upon contract execution AND a Restoration Plan has been approved by the Commissioner of Agriculture.

The remaining 25% of the award shall not be paid to the awardee until:

1. project is complete and approved by the soil scientist
2. submission of expense documentation.

The Farmland Restoration Flood Response Grant may only be paid directly to the individual or organization who is the awardee and listed on the grant contract.

Incomplete projects will not be fully reimbursed.

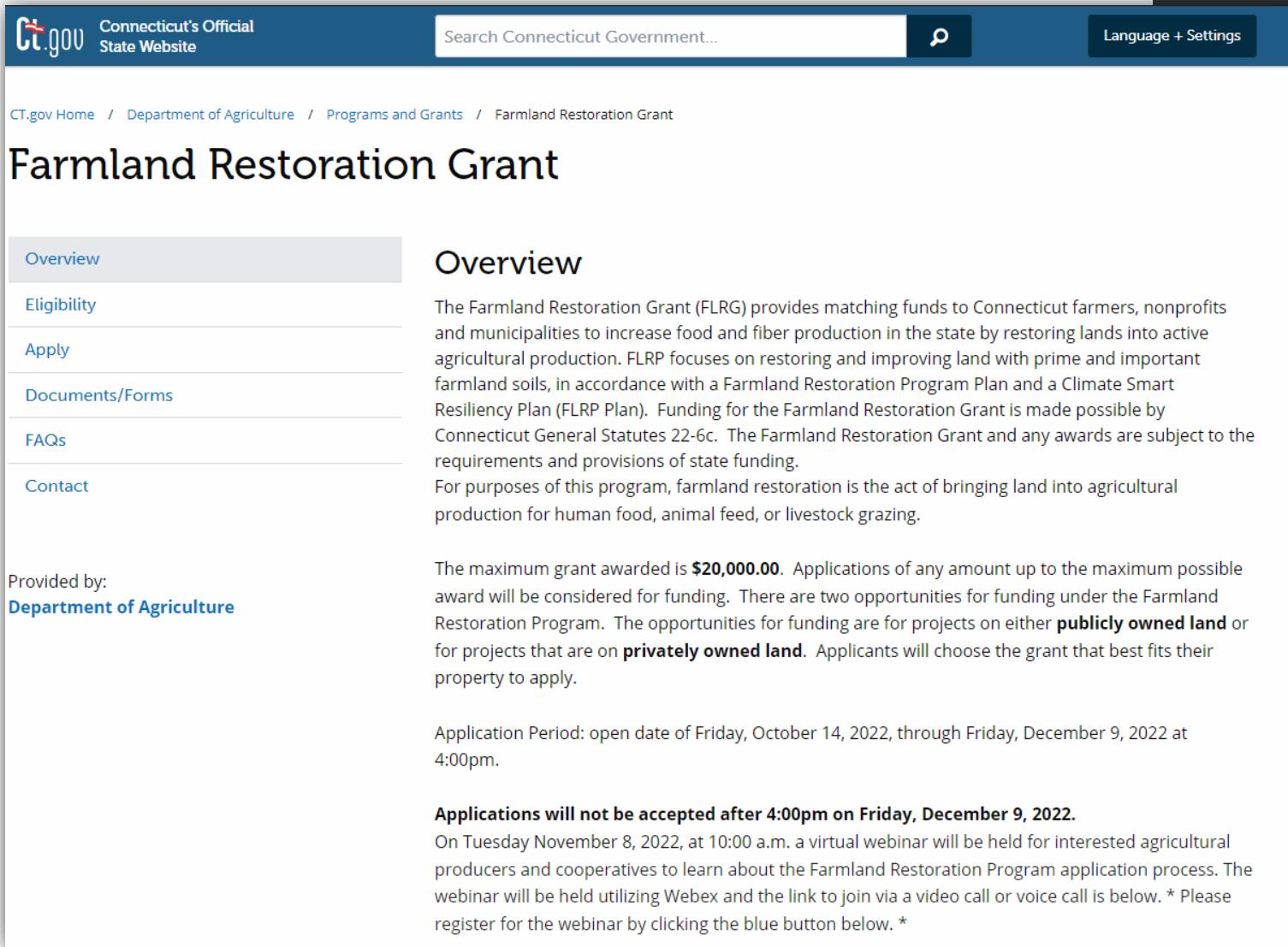
Additional funds cannot be provided.

Project Duration

- Projects must be **completed within 18 months** of contract execution.
- Contract and project extensions are not allowed.
- **Applicants should be prepared for an anticipated contract start date of September 15 to October 1, 2023.**

Where can I find information on the 2023 Farmland Restoration Grant?

- www.ctgrown.gov
- Click “Farmland Restoration Grant”



The screenshot shows the Connecticut Farmland Restoration Grant page on the CT.gov website. The page has a dark blue header with the CT.gov logo, a search bar, and a language settings button. The main content area has a light blue sidebar with links to Overview, Eligibility, Apply, Documents/Forms, FAQs, and Contact. The main content area features an "Overview" section with text about the grant, a "Provided by" section mentioning the Department of Agriculture, and sections for application details, application period, and a note about the application deadline.

CT.gov Connecticut's Official State Website

Search Connecticut Government...

Language + Settings

CT.gov Home / Department of Agriculture / Programs and Grants / Farmland Restoration Grant

Farmland Restoration Grant

[Overview](#)

[Eligibility](#)

[Apply](#)

[Documents/Forms](#)

[FAQs](#)

[Contact](#)

Provided by:
[Department of Agriculture](#)

Overview

The Farmland Restoration Grant (FLRG) provides matching funds to Connecticut farmers, nonprofits and municipalities to increase food and fiber production in the state by restoring lands into active agricultural production. FLRP focuses on restoring and improving land with prime and important farmland soils, in accordance with a Farmland Restoration Program Plan and a Climate Smart Resiliency Plan (FLRP Plan). Funding for the Farmland Restoration Grant is made possible by Connecticut General Statutes 22-6c. The Farmland Restoration Grant and any awards are subject to the requirements and provisions of state funding.

For purposes of this program, farmland restoration is the act of bringing land into agricultural production for human food, animal feed, or livestock grazing.

The maximum grant awarded is **\$20,000.00**. Applications of any amount up to the maximum possible award will be considered for funding. There are two opportunities for funding under the Farmland Restoration Program. The opportunities for funding are for projects on either **publicly owned land** or for projects that are on **privately owned land**. Applicants will choose the grant that best fits their property to apply.

Application Period: open date of Friday, October 14, 2022, through Friday, December 9, 2022 at 4:00pm.

Applications will not be accepted after 4:00pm on Friday, December 9, 2022.

On Tuesday November 8, 2022, at 10:00 a.m. a virtual webinar will be held for interested agricultural producers and cooperatives to learn about the Farmland Restoration Program application process. The webinar will be held utilizing Webex and the link to join via a video call or voice call is below. * Please register for the webinar by clicking the blue button below. *

Application Form

Apply through the online cognito form where you'll fill in fields and upload documents

Farmland Restoration Flood Response Grant

This form can be saved and returned to later. The application period is through August 21, 2023, at 4:00 p.m.

Grant Description - The Farmland Restoration Flood Response Grant (RFRG) provides matching funds to Connecticut farmers, nonprofits and municipalities impacted by excessive rain fall and flooding in July 2023 to restore lands into active agricultural production. RFRG focuses on restoring and improving land with prime and important farmland soils, in accordance with a Farmland Restoration Plan (FLRP Plan).

Grant Submission Details - A complete application contains the following items:

1. Complete and attach the Farmland Restoration Flood Response Budget Form and Project Timeline Workbook.
2. Upload a map noting soil classifications.
3. Upload photos of land before and after flooding or excessive rain.
4. Attach conceptual drawings, estimates/quotes, product information, or other budget justification materials (optional.)

Application Due Date - August 21, 2023 at 4:00 p.m. Applications will not be accepted after August 21, 2023 at 4:00 p.m.

Applicant Information

Applicant/Farm Name *

Project Contact *

 First Last

Full Mailing Address *

 Address Line 1 Address Line 2 City State Zip Code

Phone *

Email *

Attachment Section

Attach your Budget and Timeline Workbook. *

Upload

or drag files here.

The fillable Budget and Project Timeline Workbook document can be found here: [2023 Farmland Restoration Flood Response](#)

Attach photo of the project area PRIOR TO it being impacted by flooding or excessive rain.

Upload

or drag files here.

Attach a photo of the project area with flooding or excessive rain impacts.

Upload

or drag files here.

Attach a soils map of the project area

Upload

or drag files here.

Attach any conceptual drawings, estimates/quotes, product information, or other budget justification materials here.

Upload

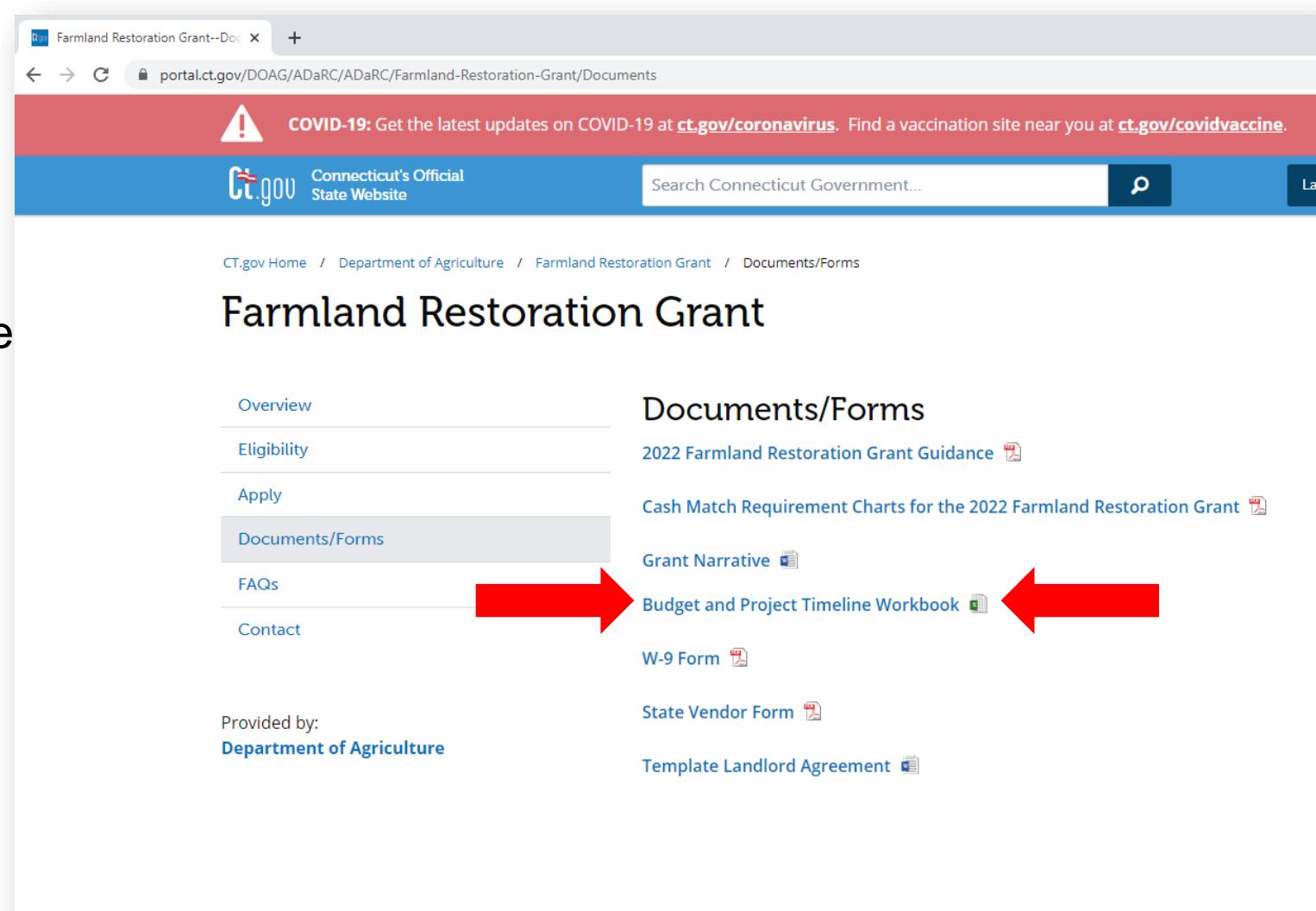
or drag files here.

Signature *

x

Budget and Project Timeline Workbook

- Visit: [2023 Farmland Restoration Flood Response Grant Program \(ct.gov\)](https://portal.ct.gov/DOAG/ADaRC/ADaRC/Farmland-Restoration-Grant/Documents)
- Download a blank copy of the form and save to your computer.



Farmland Restoration Grant

Overview

Eligibility

Apply

Documents/Forms

FAQs

Contact

Provided by:
Department of Agriculture

Documents/Forms

2022 Farmland Restoration Grant Guidance

Cash Match Requirement Charts for the 2022 Farmland Restoration Grant

Grant Narrative

Budget and Project Timeline Workbook

W-9 Form

State Vendor Form

Template Landlord Agreement

A red arrow points to the 'Budget and Project Timeline Workbook' link in the 'Documents/Forms' section. Another red arrow points from the right towards the same link.

Budget and Project Timeline Workbook

There are three sheets included in this workbook:

1. Instructions *you do not need to fill anything out on this sheet.*
2. Budget Sheet
3. Budget Narrative
4. Project Timeline

The screenshot shows a Microsoft Excel spreadsheet titled "2022 Farmland Restoration Grant Budget and Project Timeline Workbook (1)". The "Home" tab is selected. The content of the sheet is as follows:

Budget, Budget Narrative, and Project Timeline Workbook					
2022 Farmland Restoration Grant					
Please complete the other three sheets contained in this workbook. The sheets include, "Budget Sheet", "Budget Narrative", and "Project Timeline". Instructions for each are found on the top of the corresponding sheet.					
Once you have finished filling the sheets out, save a copy to your computer and attach this workbook to your grant application.					
All quotes, estimates, sketches, diagrams, or other budget justification items can be uploaded as attachments to your grant application.					
If you have any questions about completing this workbook, please contact Simon Levesque at simon.levesque@ct.gov					

At the bottom of the sheet, there are four red arrows pointing downwards towards the tabs. The tabs are labeled: "Instructions" (highlighted in green), "Budget Sheet", "Budget Narrative", and "Project Timeline".

Budget Sheet

- Your budget must contain the following itemized categories.
- Projects involving hiring a subcontractor should include quotes from that subcontractor.
- In-kind expenses must include breakdowns of hours worked, rates per hour and work performed.

The screenshot shows a Microsoft Excel spreadsheet titled "Budget Application Form" for the "2022 Farmland Restoration Grant". The spreadsheet includes a table for budget items and a narrative section.

Budget Application Form
2022 Farmland Restoration Grant

Directions: In the cells below, itemize the project expenses for each category. The sum function will automatically total the itemized expenses in each of the gray category boxes. Rows can be added in each category if needed. Be sure to check the sum function of each category to ensure it includes the additional rows added.

In addition to the itemized budget below, please also fill out the budget narrative (on the next sheet) that contains the following information:
a. Where the match is coming from (cash, loan, other grant, etc.)
b. Sufficient explanation and justification of the financial support requested

	BUDGET	ITEMIZED SUBTOTALS - GRANT FUNDS	GRANT FUNDS REQUESTED	ITEMIZED SUBTOTALS - MATCH FUNDS	IN-KIND MATCH BY APPLICANT	ITEMIZED SUBTOTALS MATCH FUNDS	CASH MATCH BY APPLICANT	TOTAL COST
6	SALARIES AND FRINGE. Employee salary & fringe paid to execute the project is eligible. Salary is an eligible cash match as well.	Leave blank	\$0.00	Leave blank	\$0.00	Leave blank	\$0.00	\$0.00
7	Salary and Fringe 1:	N/A						
8	*RENTAL OF EQUIPMENT. Rented equipment required to complete the project (woodchipper, backhoe, light or heavy duty equipment)	Leave blank	\$0.00	Leave blank	\$0.00	Leave blank	\$0.00	\$0.00
9	Item 1:	\$0.00						
10	Item 2:	\$0.00						
11	12 *MATERIALS & SUPPLIES. A list of materials and supplies required for the project.	Leave blank	\$0.00	Leave blank	\$0.00	Leave blank	\$0.00	\$0.00
13	Item 1:	\$0.00						
14	Item 2:	\$0.00						
15	Item 3:	\$0.00						
16	Item 4:	\$0.00						
17	Item 5:	\$0.00						
18	CONTRACTUAL/CONSULTANT. Expenses associated with procuring services performed by an individual or organization other than the applicant. If more than one, each contractor/consultant hired must be described separately. Attaching quotes to justify the expense is required.	Leave blank	\$0.00	Leave blank	\$0.00	Leave blank	\$0.00	\$0.00
19	Contractor 1:	\$0.00						
20	Contractor 2:	\$0.00						
21	OTHER COSTS. A list, with descriptions, of each item listed as "Other Costs"	Leave blank	\$0.00	Leave blank	\$0.00	Leave blank	\$0.00	\$0.00
22	Other 1:	\$0.00						
23	Other 2:	\$0.00						
24	Other 3:	\$0.00						
25	Other 4:	\$0.00						
26	Other 5:	\$0.00						

Budget Narrative

- **The budget narrative should contain evidence or justification for costs reported on the budget sheet.**
- For example, to complete your project you plan on utilizing two of your employees. While the budget sheet shows that the cost for your employees to do that work is **\$8,000**, here is where you **justify** that cost with an explanation.
- For supplies or materials ordered online, insert a **link** to the product or service in the justification column.
- Remember to include **shipping/freighting costs** in the total cost of the item.

Budget Narrative										
2022 Farmland Restoration Grant Application										
The budget narrative should contain evidence or justification for costs reported on the budget sheet. For example, to complete your project you plan on utilizing two of your employees. While the budget sheet shows that the cost for your employees to do that work is \$8,000, here is where you justify that cost with an explanation.										
For supplies or materials ordered online, insert a link to the product or service in the justification column. Remember to include shipping/freighting costs in the total cost of the item.										
For example:										
Item		Justification			Total Cost		Is this cost covered by another grant? If so, please indicate the grant name, awarding agency, and grant amount.			
Salary		2 employees, \$25/hr, 4 hrs per week for 40 weeks			\$8,000		N/A			
Other Costs: 3 Hydro Flow Clear Vinyl Tubing, 1/4 Inch (ID), 100 Feet		3 at \$24.95 each, plus \$28.06 estimated shipping; Link: https://hydrobuilder.com/hydro-flow-clear-vinyl-tubing.html?opts=eyJhdHRyaWJ1dGUxNDYxIjoiMTgzNzUifQ==			\$102.91		Grant A, USDA, \$2000			
Fill out the table below as it pertains to your project. Add or remove rows as needed.										
Item		Justification			Total Cost		Is this cost covered by another grant? If so, please indicate the grant name, awarding agency, and grant amount.			

Project Timeline

- Include all project milestones and related deadlines.
- Projects must be completed within 18 months of contract execution.

Evaluation Criteria

Applications to the Farmland Restoration Grant shall be evaluated based on:

- 1. The soil composition of the project area.** Does the project area contain prime, important, or locally important farmland soils?
- 2. Use of the land for the remainder of the growing season.** Will it sit unplanted for the remainder of the season or can it be replanted.
- 3. Farm business planning.** Does the farming operation(s) using the land have a current farm business plan?
- 4. Who is farming the land?** Is the farmer of the project land a new farmer with one to three years of production experience? Is the farmer a limited resource or socially disadvantaged producer? Is the farmer a veteran?
- 5. Does the farm have crop insurance?**
- 6. Percentage of farm's acreage impacted by flooding or excessive rain.**

If You're Selected for Funding....

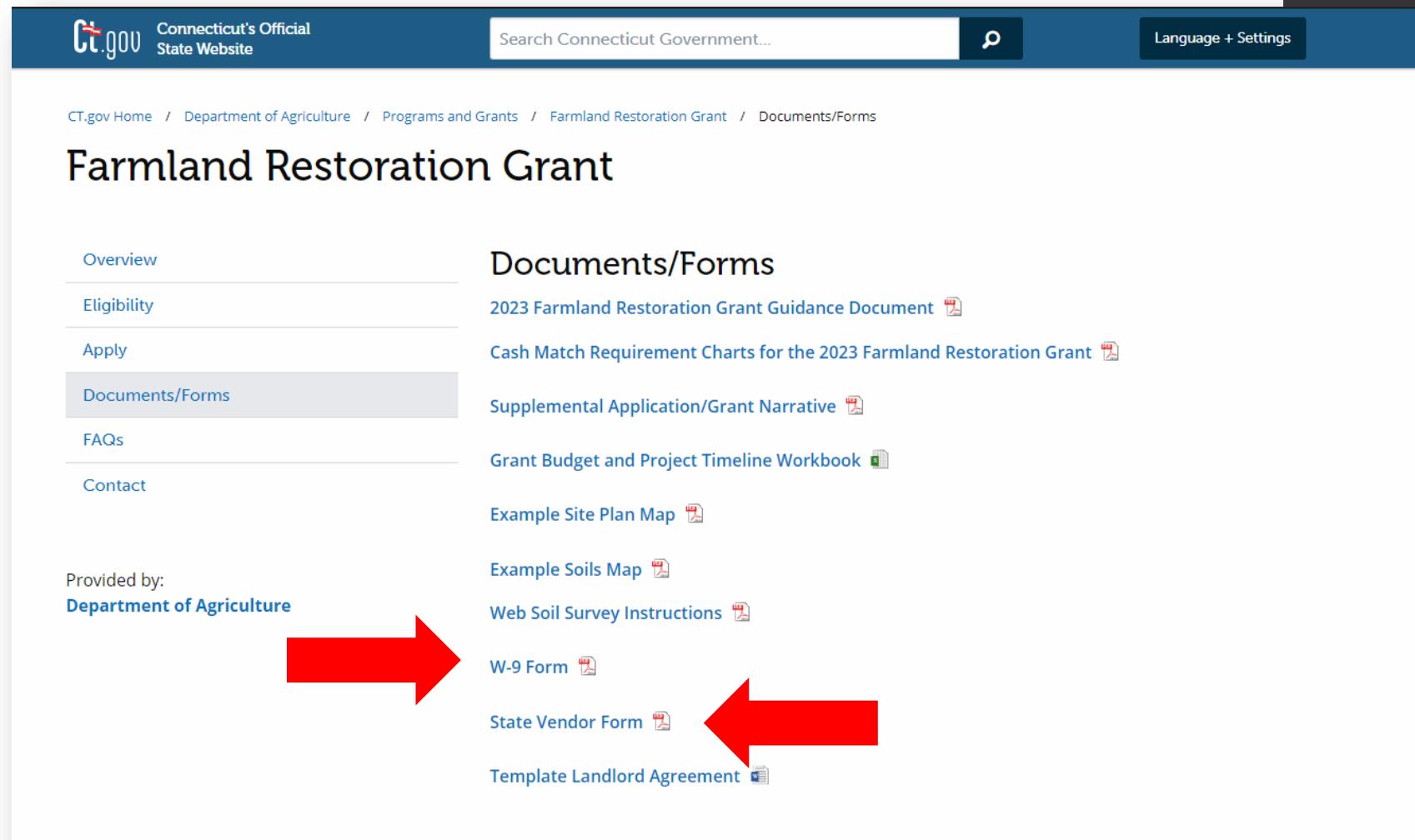
Applicants of awarded projects will be responsible for the following:

1. Sign an agreement with the State of Connecticut
2. Providing a Certificate of Insurance holding the state harmless or listing the state as an additional insured on the grantee's liability insurance policy
3. Executing the contract within the contractual time frame
4. Working with the assigned soil scientist to develop the Farmland Restoration Plan
5. Meeting with the assigned soil scientist for a final walk-through of the completed project
7. Submitting a final financial report with all itemized expenses per the State of CT contract.
8. Other requirements as outlined in the State of Connecticut contract

Upon the contract start date, DoAg will assign a soil scientist to develop a Farmland Restoration Plan (Plan). **Awardees cannot begin work on their project until a Plan is completed and approved by DoAg.**

Other Important Forms: W-9 and State Vendor Form

- The DOAG Grants portal will prompt you to fill out and save a copy of your W-9 Form and State Vendor Form.
- Copies of these forms **MUST** be attached to your grant application.



CT.gov Connecticut's Official State Website

Search Connecticut Government...

Language + Settings

CT.gov Home / Department of Agriculture / Programs and Grants / Farmland Restoration Grant / Documents/Forms

Farmland Restoration Grant

Overview

Eligibility

Apply

Documents/Forms

FAQs

Contact

Provided by:
Department of Agriculture

Documents/Forms

2023 Farmland Restoration Grant Guidance Document

Cash Match Requirement Charts for the 2023 Farmland Restoration Grant

Supplemental Application/Grant Narrative

Grant Budget and Project Timeline Workbook

Example Site Plan Map

Example Soils Map

Web Soil Survey Instructions

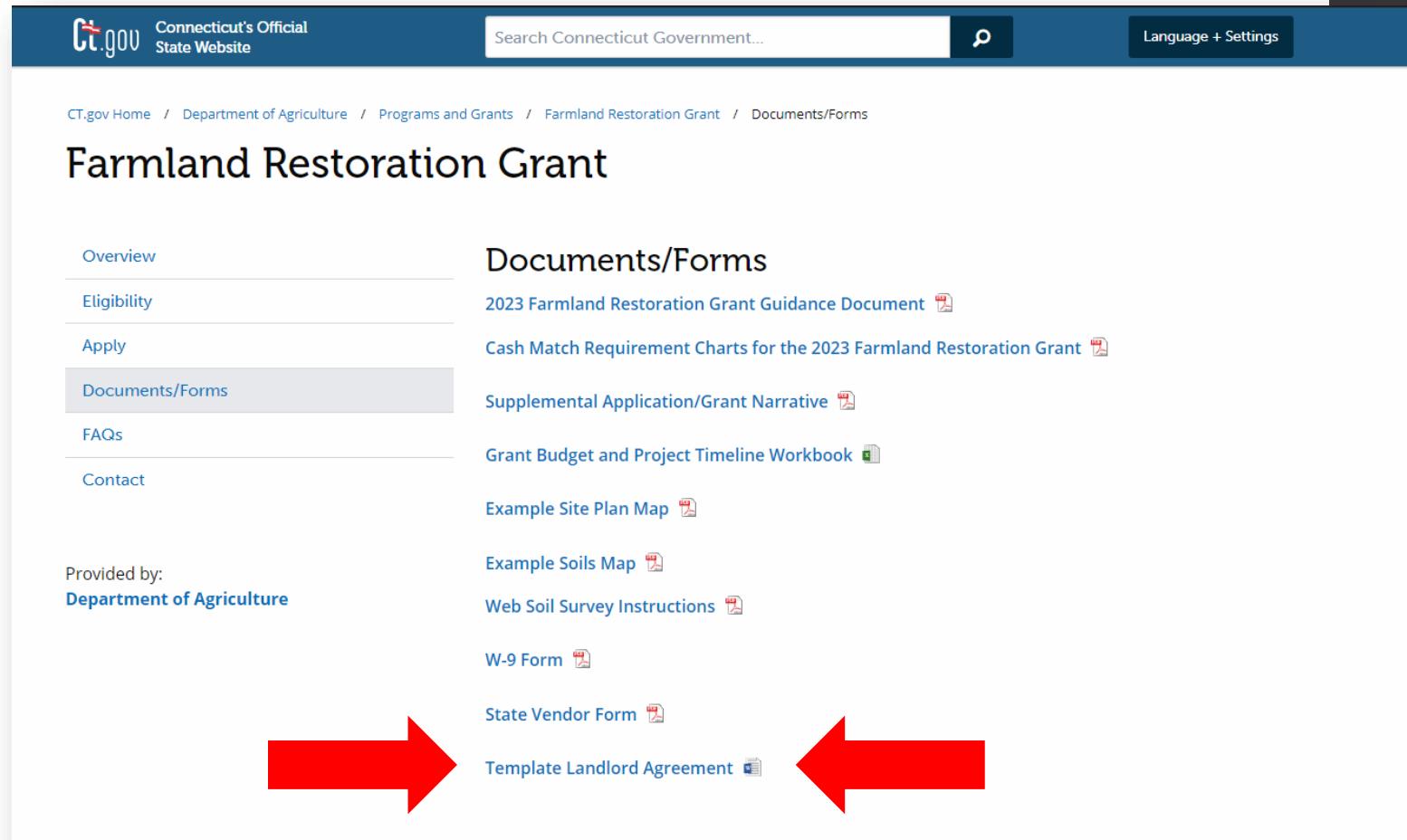
W-9 Form

State Vendor Form

Template Landlord Agreement

Other Important Forms: Template Landlord Agreement

- If your project will be taking place on land that is leased or rented, you will need to attach a Landlord Agreement to your application.
- A template agreement can be found in the Documents/Forms section of the DOAG FLRG website.



CT.gov Connecticut's Official State Website

Search Connecticut Government... Language + Settings

CT.gov Home / Department of Agriculture / Programs and Grants / Farmland Restoration Grant / Documents/Forms

Farmland Restoration Grant

Overview

Eligibility

Apply

Documents/Forms

FAQs

Contact

Provided by:
[Department of Agriculture](#)

Documents/Forms

- 2023 Farmland Restoration Grant Guidance Document
- Cash Match Requirement Charts for the 2023 Farmland Restoration Grant
- Supplemental Application/Grant Narrative
- Grant Budget and Project Timeline Workbook
- Example Site Plan Map
- Example Soils Map
- Web Soil Survey Instructions
- W-9 Form
- State Vendor Form
- Template Landlord Agreement**

Quick Recap

- Grant Deadline: **August 21, 2023 at 4:00pm**
- Applicants choose ONE project scope of work on the Farmland Restoration Grant to apply for.
- Maximum grant award: \$20,000
- Cash or In-kind Match Required:
 - Privately owned land – 50%
 - Municipalities and state owned land – 10%

Contact Information:

AGR.Disaster@ct.gov

Please feel free to email us with any questions. While we cannot help you write your application, we are here to assist you through this process.

Thank you for attending.

Questions ???