

New York State Department of Agriculture and Markets

**GUIDANCE DOCUMENT SERIES  
FARMLAND PROTECTION IMPLEMENTATION GRANT PROGRAM**

**TIMELINE FOR FARMLAND PROTECTION PROJECTS**

**G.D. #2**

**Overview**

This fact sheet outlines the process and timeline of a typical farmland protection project.

**Justification**

This outline is meant to guide applicants through the typical steps from application to closing of a Farmland Protection project – with the goal of closing within 2 years.

**Procedural Steps**

<b>Step</b>	<b>Local Partner</b>	<b>Department</b>	<b>Estimated Timeline</b>
1	Develop local or county agriculture and farmland protection plan	Approve local or county agriculture and farmland protection plan	Varies, but prior to submitting grant proposal
2	Pre-application process at the local level; begin discussions with selected landowners regarding the project, including the land plan and draft conservation easement.		Varies, but prior to submitting grant proposal
3		FPIG Request For Proposals (RFP) announced; FPIG applicant workshops held	mid-June; workshops by the end of June (within 2 weeks after RFP announced)
4	Prepare and submit grant proposal	Deadline for submission of FPIG proposals	Mid-September (3 months after RFP announced)

	<b>Local Partner</b>	<b>Department</b>	<b>Estimated Timeline</b>
5		<ul style="list-style-type: none"> <li>➤ Proposals reviewed</li> <li>➤ Drive-by farm visits conducted</li> <li>➤ Department submits list of recommended FPIG awardees to Governor</li> </ul>	By end of November (within 5.5 months after RFP announced)
6		<ul style="list-style-type: none"> <li>➤ Announcement &amp; notification of FPIG awardees &amp; notification of other applicants</li> <li>➤ Department sends Contractor Information Checklist to awardees</li> </ul>	By end of December (within 6.5 months after RFP announced; day #1 of FPIG contract & beginning of FPIG project timeline)
7	<ul style="list-style-type: none"> <li>➤ Notify landowners of project status</li> <li>➤ Complete &amp; return Contractor Information Checklist to Department</li> </ul>		By end of January (within 1 month of announcement of awardees)
8	<p>Retain vendors to provide estimates for the following services:</p> <ul style="list-style-type: none"> <li>➤ Title search/insurance</li> <li>➤ Legal survey</li> <li>➤ Appraisal</li> <li>➤ Environmental site assessment phase I (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>➤ FPIG contracts released to awardees for signatures</li> <li>➤ FPIG awardee workshops</li> </ul>	By end of February (within 2 months after announcement of awardees)
9	<ul style="list-style-type: none"> <li>➤ FPIG contracts signed and returned to Department</li> <li>➤ Project partner / landowner meeting to review next steps</li> </ul>	<i>OPTIONAL:</i> Department participates in project partner / landowner meeting with each awardee to review their next steps	By end of March (within 3 months after announcement of awardees)
10	<ul style="list-style-type: none"> <li>➤ Work with landowners to negotiate conservation easement language and confirm land plan</li> <li>➤ Submit draft versions of the conservation easement and land plan to Department for preliminary approval</li> </ul>		By end of May (within 5 months after announcement of awardees)

	<b>Local Partner</b>	<b>Department</b>	<b>Estimated Timeline</b>
11	<p>Upon notification from Department of preliminary approval of proposed conservation easement/land plan, order the following documents:</p> <ul style="list-style-type: none"> <li>➤ Title search</li> <li>➤ Legal survey (boundary)</li> <li>➤ Appraisal</li> <li>➤ Phase I Environmental site assessment (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Preliminary approval of proposed conservation easement/land plan provided</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ Comments on unacceptable proposed conservation easement/land plans provided</li> </ul>	By end of June (within 6 months after announcement of awardees)
12	<p>Upon approval of land plan and conservation easement, submit voucher and invoices to Department for disbursement of 75% of costs for project file documents:</p> <ul style="list-style-type: none"> <li>➤ Title search</li> <li>➤ Legal survey (boundary)</li> <li>➤ Appraisal</li> <li>➤ Phase I Environmental site assessment (if necessary)</li> <li>➤ <b>Outside</b> easement expertise/ legal fees</li> </ul>	<ul style="list-style-type: none"> <li>➤ Fully executed contracts returned to awardees</li> <li>➤ Processing of voucher for partial disbursement to each such awardee</li> </ul>	By end of July (within 7 months after announcement of awardees)
13		Partial disbursement to each awardee requesting same	By end of August (within 8 months after announcement of awardees)
14	<ul style="list-style-type: none"> <li>➤ Project manager conducts teleconference or in-person meeting with all partners after survey, appraisal and title report completed – reconfirm commitment</li> <li>➤ Have (1) purchase and sale contract and (2) waiver form fully executed.</li> </ul>		By end of October (within 10 months after announcement of awardees)
15	Project manager resolves issues identified in Schedule B of title report with appropriate title curatives		By end of December (within 12 months after announcement of awardees)

	<b>Local Partner</b>	<b>Department</b>	<b>Estimated Timeline</b>
16	Project manager completes: <ul style="list-style-type: none"> <li>➤ Baseline Documentation Report</li> <li>➤ Stewardship Agreement</li> <li>➤ Monitoring Plan</li> </ul>		By end of January (within 13 months after announcement of awardees)
17	Project manager submits complete project file containing all required documents to Department.		By end of March (within 15 months after announcement of awardees)
18		Written notification to project manager that – <ul style="list-style-type: none"> <li>➤ project file is deemed complete and its review will be underway soon,</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>➤ project file is incomplete with itemized list of missing documents</li> </ul>	Varies, but within 1 week of receipt of project file
19		Review complete project file, notify local partner regarding any clarification	By end of May (within 17 months after announcement of awardees) in the order that complete project files were received
20	Address all comments and concerns of the Department regarding the project file		By end of July (within 19 months after announcement of awardees) based on the actual date when project file comments were received from the Department
21		<ul style="list-style-type: none"> <li>➤ Accept all required documents and provide written notification to project manager</li> <li>➤ Initiate disbursement of state funds and provide written notification to project manager (and local government representative if not the project manager)</li> </ul>	By end of August (within 20 months after announcement of awardees) in the order that written notification of project file acceptance was sent to respective project managers

	<b>Local Partner</b>	<b>Department</b>	<b>Estimated Timeline</b>
22	Awardee receives State disbursement		By end of September (within 21 months after announcement of awardees and 1 month following initiation of disbursement of State funds)
23	<ul style="list-style-type: none"> <li>➤ Conduct closing on conservation easement transaction</li> <li>➤ Record the conservation easement at County Clerk's Office</li> <li>➤ Send letter to NYS Department of Environmental Conservation acknowledging the conveyance of a conservation easement</li> </ul>		By end of October (within 22 months after announcement of awardees and 1 month following receipt of State funds)
24	Submit post closing file to the Department	<p>Written notification to project manager that –</p> <ul style="list-style-type: none"> <li>➤ post closing file is complete and acceptable</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>➤ post closing file is incomplete or unacceptable</li> </ul>	By end of January (within 25 months after announcement of awardees and 3 months following the closing of the conservation easement transaction)
25			<b><i>Total elapsed time during the contract period ~25 months (January 1 of year 1 through January of year 3)</i></b>
26	Annual conservation easement monitoring report submitted to Department		Each year subsequent

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