

STATE AGRICULTURE DEVELOPMENT COMMITTEE

POLICY

**PAYMENT OF COST SHARE GRANTS TO COUNTY AGRICULTURE
DEVELOPMENT BOARDS FOR ELIGIBLE ANCILLARY COSTS**

I. **Purpose**

To establish the documentation a County Agriculture Development Board, (CADB) needs to provide to the State Agriculture Development Committee, (SADC), to authorize payment of a cost share grant for reimbursement of eligible ancillary costs.

II. **Authority**

N.J.S.A. 4:1c-13e
N.J.S.A. 4:1c-31
N.J.A.C. 2:76-6.13
N.J.A.C. 2:76-6.14
N.J.A.C. 2:76-6.18A (b) 17

III. **Supersedes**

Policy P-5, effective 7/25/85

IV. **Policy**

The SADC shall provide the CADB with a cost share grant for 50% of eligible costs ancillary to the acquisition of a development easement on farms permanently protected pursuant to the Agriculture Retention and Development Act, N.J.S.A. 4:1C-11 et seq., P.L. 1983, c.32, and N.J.A.C. 2:76-6.

The SADCs cost share grant is subject to the availability of funds approved pursuant to N.J.A.C. 2:76-6.11(a).

V. **Procedures**

1. **Payment Request**

Within 6 months of the date of acquisition of a development easement, the CADB shall submit to the SADC a comprehensive statement describing all eligible ancillary costs incurred by the county.

A copy of the vendors invoice and evidence of the county's payment of the bill must be provided.

Eligible costs:

Eligible costs shall be limited to wetlands determinations, appraisals, review appraisals, title search, title insurance, and surveys.

Ineligible costs:

Ineligible costs include other local governmental expenses and administrative costs related to the acquisition of the development easement, such as staff and attorney work, clerical supplies, and office space.

2. **SADC Review and Processing of a Payment Request**

Upon receipt of a request for reimbursement of eligible ancillary costs, the SADC shall review the information provided and verify conformance with its rules and polices. Provided the information is complete and accurate, the SADC will authorize a grant to the county in an amount equal to 50% of eligible ancillary costs, subject to available funds.

An SADC vendor invoice summarizing the eligible ancillary costs will be prepared and sent to the CADB for an authorized signature. Upon receipt of the executed invoice, payment will be processed and a check will be sent directly to the county. In the event the CADB fails to submit the necessary documentation for reimbursement of ancillary costs to the SADC within the 6 month period following the date of closing, the SADC shall be informed of the CADBs failure to respond. A cost share grant will not be authorized until the CADB provides in writing the extenuating circumstances which delayed the payment request.