

CTAP Phase-Two Program Summaries
P2.6 Assistance in Support of Agricultural Resources
Scope of Work and Detailed Task Description

DRAFT 1-4-08

Introduction: The focus of this program will be on encouraging the formation of Agricultural Commissions. New legislation allows for the establishment of these commissions in NH and their mission is closely aligned with the agricultural priorities identified by CTAP representatives. Forming a partnership with the NH Coalition for Sustaining Agriculture, this program would empower communities that want to work on specific agricultural issues. Using CTAP funds to support the Coalition's efforts and to assist communities with implementation efforts through a small grant program are the key elements to this program. The proposed budget is \$25,000.

Implementation: The program will be implemented as follows: (1) initial exposure training for interested communities through each of the four RPCs. (2) Train the trainer program for RPC staff on the Role of Local Agricultural Commissions. (3) Mini-grant program to help communities establish Agricultural Commissions and develop and implement a work plan.

Task 1: Initial Exposure Training and Brainstorming Session for Interested Communities Through Each of the Four RPCs. The COMMISSION will provide services to organize a total of four training sessions, one for each of the four RPCs, by working with the four RPCs who will each coordinate the training session in their region. Ideally the training session will be hosted at a local farm, farmer's market, or community gathering place, and may be coordinated with an annual summer or fall agricultural fair or festival or during fall Farmer's Market days. Key stakeholders in the CTAP region interested in sustaining agriculture would be invited to this training session, as would municipal officials and board members, and the general public. **The proposed budget for this task is \$8,000. (See detailed breakdown of budget at the end of this document).**

Task 2: Train the Trainer Program for RPC Staff on the Role of Local Agricultural Commissions. Planners from the RPCs in the CTAP regional will meet together to discuss efforts in each planning commission to promote the formation of agriculture commissions and to develop a format for integrating these commissions into local level planning, vision chapter forums, master plan work, and working with conservation commissions. **The proposed budget for this task is 2,000.**

Task 3: Mini-grant program to help communities establish Agriculture Commissions and implement a work plan. The COMMISSION will establish a mini-grant program which will be match free, to allow communities to apply for grants up to \$1000.00. The grants may not exceed \$1000.00 so that several towns can take advantage of this program, but may also be in very small amounts if the particular community only needs a few hours of assistance. The work plan might include such items as a Community Agriculture Forum, the preparation of an Agriculture Chapter in the Master Plan, utilizing the NH Coalition for Sustaining Agriculture's model tools, or meeting with

local boards to integrate consideration of agriculture with land use planning. **The proposed budget for this task is 15,000.**

Detailed Budget for Tasks 1, 2 and 3

	Task 1: budget \$8,000	Task 2: budget \$2,000	Task 3: budget \$15,000
Administration to include contract preparation, telephone conferences with CTAP region project leads at each RPC, and related correspondence and scheduling	\$2,000.00 (or roughly 40 hours @ a standard rate of \$50.00/hour). 10 hours per commission.	Utilize task 1 meeting time to also plan task 2 train the trainer event	Utilize task 1 meeting time to also plan task 3.
Staff attendance at meetings to include travel time, mileage reimbursement, meeting time, and related printing costs for handouts or other training materials.	\$4000.00 (or roughly 80 hours @ a standard rate of \$50.00/hour). 20 hours per commission.	\$1,000.00 (or roughly 20 hours @ a standard rate of \$50.00/hour). 5 hours per commission.	\$3,000.00 (or roughly 60 hours @ a standard rate of \$50.00/hour). 15 hours per commission.
Preparation of work products for handouts, training of RPC staff, and work products related to the mini grant program.		\$1000.00 (or roughly 20 hours @ a standard rate of \$50.00/hour) 5 hours per commission.	\$12,000.00 (or roughly 240 hours @ a standard rate of \$50.00 per hour). 60 hours per commission, individual grants not to exceed \$1,000.00 or 20 hours.
Materials/refreshments for events to include food items, handouts and speaker/forum fees.	\$2000.00 (or \$500.00 for each of four events, 1 in each RPC region).		