

Welcome to the LAEPP 2016 Certified Local Sponsor Training

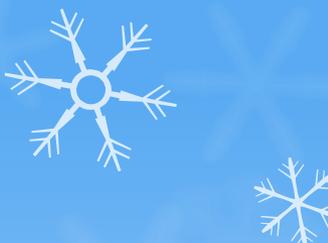


December 2, 2015

Thank You For Joining Us

- Disclaimer about the pace of today's presentation
- Will recap resources at the end

2016 LAEPP Timeline



2015

December 2 – Mandatory Local Sponsor Training at ODA

December 31 – Local Sponsors doing localized “Other Factors” questions submit their questions to ODA by this date*

December 31 – Local Sponsors return executed Cooperative Agreements to ODA



2016

January 15 – April 15 – Landowner application electronically available to Local Sponsors



April 15 – Deadline for electronic submission of landowner applications

April 15 – May 27– ODA staff reviews submitted applications

April 29 – Deadline for submission of hard copy landowner applications with attachments

June 8 – Advisory Board meeting to recommend easements for purchase

June 10 – ODA Director considers Board’s recommendations and decides easements to purchase



2016 LAEPP Policies and Guidelines



Lays out total funding available to landowners, eligibility criteria for applicant farms, funding caps, and policies for current application period

2016 LAEPP Policies and Guidelines

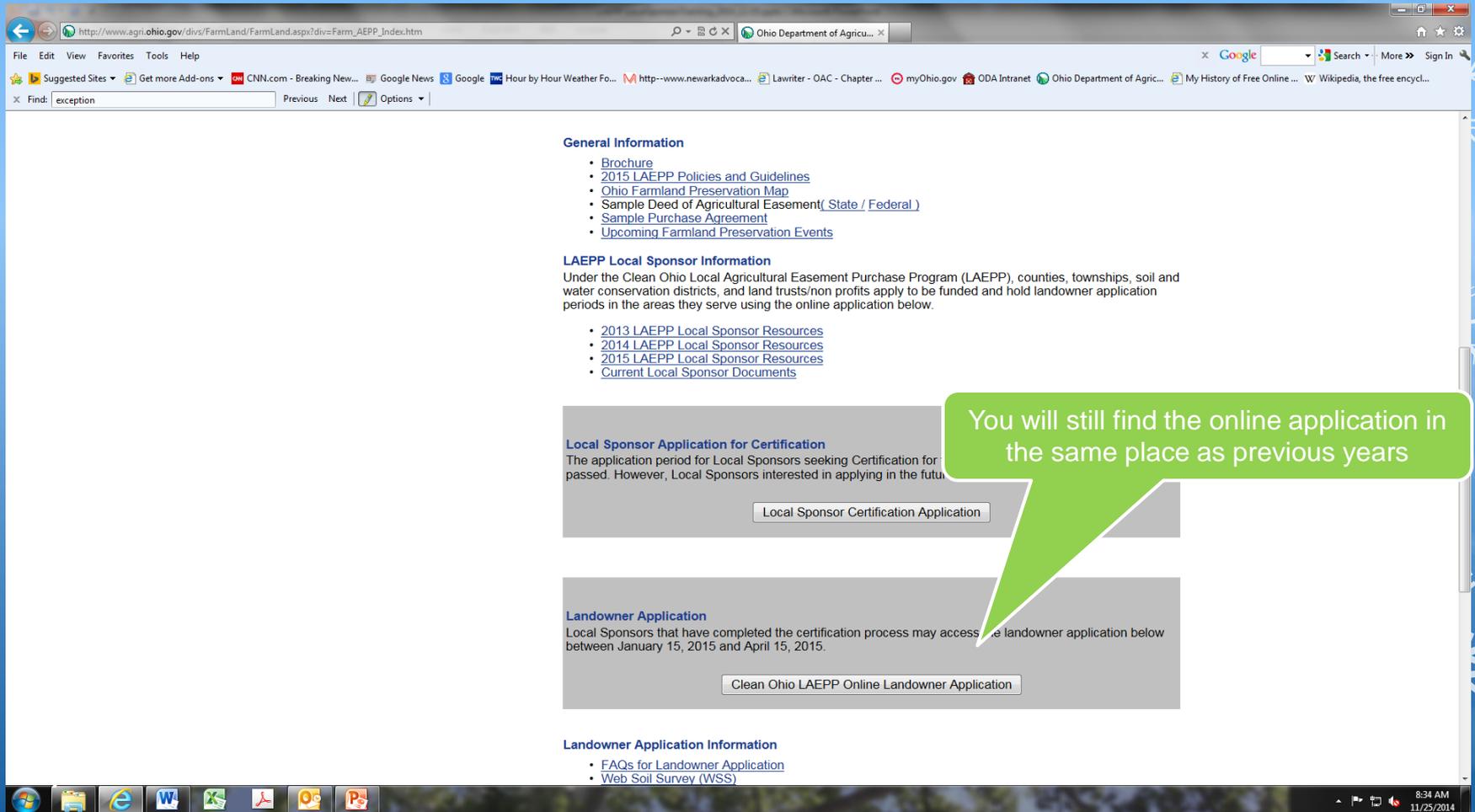
Major Components

- Eligibility
 - Minimum 40 acres (there are exceptions)
 - Contiguous acreage rule
- Major Policies
 - No Subdividing
 - Homesteads
 - Large and Small Farm Exceptions
 - Title Costs to Landowner
 - Funding caps
 - Multi-county farm procedure

2016 LAEPP Online Landowner Application (It's All New)

- Stress put on not changing content, rather the look, feel, and usability of application software
- We will need your help to test it in a few days! Projected testing 12/7/15 – 1/7/16 – Email will come later this week
- All Local Sponsors (new and experienced) and their Soil and Water Conservation District (SWCD)/Natural Resources Conservation Service (NRCS) representatives will need to register for an individual account

Still access through our web site...



The screenshot shows a web browser window with the URL http://www.agri.ohio.gov/divs/FarmLand/FarmLand.aspx?div=Farm_AEPP_Index.htm. The page content includes:

- General Information**
 - [Brochure](#)
 - [2015 LAEPP Policies and Guidelines](#)
 - [Ohio Farmland Preservation Map](#)
 - [Sample Deed of Agricultural Easement\(State / Federal \)](#)
 - [Sample Purchase Agreement](#)
 - [Upcoming Farmland Preservation Events](#)
- LAEPP Local Sponsor Information**

Under the Clean Ohio Local Agricultural Easement Purchase Program (LAEPP), counties, townships, soil and water conservation districts, and land trusts/non profits apply to be funded and hold landowner application periods in the areas they serve using the online application below.

 - [2013 LAEPP Local Sponsor Resources](#)
 - [2014 LAEPP Local Sponsor Resources](#)
 - [2015 LAEPP Local Sponsor Resources](#)
 - [Current Local Sponsor Documents](#)
- Local Sponsor Application for Certification**

The application period for Local Sponsors seeking Certification for the 2015 period has passed. However, Local Sponsors interested in applying in the future may access the application below.

[Local Sponsor Certification Application](#)
- Landowner Application**

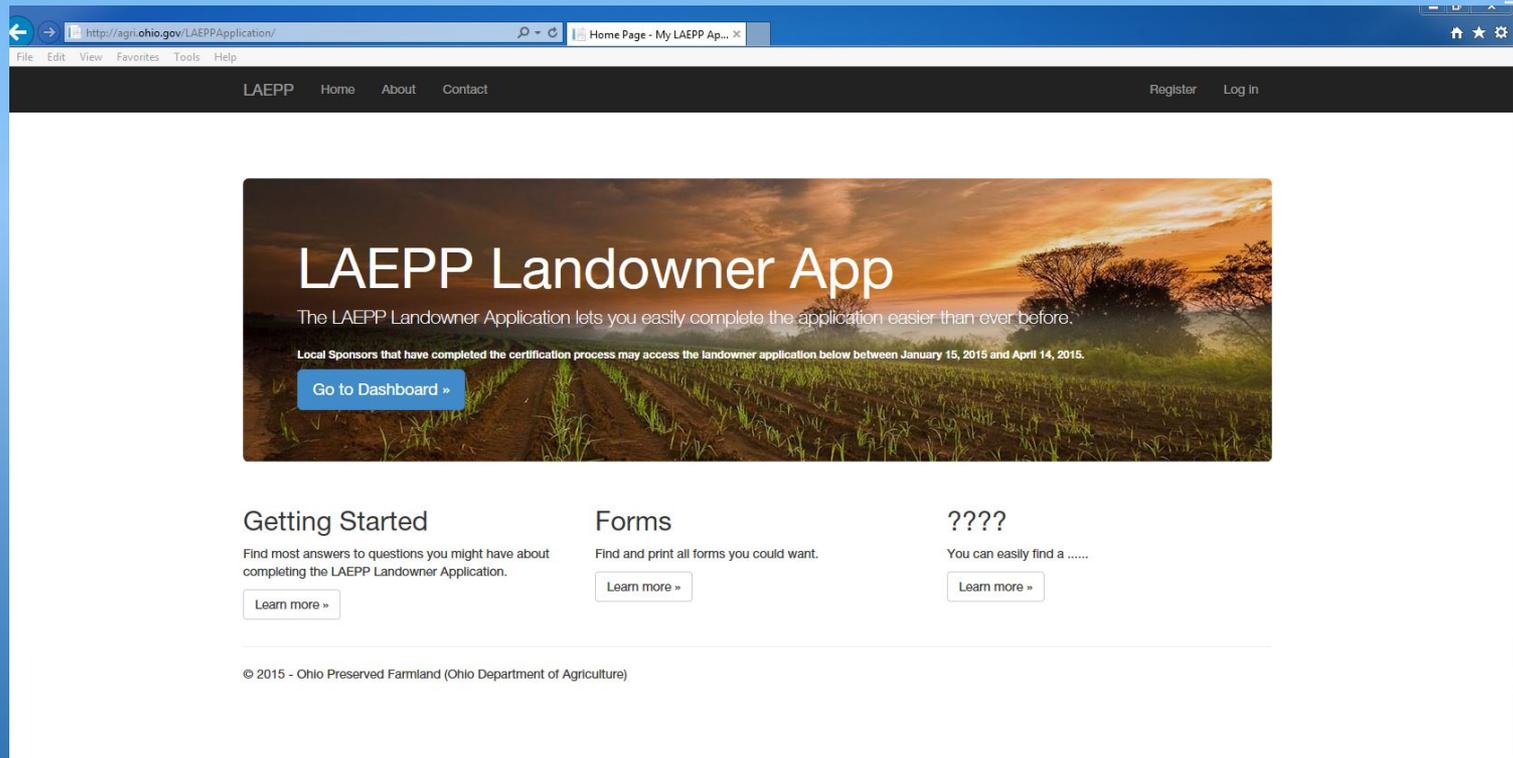
Local Sponsors that have completed the certification process may access the landowner application below between January 15, 2015 and April 15, 2015.

[Clean Ohio LAEPP Online Landowner Application](#)
- Landowner Application Information**
 - [FAQs for Landowner Application](#)
 - [Web Soil Survey \(WSS\)](#)

A green callout box with a white border points to the application buttons and contains the text: "You will still find the online application in the same place as previous years".



But it will look different from there on...



2016 LAEPP Online Landowner Application

- Registering for an account (see handout)
- Provide ODA with the organization information for your SWCD/NRCS representatives responsible for the input of soils and conservation plan information (see form)
- New Local Sponsors – use provided blank copy of LAEPP 2015 Landowner Application for content required in a Landowner Application – all the look will be different
- Let's jump in...

2016 LAEPP Online Landowner Application



New Application internet requirements –

- IE10 or above
 - Firefox 40 or above
 - Safari & Chrome will function, but we do not support. In other words, if there are issues – you'll need a different browser.
- 

Online Landowner Application - Components

- Contact, ownership, and location information for landowner and applicant property
- Eligibility questions to ensure farm meets the basic criteria (see Policies and Guidelines as well as OAC 901-2-02)
- Use County Auditor's Records for acres, CAUV and Market Value
- Information on farmland usage
- Information on number of homesteads, liens and restrictions already on the applicant property
- Applicant property's proximity to other protected areas and other applicant farms and development pressure

Online Landowner Application (continued)

- Other Factors (Standard or Localized)
- Local Government planning
- Work with SWCD/NRCS to describe status of Conservation Plan and soils of the applicant property
- Receive score and estimated purchase offer with points-based appraisal ***change – no adjusted land value (0%, 7%, 15%)
- Signature page
- Attachment Checklist – Tips (see packet)

Attachments

- Resolution
- Farm Map
- County Auditor Records
- Aerial Map or Photo
- Soils Map
- Historical Designation
- Corporations, Partnerships, and Trusts
- Charitable Organizations (additional resolutions)
- ASA enrollment
- Current owner's Deed
- Site Visit Form
- Picture and any other relevant information

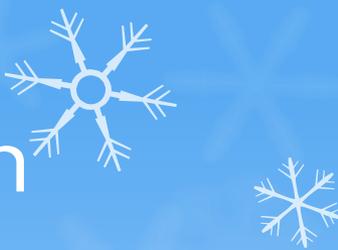
Site Visit Form Packets

- Purpose: to visit with landowners prior to application, ensure eligibility, and to discuss the “big” issues (like subdividing) with landowners
 - Ensure eligibility: make sure there are no deal-breakers like commercial recreation or other ineligible non-agricultural activity
 - Can begin conversations on items that will be needed during application or – if selected – during easement process: Conservation Plan, Farm Management Plan, rental status, oil/gas
 - Provide landowner with copy of Policies and Guidelines – they will initial that they saw it and understand the policies, including no subdividing, homestead, and Large/Small Farm Exception policies

Localized Other Factors

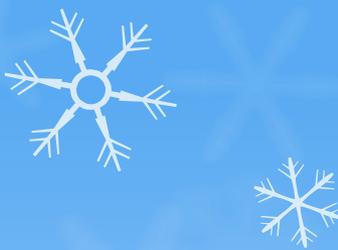
- Local sponsor shall submit questions for Local Other Factors for review by ODA (by December 31, 2015)
- Submit a full scoring sheet for Local Questions to Amanda (amanda.bennett@agri.ohio.gov)
- Input your local questions for approval by ODA directly into the online application system – Amanda to provide handout for that in coming days

Hints to a successful application and review process



- Resolutions
 - Get on township and county calendars now for resolutions
 - Utilize templates online
 - Cannot have conditions attached to support from Twp/Counties
 - Maps – Read the attachment checklist for things that need to be on those maps – will speed up the review
 - Enlist the help of your landowners and other local help for assistance in obtaining needed documents, pictures, and maps
 - Reminder – all “fellow applicants” submitted for proximity points must complete the online application and must be listed on Landowner Funding Plan (formerly Cooperative Agreement Exhibit D) at the close of your application period/ranking.
- 

2016 LAEPP Process Steps



Use the LAEPP 2016 Steps as your guide, along with “Tips for Completing an Agricultural Easement”



Highlights –

- What do I do after today?
 - Promote your upcoming LAEPP application period (Step D)
 - Review/sign the ODA-Local Sponsor Cooperative Agreement (E)
 - Prepare/submit localized questions (Other Factors) (F)
 - Register for your online account, and invite your SWCD/NRCS colleagues to do the same (H)
- 
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2016 LAEPP Process Steps

- What about during the online application period?
 - Site visits to application farms
 - Submission of Large/Small Farm Exception requests (J)
- And after April 15?
 - Prepare hardcopy landowner applications for those applications you expect to fund (and a few extras!) by April 29, 2016 (K)
 - Submit your landowner funding plan (Exhibit D to Cooperative Agreement) (K) to ODA
 - Plan to attend (if available) the Advisory Board meeting on June 8, where the Board makes recommendations on landowner funding to the Director (L)
- OK, now what?

2016 LAEPP Process Steps (continued)

- Send your Notices of Selection (NOS) by July 28, 2016 and return original, signed full NOS to ODA by August 26, 2016 (N)
- When a full NOS has been signed by a landowner, you can proceed with ordering title work and submitting that to ODA (O)
 - Title Review checklist
 - Things that may seem small but make the review go faster...

2016 LAEPP Process Steps (continued)



- I have submitted by title work to ODA. Now I wait? Not exactly!
 - Preliminary Closing Instructions (P)
 - Present Condition Report (Q)
 - Conservation Plan and Forest Management Plans (R)
 - Escrow Agreement creation and review by ODA (T)
- NRCS Requirements if a federally-matched easement



2016 LAEPP Process Steps (continued)

- ODA has a Draft Deed and has sent my landowner the Purchase Agreement (S) – what happens now?
- Local Sponsor requests ODA initiate release of LAEPP Funds and Begins the Check Request Process (U)
 - Cooperative Agreement current (E)
 - Local Sponsor in State Accounting system
 - Controlling Board (U) process initiated
 - Complete and forward original Escrow Agreement to ODA (X)
 - Order and forward Closing Protection Coverage to ODA (Y)
 - OPTIONAL Assignment of Payment (V) completed

2016 LAEPP Process Steps (continued)

- ODA has a Draft Deed and has sent my landowner the Purchase Agreement (S) – what happens now? (continued)
 - Finish remaining items (W)

2016 LAEPP Process Steps (continued)



● Home Stretch!

- LS requests ODA prepare Final Deed of Agricultural Easement and ODA's final Closing Instructions (Z)
- LS combines ODA's Closing Instructions with their own and NRCS closing instructions (if applicable) (AA)
- Schedule closing conference and fulfill ODA's Closing Instructions (BB)



● We've protected farmland – THANK YOU

- Forward original recorded documents to ODA (CC)
- Don't forget to monitor the property annually (DD)



How am I going to remember all of this? You don't have to!

Most everything handed out today can be found on our web site – allow me to show you...

www.agri.ohio.gov/farmland

Clean Ohio LAEPP main page –

- LAEPP 2016 Policies and Guidelines
- Sample Deeds of Agricultural Easement
- Landowner Application link
- Landowner Application resources
- Current Local Sponsor documents link
- Application results by year (used during landowner application)



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Farmland Preservation

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 Fax: (614) 752-2282
 Email: farmlandpres@agri.ohio.gov



Land is one of the most valuable resources within the agriculture sector. In order to maintain Ohio's land-based industry and all its related benefits, the Office of Farmland Preservation educates the public about the importance of saving this precious resource. The office also assists farmers and local officials with their farmland protection efforts and hosts an annual farmland preservation summit.

The office implements the [Clean Ohio Local Agricultural Easement Purchase Program](#), the [Ohio Agricultural Easement Donation Program](#), and provides technical assistance to communities implementing the [Agricultural Security Area program](#).

General Information

- [Ohio Easement and ASA Map](#)
- [Farmland Preservation Fact Sheet](#)
- [Farmland Preservation Sign Policy and Information](#)
- [Annual Report](#)
- [Forever Farmland: Our Ohio segment featuring the Office of Farmland Preservation](#)

Resources

- [American Farmland Trust](#)
- [CAUV \(Current Agricultural Use Value\)](#)
- [County Commissioner's Association of Ohio](#)
- [Land Trust Alliance](#)
- [ODNR Division of Soil and Water Resources](#)
- [Ohio Balanced Growth Program](#)
- [Ohio Township Association](#)
- [OSU Extension](#)
- [>Trust for Public Land's National Conservation Easement Database \(NCED\)](#)



Ohio Department of Agriculture
Office of Farmland Preservation
Annual Report (Published June 2015)

Ohio Department of Agriculture | Farmland Preservation

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Clean Ohio Local Agricultural Easement Purchase Program (LAEPP)



The Clean Ohio Local Agricultural Easement Purchase Program (LAEPP) provides funding to assist landowners and communities in preserving Ohio's farmland, our most vital resource. The program purchases agricultural easements from landowners who volunteer to keep their land in agricultural production in perpetuity. In 2013 the program was changed to the Local Agricultural Easement Purchase Program (LAEPP) to reflect the increased role of the Ohio Department of Agriculture's (ODA) local sponsors in farmland preservation: counties, cities, townships, Soil & Water Conservation Districts and land trusts.

Landowners apply through pre-approved local sponsors using an online application on the ODA website. Each local sponsor receives a portion of the Clean Ohio funds appropriated that year to purchase easements from the highest scoring applicants in their area. The program is highly competitive with about one in 15 applications being funded. The Agricultural Conservation Easement Program-Agricultural Land Easement (ACEP-ALE, formerly FRPP) funds, administered by the US Department of Agriculture, may be used to match Clean Ohio funds for up to 50% of the easement value, leveraging Clean Ohio dollars and allowing more landowners to participate in the easement program. The landowner may use proceeds from the easement's sale for any purpose but most commonly funds are used to purchase additional acreage or equipment, expand farm operations, retire debt, plan for retirement or pay for education.

When a landowner proposes to sell an easement to ODA, the landowner must be able to demonstrate that retaining that farm in agricultural production in perpetuity is compatible with the township's or county's community plan and that it is not in the direct path of development. ODA encourages local governments to identify areas where agriculture is the predominant land use and where landowners want to remain in farming and take steps to preserve blocks of land to support Ohio's # 1 industry, food and agriculture.

General Information

- [Brochure](#)
- [2016 LAEPP Policies and Guidelines \(coming soon\)](#)
- [Ohio Farmland Preservation Map](#)
- [Sample Deed of Agricultural Easement\(\[State / Federal\]\(#\) \)](#)
- [Sample Purchase Agreement](#)
- [Upcoming Farmland Preservation Events](#)

LAEPP Local Sponsor Information

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- [2014 LAEPP Local Sponsor Resources](#)
- [2013 LAEPP Local Sponsor Resources](#)

- [Sample Deed of Agricultural Easement \(State / Federal\)](#)
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- [2014 LAEPP Local Sponsor Resources](#)
- [2013 LAEPP Local Sponsor Resources](#)

Local Sponsor Application for Certification

The next Local Sponsor Application for Certification period is tentatively scheduled for the fall of 2016.

[Local Sponsor Certification Application](#)

[Frequently Asked Questions \(FAQs\) for Local Sponsor Certification Application](#)

Landowner Application

Local Sponsors that have completed the certification process may access the landowner application below between January 15, 2016 and April 15, 2016.

[Clean Ohio LAEPP Online Landowner Application](#)

Landowner Application Information

- [FAQs for Landowner Application](#)
- [Web Soil Survey \(WSS\)](#)
- [Sample Landowner Application Attachments](#)
- [Site Visit Form \(Attachment K to landowner application\)](#)
- [Landowner Application Funding Plan \(Exhibit D of Cooperative Agreement\) pdf / xls](#)
- [Points Based Appraisal Calculation Worksheet](#)
- [Township Resolution of Support \(template\) pdf / doc](#)
- [County Resolution of Support \(template\) pdf / doc](#)

Application Results Archive By Year

- LAEPP 2015 - [Accepted](#) - [Applied](#)
- LAEPP 2014 - [Accepted](#) - [Applied](#)
- LAEPP 2013 - [Accepted](#) - [Applied](#)
- AEPP 2012 - [Accepted](#)

How am I going to remember all of this? You don't have to!

Current Local Sponsor Documents –

- Instructions for Local “Other Factors” Questions
- Landowner Application Funding Plan (Exhibit D)
- Guidelines for preparing Notices of Selection
- Notices of Selection templates
- Title review checklist
- Present Condition Report template
- Subordination Agreement template
- Oil and Gas Affidavit template
- Escrow Agreement template



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Current Local Sponsor Documents

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Documents

- [ODA-Local Sponsor Cooperative Agreement \(Sample\)](#)
- [Instructions for Preparing LAEPP Localized Questions \(formerly Step 14\)](#)
- [Landowner Application Funding Plan \(Exhibit D\)\(template\) pdf / xls](#)
- [Guidelines for Preparing LAEPP Notices of Selection](#)
- [Full Notice of Selection \(template\) pdf / doc](#)
- [Contingent Notice of Selection pdf / doc](#)
- [Title Review Checklist](#)
- [Present Condition Report \(Exhibit B\) Guidelines](#)
- [Present Condition Report \(Exhibit B\) \(template\) pdf / doc](#)
- [Subordination Agreement \(sample\) pdf / doc](#)
- [Expired oil and gas lease Affidavit \(sample\) pdf / doc](#)
- [Purchase Agreement \(sample\)](#)
- [Escrow Agreement \(template\) pdf / doc](#)
- [Pipeline Standards](#)

Ohio Department of Agriculture

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John R. Kasich, Governor | David T. Daniels, Director of Agriculture

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Questions?

Thank you.

