



Good Hope Farm
Cultivator Farm Program
Farmer Handbook
(Revised 11-6-2018)

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Introduction

Mission of Good Hope Farm: To honor Cary's agricultural heritage while increasing the community's access to farmland and connecting its residents to local, healthy food.

Purpose of handbook: This document provides farmers with the information necessary to farm successfully at Good Hope Farm, including policies, fees, and guidelines. Please read it thoroughly to understand Piedmont Conservation Council's (PCC) expectations. This document may change as the farm evolves. PCC will notify farmers prior to any changes and attempt to first collect input from farmers.

About the farm: Good Hope Farm is at the center of Carpenter, a formerly thriving agricultural community of the late 19th and early 20th centuries. It has been a working farm for over 100 years, and was owned by the A.M. Howard family during most of this time. Many of the buildings on the property date from the early 20th century, and are part of the Carpenter National Register Historic District. The Town of Cary purchased the farm in 2008 to preserve a portion of Carpenter's agricultural past.

PCC leases the farm from the Town of Cary to provide land access to a new generation of farmers and reconnect the community to local agriculture. PCC is licensing small plots of land along with farming equipment and infrastructure to farmers. The farm will eventually feature a demonstration garden and offer agricultural and nutritional educational programming to the public. The Town of Cary is providing significant capital improvements to ensure the success of the project. In addition to working with the Town of Cary, Piedmont Conservation Council is partnering with The Conservation Fund, the NC Community Development Initiative, and the Conservation Trust for NC on this project. These three organizations are developing a larger initiative to link the common interests of NC's environmental and economic development communities and work together more closely to leverage resources in urban areas. Piedmont Conservation Council manages the day-to-day operations of the farm, and the other three organizations support fundraising, staff time, and strategic visioning. The cultivator farm program is the first phase in this project. Future phases might include workshops, demonstrations, other educational opportunities for farmers and the public and further renovation of the historic farm buildings.

Good Hope Farm staff: Thomas Saile, Farm Manager
thomas@piedmontconservation.org
919-616-9764

Address of the farm: 1580 Morrisville Carpenter Rd, Cary NC 27519.

Mail: Farmers can use the above address for receiving farming supplies via mail. Each farmer is responsible for tracking their own packages, signing for them (if necessary), and/or picking them

up in a timely manner. No personal mail should be delivered to the farm. All packaging materials must be disposed of in the trash or recycling bins after the package is opened.

Resources Provided

Orientation and trainings: Farmers must complete orientation prior to beginning farming on the site. Orientation will introduce farmers to the grounds, tools, equipment, and farm procedures, including safety and emergency protocols. To use any powered equipment, tractors or any post-harvest facilities, farmers must attend on-site trainings provided either by the farm manager or an approved provider.

Regular meetings: Each farmer and the farm manager will meet monthly to discuss farm updates and issues (see [Conduct section](#)).

Land: Farmers will be able to license plots of land between 0.5 acres and two acres in size for crop production. Licensing fees will be paid according to the fee schedule, which can be found in the [Farmer Responsibilities section](#).

Irrigation and water: The farm uses potable water from the Town of Cary. The entire farm and each half acre will be metered individually. Farmers will receive water allotments based on acreage, and will pay for water at a reduced rate (see [fee schedule](#)) until their allotment is reached. Farmers going over their allotment will be charged at the full Town of Cary water rate (see [fee schedule](#)). PVC hardline will be buried to a depth of 2 feet and will bring water from the mains and sub-mains. A stub and valve will rise at every half acre, will be metered, and run to aboveground flexible oval hose spanning the width of each plot. Farmers must provide their own irrigation equipment beyond this oval hose, including drip tape and fittings. Farmers must discuss spacing of any planned punctures in the provided oval hose with the farm manager prior to work. This is to conserve hose and prevent unnecessary redundancy in spacing. Fields will be divided into zones controlled by manual and electronic valves. The farm manager will work closely with each farmer to ensure all plots have access to water at scheduled intervals throughout the week. Only the farm manager will have access to electronic control of zones; farmers must use manual valves at their plots. Farmers are expected to communicate any ruptures immediately by phone to the farm manager at 919-616-9764. Farmers must do their due diligence to turn off any upstream manual valves if ruptures are detected.

Fencing: Deer fencing will be provided around the perimeter of the farm plots.

Tractor: A walk-behind tractor with 30" tiller implement will be provided and maintained by PCC for farmers who have undergone safety and operation training. Farmers can sign up for desired use times and may cooperate and plan amongst themselves for the use of the walk-behind tractor and small equipment. Full size tractor use must be requested and utilized under consent and scheduling of the farm manager. Farmers may use their own powered equipment with prior

verification of safe operation by farm manager.

High tunnel/greenhouse: An enclosed, irrigated high tunnel will serve as a greenhouse and cultivation space. Farmers will have access to a portion of this space to germinate seeds, rear transplants, as well as cultivate in ground.

Electricity: Electricity is provided at no additional cost for lighting in the washing/packing station and for use of the cold storage unit. No personal items (i.e. power tools, speakers) may be left unattended at outlets.

Storage: Three structures are available for farmer storage: a large equipment shed, a small tool storage shed, and a chemical storage area. Farmers will be provided with shared storage space for personal item/tool storage. Farmers must provide their own locks for individual storage. Farmers will be provided the combinations for the locks on common use areas. If a farmer is asked to end their license because of breach of terms, he or she may forfeit the price of new locks for the entire property from his or her deposit. Additional storage may be requested and provided for an additional fee, if available.

Equipment and tools: Farmers will have access to available shovels, hoes, mattocks, wheelbarrows, rakes, machetes, seeders, pitchforks, and other small hand tools. Tools must be logged in and out of storage areas with description of their condition. Based on limited numbers of each tool, use will be on a first come, first served basis. Farmers will cooperate to plan tool usage during peak work hours. All tools should be clean when returned.

Market assistance: It is ultimately the responsibility of individual farmers to market and sell their produce; however, farmers may receive assistance from the project partners in identifying potential markets for their crops (see [Market Opportunities section](#)). If a farmer chooses to pursue a market lead, he or she will be responsible for negotiating arrangements with the customer. In the future, a semi-permanent market stand structure may be erected for the purpose of produce sales. Interested farmers may have the future opportunity to enter into a CSA-style pickup arrangement organized by program staff.

Farm resources: As able, the project partners may share or organize resources on organic and sustainable farming and opportunities for networking and learning from local growers or experts.

Farmer Responsibilities

Application: Before receiving approval to license a plot, all farmers must complete an application and submit a qualifying business plan. Once the application is approved, farmers will sign a license agreement with PCC and submit proof of insurance, as specified in [Appendix 2](#) of this manual, for approval by PCC prior to using the farm plot.

Current contact information: It is important that the farm manager have current contact information and preferred modes of communication for all farmers. Communication will be key to ensure that all farmers benefit from participating in the farm. Farmers must notify the farm manager of any change in their contact information.

2018 Good Hope Farm fee schedule:

Fee	Rate	Due	Notes
Rent	\$1733.48/acre/year	Payment In full, up front preferred. Quarterly installments can be accommodated if requested, with first installment due at commencement of license period	Adjusted at determined increments for location and acreage. See Adjustments.
Water	\$3.50/1000 gallons	Biannually, in arrears	Recorded biannually at plot. Rate increases according to Town of Cary tiered usage after 192K gallons/acre.
Deposit	25% of year 1 annual fee	At signing of license agreement	.Carried over year to year

Fee adjustments:

Adjustment	Rate	Determined	Notes
Site Location	+/- 15%	At signing	Plots are classified as A, B, or C based on their quality, with factors such as proximity to facilities, slope and shading. A-class corresponds to 15% premium, B is listed rate, C-class corresponds to 15% discount. See classification map (Appendix 1).
Acreage	+/- 5%	At signing	Licenses below 1 acre will be charged a premium; Licenses above 1 acre will receive a discount per the table below, rounded to the nearest tenth acre.

Table of Base Rates and Acreage Adjustments:

Acres	Base Fee	Acreage Premium or Discount	Adjusted Fee
0.5	\$806.25	5%	\$846.56
1	\$1,612.50	0%	\$1,612.50
1.5	\$2,418.75	-5%	\$2,041.31
2	\$3,225.00	-5%	\$3,063.75

Rental fee includes: High tunnel access, personal storage, washing/packing station, cold storage, gate access, farm management, shared hand tool use, shared walk behind and full size tractor use, metered irrigation access to municipal water with full property capacity of 375 gpm and electricity. See [Appendix 1](#) for plot classification.

Insurance: Farmers Comprehensive Liability (FCL) Insurance is required to farm at Good Hope Farm. Proof of automobile insurance is required if Farmer uses personal vehicles on site at any time. Employee Insurance is required if applicable. See [Appendix 2](#) for insurance requirements.

Payment options: License fee is preferred to be paid in full, in advance. Quarterly installments can be accommodated upon request. Water fees (in arrears) shall be paid biannually (Jan-June and July-Dec). Payment must be by personal check or certified cashier's check made out to and mailed to the address below:

Piedmont Conservation Council
Attn: Good Hope Farm
201 E. Main Street, 5th Floor
Durham, NC 27701

Land stewardship:

As a conservation organization, it is PCC's goal to ensure that farmers employ sustainable farming practices. All farming activities should protect water quality, conserve soil, utilize integrated pest management practices, and respect the practices of other farmers on site. Each farmer will submit a farm plan every January for approval.

- Farmers will collectively be responsible for the day-to-day maintenance and general cleaning of the farm area within the perimeter fence. Farmers will be responsible for weed control in common paths and roads around their plots.
- Organic practices: In the future, PCC may seek organic certification for the farm.

Therefore, PCC requires that farmers comply with USDA organic regulations and the associated record keeping procedures. Lists of organic approved materials will be provided. Individual farmers ARE NOT required to seek USDA Organic Certification at this time.

- Soil and Weed Management: PCC will be responsible for soil testing and spreading of lime prior to year one of farming, but farmers must provide any additional amendments. Plots must be tilled along contours, and all portions of the plot must be cover-cropped when not in production, unless in a high tunnel. No plot areas may be left bare for more than 60 days. It is recommended that farmers add compost and amendments based on a yearly soil test. Farmers will be responsible for creating and implementing their own organic weed management plans, including keeping weeds from entering other farm plots. Farmers are responsible for preparing their own beds each season. With prior notice, the farm manager may cultivate a farmer's beds if appropriate weeding strategies are not employed to prevent disbursement of seeds to other farm plots.
- Crop management: Farmers are responsible for purchasing and planting all seeds and transplants. To promote soil health, reduce disease and pests, and control weeds, farmers are encouraged to implement a crop rotation scheme.
- Compost: Three, 3-bin compost systems as well as a windrow system will be available on site. Farmers are responsible for contributing to the compost bin or windrows and spreading compost on their plots. To ensure equitable distribution of compost, farmers must log usage. Training will be provided on proper maintenance (i.e. turning, chopping to less than two-inch pieces, covering, and heating). Farmers may also generate compost on their own plots.
- Disease and pest management: Farmers are responsible for disease and pest management in their plots. The use of integrated pest management is encouraged (see Pesticide, Herbicide, and Fertilizer use under [Operations and Safety](#)).
- Stormwater management: Stormwater-safe practices will be observed (see [Operations and Safety section](#)).
- Observation of property boundaries: Farmers will observe the farm's property boundaries, taking care not to encroach on adjoining properties or neighboring farm plots. Farmers shall also report encroachments by neighbors onto farm property to the farm manager.

Farmer visitors/helpers: Farmers are responsible for all their guests and farm labor that they bring onto the farm, including any damages to the premises, structures or equipment. All employees, contractors and helpers working with or for farmers on an ongoing basis must be added to the Personnel List in the License Agreement and sign the associated Worker Acknowledgement and Release. All one-time or temporary helpers or volunteers must sign liability waivers prior to beginning work. Farmers will ensure that guests follow farm policies and must be on-site to accompany any guests. Logs and other safety info will be kept in a central location on the property. Under no circumstances may guests operate large farm equipment or tools which would pose a danger to themselves or others.

Record keeping: All farmers are required to maintain ongoing and accurate records of farm activities. All records will be reviewed by the farm manager every month at each business meeting. Data will be collected to manage the farm, obtain and maintain certifications, and document the farm's success to the Town of Cary and funding organizations. Data collected will include:

- Agricultural practices: crops planted, crop rotations, organic fertilizer application amounts and dates, water usage, organic pesticide and herbicide usage.

Business practices: Crop yields, sales, and qualitative descriptions of successes or failures.

Infrastructure, Equipment, and Tool Maintenance

Irrigation: PCC will provide a water connection to each plot, but farmers will be responsible for providing their own drip tape or other irrigation device. Farmers will be responsible for daily irrigation checks and for making repairs due to incidents that occur in their plot (i.e. rodent or mammal damage, nicks, tears, or leaks). Farmers must notify the farm manager of major irrigation problems or failures that cannot be fixed. Farmers must notify farm manager before making additions or changes to existing irrigation lines owned by PCC.

Structures: All farmers will be responsible for keeping structures tidy and in good re-pair. Keep structures locked when not in use. If you notice an issue, notify the farm manager. New temporary structures require approval from the farm manager. Permanent structures (structures built using concrete) must be approved by both the farm manager, PCC and the Town of Cary. Permanent structures will become the property of the Town of Cary.

- High tunnel space will be allotted based on acreage in original license agreement, season and produce type. Farmers must request high tunnel space in their business plans or at meetings with the farm manager prior to each season (Spring, Summer, Fall, Winter). Additional high tunnel space beyond the original allotment may be rented for an additional fee, if available.
- Farmers occupying space within the high tunnel are responsible for collaborating on venting schedules and pest management. Issues with venting schedules and pests can be addressed with the farm manager. No full-size tractor use is allowed within the high tunnel.

Tools and equipment: All farmers are responsible for maintaining shared tools and equipment and checking them out before use. When finished using a tool, farmers should clean it, oil it, repair any small damage, report large damages to the farm manager, return the tool to its proper location, and sign it back in on the log sheet. Indicate on the log sheet if the tool needs sharpening or repair. Shared tools must not be removed from the farm.

Farmers are welcome to bring personal tools to the farm. These tools should be marked to differentiate them from the shared tools. Per USDA Organic guidelines, personal tools and tractor implements used in conventional agriculture must be washed and dried three times with soap and water before being used on the property. Small tools may be stored in the farmer storage area in the large equipment shed. PCC is not responsible for lost or stolen tools.

Waste stream management: In keeping with conservation practices, farmers should try to minimize the amount of waste produced by their operations and reuse products when possible. Farmers are encouraged to add organic plant waste to compost bins. No animal parts or wastes may be added to compost not specifically labeled for such products.

End-of-season responsibilities: At the end of the calendar year, farmers will be expected to

plant a fall crop or cover crop and remove trash from their plot prior to ending their season. Farmers who are leaving the farm or moving to a different plot after the end of the calendar year must also plant a cover crop, remove trash, and remove their personal property from the plot. Additional end-of-season responsibilities for farmers who are leaving the farm can be found in the [Leaving the Farm section](#) of this document.

Operations and Safety

Pesticides, Herbicides, Fertilizers, and other Hazardous Materials: It is essential and therefore required that farmers notify the farm manager and receive consent for use of all pesticides, herbicides and fertilizers on the premises, organic or otherwise. Any pesticides and herbicide use must be in accordance with federal, state, and local laws. To maintain the opportunity for organic certification and to effectively implement Integrated Pest Management, farmers must record all herbicide, pesticide, and commercial fertilizer applications and submit to the farm manager. State and federal laws require pesticide field labels indicating Chemical Used, Time of Application, Re-Entry Interval, and Harvest Interval. Blank signs will be made available to the farmers for use after pesticide applications. All chemicals, including pesticides, herbicides and fertilizers must be stored in properly labeled, separate and lined storage units. These units will be provided by PCC: one for fertilizers, one for pesticides/herbicides, and one for general chemicals. Farmers are not permitted to store any chemicals on the property outside of these designated areas. Farmers may choose to store their materials off site; however, they must notify the farm manager before bringing materials for use or storage on site. Materials that are not OMRI-approved (generic or listed product) are not allowed for use on farm crops. Farmers must use and dispose of these materials according to the directions on the label. Hazardous materials (other than those approved for cleaning) are not allowed in the washing and packing station.

Good Agricultural Practices (GAP): Farmers are expected to keep Good Agricultural Practices. All farmers will be provided GAP training by the Farm Manager or other training agency, as it relates to field contamination, post-harvest handling, restrooms, and hand washing. Farmers may seek GAP auditing for their own enterprise but are not required.

Fuel: To limit site contamination, farm equipment requiring gasoline or other petroleum-based products shall only be filled in the gravel parking lot. Farmers are not responsible for equipment fuel, oil or fluid purchases but must notify the farm manager if the supply for these materials is low by indication on the equipment check-out sheets or directly by phone.

Plot assignments: Farmers will request their plot assignments prior to signing the license agreement and plots will be specified in the agreement. Any change in farm plot during the term will require an amendment to the license agreement. Farmers are not allowed to enter other farmer's plots without permission.

Trash and recycling: The farm has been given two trash bins (collected weekly) and two recycling bins (collected biweekly). These bins are meant for routine farm-related trash and recycling needs. Large quantities of trash or recycling must be taken by the farmer to the Town of Cary's Citizen's Convenience Center (313 North Dixon Avenue, Cary, NC 27513) during the center's operating hours. All farmers are allowed to use this facility for farm-related waste, even if the farmer is not a Cary resident. No personal or waste generated off-site is permitted. For

questions about the Citizen's Convenience Center, call (919) 469-4090.

Farm security: Farmers should be aware of their surroundings at all times and lock gates when not in use. Notify the farm manager of any safety concerns. For immediate threats, dial 911.

Vehicle use: All vehicles and tractors on the farm must be operated by a person 16 years of age or older. Farmers are allowed use of the farm tractor for farming operations, and may also choose to use their personal vehicles for farming. Prior to operating the tractor on the farm, farmers must receive safety training. Farmers are not allowed to use headphones while operating motorized farm equipment, but may use headphones when completing other farming tasks. Farmers using their personal vehicles for farm operations must provide proof of insurance to the farm manager. Farmers using personal tractors must first demonstrate safe handling to the farm manager.

Parking: Farmers may only park in designated parking areas. Personal vehicles (if not being used for farm operations) must be parked in the gravel parking lot next to the barn. Vehicles used for farming may be parked along the access road so as they do not block access for other vehicles. No vehicles may be driven onto the farming plots.

Bathrooms: A portable restroom will be provided on the farm as well as full restrooms across the street at Carpenter Park. Farmers should clean up after themselves in the restroom. All farmers must wash hands with soap and water prior to returning to farm operations. Any issues with the restrooms or hand washing station should be reported to the farm manager.

First aid kit: A first aid kit will be located in the washing and packing station. Farmers should notify the farm manager if any supplies in the kit are running low.

Personal Storage: Farmers will be provided with space to store their personal farming equipment or belongings but do so at their own risk. PCC does not guarantee the security of any stored items.

Equipment check-out: Prior to checking out large equipment, all farmers must complete safety training and demonstrate their competency on large equipment to the farm manager. Competency on a machine includes an ability to fuel, operate, change attachments, and troubleshoot simple problems. The farm manager will keep records of who has been approved to use the equipment.

The tractor and large equipment storage are located in the northernmost equipment shed, and small hand tools are located in the small white ham house. The combination for the lock to the ham house will be provided by the farm manager during safety training. When checking out equipment, all farmers must sign out the tool using the log located in each storage area. All tools must remain on the farm at all times, and must be returned to their exact location by the

end of the day. When returning tools, the farmer must sign the tool back in on the log, as well as wipe down, oil, and repair any small issues with the tool. Any large repairs that are needed to tools should be reported to the farm manager as soon as the farmer becomes aware of them. Farmers should not attempt to repair tools if the repair is beyond the competency the farmer has demonstrated to the farm manager.

Due to Town of Cary stormwater regulations, large equipment that uses petroleum products is not allowed to be washed on the farm. Farmers should wipe down this equipment after use and notify the farm manager if the equipment needs to be washed.

Animals: Chickens and bees are allowed by town ordinance. Any farmer interested in farming chickens and bees must gain permission from the farm manager prior to bringing animals on site. The farm manager will notify a representative from the Town of Cary. With the exception of service animals in the public demonstration area, all other animals are prohibited farm-wide.

Children: All farm visitors under the age of 18 must have a waiver signed by a parent or guardian and should be supervised by an adult at all times.

Sourcing: PCC recommends supporting local farm supply centers such as the Carpenter Farm Supply Company in Cary and Country Farm and Home Supply in Pittsboro. It may be cost-effective for farmers to make group purchases for supplies. All group purchases will be the responsibility of the farmers participating in the purchase.

Market Opportunities

Farmers are encouraged to develop a diverse market base. The farm manager and partner organizations may work to identify potential wholesale outlets for farmers. Depending on farmer interest, there may be the opportunity to sell with other farmers as a group under the farm's branding. Farmers seeking other outlets near the farm can contact the Western Wake Farmer's Market (<http://wwfm.ag/>).

On-Farm Sales: A sheltered structure at the adjacent Carpenter Park may be available in the future for the purpose of selling produce. Farmers not affiliated with the project, either through license agreements or service contacts, are not permitted to market on site. A policy governing on-farm sales will be developed at such time on-farm sales are allowed.

Conduct

Pesticides, Herbicides, Fertilizers, and other Hazardous Materials: All substances used on property must be in accordance with federal, state and local laws and the National Organic Program Standards and approved by farm manager. All farmers are responsible for purchasing their own pesticides, herbicides or fertilizers. Any of these chemicals stored on property must be kept in specified areas. There are no shared pesticides, herbicides or fertilizers on the property. Use without consent of another farmer's items is considered theft and is grounds for termination of license. Any use of chemicals not approved by the farm manager, or not in accordance with state and local law is grounds for termination of license. Only USDA acceptable organic sanitation materials will be allowed.

Noise: Farmers should be respectful of both their fellow farmers and non-farming neighbors living nearby. By town ordinance, all motorized farming operations must take place between 7 a.m. and 9 p.m. Monday through Friday and from 9 a.m. to 9 p.m. on Saturday and Sunday. Amplified sound is prohibited.

Attire: Farmers should wear appropriate clothing. Shirts and sturdy, closed-toed shoes must be worn at all times. Farmers are encouraged to protect themselves from the sun by using a hat and sunscreen. Excess sunscreen must be washed off hands prior to handling produce to prevent crop contamination. Farmers operating motorized equipment must use ear and eye protection. Farmers should purchase their own protective glasses and earplugs.

Tobacco: No tobacco may be grown at the farm, per the Town of Cary.

Alcohol and Drugs: Farmers will abstain from alcohol and illegal drugs before and during work at the farm, either production related work or event staffing. Alcohol consumption while working is grounds for immediate termination of license. Special event times and areas of the property may be designated for the serving of alcohol and farmers will be notified in advance.

Participation and Communication:

Farmers and the farm manager will schedule to meet monthly to discuss farm business, farmer performance and property updates. Attendance and assistance is also encouraged at all farm fundraisers and events, and will be required at a minimum of one fundraiser and one interview each year. Farmers are expected to respond to emails and other communication regarding the farm in a timely manner to facilitate with coordination and scheduling. Farmers should direct all communication to the Farm Manager. The Farm Manager will serve as the point of contact for farmers and will convey information to project partners as needed.

Workshops and events: Farmers are encouraged to attend area workshops, conferences, and events about farming. Farmers can get more information about these events by joining local farming listservs and groups such as Growing Small Farms, Local Foods Action Plan, and

Carolina Farm Stewardship Association. The farm manager will share a full list of resources, as well as any on-farm educational opportunities with farmers. As funding allows, PCC and the farm manager may at times organize educational opportunities on the farm.

Reporting Issues

Emergencies: Farm emergency issues should be reported by phone to the farm manager as soon as possible (919-616-9764). The following is considered an emergency:

- Major irrigation system leaks or frozen pipes
- Electrical issues
- Fire
- Severe injury (call 911, then the farm manager)
- Incident that requires emergency response (i.e. fire, police, ambulance)

Infrastructure issues: Any issues with farm buildings, irrigation system, and infrastructure should be reported to the farm manager immediately via text or call.

Equipment issues: Broken hand tools should be reported in the log when you check the tool in. Issues with large equipment (i.e. tractors, attachments, seeders) should be reported directly to the farm manager.

Accidents: Any accidents that occur should be reported by the farmer witnessing the accident using the Farm Incident Report Form ([Appendix 4](#)) and given to the farm manager. If an accident is severe enough to warrant off-site medical care, notify emergency services by calling 911 and report it to the farm manager as soon as possible.

Issues with other farmers: Farmers are expected to cooperate with each other regarding shared equipment and neighboring plots, and are expected to try to resolve issues in an open and respectful way. When farmers, after discussing an issue, are unable to resolve it on their own, should report the dispute to the farm manager. The farm manager will work with the parties involved to mediate a solution.

Issues with the public, Town of Cary, or project partners: Farmers should follow the guidelines for interaction with these groups (outlined below), and report any issues to the farm manager.

Grievance system: If issues are not resolved after verbal mediation and involvement of the farm manager, a farmer may file a written grievance with the farm manager. There are three steps to the grievance system:

- 1) First written warning: the farm manager will send a written warning to the person to whom the grievance was directed, stating the issue and the need to modify the behavior.
- 2) Second written warning: If the behavior continues, the farm manager will send an additional written warning to whom the grievance was directed, and speak one-on-one with the person about the issue.
- 3) Early termination: If the behavior has not been remedied within 15 days, the farm

manager will report the issue to PCC and the Council may vote to terminate the farmer's license agreement.

Early termination: Farmers asked to leave the farm due to breach of contract or an ongoing issue will be expected to return their plot to the conditions outlined below in the [Leaving the Farm section](#).

A farmer whose license agreement is terminated will not receive a refund for their license fees paid to date and must pay for all water used until the day of termination. In addition to ongoing issues, the following behavior will result in immediate termination of the license agreement:

- Involvement in a physical altercation on the farm
- Intentional destruction of farm property
- Intentional application of substances that do not meet farm sustainable agriculture standards
- Consumption of alcohol during production related work or staffing of events where alcohol is not sanctioned
- Use of illegal drugs on the farm
- Farming without current liability insurance coverage as outlined in [Appendix 2](#) or without written acknowledgement from PCC that proof of said insurance has been received and approved.

Appeals Process: Farmers who have exhausted the Grievance System above and are dissatisfied with the outcome of this process may appeal to PCC. Likewise, farmers asked to leave the farm may appeal such decision to PCC for reconsideration. All appeals must be written and addressed to PCC's executive director or board chairman. Appeals should outline 1) the issue at hand, 2) the steps already taken to address the issue, 3) the outcome of these steps to date, and 4) a justification for PCC to intervene and effectuate a different requested outcome. PCC will appoint a committee to hear appeals. In a finding of facts, the appointed committee may request additional information from farmers, the farm manager or others involved before making its recommendation to the Council. The Council or its executive board will decide the final outcome of all appeals.

- Farmers with complaints or concerns regarding the farm manager or decisions made by the farm manager may voice those complaints or concerns to PCC's executive director or board chairman. Farmers are requested to use discretion in bringing forth such issues and to make a reasonable effort to first resolve issues directly with the farm manager.

Leaving the Farm

When a farmer leaves the farm, either through early termination or reaching the end of their farming license, they must follow these guidelines to return the land to a similar condition in which they received it. If the farmer does not follow the guidelines, he or she may forfeit his or her deposit.

Removing trash: All trash must be removed from the farmer's plot, including supplies left over from the farming operation. All recyclable materials should be placed in the recycling bins. All drip tape should be removed off site or placed in the trash. All farm equipment should be returned to its proper place in the storage buildings. All crops and crop remnants should be removed and composted if they are compostable.

Planting cover crop: If a farmer possesses a license over the winter, or if he or she is leaving the farm, the farmer is required to cover crop all soil not under production. The farmer can ask the farm manager for cover crop suggestions.

Removing property: All personal property must be removed from the farm plot and the storage area. If the farmer wishes to leave any improvements or structures on the farm plot, they must receive approval from the farm manager. Any personal items not claimed within ninety (90) days after leaving will become the property of PCC.

Exit evaluation: The departing farmer should meet with the farm manager to provide feedback on their farming experience, and offer recommendations for the future of the program.

Security Deposit:

If eligible and upon completion of all exit requirements, farmers will receive a return security deposit within 90 days of the expiration or termination of the license agreement. Outstanding water bills or costs incurred to return the plot to original condition may be deducted from the deposit. The deposit is separate from the quarterly lease payments and farmers may not use the deposit as a final quarterly payment.

Communications with the Public, Town of Cary, and Partners

Photo release: Farmers are encouraged to document their work with photos and videos to share with their buyers and the public. Any photos, videos, or audio that include people cannot be shared with other outlets unless the person (or their parent/guardian) has signed a waiver. A sample waiver can be found in the [Appendix 3](#).

Digital Presence/Social Media: Farmers are encouraged to maintain a website and regularly post on social media to develop their branding and help market their crops in addition to any branding done by project partners. PCC, the Town of Cary and other Project Partners reserve the right to share social media posts made by farmers on the farm's social media account, as well as the social media accounts of these organizations. The farm manager may link to each farmer's website on the farm's farmer profile page.

Interviews: Farmers should expect to be interviewed at least once a year for a profile on the farm website, to aid in the marketing of the farm. Farmers are encouraged to share the interview and other farm marketing materials on their own farmer website and social media accounts.

Interaction with farm visitors: The farm will be a community gathering place and will provide educational opportunities to the public. Farmers must be willing to accept visitors on the public farm area and treat them with respect. Visitors that are not guests of a farmer will not be allowed on farm plots or the washing and packing area without prior permission from the farmer and farm manager. Farmers should report any unauthorized visitors in these areas to the farm manager.

Farmers, if approached by visitors, should be cordial and attempt to answer any questions they feel comfortable answering. Farmers should refrain from answering any questions to which they do not know the answer, and direct those questions to the farm manager.

Any members of the media visiting the farm should be directed to the farm manager. Farmers should not answer questions from the media about the farm without prior consent of the farm manager.

Interaction with Town of Cary staff and project partners: Town of Cary staff are allowed to enter the farm at any time. They will mow the homestead area and provide maintenance to the farm infrastructure as needed. Farmers should be respectful to Town of Cary staff and not interfere with their work. The Town of Cary must inform the farm manager of any upcoming maintenance or projects by the Town that might affect farming operations and the farm manager will in turn notify farmers. Farmers who observe an unforeseen issue with a project that might affect farming operations should contact the farm manager immediately.

Representatives from Piedmont Conservation Council, The Conservation Fund, NC Community

Development Initiative, and Conservation Trust for NC will make periodic visits to the farm. These staff and board members are allowed to access farmer plots as needed, but they may not bring visitors into the fields without informing the farm manager in advance.

Appendices

Appendix 1: Plot Classification Map



Appendix 2: Farmer Insurance Requirements

Proof of Insurance:

The Farmer/Company shall carry proper insurance coverage during the entire term of its license for space at the cultivator farm. The Farmer/Company is not required to provide proof of insurance as part of the application process, but submission of proof of insurance will be required prior to use of the space. Final signature of the License Agreement by PCC will be delayed until an appropriate Certificate of Insurance is provided and reviewed. Failure to maintain and demonstrate proper insurance coverage during the entire license term, including any renewals, will constitute a breach of terms in the License Agreement.

The Certificate of Insurance should be submitted to PCC and shall list Piedmont Conservation Council, Inc. as the “certificate holder” with the following address:

Piedmont Conservation Council, Inc.
201 E. Main Street, 5th Floor
Durham, NC 27701

Requirements for All Policies and Certificates of Insurance:

- The Company shall name “Piedmont Conservation Council, Inc., its board members and employees and the “Town of Cary” as an Additional Insured using ISO endorsement CG 20 10 or its equivalent.
- Certificate should describe the licensed space (property address of 1580 Morrisville Carpenter Road, Cary, NC and farm plot number(s).)
- Certificate should include ALL applicable coverages (i.e. farmers comprehensive liability, medical payments, workers’ compensation) except Automobile coverage. Proof of Automobile insurance may be demonstrated with a current insurance card.
- Insurers must be licensed or approved to do business in the state of North Carolina.
- Insurers must possess a minimum A.M. Best’s Insurance Guide rating of A-minus.
- Must be written on a primary basis, non-contributory with any other insurance coverages and/or self-insurance carried by Piedmont Conservation Council.
- Must include a Waiver of Subrogation Clause in favor of Piedmont Conservation Council, its Board Members and Employees by use of ISO 29 88 Waiver of Transfer of Rights of Recovery Against Other to Us or its equivalent.
- May not be non-renewed, cancelled, or materially changed or altered unless thirty (30) day’s advance written notice is provided to PCC and change is pre-approved.
- Must be renewed on an annual basis or so long as Farmer/Company is occupying the space. Farmer/Company is responsible for providing updated certificate annually to PCC.

Minimum Insurance Coverages and Requirements:

The Farmer/Company shall obtain and maintain the minimum insurance coverages set forth below and provide a Certificate of Insurance as evidence of this coverage. By requiring such minimum insurance, PCC shall not be deemed or construed to have assessed the risk that may be applicable to the Farmer/Company. The Farmer/Company shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Farmer/Company is not relieved of any liability or other obligations assumed or pursuant to the contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. Additionally, the Farmer/Company agrees that the insurance requirements specified in the contract do not reduce the liability the Farmer/Company has assumed in the indemnification/hold harmless section of the License Agreement.

1. Farmers Comprehensive Liability (FCL) (required for individual farmers)
 - All farmers who are a party to the License Agreement must be listed as “Named Insured” on the policy
 - It is recommended that all Personnel listed in the License Agreement are “Named Insured” to protect all parties involved
 - Note that FCL *DOES NOT* cover value added products (i.e. jams, jellies or other processed food products) and additional insurance is required for these.

Farmers Comprehensive Liability Minimum:	
Personal Liability	\$1,000,000

2. Medical Payments (not required but recommended)

Medical Payments Minimum:	
Each Person	\$5,000
To Others (each accident)	\$25,000

3. Automobile Liability (only required if Farmer/Company owns, leases or hires vehicles):
 - Note that proof of automobile insurance only needs to be listed on the Certificate of Insurance for business entities. Individuals may demonstrate proof of Automobile insurance with a pocket card provided by their carrier.

Automobile Liability Minimum:	
Bodily Injury/Property Damage (Each Accident)	NC Statutory Minimum Coverage

4. Workers’ Compensation and Employers’ Liability (Not required for individuals)
 - Must be in compliance with statutory workers compensation laws for the State of North Carolina.
 - The North Carolina Workers’ Compensation Act requires that all businesses which employ three or more employees, including those operating as corporations, sole proprietorships, limited liability companies and partnerships, obtain workers’

compensation insurance or qualify as self-insured employers for purposes of paying workers' compensation benefits to their employees.

- Individuals who are sole proprietors, members of LLCs, and partners are not counted automatically as employees. Corporate officers may elect to be excluded from coverage but are still counted in determining whether a business has three or more employees.
- An employer is not relieved of its liability under the Act by calling its employees "independent contractors."
- If you subcontract work to a subcontractor who does not have workers' compensation insurance, you may be liable for the work-related injuries of the subcontractor's employees, regardless of the number of employees you or the subcontractor employs.

Workers' and Employers' Compensation Minimums	
Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers' Liability – Each Accident)	\$500,000
Coverage B (Employers' Liability – Disease Each Employee)	\$500,000
Coverage B (Employers' Liability – Disease Policy Limit)	\$500,000

Other Insurance Requirement Notes:

- Umbrella or excess liability insurance may be used to meet the coverage limit requirements.
- If circumstances warrant, the Farmer/Company may request a deviation from these requirements from PCC. The Farm Manager will facilitate such request.

Appendix 3: Sample photo release waiver

I, _____, acknowledge and agree that [farmer/farm business] may take photographs, recordings, or videos of (me/my child) and may use these materials to publicize their farm and the farming program. I further agree that such use shall be without payment of fees, royalties, special credit or other compensation.

Signature: _____

Date: _____

Appendix 4: Farm Incident Report Form

Date of incident: _____ Time: _____ AM/PM

Weather conditions: _____

Name of injured person: _____

Address: _____

Phone Number: _____

Description of injury:

Details of incident:

Were there any witnesses? Yes / No

Witness Name: _____

Address: _____

Phone Number: _____

Was witness statement obtained? Yes / No

Was first aid administered at farm? Yes / No

If yes, describe actions taken:

Did injury require EMS/hospital visit? Yes / No

Name of hospital: _____

Person investigating scene: _____

Any corrective measures taken? Yes / No

If yes, describe actions taken:

Any photographs taken? Yes / No

Name of person filling out report: _____

Signature: _____

Date: _____

Farm manager's signature: _____

Date: _____