



Appendix E

Pre-Application Questionnaire

This is an example format and set of questions for interested farmers to use to submit pre-applications for the selection committee's consideration. This document was shared with farmers as a Google Form.



**Opportunity to Purchase Protected Farmland:
North Beaver Valley Farm
– Pre-Application Questionnaire –**

Details on the property can be found in the [Request for Proposals \(RFP\)](#). Submissions of this pre-application questionnaire will be accepted through the end of day Sunday, November 17, 2024. Submitting through this [google form](#) is preferred, but if you cannot use google forms, please print out and complete this document, and return it to Jefferson Land Trust at 1033 Lawrence Street, Port Townsend, WA 98368. Mailed forms must be postmarked by November 17, 2024 to be accepted.

Please reply to all questions below, which have a limited amount of words permitted. After the community Selection Committee has reviewed and evaluated all of the pre-applications based on the Selection Criteria (see the RFP), it will invite up to 10 applicants to submit a full proposal, which will then be due in late February 2025. The applicants invited to submit a full proposal will be notified the first week of December and will have the option to visit the property on Saturday, December 7, 2024. Please hold this date in case you are invited to submit a full proposal.

This questionnaire is an abbreviated version of what will be requested for a full proposal. If you are selected to submit a full proposal, you will be asked to provide a Whole Farm Plan, a Business Plan, and Financial Feasibility documentation.

Whole Farm Planning Use & Operations

1. Briefly describe your proposed agricultural use of this property and how it will promote long-term commercial use of the farmland. *[100 words]*
2. How is your proposed use of the farmland well suited to what you know of the size, soils, topography, and water availability of this site? Please refer to the RFP. *[100 words]*
3. Are the products you plan to grow and/or produce from the property intended for human and/or livestock use? (These include, but not limited to: food and horticultural crops, feed crops, fiber crops, value-added crops, oil seed and grain crops, etc.) *[50 words]*

4. Briefly describe your related experience. This can include trainings, internships, degrees, employment, or other. [100 words]
5. Describe how many years you have been farming (number of years) and describe the type of farming experience you have. [100 words]

Business Planning, Financing Feasibility, Preparation, and Achievability

6. Describe your experience with farm/ranch business planning, operations planning, and financial planning.[75 words]
7. Describe your experience with, and your plan to secure, financing for property acquisition and financing for farm/ranch operation start-up costs.[100 words]
8. Are you prepared to get pre-approved for an acquisition loan before submitting a full proposal in the first quarter of 2025? [25 words]

Land Stewardship & Conservation

9. Describe your experience with planning and implementing Best Management Practices for the maintenance and enhancement of soil health and water quality. [100 words]
10. Are you prepared to respect the terms of the conservation easement as well as the wetland enhancement and maintenance rights retained by Jefferson Land Trust? Please refer to the RFP. [25 word]

Equitable Opportunity

The funding for this project prioritizes selecting a farmer from one of four groups that are defined by USDA as “Historically Underserved Farmers and Ranchers” (HUFR). This includes:

- **Veteran Farmer or Rancher** *(defined as a producer who has served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, including the reserve component thereof; and has not operated a farm or ranch, or has operated a farm or ranch for not more than 10 years; or who first obtained status as a veteran during the most recent 10-year period).*
- **Socially Disadvantaged Farmer or Rancher** *(defined as an individual or entity whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities. Includes American Indians or Alaska Natives, Asians, Blacks or African Americans, Native Hawaiians or other Pacific Islanders,*

and Hispanics). For an entity, at least 50 percent ownership in the farm business must be held by socially disadvantaged individuals.

- **Limited Resource Farmer or Rancher** *(defined as a person with direct or indirect gross farm sales not more than the current indexed value in each of the previous two years, and who has a total household income at or below the national poverty level for a family of four, or less than 50 percent of county median household income in each of the previous two years. [Please use the self-determination tool.](#)*
- **New and Beginning Farmer or Rancher** *(defined as having not operated a farm or ranch, or who has operated a farm or ranch for not more than 10 consecutive years).*

To view the full definitions [please visit this USDA webpage.](#)

11. Please describe how, if at all, your proposal will include Historically Underserved Farmers and Ranchers (definitions above). [100 words]