

May 6, 2022

Supervisor Doug Bowen
Town of Ripley
14 North State Street
Ripley, NY 14775

**Re: Proposed Scope of Work
NYS Agricultural Grant Preparation and
Agricultural and Farmland Protection Plan Development**

Dear Doug:

We are pleased to submit CPL's proposal and scope of work for grant writing and planning consultation services for the development of an *Agricultural and Farmland Protection Plan*. As requested, this proposal is divided up into two parts – preparation and submission of the grant application to NYS Department of Agriculture and Markets (RFA 0263) and development of the document upon awarding of the grant. Our scope associated with these services is as follows:

Grant Preparation

CPL will work with the Town to ensure they are able to access and apply on NYS Grants Gateway, which would involve registration through the State Grants Management System and may include access to financial information to complete the process. This is a critical first step to carry out and appropriate time should be allotted for this. The application package itself consists of a brief narrative, work plan, budget (including in-kind services), and authorizing resolution for application/local match. This will be drafted by CPL with review and comment by the Town prior to uploading into the Grants Gateway system for submission.

The next available application date for the grant is July 1 with a submission needed 30 days prior (June 1). CPL is prepared and available to be able to assist the Town with this upon notification to proceed.



Plan Development

Upon awarding of the funding to the Town, CPL will proceed with plan development. The following is a general outline for the scope of work associated with this portion of the project, which will be further detailed in the grant narrative.

Task 1: Project Initiation

Steering committee kickoff meeting to discuss the scope and intent of the project, expectations of the committee, schedule, public participation and outreach, and identify preliminary issues and opportunities using a SWOT analysis (strengths, weaknesses, opportunities, threats).

Task 2: Inventory and Assessment of Agricultural Activities

Data collection under this task will include compiling available GIS data from Chautauqua County and other pertinent sources, as well as input from the committee, the general farming community, local agencies/groups, and other relevant studies. This task will provide the Design Team with a comprehensive view of the Town to answer the question of “*what we have to work with?*” In addition to a committee meeting, a stakeholder meeting with other agricultural interests as well as a public informational meeting will be held to acquire additional information related to issues and opportunities for farming in Ripley.

Task 3: Goals and Objectives for Agricultural and Farmland Protection

Using the information obtained from Tasks 1 and 2, a general vision for the future of agriculture in the Town can be developed. From there, more detailed goals and objectives can be created to provide guidance and establish a metric that recommendations can be measured against.

Task 4: Analysis and Recommendations for Farmland Protection

This Task outlines the conclusions and findings related to farming activities in the Town based on subsequent tasks. It is also during this Task that potential areas of protection will be mapped out with the committee to determine where priority areas for continued farming exist. An evaluation of the existing land use regulations will also be included in this Task to determine consistency with developed goals as well as State regulations regarding agriculture. Recommendations for protection and promotion of agriculture in Ripley will be included



and reviewed with the committee as well as with the community during a second public informational meeting. A second stakeholders meeting is anticipated as well to review the results of Task 3 and the preliminary recommendations.

Task 5: Select Goals and Strategies for Farmland Protection

An action plan will be developed for this Task to identify ways for the Town to move forward on implementing the plan, including partnerships, funding sources, and priorities. Also included will be a process to evaluate progress towards implementation of the plan to ensure it stays up-to-date and relevant.

Task 6: Draft Plan

Previous sections developed will be pulled into a draft plan and provided to the committee for review and comment. The draft plan, taking into account any edits or changes from the committee, will then be provided to Ag & Markets for internal review and comments as well. Any comments from the State will be reviewed with the committee and addressed prior to recommending the plan to the Town Board for adoption (with the necessary public hearing). The Design Team will give a brief presentation to both Town Board and the Chautauqua County Agricultural & Farmland Protection Board during this Task – the plan must be approved by the County before Town adoption.

Task 7: SEQR Environmental Review Process

After completion of the draft plan, the standard environmental review (SEQRA) process will commence. The proposed action is a Type 1 action and will require a full environmental assessment form and coordination.

Task 8: Final Plan and Adoption Process

Upon completion of Task 7 and taking into account any further comments from the Tasks noted above, the Plan can be adopted by the Town. Following adoption, the document will be submitted to Ag & Markets for final approval from the Commissioner of Agriculture and Markets and filed accordingly. Though not required by the State, a simple executive summary can be prepared along with the final plan that includes a brief synopsis of the plan, key goals, and recommendations.



Proposed Fees & Schedule

Our relationships with our community clients are our biggest asset and we value our ability to find solutions to address identified problems or opportunities to build mutual success. With that perspective in mind, we put greater emphasis on the bigger picture – the desired project – and assist with grants in a cost-effective manner.

With the understanding that the Town would award the project directly to CPL upon award of the grant to the Town, our fee for grant preparation services will be waived. As noted, CPL is ready to proceed upon notice to proceed to meet the June 1 submission deadline.

For the development of the *Agricultural and Farmland Protection Plan*, we anticipate that the Plan will take approximately **18 months** to finish upon notice to proceed (State Ag limits this to a 24-month timeframe). Our proposed fee for the above scope of work, is a not-to-exceed amount of **\$33,333**, which takes into account the maximum grant award from the State (\$25,000) and the required 25% local match (\$8,333). This local match may be reduced with in-kind services, though a minimum of 20% of the local match must be in cash. CPL can work with the Town during the grant application process to identify possible in-kind service partnerships (e.g., Chautauque County) and can adjust our fee with further discussion.

Should you have any questions or require additional information, please do not hesitate to contact me.

Very truly yours,
CPL

A handwritten signature in blue ink that reads "Justin W. Steinbach".

Justin W. Steinbach, AICP
Senior Planner/Associate

Acceptance of Proposal: _____ **Date:** _____
Supervisor Doug
Bowen, Town of Ripley

E-cc: E. Wies (CPL)