

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 barter/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
- Pumphouses
- 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.

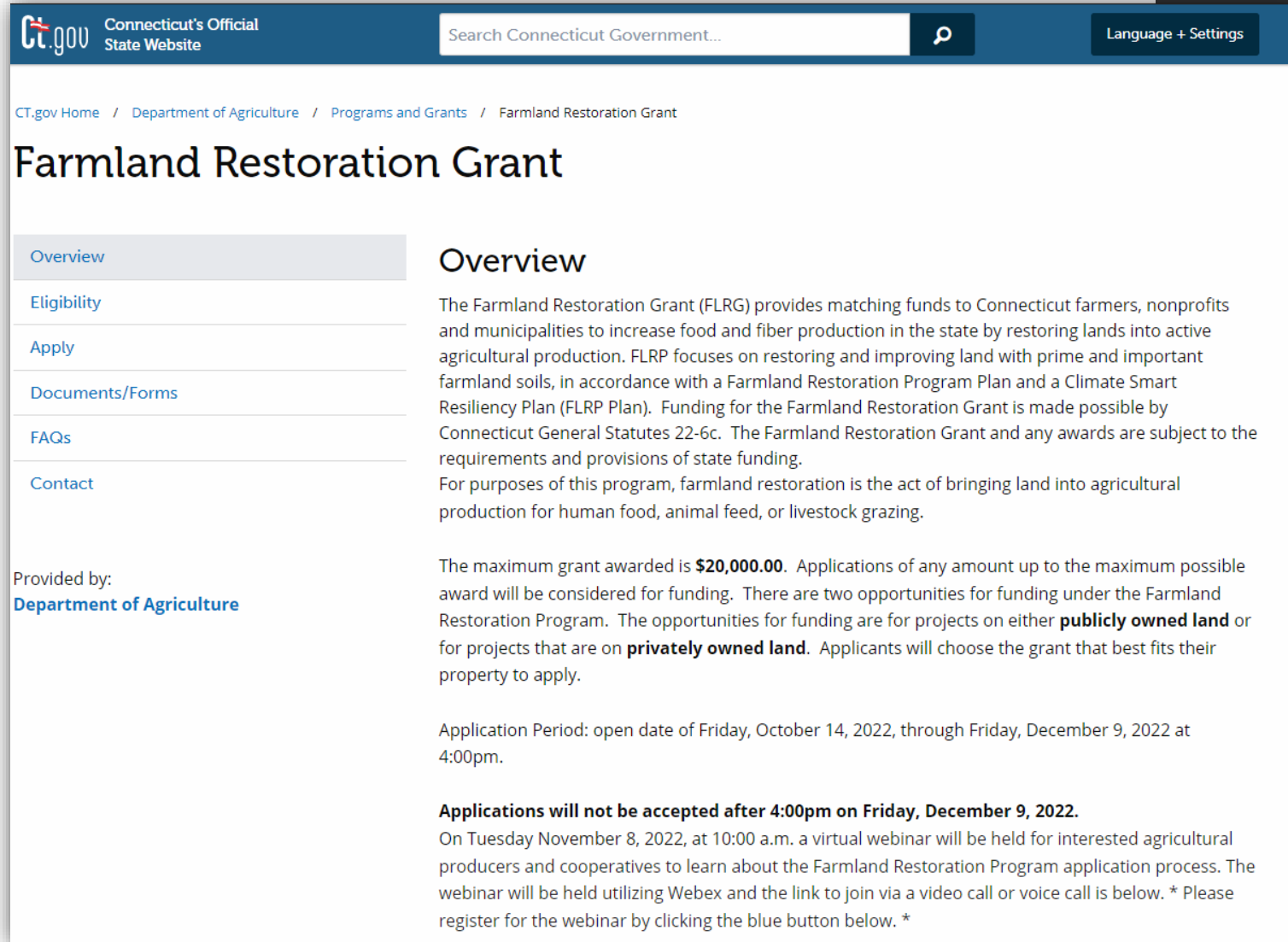
Additional funds cannot be provided.

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 official website of the State of Connecticut. At the top, there is a blue header with the 'ct.gov' logo, the text 'Connecticut's Official State Website', a search bar, and a 'Language + Settings' button. Below the header, a breadcrumb trail reads: 'CT.gov Home / Department of Agriculture / Programs and Grants / Farmland Restoration Grant'. The main heading is 'Farmland Restoration Grant'. On the left, a vertical menu lists: 'Overview' (highlighted), 'Eligibility', 'Apply', 'Documents/Forms', 'FAQs', and 'Contact'. The main content area is titled 'Overview' and contains the following text: '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.' Below this, it states: '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.' The 'Application Period' is listed as: 'open date of Friday, October 14, 2022, through Friday, December 9, 2022 at 4:00pm.' A bold notice states: 'Applications will not be accepted after 4:00pm on Friday, December 9, 2022.' The final paragraph mentions a webinar: '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. *' At the bottom left, it says 'Provided by: Department of Agriculture'.

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 From 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

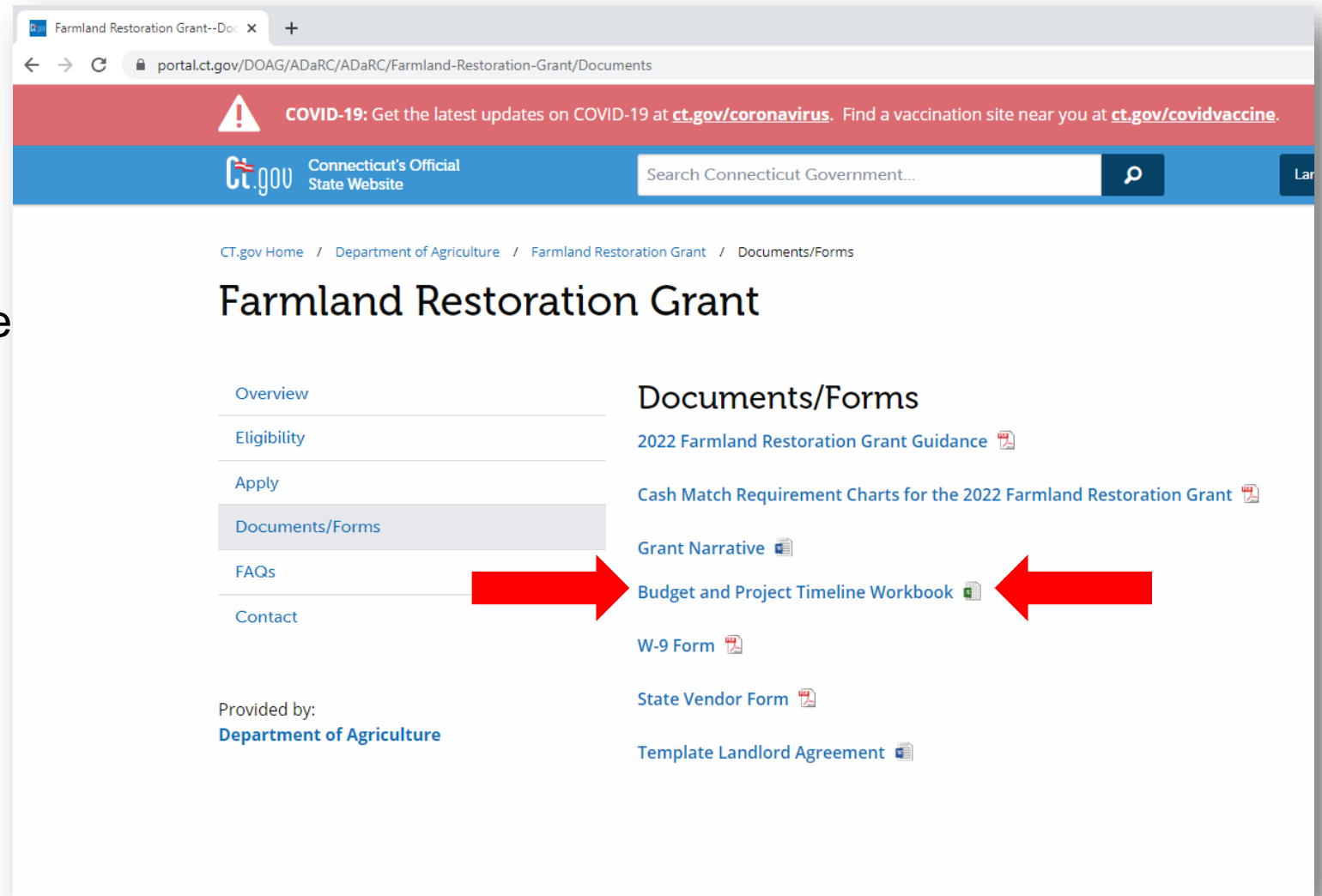
or drag files here.

Signature *

×

Budget and Project Timeline Workbook

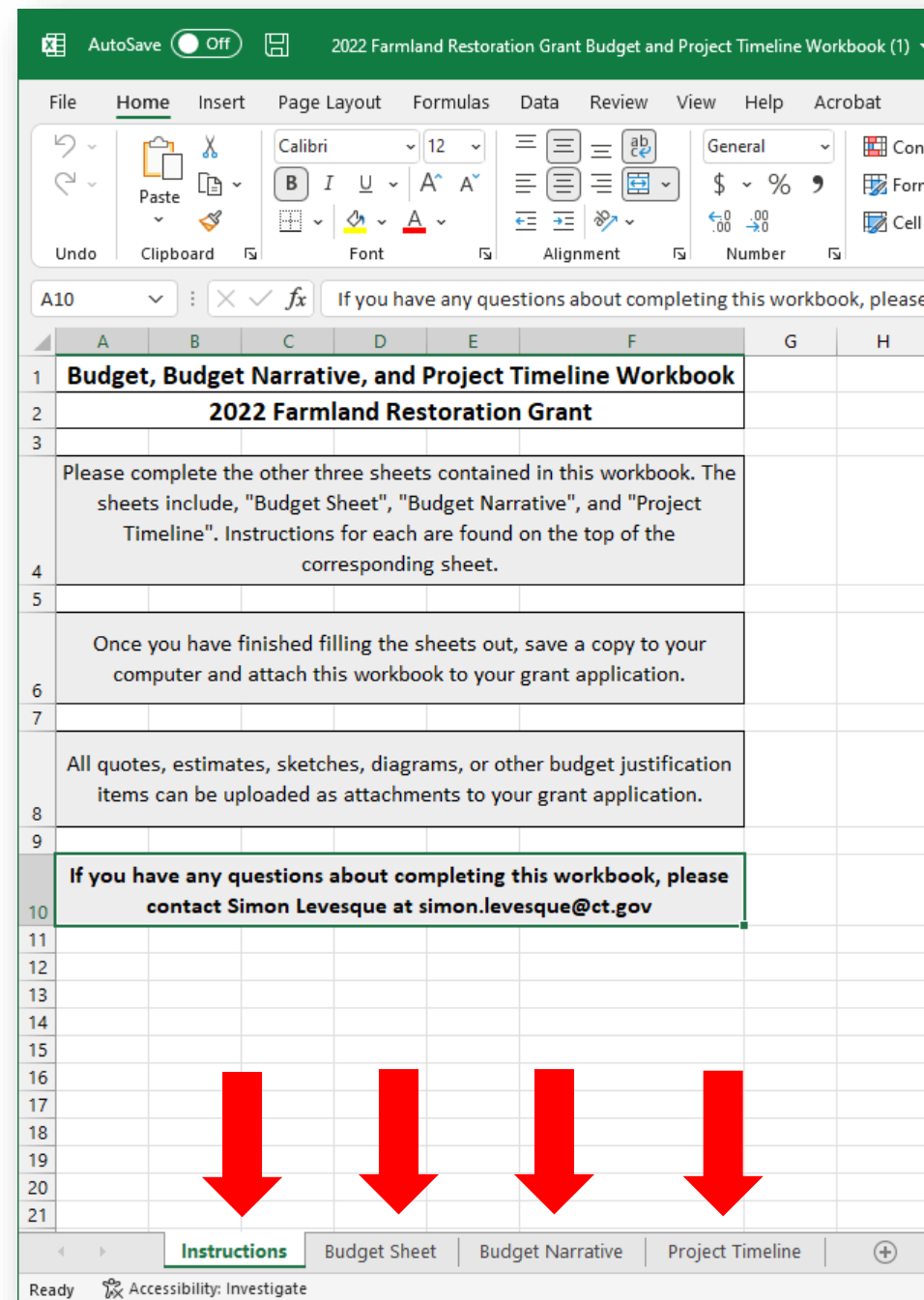
- Visit: [2023 Farmland Restoration Flood Response Grant Program \(ct.gov\)](https://portal.ct.gov/DOAG/ADaRC/ADaRC/Farmland-Restoration-Grant/Documents)
- Download a blank copy of the form and save to your computer.



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



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.

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Undo Clipboard Font Alignment Number Styles Cells Editing Sensitivity

C27 $=SUM(C7,REF1,C9,C12,C18,C21)$

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
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
Salary and Fringe 1:	N/A		\$0.00		\$0.00		
*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
Item 1:	\$0.00		\$0.00		\$0.00		
Item 2:	\$0.00		\$0.00		\$0.00		
*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
Item 1:	\$0.00		\$0.00		\$0.00		
Item 2:	\$0.00		\$0.00		\$0.00		
Item 3:	\$0.00		\$0.00		\$0.00		
Item 4:	\$0.00		\$0.00		\$0.00		
Item 5:	\$0.00		\$0.00		\$0.00		
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
Contractor 1:	\$0.00		\$0.00		\$0.00		
Contractor 2:	\$0.00		\$0.00		\$0.00		
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
Other 1:	\$0.00		\$0.00		\$0.00		
Other 2:	\$0.00		\$0.00		\$0.00		
Other 3:	\$0.00		\$0.00		\$0.00		
Other 4:	\$0.00		\$0.00		\$0.00		
Other 5:	\$0.00		\$0.00		\$0.00		

Instructions Budget Sheet Budget Narrative Project Timeline

Ready Accessibility: Investigate Display Settings

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.

File Home Insert Page Layout Formulas Data Review View Help Acrobat Comments

Undo Paste Font Alignment Number Styles Cells Editing Sensitivity

E11 3 at \$24.95 each, plus \$28.06 estimated shipping; Link: <https://hydrobuilder.com/hydro-flow-clear-vinyl-tubing.html>

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Narrative										
2	2022 Farmland Restoration Grant Application										
3											
4	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.										
5											
6	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.										
7											
8	For example:										
9	Item				Justification				Total Cost		Is this cost covered by another grant? If so, please indicate the grant name, awarding agency, and grant amount.
10	Salary				2 employees, \$25/hr, 4 hrs per week for 40 weeks				\$8,000		N/A
11	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
12											
13											
14	Fill out the table below as it pertains to your project. Add or remove rows as needed.										
15											
16											
17	Item				Justification				Total Cost		Is this cost covered by another grant? If so, please indicate the grant name, awarding agency, and grant amount.
18											
19											
20											
21											
22											
23											
24											

Instructions Budget Sheet Budget Narrative Project Timeline

Project Timeline

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

The screenshot shows a Microsoft Excel spreadsheet with the following content:

- Row 1:** Project Timeline
- Row 2:** 2022 Farmland Restoration Grant Application
- Row 3:** Include all project milestones and related deadlines. Applicants must budget in three months to plan the project once the contract is executed, 12 months to execute and complete the project, and 30 days past project completion for all reporting.
- Row 4:** (Empty)
- Row 5:** Projects must be completed within 18 months of contract execution. As a reminder, no extensions will be given. No incomplete projects will be funded.
- Row 6:** (Empty)
- Row 7:** The following template will be used to provide the project timeline. Anticipate a project start date of July 1, 2022.
- Row 8:** (Empty)
- Row 9:** For example:
- Row 10:** Contractor Hired By 7/1/2022
- Row 11:** Building permit acquired By 8/1/2022
- Row 12:** (Empty)
- Row 13:** Fill out the table below as it pertains to your project. Add or remove rows as needed.
- Row 14:** (Empty)
- Row 15:** Task Anticipated Timeline
- Row 16:** (Empty)
- Row 17:** (Empty)
- Row 18:** (Empty)
- Row 19:** (Empty)
- Row 20:** (Empty)
- Row 21:** (Empty)
- Row 22:** (Empty)
- Row 23:** (Empty)
- Row 24:** (Empty)
- Row 25:** (Empty)
- Row 26:** (Empty)
- Row 27:** (Empty)
- Row 28:** (Empty)

The spreadsheet is titled 'Project Timeline' and is part of a workbook containing 'Instructions', 'Budget Sheet', 'Budget Narrative', and 'Project Timeline'.

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](#)

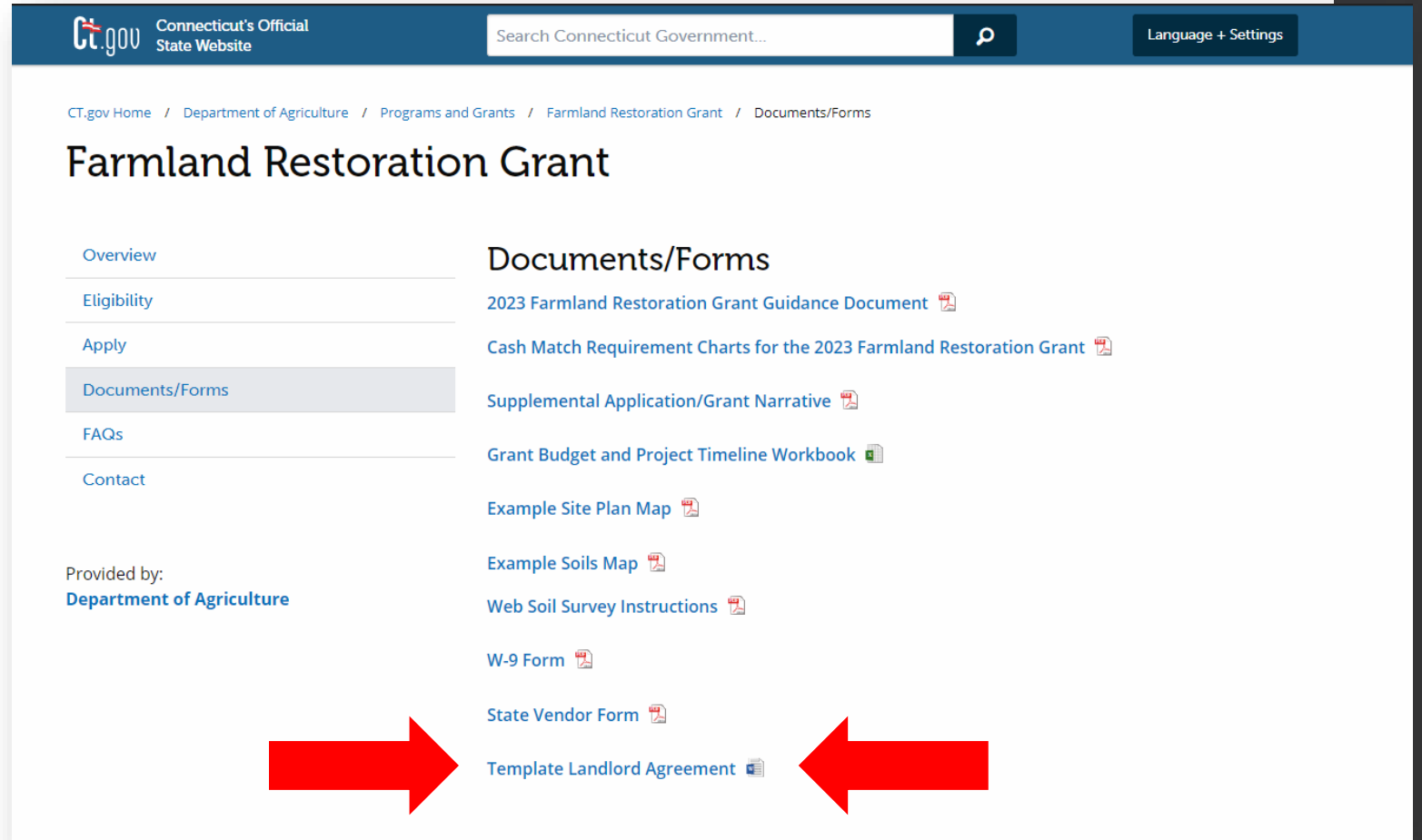
Provided by:
Department of Agriculture

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.



The screenshot displays the Connecticut State Website's navigation bar at the top, featuring the 'ct.gov' logo, the text 'Connecticut's Official State Website', a search bar, and a 'Language + Settings' button. Below the navigation bar, a breadcrumb trail reads: 'CT.gov Home / Department of Agriculture / Programs and Grants / Farmland Restoration Grant / Documents/Forms'. The main heading is 'Farmland Restoration Grant'. On the left, a vertical menu lists: 'Overview', 'Eligibility', 'Apply', 'Documents/Forms' (which is highlighted), 'FAQs', and 'Contact'. Below this menu, it says 'Provided by: Department of Agriculture'. The main content area is titled 'Documents/Forms' and lists several downloadable documents, each with a PDF icon: '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', and 'Template Landlord Agreement'. A large red arrow points from the left towards the 'Template Landlord Agreement' link, and another large red arrow points from the right towards the same link.

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 ???