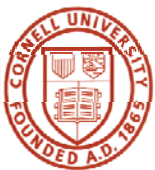


New Farmers Manual



Cornell University
Cooperative Extension
Orange County

Community Campus
18 Seward Avenue, Suite 300
Middletown, NY 10940-1919
Tel: 845 344-1234
Fax: 845 343-7471
E-mail: orange@cornell.edu
www.cce.cornell.edu/orange

Farm Manual Resources and Education:

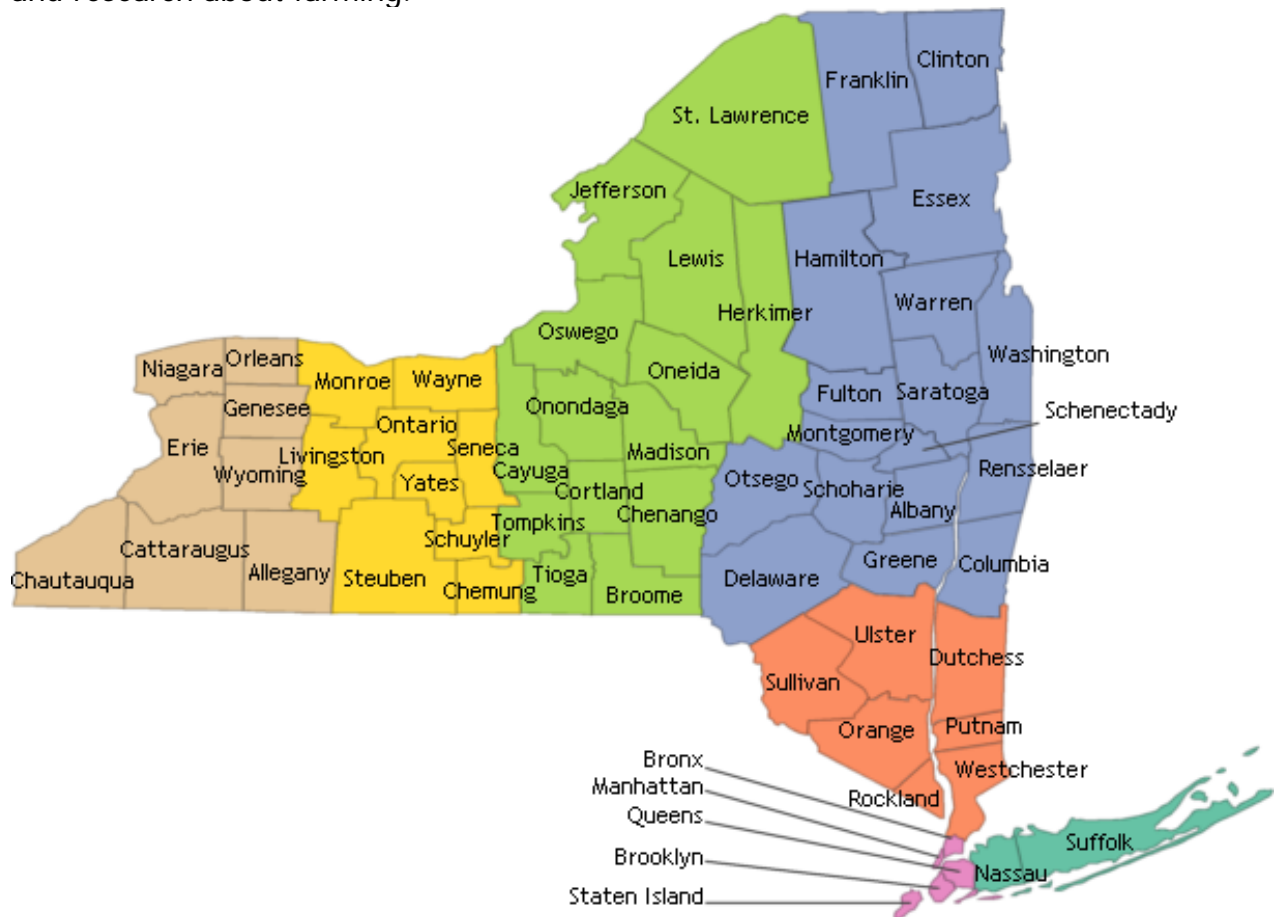
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Becoming a Farmer in the Lower Hudson Valley region

Do you have or would you like to start a new farm in Lower Hudson Valley?

This packet contains resources and referrals to help you make sense of what you are embarking on, especially if you are unfamiliar with the agricultural side of your community.

In many cases, Cornell Cooperative Extension will be your first point of contact for insights and referrals. This packet is intended to be a supplement to your own plans and research about farming.



Local contacts included in this manual are for Orange, Ulster, Sullivan, Dutchess, Putnam, Rockland, and Westchester Counties. To find out about resources in other counties, visit http://cce.cornell.edu/learnAbout/Pages/Local_Offices.aspx to find the Cornell Cooperative Extension in the county you are interested in.

Agriculture Program Staff in the Lower Hudson Valley

Cornell Cooperative Extension Orange County

18 Seward Avenue, Suite 300, Middletown, NY 10940-1919
845-344-1234

<http://counties.cce.cornell.edu/orange/orange.htm>

Cornell Cooperative Extension Ulster County

232 Plaza Road, Kingston, NY 12401
845-340-3990

www.cceulster.org

Cornell Cooperative Extension Sullivan County

Gerald J. Skoda Extension Education Center
64 Ferndale-Loomis Road, Suite 1, Liberty, NY 12754
845-292-6181

blogs.cornell.edu/ccesullivan

Cornell Cooperative Extension Dutchess County

2715 Route 44, Suite #1 Millbrook, NY 12545
845-677-8223

ccedutchess.org

Cornell Cooperative Extension Putnam County

Terravest Corporate Park, 1 Geneva Road, Brewster, NY 10509
845 278-6738

counties.cce.cornell.edu/putnam

Cornell Cooperative Extension Rockland County

10 Patriot Hills Drive, Stony Point, NY 10980
845-429-7085

rocklandcce.org

Cornell Cooperative Extension Westchester County

26 Legion Drive, Valhalla, NY 10595
914-285-4620

counties.cce.cornell.edu/westchester

What Does Cornell Cooperative Extension Do?

With strong ties to Cornell University and other land grant universities across the United States, the Cornell Cooperative Extension Agriculture and Natural Resources Program provides farmers and other rural landowners with a wide range of services. The information we share is researched, non-commercial, and practical. We recommend practices that minimize negative impacts on the environment, promote self-reliance, encourage responsible animal husbandry and welfare, and enhance profitability.

Cornell Cooperative Extension is the only county-level entity tied to the Cornell University College of Agriculture and Life Sciences, and thus the only agriculture information resource with a research and experiential base. It is highly reputable as a source of unbiased guidelines for the agriculture industry.

We provide the following:

- Timely workshops, seminars, conferences and clinics addressing farm development issues.
- Publications, articles, and radio/electronic communications about key aspects of agriculture.
- Research appropriate business contacts, sources of capital and other funding for innovative agriculture-related projects, and networking existing economic development assets with primary and secondary audiences.
- Educational assistance and consultation for new or expanding farm operations.
- Referrals to appropriate resources and agency programs for all agriculture enterprises – dairy, livestock, field crops, produce, pasture, forest-based products, and horticulture.
- Assistance with identifying grants and grant writing for farms; business plan development for agriculture or farm product processing businesses.
- Site visits to provide advice and referrals as circumstances permit.
- Tips on farm and forest tax management, farm labor, agriculture laws and policies, farmland preservation, energy management, and dealing with neighbor pressures on farmland.
- Assistance with developing and accomplishing direct marketing objectives, web site creation, farm market sales, and other innovative marketing plans.
- Telephone consultations for all aspects of farming and rural land management.

Each County will have slightly different staffing strengths and program opportunities. Contact your local county office.

County and State Agencies/Organizations

Soil & Water Conservation District

The Soil & Water Conservation District is responsible for a variety of environmentally related programs relating to the conservation of soil and water resources for both private and public land. Soil and water conservation has a statewide sight, but is funded at a county level to administer conservation programs that are funded from a variety of sources. For more information on conservation & other NYS programs visit

www.nyacd.org.



New York Association of Conservation Districts

Orange County SWCD

225 Dolson Ave, Suite 103
Middletown, NY 10940
845-343-1873

www.ocsoilny.org

Ulster County SWCD

Times Square Office Park
652 State Route 299
Highland, NY 12528
845-883-7162 ext.5

www.ucswcd.org

Sullivan County SWCD

64 Ferndale-Loomis Rd
Liberty, NY 12754
845-292-6552 ext.101

www.sullivancountyswcd.com

Dutchess County SWCD

Farm & Home Center
Millbrook, NY 12545
2715 Route 44, Suite 3
845-677-8011 ext.3

dutchessswcd.org

Putnam County SWCD

841 Fair Street
Carmel, NY 10512
845-878-7918

www.putnamcountyny.com/index.php/planning/soil-water-conservation/

Rockland County SWCD

50 Sanitorium Road, Bldg. P
Pomona, NY 10970
845-364-2669

www.co.rockland.ny.us/environ/soil_min/SWCD.htm

Westchester County SWCD

432 Michaelain Bldg.
148 Martine Ave
White Plains, NY 10601
914-995-4400

http://planning.westchestergov.com/index.php?option=com_content&view=article&id=1018&Itemid=3244

Agriculture and Farmland Protection Board

It's part of your County's Department of Planning

Agricultural and Farmland Protection Board (AFPB) consists of eleven members who meet on a monthly basis to address agricultural issues and assist farmers throughout your county. The AFPB also helps fund innovative projects and professional development opportunities that are related to agriculture. At the January meeting of the AFPB, the officers for the Board are elected for the year. During the April meeting, the Board reviews applications for parcels proposed to be enrolled into Agriculture Districts.



Orange County:

www.orangecountygov.com/content/124/1362/1462/4632/9174/default.aspx

Ulster County:

www.co.ulster.ny.us/planning/ann_inc.html

Sullivan County:

co.sullivan.ny.us/Departments/DepartmentsNZ/PlanningandEnvironmentalManagement/Agriculture/tabid/3257/default.aspx

Dutchess County:

www.co.dutchess.ny.us/CountyGov/Departments/Planning/PLIndex.htm

Putnam County:

www.putnamcountyny.com/agboard

Westchester County:

<http://planning.westchestergov.com/boards-a-committees/agricultural-and-farmland>

Department of Health – Local Offices:

Orange County

124 Main Street
Goshen, NY 10924
845-291-2332

www.co.orange.ny.us/content/124/1334/default.aspx

Ulster County

300 Flatbush Avenue
Kingston, NY 12401
845-340-3150

www.ulstercountyny.gov/health

Dutchess County

387 Main Street
Poughkeepsie, NY 12601
845-486-3400

www.co.dutchess.ny.us/CountyGov/Departments/Health/HDindex.htm

Putnam County

1 Geneva Road
Brewster, New York 10509
845- 808-1390

www.putnamcountyny.com/health

Rockland County

50 Sanitorium Rd # D
Pomona, NY
(845) 364-2512

rocklandgov.com/departments/health

Sullivan County

50 North Street, Suite 2
Monticello, NY 12701
845-794-300

co.sullivan.ny.us/Departments/HealthandFamilyServices/tabid/3120/Default.aspx

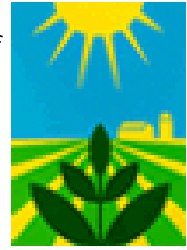
Westchester County

134 Court Street
White Plains, NY
914- 995-5800

<http://health.westchestergov.com/>

NY State Department of Agriculture and Markets

Their mission is to foster a competitive food and agriculture industry that benefits producers and consumers alike. Agriculture makes up one-quarter of the State's land area and contributes immensely to the quality of life in New York State by generating economic activity and producing wholesome products to nourish our families. They work diligently to promote a viable agricultural industry, foster agricultural environmental stewardship, land preservation, and safeguard our food supply.



1-800-554-4501

www.agriculture.ny.gov

NY State Department of Environmental Conservation

This is a state agency that has information to assist the agricultural community in complying with any necessary environmental requirements in regards to a variety of topics such as; Animal Feeding Operations, Composting & Land Application, Water Management, Pesticide Use, Chemical Storage, Forestry Management, Air Quality, Mineral Resources, Maps & Geographic Information.

www.dec.ny.gov



NYS DEC Lower Hudson Valley (Region3) Headquarters

21 So. Putt Corners
New Paltz, NY 12561
(845) 256-3000

New York State Department of Taxation and Finance

This is a link to NY State's Property Tax Forms for Agricultural Assessment. The **Office of Real Property Tax Services** handles taxation matters concerning farming.

www.tax.ny.gov/forms/orpts/agri_assessment.htm



Federal / USDA Agencies

USDA Farm Service Agency (FSA)

FSA administers Farm Bill Programs that can offer cost share assistance and crop insurance to landowners and producers. They assist with commodity loans at low interest rates and farm ownership loans. Also, they offer conservation programs, and disaster assistance.



www.fsa.usda.gov/FSA/webapp?area=fsahome&subject=landing&topic=landing

FSA New York State Office

New York State Farm Service Agency
441 South Salina Street
Syracuse, NY 13202-2450
315-477-6303

Dutchess County FSA

(Also serves Putnam, Ulster, and Westchester Counties)

2715 Route 44
Millbrook, NY 12545-5566
845-677-3952

Orange County FSA

(also serves Rockland and Sullivan Counties)

225 Dolson Avenue, Suite 101
Middletown, NY 10940-6539
845-343-1872

Delaware County FSA

(also serves Sullivan County)

44 West Street, Suite 2
Walton, NY 13856-1041
607-865-4005

USDA Natural Resources Conservation Service (NRCS)

NYS Southern Region Office

(also serves Sullivan County)

Walton Area Office
44 West Street, Suite 1
Walton, NY 13856
607-865-6713 x290

<http://www.ny.nrcs.usda.gov/>



Orange County Field Office

(also serves Rockland Co.)

225 Dolson Avenue, Suite 103
Middletown, NY 10940-6539
845-343-1872

845-883-7162

Ulster County Field Office

652 State Route 299
Highland, NY 12528-2926

Putnam County Field Office

(also serves Dutchess Co. & Westchester Co.)

2715 Route 44
Millbrook, NY 12545-5566
845-677-3952

Local and State Membership Organizations

There are quite a few local, state and national organizations that many farmers are involved with. The mix of organizations depends on the type of products you raise and you own personal interest and beliefs.



Rondout Valley Growers Association

This is a nonprofit organization that is committed to strengthening the region's farms and preserving agricultural
845-626-1532

www.rondoutvalleygrowers.org

Rockland Farm Alliance

This alliance is formed by a coalition of local farmers. The alliance provides educational resources to the community promoting awareness for the need of local food resources.

845-634-3167

www.rocklandfarm.org



Orange County Vegetable Growers Association

This association serves local vegetable growers with educational and lobbying efforts.
8 Scanlon Ave, Florida, NY 10921

845-651-3553



New York Farm Bureau

The mission of New York Farm Bureau is "To Serve and Strengthen Agriculture." Farm Bureau is a non-governmental, volunteer organization financed and controlled by member families for the purpose of solving economic and public policy issues challenging the agricultural industry. They have an active & well-informed membership, with representation from each county. Below is the link that you can obtain county-specific contact information.

1-800-342-4143

www.nyfb.org

New York State Vegetable Growers Association (NYSVGA)

This association is a not for profit organization that serves commercial fresh market, storage and processing vegetable growers. The association provides production, management and marketing; increases public awareness of the importance and value of the New York State produce industry.

315-986-9320

nysvga.org



General Farming & Business Education

The Cornell Small Farms Program works to enhance educational programming, research, and services for New York's small farm families.

smallfarms.cornell.edu



Northeast Beginning Farmers Project



This website is a comprehensive compilation of online resources. The site includes information on farm financing, finding land, business planning, agricultural production & marketing and much more. www.beginningfarmers.org

The "Voices of Experience" videos are great. The "Guide to Farming in NY" is loaded with great information and is very helpful. nebeginningfarmers.org/publications/farming-guide

New England Small Farm Institute

This website has great worksheets and resources to help you start thinking of how to fulfill your dream of a small farm. There are links to a book store and course work below. smallfarm.org/main/for_new_farmers/exploring_the_small_farm_dream/

Small Farm Funding Resources:

This website, hosted by the USDA, Rural Information Center, National Agricultural Library, gives resources/worksheet examples of how to develop a farm business plan, financial and planning, funding and program assistance, farm disaster assistance, and more information on other helpful organizations & websites.

www.nal.usda.gov/ric/ricpubs/small_farm_funding.htm

Plant and Life Science (PALS) Publishing

This is a great resource to find books pertaining to any venture in Farming. PALS is a program of the Department of Horticulture in the College of Agriculture and Life Sciences at Cornell University and was formerly called National Resource, Agriculture, and Engineering Service (NRAES). palspublishing.cals.cornell.edu

ATTRA - National Sustainable Agriculture Information Service:

This website is committed to providing high value information and technical assistance to farmers, ranchers, educators, and others involved in sustainable agriculture.

attra.ncat.org

New Farmer Technical Education

Cornell Cooperative Extension (CCE) Equine

CCE Equine brings all facets of eastern New York's diverse horse industry under one program, creating a trusted resource for equine ventures and professional/business education. This site has events, news, business directory, newsletters, helpful links and fact sheets. This site is brought to you by the efforts of Cornell Cooperative Extension Orange & Saratoga. cceequine.org

Fact sheets: cceequine.org/fact_sheets.shtml

Cornell Cooperative Extension (CCE) Dairy Cattle

CCE Dairy brings all the facts, resources, newsletters, and programs to help educate the Dairy professional. The resources range from environmental systems to milk production services. cce.cornell.edu/Ag/ProductionAgriculture/Pages/DairyCattle.aspx

University of California Cooperative Extension Poultry

This website has excellent resources about everything and anything of poultry. The resources range from raising poultry to marketing the end product.

cecentralsierra.ucanr.org/Livestock_and_Range_Management/Poultry_Resources/

Poultry Production Worksheet

nwdirect.wsu.edu/barriers/poultry_spreadsheet.php

Poultry Factsheets

www.ces.ncsu.edu/depts/poulsci/tech_manuals/small_flock_resources.html#health

Cornell Vegetable Production

This website reviews the guidelines for crops and gives resources for other crop related material. It also reviews pest management with insects, weeds, diseases, and wildlife.

www.vegetables.cornell.edu

Cornell Small Fruit (Berries) and Tree Fruit Production

This website reviews guidelines on pest management, production and business management. There are great resources including webinars and newsletters to keep you up to date on current guidelines and regulations. This site also has all the current forms for labor workers.

www.fruit.cornell.edu

Organic Vegetables Insect Pest Management Guide

web.pppmb.cals.cornell.edu/resourceguide

The American Phytopathological Society (APS Press)

This is a nonprofit international society that specializes in science and plant health management in agriculture.

www.apsnet.org

Plant & Life Sciences Publishing: This site offers over 120 unique books for sale. PALS books are written and reviewed by Land Grant University faculty.
<http://palspublishing.cals.cornell.edu/>

Other Electronic Resources

One of the best investments you can make in farming you may have already made. Having internet access and a viable email address will open the door to a huge inventory of information and educational opportunities.

Staff at Cornell Cooperative Extension use this technology for quickly communicating to our members timely and important information. It is quite common for critical information to be distributed electronically because sometimes there is just not time to wait for a newspaper or newsletter. Weather alerts, pest encroachment, and unusual market information needs immediate attention. Email and electronic information moves much quicker than talking over the fence line!

Electronic educational events allow you to learn at your home and on the schedule that best suits your needs. Have you ever wondered about late blight at 2 am? Probably not. But if you had a crop that is susceptible to late blight and you received an alert that it was confirmed to be in your neighborhood, you suddenly might be interested.

If you do not have internet access, please let us know and we will print out the appropriate information for you. This on demand printing allows our information to be accurate up to the minute, and saves the cost of having large amounts of printed technical material on file that is becoming outdated. Here are just a few links to get your started.

NOFA-NY, Inc is an organization of consumers, gardeners, and farmers working together to create a sustainable regional food system which is ecologically sound and economically viable.

www.nofany.org

Web Soil Survey (WSS) Find your soil type and characteristics. This is extremely important as you can't change your soil type. To maximize your crop yield potential, you must match your soil characteristic and the type of crop to be grown. (WSS) provides soil data and information produced by the National Cooperative Soil Survey. See Page 25 of this guide for directions on how to use the WSS.

websoilsurvey.nrcs.usda.gov/app/HomePage.htm

Vegetable MD Online was developed to provide access to the many Vegetable Disease Fact Sheets produced over the years by Media Services at Cornell.

vegetablemdonline.ppath.cornell.edu/cropindex.htm

The NYS Pesticide Product, Ingredient and Manufacturer System

(PIMS) This database is designed to aid the applicator in finding the pesticide product information as supplied to the Pesticide Management Education Program (PMEP) by the New York State [Pesticide Product Registration Section](#) within the New York State Department of Environmental Conservation (NYSDEC)
<http://pims.psur.cornell.edu/>

The NYS Integrated Pest Management Program helps address your pest issues with a safe, effective pest management solution
www.nysipm.cornell.edu/default.asp

Organic Insect and Disease Management Resource Guide For Organic farmers and farmers in transition to organic production, extension professionals, and farm advisors who want accurate information based on published research.
web.pppmb.cals.cornell.edu/resourceguide

Diagnostic and Analytical Testing

Cornell University Plant Disease Diagnostic Clinic

The clinic provides fast and accurate plant disease diagnosis and up-to-date pest control recommendations for anyone from home owners to commercial growers. Services include analysis of plant material and soil for bacterial, fungal, viral, and nematode pathogens.

334 Plant Science Building

Ithaca, NY 14853

607-255-7850

<http://plantclinic.cornell.edu/>

Cornell University Seed Lab

The New York State Seed Testing Laboratory (NYSSTL) is the Official seed testing facility for New York State. Seed testing services are offered to residents, growers, food processors, seed companies' and government agencies on a fee basis. Some tests that are performed on certified grains are purity, germination, and pre chill.

NY State Seed Testing Laboratory

NY State Agricultural Experiment Station

630 W. North Street, Geneva, NY 14456

315-787-2242

<http://www.nysaes.cornell.edu/seed-lab/>

Dairy One

This website has great sources for soil testing, forage testing, manure testing, feeding and water analysis. A routine analysis is essential to determine that the nutrients are supplied and insure that diets are being properly formulated to meet daily nutrient requirements. Their mission is to create and deliver data and information that will be used to make profit enhancing decisions for members of the Agricultural community.

730 Warren Road, Ithaca, NY 14850

800-496-3344

<http://www.dairyone.com/default.htm>

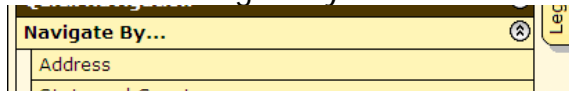
How to Find Your Soil Type

NRCS Soil Survey

The soil survey has the largest natural resource information in the world. NRCS has more than 95 percent of the soil maps and data available online.

Finding Your Soil Name Via the Web

1. Go to: <http://websoilsurvey.nrcs.usda.gov/app/>
2. Hit the Green **START WSS** button
3. Under Navigate by Select **ADDRESS**



4. Type in the address of the property you are testing
Be absolutely correct with spelling, spaces, and do not abbreviate (use Drive not Dr.)

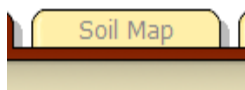


5. Hit **VIEW**.

6. Select the **AOI** (Area of Intent) button above the map



7. Draw a box around property in question and wait for blue lines to appear and map to change scale.
8. Click 2nd Tab at top of page – **SOIL MAP** and wait for soil map overlay.



9. Info on map shows where soil types exist and data on left shows percentage of AOI that is each individual soil type. Click on the soil types (in blue) to read about soil characteristics.

Myths and FACTS for New Farmers

Myth: The government is providing money to families who would like to start farms.

FACT: The government may provide direct loans to eligible new farmers. Grants are not available. Almost every penny spent to get a farm going comes from personal resources. Some farms are eligible for cost-share programs, depending on the rules in the current Farm Bill. It depends on the purpose for which the money will be spent. These programs are very specific and usually require detailed recordkeeping, contracts, and a certain level of personal investment before payments start.

Myth: Everything about agriculture is known by now.

FACT: There is a lot we do not know about cultivating the land, water supply, and air to grow crops and raise livestock. Many new farmers are coming up with their own ideas for agriculture, sustainable practices, value-added products, and new markets. You have the right to be as creative a farmer as you can possibly be.

Myth: Farming is not much of a career.

FACT: Farmers are held in high regard by other farmers, and local professionals. You might also have a non-farm career and be interested in farming as an additional source of income. Farming can be a stimulating way to put your additional energies to work on your land, or land you borrow or lease. If you do not have much energy left after your day job, farming might not be for you.

Myth: Farming will earn us some extra money.

FACT: You do not make money growing crops or tending livestock. You make money selling crops or livestock. How much money you make depends equally on how effective you are at marketing your farm products. Products of high quality are consistently in demand. For certain people, farming is simply a good way of life, and the money is unimportant.

Myth: Organic farming is easy and a better idea because people pay more and you don't spray anything.

Fact: Organic farming is very risky and labor-intensive with little room for error. Organic farms may use approved chemicals and pesticides, just like conventional farms. To compensate organic farmers for this hard work and higher risk, consumers are usually willing to pay more for organic food. They are required to have a detailed crop plan and meticulous records to be certified as an organic farm. For more information on organic farming visit www.ams.usda.gov/AMSV1.0/nop.

Getting the WORK Done!

Do you have what it takes?

General Knowledge, Skills, & Behavior needed to be a Successful Farmer:

- Basic plant & soil science
- Animal science
- General knowledge of ecology
- General knowledge of meteorology
- Whole-systems thinking skills
- Informational research skills
- Regulatory expertise
- Planning skills
- Administrative skills
- Supervisory skills
- Community-building skills
- Time Management skills
- Basic business & bookkeeping skills
- Computer skills
- Marketing skills
- Crop production knowledge
- Animal husbandry knowledge
- Equipment operation/Basic Mechanical skills
- Basic construction skills (carpentry, plumbing, electric)
- Basic maintenance & repair skills
- Environmental awareness
- Basic first aid knowledge
- Basic physical fitness knowledge
- Organization & Prioritizing skills
- Able to handle physical labor & long hours
- Persistence
- Flexibility
- Attentiveness
- Observant
- Detail oriented
- Personable
- Analytical
- Patience
- Prompt
- Entrepreneurial
- Sense of Humor
- Self motivated
- Resilient
- Focused
- Creative
- Tolerance

Future Trends & Concerns for Farmers

- Urban Sprawl
- Rapid land development
- Rising land costs
- Disappearing Ag infrastructure
- Fewer family farms
- Ageing farmer population
- Farmer burnout
- Population growth
- Increasing government regulations
- Corporatization of agriculture
- Globalization of food industry
- New & resistant crop pest
- Increasing deer, coyote & Canadian geese populations
- Genetic engineering
- Consumer buying habits
- Convenience foods (highly processed foods)
- Consumer concerns: food safety, urbanization, food system consolidation
- Growing support for re-localization, fresh local products & “buy local” initiatives
- Growing support for working landscapes & open space

REFERENCE:

Northeast small scale, sustainable farmer occupational profile (2000). The New England Small Farm Institute. **For more information on Getting the Work Done:**
http://smallfarm.org/main/for_service_providers/tools_and_resources_for_working_with_new_farmers/ne_sfi_tools_and_resources/dacum_occupational_profile/

The Bottom Line:

Your farm is your own project, designed to reach your individual goals. You are responsible for its success. Its economic success and the success it brings you personally. There are many people who will help with supplies, advice, and even labor; but the final decisions you make each day are yours. For many of us, this is the whole idea.

Services and Supplies

(Disclaimer- the sites below are examples of products or services that you may need to start and maintain your farm)

Insurance:

Farm Family Insurance

"We take a personal interest-protecting what you value most."

www.farmfamily.com/pub/PublicSite.nsf/about_us.xsp

Nationwide Insurance

"Working together to protect what matters."

www.nationwide.com

The Keats Agency

Insurance services, includes Nationwide Agribusiness by a Farm Certified Agent, Home, Auto, Life and Commercial Insurance

www.keatsagency.com

Equipment:

Chambers Ford New Holland Sales

New and used New Holland farm machinery and farm implements. Parts and repair.

167 Ward Street, Montgomery, NY 12549

845-457-3094

agriculture.newholland.com/dealers/enu/Pages/Home.aspx?ID=911-0N6389A&mk=US

Paul Congelosi Trailer Sales Inc.

Trailers of all types. Sales and repairs.

2201 State Route 17K, Montgomery, NY 12549

888-310-2246

www.congelositrailer-sales.com/

Hudson River Tractor Company

Has a wide variety of John Deere Ag. machinery and implements. Parts and repair.

25 6½ Station Road, Goshen, NY 10924

845-294-2500

www.hudsonrivertractorcompany.com/custompage.asp?pg=goshen

Pine Bush Equipment

PBE has a full line of construction and farm equipment for sale and rent. Komatsu construction equipment and Kubota tractor dealer. Parts and repair. They will deliver equipment, and provide 24 hr service. They also offer financing options to help with your purchase and budget. They have locations in Pine Bush, and Holmes, NY

www.pbeinc.com

S.L. Automotive

Trailer & truck repairs, parts sales for cargo, horse, landscape, flatbed, stock equipment trailers. www.eafenterprises.com

Sosler's Garden & Farm Equipment

Sosler's has a complete line line of equipment that includes compact tractors and farm tractors along with lawn mowers, zero-turn mowers, garden tractors and hand-held power equipment. They also carry tractor attachments of all types along with a variety of "short-line" equipment. They offer complete sales, parts and service for all equipment sold, for the life of the product. www.soslers.com

Tractor Supply Company

Found in many locations throughout the Hudson Valley, this chain of stores has a wide variety of agriculture supplies including but not limited to equipment/parts, chemicals for pest control, animal feed/bedding, equine products/accessories, and livestock products/accessories. tsc.tractorsupply.com

Seed/ Feed:

Harris Seeds

This site offers a wide variety of seeds from vegetable to flower. They have two different selections to chose from which are the home garden growers or the professional growers. www.harriseseeds.com

Heritage Feed & Supply

This site specializes in Feed & Farm Supplies, Hay, Straw, and Shavings. Also sells, Grass Seed, Lime, Propane, and Pet Food/Supplies. www.heritagefeedsupply.com

Johnny's Selected Seeds

This website has a great variety of seeds, tools and supplies to get started on your journey of becoming a farmer. Seeds range vegetables, fruits, flowers, and herbs. www.johnnyseeds.com

Moodna Creek Ranch

Hay Sales, Horse Transportation www.moodnacreekranch.com

Siegers Seed Co

Siegers has been in the seed business for 100 years. This website allows you to browse the different types of seeds through an online catalog, and you may request a catalog. www.siegers.com

Stokes Seed

This website has a wide variety of seed options from all types of seasonal flowers to herbs and vegetables. You can order online or request a catalog. www.stokeseeds.com/home.aspx

Wessels Farms, Inc.

Wholesale growers, and suppliers of Transplants. www.wesselsfarms.com

Welter Seed & Honey Co.

They carry a full line of agricultural seeds and they are also MOSA Organic Certified.
www.welterseed.com

Fertilizer/Chemicals/Conditioners:

Crop Production Services

900 Pulaski Highway
Goshen, NY 10924
845-651-5303
www.cpsagu.com/Regions/East/

Griffin Greenhouse & Nursery Supplies

This website offers construction supplies of building greenhouses, products such as fertilizer containers, irrigation, and soil. This website also provides services like find a plant specialist, plant availability/varieties and vendors. You can also order a catalog online. www.griffins.com/index.asp

Shaklee Independent Distributor – Cathy Pagendarm

Basic H Soil Conditioner (Registered in 48 States for Farmers)
“Get Clean” Non Toxic Cleaners www.pagendarm.myshaklee.com

Composting/Recycling/Manure

Taylor Recycling Facility

350 Neelytown Road
Montgomery, New York 12549
845-457-4021
www.taylorrecycling.com

Misc. Services:

Got Wildlife?

Leading provider of Wildlife Management Services in NY & NJ
www.gotwildlifepro.com

Signet Equine Appraisals

Providing certified equine appraisal services since 1980
www.equineappraiser.net

Staffing

Hiring Workers:

Hiring a Farm Manager

If you plan to hire a Farm Management position to run the farm, look to Agriculture school career development offices, Country Folks magazine, and Cornell Small Farms & FarmLink websites to advertise or search. Be sure you have an adequate well-thought out position description and list of compensation before advertising.

Hiring Farm Hands

If you are hiring farm hands, please refer to the NY State Department of Labor for guidelines, applications, and registration.

New York State Department of Labor

Building 12 W.A. Harriman Campus

Albany, NY 12240

www.labor.ny.gov/home/

General Inquiry: 518-457-9000

Department of Labor: General Minimum Wage Information:

www.labor.ny.gov/workerprotection/laborstandards/workprot/minwage.shtm

Department of Labor: Farm Labor Standards information:

www.labor.ny.gov/workerprotection/laborstandards/farm_labor.shtm

The Migrant and Seasonal Agricultural Worker Protection Act (MSPA):

www.dol.gov/compliance/laws/comp-msawpa.htm

Labor Documentation:

(Reference: NYSDOL)

Steps of Properly Hiring Employees

(Please make sure all paper work is filled out and properly filed before employee begins working)

- 1. Have employee fill out application for employment**
- 2. Form W-4 for Federal Income Tax Withholding;** All new hires must complete Form W-4 before receiving their first paycheck. This form includes information on marital status, number of dependents, and designated additional withholding amounts. Employers should not give employees advice on how to complete this form, but you can direct them to a link in the article that helps
- 3. State Income Tax Withholding form;** Contact your state department of revenue (or equivalent) for information on how to register as an employer in the state. This state agency will also give you information on withholding forms and requirements for reporting and paying withheld amounts.
- 4. Form I-9 For Employment Eligibility (must be filled out within 5-7 days);** Form I-9, Employment Eligibility Verification, must be completed by each new hire. The new employee must also provide a proof of eligibility, such as a birth certificate or "green card."

Workers' Compensation Insurance

Employers are required to have workers' compensation insurance on their workers if cash wages are or exceed \$1,200 in a year. Also, unpaid interns and apprentices on your farm must be covered by workers compensation. For further information:

<http://www.wcb.ny.gov/content/main/Employers/Employers.jsp>

Disability Benefits

State law requires that employees be covered by a disability benefit if they are disabled off the job. Most workers compensation insurance will also include this. Family members (Spouse and children) and farm laborers are exempt from this requirement.

Minimum Wage

The Federal Minimum Wage is \$7.25/hr; the New York State Minimum Wage is \$8.00/hr. (beginning on 12/31/13, and will increase to \$8.75/hr on 12/31/14). This wage applies to regular wage jobs and piece rate jobs on the farm with annual payroll over \$3,000. This excludes immediate family and minors under 17 years old. If there is an employer 14-15 years of age a workers permit is required. Workers under 18 who are not immediate family will also be subjected to other regulations in relation to equipment and vehicle use.

Places to find Managers:

Check local colleges *(students are frequently looking for work)*

SUNY Cobleskill, Career Services

Knapp Hall 223, 106 Suffolk Circle, Cobleskill, NY 12043
518-255-5624; Email: studentsuccess@cobleskill.edu
www.cobleskill.edu/academics/student-success-center/

Rutgers University, Career Services

46 College Ave., New Brunswick, NJ 08901
812-335-1260
careerservices.rutgers.edu/

Penn State, Career Services

100 Eisenhower Road, University Park, PA
Nittany Lion Career Network, Job Postings and Recruiting
814-865-2377, Email: oci@sa.psu.edu
studentaffairs.psu.edu/career

Cornell University, Career Services

103 Barnes Hall, Ithaca, NY 14853
607-255-5221 Email: career@cornell.edu
www.career.cornell.edu

Morrisville State College

80 Eaton Street, Morrisville, NY 13408
315-684-6615 or 866-607-1572, Email: barshaab@morrisville.edu

www.morrisville.edu/careerplanning

University of Vermont

Living and Learning, Building E 140
633 Main Street, Burlington, VT 05405-0390
802-656-3450, Email: career.services@uvm.edu
www.uvm.edu/~career/?Page=about.html

University of Connecticut

368 Fairfield Way, Unit 2051, Storrs, CT 06269-2051
860-486-3013
www.career.uconn.edu

Delaware Valley College

700 East Butler Ave., Doylestown, PA 18901
800-233-5825, Email: Careers@DelVal.edu
www.delval.edu/pages/career_life

Help Wanted Sections

(your local paper & other publications listed below)

AG Focus (Orange County Cooperative Extension)
845-344-1234 (ask for Tiffany)

Country Folks

800-836-2888
countryfolks.com

Lancaster Farming

www.lancasterfarming.com

NE Dairy Business

dairybusiness.com

Cornell Small Farms Program:

smallfarms.cornell.edu/resources/beginning-farmer/#intern

NY Farm Link

<http://www.newyorkfarmlink.org/>

Northeast Organic Farming Association of New York (NOFA):

<https://www.nofany.org/>

Contract Services

There is no directory that lists all the people to spread lime, haul livestock, apply fertilizer, or to harvest and package your vegetables. Please call or ask your Farmer Neighbors to gain knowledge from their experience with contracting, and find out what works for them. Below, we have some suggestions as well as costs of owning equipment.

Please call your local Cornell Cooperative Extension; we have some contact people. We can also help you determine “going rates” for most farm tasks, using data from nearby states. The challenge of finding custom labor is one of the main reasons why we encourage people to; start small, and build up your farm operation gradually. This will help you get to know what you need and when you need it each year. Please call your local CCE office, we can help you with contacts, direct you to publications, or help you determine the going rates for most farm tasks. The challenge to finding custom labor is one the main reasons why we encourage you to start small, and build your farm operation gradually.

Penn State University Agriculture Economics

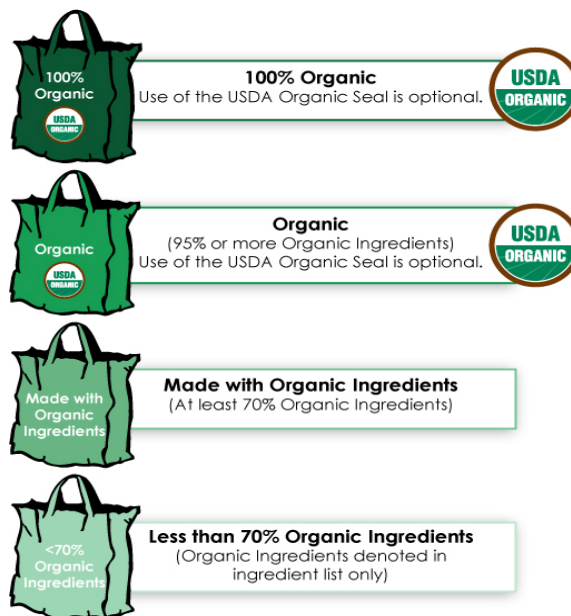
Penn State started a state wide custom operator directory list for Maryland, New York, Ohio, Pennsylvania, Rhode Island, and Vermont. This site is designed to help the operator and farmer. <http://aese.psu.edu/>

Certification Programs and Product Claims

The term "certified" implies that the USDA's National Organic Program (NOP) and the Agriculture Marketing Service have officially evaluated a product for class, grade, or other quality characteristics (e.g., "Certified Angus Beef"). When used under other circumstances, the term must be closely associated with the name of the organization responsible for the "certification" process, e.g., "XYZ Company's Certified".

Organic products are held to high standards and are closely monitored. The labeling requirements of NOP apply to raw, fresh, and processed products that consist of organic ingredients. The USDA seal is displayed on packages certifying agents. The link below provides more information of how and what exactly the USDA seal means.

The site provides a list of frequently asked questions and online manuals. Also check out your local Cornell Cooperative extension for certifying programs. www.ams.usda.gov/nop



Certifying Agents for New York State

NOFA—New York Certified Organic, LLC
840 Upper Front St., Binghamton, NY 13905
Contact: Sherrie Hastings, *Interim Certification Director*
Phone: 607-724-9851
www.nofany.org

Farmers Pledge Program:
www.nofany.org/organic-farming/farmers-pledge-program

Beginning Farmer Apprenticeship & Mentoring Programs:
www.nofany.org/bfam

Natural Food Certifiers
119A South Main Street
Spring Valley, New York 10977
Contact: Reuven Flamer
Phone: 888-422-4632
nfccertification.com

Other Product Claims / Restrictions

Animal Products:

“Antibiotic Free” is not an approvable USDA claim. “No antibiotics administered” or “raised without antibiotics” is permitted. This claim implies that the animal has not had any antibiotics administered within the course of its lifetime. There is no verification system in place currently. No meat sold in the U.S. is allowed to have antibiotic residues, so therefore it is all “antibiotic-free.” Because the USDA regulates language only on food labels, many companies get away with using unapproved terms in advertising and on their Web sites. Sufficient documentation must be provided by the producer to the Agency demonstrating that the animals were raised without antibiotics.

“Chemical-Free” is expressly prohibited by the USDA as a label on any meat product including poultry. “No Chemicals Added” is not an official marketing claim, as it lacks a standardized definition and a certifying agency. This term creates confusion in the marketplace, as antibiotics are not considered chemicals.

“Free Range”, “Free Ranging” or “Free Roaming” imply that the animal lived its life out of doors, in the open air, and was free to roam about, grazing, foraging and running about. There is no standard definition as it applies to amenable meat such as beef or pork. For poultry the term “free ranging” is regulated, and requires that the bird have access to the outdoors, but for an undetermined period each day. *That means that the door to the coop or stall could be opened for five minutes a day and if the animal(s) did not see the open door or chose not to leave it could still qualify as “free range.”* Eggs, like beef and pork are not regulated. Producers must demonstrate to the Agency that the poultry has been allowed access to the outside.

“Grass Fed” is not an official marketing claim. The USDA Agricultural Marketing Service (AMS) has attempted for several years to come up with a standard for this marketing claim. Raising livestock on a forage diet with little or no grain supplementation may increase the amount of beneficial fatty acids (Omega 3 and CLAs) in their meat. Originally, AMS suggested that livestock whose primary energy source throughout their lifecycle consisted of at least 80% grass; green or range pasture, or forage could be labeled grass fed. Some producer associations have argued that this level should be as high as 99%.

“Hormone-Free” is not an official marketing claim. The USDA has defined the use of the term and can hold manufacturers accountable for using the “hormone-free” on all meat products. Do not use this term. Pork and poultry producers cannot use hormones when raising these animals. “No hormones administered” would be the proper way to make this claim, and then only on beef products. While there is no certifying agency for this claim, a producer using it can be held accountable to the USDA for improper use.

Meat that is certified as “humanely raised and handled” is from farms that have enrolled in a private certification program such as that of the Humane Farm Animal Care (www.certifiedhumane.com), a consumer certification and labeling program based on standards established by a scientific animal welfare committee. Private certification programs often require that a livestock producer signs an affidavit indicating that their livestock was raised under the agency’s scriptures. “Free Farmed” is the certification program of the American Humane Association.

“Natural” is a food label that does not refer to how the animal was raised but rather to how it was processed. Natural products can contain no artificial ingredients, coloring agents or chemical preservatives and must be minimally processed. Meat can be ground, smoked, roasted, dried, or frozen as long as these procedures do not fundamentally change the raw product. The USDA has defined the use of the term and can hold manufacturers accountable to the proper use of the claim but does not have a verification system in place. The label must explain the use of the term natural (such as - no added colorings or artificial ingredients; minimally processed.)

“No Additives” there is no government definition behind this term, nor is there any certifying agency. “No additives” is a general claim that may imply a product has not been enhanced with the addition of natural or artificial ingredients. There is no guidance for the use of the claim “no additives” from the US Food and Drug Administration (FDA) or the United States Department of Agriculture (USDA). However, additives are defined and regulated by these agencies.

“No Animal By-Products” implies that no animal parts from slaughtering or rendering were used to raise or manufacture the product. There is no clear, standard definition of the term and no certifying agency. Its use should be carefully considered, as one could be liable if a complaint were acted upon by the Federal Trade Commission under truth in labeling as many products are made with animal by-products. Traceability is essential if making this claim.

“Pasture raised”, “Sustainably Raised”, and “Locally Grown” are very loose claim terms. For example, farmer markets handling only “local” product may require that the product be raised within 30 miles while supermarkets may consider products to be local if it can be transported to the store within a set number of hours.

Commercial Food Processing Establishment License

New York State Department of Agriculture & Markets

Offsite NYS Article 20-C

REGIONAL OFFICES:

NEW YORK NEWBURGH ALBANY SYRACUSE ROCHESTER BUFFALO
(718) 722-2876 (845) 220-2047 (518) 457-5459 (315) 487-0852 (585) 427-2273 (716) 847-3185

"The terms "food" and "food product" shall include **ALL** articles of food, drink, confectionery or condiment, whether simple, mixed or compound, used or intended for use by humans or animals, and shall also include **ALL** substances or ingredients to be added to food for any purpose. This definition shall be construed as including chewing gum."

-New York State Department of Agriculture and Markets

Article 20-C Food Processing establishments:

Who's Required?

Retail food establishments i.e. grocery stores, that conduct any type of food preparation such as meat or cheese grinding, heating foods, sandwich making, operate beverage dispensing machines, prepare sushi, salad bars, or other ready to eat exposed food packaging activity.

Application: <http://www.agriculture.ny.gov/FS/license/pdfs/FSI-303.PDF>

* If you are a food establishment that processes and sells retail, you only need Article 20-C license.

Home Food Processing Article 20-C Exemptions

Off-Site Consumption

Processors of home processed foods who sell or offer for sale such foods may be **exempted** from the licensing requirements of *Article 20-C*, provided that the following conditions are met:

1. All finished product containers are clean, sanitary and properly labeled.
2. All home processed foods produced under this exemption are neither adulterated nor misbranded.
3. Glass containers for jams, jellies, marmalades and similar products are provided with suitable rigid metal covers.
4. All home processed foods are sold only within New York State.

In order to protect public health and to minimize the potential of food product adulteration, this **exemption** is restricted to the following non-potentially hazardous home processed foods.

- Bakery products, i.e., bread, rolls, cookies, cakes, brownies, fudge, and double-crust fruit pies for wholesale marketing or retail agricultural venues such as farms, farm stands, farmers markets, green markets, craft fairs and flea markets.
- Traditional jams, jellies, and marmalades made with high acid/low pH fruits.
- Repacking/blending dried spices or herbs.
- Snack items such as popcorn, caramel corn and peanut brittle
- Candy (excluding chocolate) – tempering chocolate for molding or dipping is not allowed.
- Flavored Vinegar

Any finished food product that requires refrigeration is **NOT allowed to be produced as a Home Processor.**

Some examples of prohibited items include, but are not limited to:

- Fruit/ Vegetable Breads
- Pickled or Fermented Foods
- Cheesecake, Cream Filled Pastries
- Meat, Fish, or Poultry Products
- Vegetable Oils, Blended Oils
- Garlic and/or Herb in Oil Mixtures
- Wine Jellies, Chutneys, Fruit Butters
- Cooked or Canned Fruits or Vegetables
- Cheese, Yogurt, Fluid Dairy Products
- Sauces, Salsas, Marinades

****On-site consumption (including supplies of already licensed products) May involve DOH License. Each county has different regulations for a permit to be issued.**

NOTE: Direct internet sales (commercial on-line transactions) are prohibited under this exemption. Use of the internet for communication or promotional purposes is permissible. Home processors whose residences contain separate segregated facilities for food processing, may apply for licensing under Article 20-C.

NOTE: Homeowners should consult with local zoning officials & insurance carrier for approval before commencing any home based business. The exemption relates only to Article 20-C licensing. The exempt firm will be subject to inspection by the Department of Agriculture and Markets. For more detailed information, please contact the nearest regional office.

Instructions for Preparing a Business Plan

This resource, written by Farm Credit East, is designed to aid in the preparation of the business plan requirement of the FarmStart investment application. Constructing a business plan is one of the first steps on the path to success. By formulating ideas into written words it provides a roadmap to direct and ensure business success because it shows you have thoroughly researched your business idea before plunging into it. Use this guide to assist during some of the most valuable hours in your entrepreneurial career- creating a business plan. Be certain to address the long-term needs of your business and devise strategies that will complement the overall performance of your company and your personal satisfaction.

Type A is the most simplified of the three types of business plans. Everything is laid out in a defined structure. Your Farm Credit East advisor can also assist you in this process.

Company Name: The name should integrate well with what is being sold, be easy to remember, and be able to be well branded over time.

Mission Statement: Defines the company's purpose for existence and determines the direction all future activity should take; should be measurable, definable, and actionable

Examples:

"To provide excellent service and product in order to create a returning customer base that relies on our strengths and uses price as a substandard deciding factor."

"To sustain a profitable farm stand that is family friendly, which will make parents feel inspired to bring their families to as a destination in addition to a place to buy fresh produce and products."

"To provide consumers with a healthy, farm fresh, organic milk supply in an environment that is conducive to the health of the dairy cows and is ecologically friendly, while ensuring the owners a quality lifestyle."

Objectives: Short list of goals for the time period covered by the plan that are specific, measurable, agreed, realistic, and time specific

Examples:

"Generate \$75,000 in sales between January and June."

"Increase output of greenhouse by 10% this season"

"Acquire 10 new customers this year"

Strategies: The rules and guidelines by which the mission, objectives etc. may be achieved

Examples:

"Host open houses and advertise the product in the area to expose the business to potential customers"

"All supplies will be purchased from the same supplier to receive volume discounts and thus reduce costs"

"Awareness of and constant meetings with potential customers to create a loyal and deep client base"

Product/Service: A clear statement of what the product is or what service your business will provide, focus on factors that are unique and desirable. For a product explain what it does, how it works, how long it lasts, etc and for a service explain the service, how long it takes to provide each unit of service, any packages available, etc; For both describe the price and how it was reached.

SWOT Analysis: Fill in the chart provided with the internal factors - strengths, and weaknesses, and the external factors - opportunities, and threats you have identified for your company and/or product. Then explain how you will respond to each.

Example:

<u>Strengths</u>	<u>Weaknesses</u>
ability to respond quickly to customer demands personnel with high level of experience	no market presence or reputation cash flow unreliable in the early stages
<u>Opportunities</u>	<u>Threats</u>
local council wants to encourage local businesses with work where possible competitors may be slow to adopt new technologies	increasing costs of necessary supplies a new competitor in the area

Strategic Action Plan: Describe the market and how you plan to use your resources, strengths, and opportunities to penetrate the market including sales and marketing strategies. Include how you plan to reach the target market, such as taste tests, advertising in local papers, presence at Farmer’s Markets, direct mailings, or a website.

Financial Plan: State the amount of money needed and where that money will be used. This should have already been supplied on the FarmStart application. Attach the additional required documents (balance sheet, income statement, and monthly cash budget) to recognize the financial plan.

Sample Business Plan

Company Name:

Owners:

Address:

Phone:

E-mail:

Preparer Name:

Date:

Company Name

The name of the company is

Mission Statement

The mission of *(insert co. name)* is to

Objectives

The primary objectives of *(insert co. name)* are

- 1.
- 2.
- 3.

Strategies

The strategies to achieve these objectives are

- 1.
- 2.
- 3.

Product/Service

The product/service being sold is

The price is

SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
<u>Opportunities</u>	<u>Threats</u>

The company plans to build on strengths by

The company plans to resolve weaknesses by

The company plans to exploit opportunities by

The company plans to avoid threats by

Strategic Action Plan

Market

The product/service will be sold in the following geographical areas

The targets of our marketing efforts are *(describe customers)*

Competitors for this product/service include

Promotion

The business, good/service will be promoted through *(describe marketing methods)*

Financial Plan

Summary: The amount of capital needed to carry out this business plan is

The funds will be used in the following ways

Further description of the financial plan can be found in the attached financial statements: Balance Sheet, Income Statement and Monthly Cash Budget