

# Goat & Sheep Dairy Supply Chain Grant

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## FISCAL YEAR 2021 REQUEST FOR APPLICATIONS

The [Northeast Dairy Business Innovation Center](#) (NE-DBIC) announces the availability of funds through the Goat and Sheep Dairy Supply Chain Grant program, which will provide grants for dairy farmers, processors, and/or producer associations to improve the goat and/or sheep dairy supply chain. Projects funded through this program will focus on developing or expanding goat/sheep dairy markets or products that, in turn, positively impact multiple businesses through potential for increased dairy product sales or opportunities. Grants are available to applicants in all Northeast states: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

## KEY DATES

RFA Release Date: June 22, 2021

Application Opens: July 8, 2021

**\* EXTENDED \* Application Deadline: September 30, 2021 at 2:00 PM EST**

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# CONTACT

## PROGRAM QUESTIONS

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Support is generally available during business hours: Monday–Friday, 7:45 AM to 4:30 PM ET. Assistance may not be available shortly before deadlines.

## RESOURCES FOR APPLYING

- Have questions about this grant? Visit our [Goat and Sheep Dairy Supply Chain Grant Q&A](#).
- WebGrants Guides and resources for registering and applying can be found on our [Resources for Applicants and Recipients webpage](#).

## REGISTERING IN WEBGRANTS

Applicants that have not previously registered in WebGrants will need to allow 1-2 business days for their registration to be processed. During that time, applicants will not be able to login to start an application. Please plan your application process accordingly.

## SUBMISSION POLICY

It is the applicant’s responsibility to adhere to all application instructions including the submission dates and times included in this request for applications (RFA). The Northeast Dairy Business Innovation Center via the Vermont Agency of Agriculture, Food & Markets (VAAF) will accept the last validated electronic submission through the grants management system, [WebGrants](#), prior to the posted deadline as the final and sole acceptable submission of an application.

Submission or re-submission of incomplete or delayed applications after the posted deadline, barring exceptional circumstances will not be accepted.

**WebGrants will prevent applications from being submitted after the cut-off time.**

## SUBMISSION CONFIRMATION

When an application has successfully been submitted, the applicant will receive a confirmation email from [<agriculturegrants.vermont@webgrantsmail.com>](mailto:agriculturegrants.vermont@webgrantsmail.com). Please add this email address to your “safe senders” list. If you do not receive this confirmation, please check your junk or spam folder.

# **I. PROGRAM OVERVIEW**

## **QUICK FACTS**

### **THE NORTHEAST DAIRY BUSINESS INNOVATION CENTER**

The Northeast Dairy Business Innovation Center (NE-DBIC), hosted by the Vermont Agency of Agriculture, Food and Markets (VAAFAM), is one of three USDA Dairy Business Innovation Initiatives (DBII) in the nation. The NE-DBIC serves all New England states, Delaware, New Jersey, New York, and Pennsylvania by supporting dairy businesses through projects that promote the development, production, marketing, and distribution of dairy products. Projects target dairy farms and processors while providing additional support through market research and technical assistance.

### **ELIGIBILITY SUMMARY**

Goat and/or sheep dairy producers, dairy processors, and dairy producer associations that are headquartered in New England may apply for this grant.

### **AVAILABLE FUNDS**

\$250,000

### **MINIMUM & MAXIMUM AWARD**

Minimum: \$15,000

Maximum: \$50,000

### **PROJECT LENGTH**

Approximately 15 months.

### **FUNDING SOURCE**

Funds are available through the Northeast Dairy Business Innovation Center which is made possible by funding through the U.S. Department of Agriculture's (USDA) Agricultural Marketing Service (AMS) through award, AM200100XXXXG003.

### FUNDING OPPORTUNITY DESCRIPTION

In 2019, the U.S. Department of Agriculture (USDA) - Agricultural Marketing Service (AMS) selected three Dairy Business Innovation Initiative projects in the U.S. to support regional dairy businesses in the development, production, marketing, and distribution of dairy products. The Vermont-based Northeast Dairy Business Innovation Center (NE-DBIC) was selected and has since received \$6.59 million to support projects in the Northeast region of the U.S.

Projects funded by this grant will develop or expand goat and/or sheep dairy products or markets and will positively impact multiple businesses within the goat and/or sheep dairy supply chain. Projects will increase the exposure and promotion of regionally produced dairy products through the development or strengthening of relationships that will facilitate getting product to consumers. Multiple businesses should benefit through the increase of potential sales or opportunities.

Funded projects will:

- Increase consumer awareness of goat/sheep dairy products; and/or
- Develop market channels and distribution opportunities to increase goat/sheep dairy product placement; and/or
- Support innovative strategies to increase consumption of goat/sheep dairy products, and/or
- Increase business revenues related to goat/sheep dairy products.

### ELIGIBILITY

#### ELIGIBLE APPLICANTS

Applicants eligible for these funds must fall into **at least one** of the following categories:

- 1) Dairy farmer (producer) of goat or sheep milk that is:
  - a. headquartered or based in the Northeast; and
  - b. sources or produces milk within the Northeast.
- 2) Dairy processors that transform raw milk into an edible product with milk sourced from the Northeast region, are licensed in a way that their product can be sold across state lines, and are:
  - a. headquartered or based in the Northeast; and
  - b. sources or produces milk within the Northeast; and
  - c. if a value-added processor, products must be produced within the Northeast.
- 3) Dairy producer association/dairy council<sup>1</sup> which represents and promotes dairy products dairy businesses of the Northeast.

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<sup>1</sup> For the purposes of this grant a producer association group, also known as a trade association, industry trade group, business association, sector association or industry body, is an organization that: 1) was founded, 2) is

## SECTION I: PROGRAM OVERVIEW

While the following are **not required to apply**, if applicant is awarded, they will need to provide:

- Certificate of Insurance listing the Vermont Agency of Agriculture, Food & Markets as an additional insured
- Current W-9
- [DUNS number](#)
- Show proof of registration in the Federal [System for Award Management \(SAM\)](#)

Applicants who do not already have a DUNS number or a registration in SAM are encouraged to start this process during the application period to ensure a timely start to their grant, if awarded.

### ELIGIBLE PROJECTS

Project activities under these grants will demonstrate how the market or product the applicant is developing or expanding will positively impact multiple businesses within its own supply chain. Projects must benefit the applicant and additional enterprises (such as other producer/processors, aggregators/distributors, or retail/wholesale outlets) within the supply chain. Characteristics may include, but are not limited to:

- Business diversification through:
  - Product development: new products or expansion of current efforts to reach new markets
  - Expanding consumer outreach and/or expansion of existing marketing strategy
  - Establishing multi-year marketing plan and growth strategy of the industry
- Research and development:
  - Testing new systems or technologies
  - Developing innovative solutions to production or management issues including accounting, tracking, and/or sales software (e.g., e-commerce, home delivery, curbside pick-up, blockchain technologies).
- Operations improvements:
  - Increased production, processing, and/or distribution of commodity
  - Special purpose equipment
    - *Examples include but are not limited to dairy processing and packaging equipment, milk transport and storage equipment (excluding the vehicle but including the milk tank), milk testing equipment that is specific to goat/sheep.*

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funded by businesses that operate in a specific industry related to the dairy industry. Associations receiving the majority of their funds from producer check-off dollars are **not** eligible.

## SECTION I: PROGRAM OVERVIEW

- Rental of general-purpose equipment
- Addressing supply gaps
  - Facilitation of raw product to processors with potential for expansion for producer(s) and/or processor(s)
  - Optimizing dairy producer/processor production scale
- Leveraging supply chain partnerships to reach new or larger markets through:
  - Aggregation and distribution
  - Co-branding/co-packing/brand development
  - Website/mobile app design or upgrades
  - Institutional and wholesale market expansion
  - Costs associated with achieving humane and/or organic certification

Projects may only include allowable costs/activities as outlined in the [2020 AMS Terms and Conditions](#) (8.0 Allowable Costs and Activities).

### Required Project Criteria

The following criteria must be addressed:

1. Project promotes the visibility, consumer awareness, and consumption goat and/or sheep dairy products produced in the Northeast.
2. Project has direct and/or indirect impacts (reasonably foreseeable and occurs because of the project activities) to multiple businesses along the goat/sheep dairy supply chain.
3. Business/organization can sustain the changes/improvements past the grant period.

### INELIGIBLE PROJECTS

- Projects not primarily located within the Northeast
- Projects which solely benefit one business
- Projects that solely support the production/sales of raw fluid milk meant for human consumption
- Projects that use grant funds for:
  - Construction
  - Purchase or lease-to-own of land/building/facilities
  - Purchase of general equipment (specialized equipment is allowable)
  - Purchase of vehicles (rental vehicles for the duration of the project are allowable)

### EXAMPLE PROJECTS

#### **EXAMPLES OF ELIGIBLE PROJECTS**

1. *A sheep dairy producer-processor is looking to source additional milk to reach consumer demand for their cheese. They hire a contractor to identify other dairies in the area that are ready to scale up and develop a production strategy to meet their demand.*
2. *A dairy producer association utilizes funds to develop a product testing program that will be available to small ruminant dairy farmers and processors across three states.*
3. *Business planning for a regional co-packing facility to be used by goat and sheep dairy producers.*

## SECTION I: PROGRAM OVERVIEW

4. *Goat dairy uses funds to band together with other dairy goat dairy farms and processors to form a cooperative to lower distribution and marketing costs and access new markets.*
5. *A dairy producer association uses grant funds to develop a sheep product marketing campaign and state/regional label development.*
6. *Grant funds to pay for a feasibility study for goat processors to work with other agricultural products to develop new expand the supply chain for multiple industries (e.g. maple, honey, fruit).*
7. *Grant funds support genetic improvement project that focuses on removing barriers and enhancing access to superior genetics of milking herds, benefiting multiple producers.*
8. *A goat dairy farm requests funds to invest in specialized equipment which will significantly increase and improve their own throughput. The equipment will be leased to six other dairy farm enterprises who have two processors looking to procure their milk. When the project is successfully implemented, products will be distributed to multiple types of players along the supply chain (retailers, restaurants, and schools). Collectively, the ten businesses will sell product to dozens of businesses in the region.*

### EXAMPLES OF INELIGIBLE PROJECTS

- *Example: A goat dairy farm requests funds to invest in infrastructure which will significantly increase and improve their own throughput. The dairy farm is hoping to supply a single neighboring farm with products for their curbside pick-up program.*

## FUNDING PRIORITIES

Priority will be given to projects which address some or all the following priorities:

- Shows innovation in aggregation, distribution, packaging type, or market channels
- Builds on or enhance previous supply chain improvement efforts
- Employs digital marketing and social media reach to consumers
- Will increase sales, revenue, and/or consumers reached
- Aligns with recommendations of Atlantic Corporation's goat and sheep [dairy market research](#)

## MATCHING FUNDS

All proposals must show matching funds which represent at least 25% of the grant request. For instance, for a grant request of \$20,000, the applicant must demonstrate at least \$5,000 in match. Matching funds may be contributed by the applicant or by another organization and must take place during the grant period. The 25% required match may be any combination of cash and in-kind funds in any expense category.

**Examples of cash match** include funds in the bank, funds contributed by another organization, bank loans, applicant labor, and compensation of employees. Labor rates should be in line with current market rates.

**Examples of in-kind match** include goods or services provided during the grant period for which no expenditure is made (e.g., contractors, consultants, supplies, or equipment provided pro bono for the project; volunteer labor; and/or donated supplies that are not part of the normal cost of doing

## SECTION I: PROGRAM OVERVIEW

business). In-kind contributions must be made during the grant agreement period and be directly related to the project.

### Example of an eligible budget:

Expense Category	Grant Funds Requested	Applicant Contribution - Cash Match	Applicant Contribution - In-kind Match
Contractual/ Consultant	\$15,000		\$4,500
Personnel		\$1,000	
Fringe Benefits			
Travel			
Equipment			
Supplies			
Other	\$5,000		
<b>Total</b>	<b>\$20,000</b>	<b>\$1,000</b>	<b>\$4,500</b>

## LETTERS OF COMMITMENT/SUPPORT

At least one letter of commitment or support is required for this application. Letters should be provided from all match contributors. Additional letters will increase the competitiveness of the application.

- **Letters of Commitment** should articulate project partners' involvement and identify the contributions they will make to ensure the project's success. Match contributors should describe and assign value to their match commitment (including financial or in-kind support).
- **Letters of Support** should articulate general support from other organizations/businesses and should describe the benefits of the project both for the applicant business and the greater dairy sector.

## HOW TO APPLY

All applications must be submitted via the WebGrants system at [agriculturegrants.vermont.gov](http://agriculturegrants.vermont.gov). No paper applications will be accepted. Applications will be accepted from July 8, 2021 – September 30, 2021 at 2:00 PM ET.

Applicants that have not previously registered in WebGrants will need to allow 1-2 business days for their registration to be processed. During that time, applicants will not be able to login to start an application. Please plan your application process accordingly.



## SECTION I: PROGRAM OVERVIEW

We strongly advise that you submit your application ahead of the deadline. Be advised that technical assistance with WebGrants may not be available shortly before deadlines; please plan accordingly.

### APPLICATION REVIEW

Applications will be reviewed by a multi-state NE-DBIC advisory committee comprised of representatives from Northeast state agriculture agencies/departments, agriculture extension agencies, and dairy-industry stakeholders. See Section III: Scoring Criteria.

### AWARD INFORMATION

All applicants will be notified of the NE-DBIC decision of whether to award funds to their project. Awards will be approximately 15 months in length.

### KEY DATES

#### DATES MAY BE SUBJECT TO CHANGE

<b>June 22, 2021</b>	Request for Application (RFA) released
<b>July 8, 2021</b>	Application released
<b>September 30, 2021 at 2:00 PM ET</b>	Application closes
<b>Mid-October 2021</b>	Applicants notified of award status
<b>Late-November 2021</b>	Estimated grant project start date
<b>June 2022</b>	Interim report due
<b>March 2023</b>	Project end date
<b>April 2023</b>	Final report and survey due

## II. FULL APPLICATION

The application content is listed below but may be subject to change. Please reference the [WebGrants Application Guide](#) for guidance on completing your application in the WebGrants system.

### APPLICANT INFORMATION

#### Applicant Information

- Project Title
- Business/organization name, legal entity (e.g., LLC, sole proprietor, etc.), primary contact information
- Total grant funds requested
- Amount of match funds (must be at least 25% of grant funds)

#### Applicant Eligibility

- Is the applicant headquartered or based in a Northeast state (Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, or Vermont)?
- Is the applicant a dairy farmer/producer of goat or sheep milk? If yes:
  - Does the applicant source or produce goat or sheep milk that originates within the Northeast?
- Is the applicant an established processor that transforms raw milk into an edible product and is licensed in a way that their product can be sold across state lines? If yes:
  - Does the applicant source or produce goat or sheep milk that originates within the Northeast?
  - Does the applicant manufacture products in the Northeast?
- Is the applicant a dairy producer association that represents and promotes dairy products originating from the Northeast? *For the purpose of this grant, a producer association group, also known as a trade association, industry trade group, business association, sector association or industry body, is an organization founded and funded by businesses that operate in a specific industry.* If yes:
  - Describe your producer association, addressing: 1) founding members, 2) how association is funded, 3) industry scope covered by the association, and 4) association activities.
  - If your association encompasses products other than dairies, describe how you will ensure that the project will benefit dairy only.
  - Does this association receive funds from producer check-off dollars? If yes:
    - What percent of the association's annual operating budget comes from producer check-off dollars?
- Describe your business/organization in terms of size (gross sales, number of employees, production volume), markets, and number of years in business.

## SECTION III: SCORING CRITERIA

- Describe your business's strategy or approach to sustainable business growth and positioning. What is your long-term vision?

### Entity History

- Has your business/organization received any federal or state grant in the past 5 years?
- Have you or your project partners received any (federal, state, or other) grants **for this specific project** in the past 5 years? If yes:
  - List the grants received.
  - Describe the work done under these grants.
  - How will the work in this grant differ from and/or build upon that work?
- Have you applied for, or do you plan to apply for, other grant(s) in conjunction with this grant? If yes:
  - Please list the other grants you will apply for/have applied for in conjunction with this grant
- Has your business ever been unable to complete or adhere to granting requirements for a grant you were awarded? If yes:
  - Describe the circumstances that prevented you from completing/adhering to the requirements of your grant(s)
- Describe why you and your staff are qualified to complete this project, as proposed.
- Rate your business's experience in implementing similar past work/projects related to strategic branding/marketing improvements. system (*Select from dropdown: significant experience, some experience, no experience*)
- Select your type of accounting system (*Select from dropdown: automated, manual, combination*)

## PROJECT DESCRIPTION

### Project Details

- Provide a comprehensive project summary which describes the impacts of this project on the goat/sheep dairy supply chain. (Include estimated impacts on specific supply chain partners including producers, processors, aggregators/distributors, and retailers/wholesalers.)
- Provide a projected workplan/timeline of your project activities.
- Provide an explanation of 1) why these grant funds are needed and 2) how the project would or would not move forward without these funds.
- Describe how your project promotes the visibility, consumer awareness, and consumption of goat and/or sheep dairy products produced in Northeast:
- To increase the competitiveness of your application, select any or all of the funding priorities addressed in your proposed project:
  - Elevates multiple goat/sheep dairy businesses
  - Shows innovation in aggregation, distribution, packaging type, or market channels
  - Builds on or enhance previous supply chain improvement efforts
  - Employs digital marketing and social media reach to consumers

## SECTION III: SCORING CRITERIA

- Will increase sales, revenue, and/or consumers reached
- Aligns with recommendations of Atlantic Corporation’s goat and sheep dairy market research/interactive dashboard

### Supporting Documentation

- To increase the competitiveness of your application, upload any documentation that shows the development of the project idea, partnerships, funding received, and/or the viability of your business. *Examples can include, but are not limited to, previous work that this project will build upon, business plan, financials, bids, or documentation that provides further context for your proposed project.*

### Letters of Commitment or Support

- At least one letter of commitment or support is required for this application. Additional letters will increase the competitiveness of the application. Letters should be provided for ALL match contributors.
  - **Letters of Commitment** should articulate project partners' involvement and identify the contributions they will make to ensure the project's success. Match contributors should describe and assign value to their match commitment (including financial or in-kind support).
  - **Letters of Support** should articulate general support from other organizations/businesses and should describe the benefits of the project both for the applicant business and the greater dairy sector.

## BUDGET

*Please complete the following budget table, listing all grant requests and match contributions. Grant funds requested must align with the allowable costs detailed in the [2020 AMS Terms and Conditions](#) (8.0 Allowable Costs and Activities).*

**Match contributions:** *Projects must demonstrate matching funds of at least 25% as cash and/or in-kind sources. (e.g. \$20,000 of requested funds requires at least \$5,000 in match contributions.)*

- *Do not need to adhere to AMS allowable costs*
- *Match contributions are not required to reflect 25% per expense line, but they must make up 25% of the total grant ask. (For example, a grant request of \$7,000 in supplies and \$5,000 in personnel could be matched with \$6,000 of equipment.)*

### Budget Table (example)

Expense Category	Grant Funds Requested	Applicant Contribution - Cash Match	Applicant Contribution - In-kind Match
Contractual/ Consultant	\$15,000		\$4,500
Personnel		\$1,000	
Fringe Benefits			
Travel			

## SECTION III: SCORING CRITERIA

Equipment			
Supplies			
Other	\$5,000		
<b>Total</b>	<b>\$20,000</b>	<b>\$1,000</b>	<b>\$4,500</b>

## FINANCIALS & OUTCOMES

### Budget Narrative

- Describe all match commitment sources and amounts (both cash and in-kind) that will be used to accomplish your project activities.
- Are all matching funds/contributions committed at this time?
  - If not, provide the sources and timeline/plan for securing these commitments:

Complete the following questions **only for expenses that are covered by grant funds** (not matching funds). Please thoroughly describe each category for which you are requesting grant funds, answering all parts of each question.

- Are 'Contractual/Consultant' expenses included in the 'Grant Request' column of your above budget?
  - Contractual/Consultant: List each anticipated contractor/consultant. For each, provide: 1) hourly/flat rate, 2) grant funds requested, 3) detailed description of services, and 4) justification for why the services are necessary for the success of this project.
    - If contractor's hourly rate falls above the salary of a GS-15 step 10 Federal employee in the contractor's area, please provide justification.
- Are 'Personnel' expenses included in the 'Grant Request' column of your budget? If yes:
  - Personnel: for each individual whose time can be directly attributed to grant activities, provide 1) individual's title and role, 2) hourly rate, 3) expected number of hours, 4) grant funds requested.
- Are 'Fringe Benefit' expenses included in the 'Grant Request' column of your budget? If yes:
  - Fringe Benefits: for each of the project's salaried employees, provide the 1) fringe benefit rate and 2) grant funds requested.
- Are 'Travel' expenses included in the 'Grant Request' column of your budget? If yes:
  - Travel: For each trip: 1) list expenses types (airfare, car rental, hotel, meals, mileage, etc.) and associated grant funds requested, 2) number of travelers, and 3) justification for how this travel is necessary for the success of this project.
- Are 'Equipment' expenses included in the 'Grant Request' column of your budget? If yes:
  - Equipment: List each piece of equipment (with description if needed) and for each, indicate: 1) whether it is a rental or purchase, 2) grant funds requested per piece, and 3) justification for how this equipment is necessary for the success of this project. *(Includes rental equipment or purchase of specialized equipment needed for grant activities.)*
- Are 'Supply' expenses included in the 'Grant Request' column of your budget? If yes:
  - Supplies: List each supply (with a description if needed). For each, provide: 1) per unit cost, 2) # units purchased, 3) grant funds requested, and 4) justification for how this

## SECTION III: SCORING CRITERIA

supply is necessary for the success of this project. *(Supplies include materials, supplies, and fabricated parts costing less than \$5,000 per unit.)*

- Are 'Other' expenses included in the 'Grant Request' column of your budget? If yes:
  - Other: Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit and provide justification for how the expense is necessary for the success of this project. *(E.g. meetings/conferences, communications, rental expenses, ads, publication costs, data collection.)*

### Anticipated Program Income

*Any program income generated during the grant period must be used to further the objectives of the grant project. Program income includes, but is not limited to: income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); and registration fees for conferences, workshops, events, etc. Recipients are not required to report program income earned after the grant period.*

- Do you anticipate having any program income? If yes:
  - List any anticipated sources of incomes generated by the activities covered by this grant:
  - How much income is expected to be earned by those activities (in \$)?
  - Describe how you will reinvest the program income into the project to enhance the education, promotion, or consumption of Northeast-regionally produced dairy products:

### Expected Outcomes

- Describe how you will evaluate the success of your project, including metrics you will track to show your progress.
- What is the percent increase in sales that you anticipate from these grant activities for your business? *(E.g. If your sales were \$50,000 before & \$60,000 after:  $(\$60,000 - \$50,000) / \$50,000 \times 100 = 20\%$ )*
- How many new or existing outlets do you expect consumers to use to buy your business's dairy products for each of the categories below? If not applicable to your business/organization, enter zero (0).
  - Number of grocery stores
  - Number of wholesale markets
  - Other outlets
    - If other outlets, please list.
- As a result of this grant, do you expect an increase in revenue for your businesses? If yes:
  - Please estimate the increase in revenue (in \$)
- How many jobs are expected to be maintained and/or created because of this grant project?

## III. SCORING CRITERIA

### REVIEWER SCORING CRITERIA

#### Project Proposal (60 points)

Project overview and workplan illustrates an impactful, innovative, and realistic project that will elevate the Northeast goat and/or sheep dairy supply chain. Proposal effectively addresses the expected impacts on specific supply chain partners.	20 points
Proposal demonstrates how it will promote the visibility, consumer awareness, and consumption of goat and/or sheep dairy products produced in the Northeast.	10 points
Applicant submitted supporting documentation that clearly and comprehensively illustrates that the grant funds will be a sound investment and will help the entity meet its future goals.	10 points
Applicant's narrative responses and letters of commitment/support collectively demonstrate the potential for project success. Any match contributors have written letters of commitment outlining their match contribution and value.	10 points
Applicant demonstrates that they have a reasonable plan for sustaining the activities implemented in this project past the grant period.	5 points
Applicant demonstrates that their project is well-aligned with funding priorities and provides details to support that.	5 points

#### Budget and Expected Outcomes (40 points)

Budget and narrative are realistic and sufficient to accomplish the work proposed. Applicant has leveraged the required percentage of match contribution.	15 points
Applicant has provided sufficient detail for budget categories: <ol style="list-style-type: none"> <li>1. Match sources and details are clear, and</li> <li>2. Fund requests are detailed thoroughly in the budget narrative.</li> </ol>	15 points
Applicant provides reasonable expected outcomes via: <ol style="list-style-type: none"> <li>1. A useful plan for evaluating the success of their project including appropriate metrics to track.</li> <li>2. Proposal includes at least two (2) of the following:                     <ul style="list-style-type: none"> <li>• Increase in sales</li> <li>• Increase in revenue</li> <li>• Job creation and/or retention</li> <li>• New/existing outlets for consumer access to business's dairy products.</li> </ul> </li> </ol>	10 points

## IV. GRANT MANAGEMENT & REPORTING

### GRANT AGREEMENT & PAYMENT

Prior to receiving funding, successful applicants must sign a grant agreement with the Northeast Dairy Business Innovation Center via Vermont Agency of Agriculture, Food & Markets (VAAFAM) indicating their intent to complete the proposed project and authorizing NE-DBIC/VAAFAM to monitor the project's progress. The grant agreement will include provisions (terms and conditions) set by the State of Vermont as well as any program-specific requirements. Review [Attachment C - Standard State Provisions and Contracts and Grants](#) (12/15/2017 Revised).

Prior to commencement of work and release of any payments, grantee will be required to submit:

- A. A certificate of insurance consistent with the requirements set forth in Attachment C of the grant agreement [Not required if grantee has a current certificate of insurance on file with the Agency of Agriculture.]
- B. A current [IRS Form W-9](#) (Request for Taxpayer Identification Number and Certification), signed within the past six months
- C. [DUNS Number](#)
- D. Confirmation of an active registration in the Federal System for Award Management (SAM) at <https://www.sam.gov>.
- E. Documentation verifying pledged matching funds, as applicable.

### GRANTEE PAYMENT SCHEDULE

- **Initial payment: 40%** of the total grant will be paid to the grantee upon receipt of certificate of insurance and Form W-9, confirmation of SAM.gov registration, and claim submission in WebGrants. Failure to submit all required documents and an executed copy of the grant agreement within 30 days of receipt may result in the loss of awarded funds.
- **Second payment: 40%** of the total grant will be issued upon approval of grantee's interim performance report by the grant manager and receipt of a claim in WebGrants.
- **Final payment: 20%** of the total grant will be issued upon approval of grantee's final performance report, the completion and submission of a survey provided by the grant manager, and receipt of a claim in WebGrants.

The final performance report is due no later than 30 days after the grant end date. Final invoices must be submitted to the State within 45 days of the grant expiration date. Invoices submitted before the completion of an interim or final report will not be paid until the report has been received, reviewed, and accepted by the grant manager. The State cannot reimburse the grantee for work performed after the expiration date of the grant.



### REPORTING REQUIREMENTS

The following reporting is required under this grant program:

1. Grantees will submit an Interim Performance Report mid-project which may include:
  - a. Summary of status of grant activities
  - b. Description of successes and challenges
  - c. Discussion of any modifications deemed necessary and justification for changes
  - d. Documentation of any marketing/promotion of project
  - e. Photos/documentation that demonstrates grant activities.
  - f. Expenditures to date
2. Grantees will submit a Final Performance Report and complete a survey no later than thirty (30) days from the grant end date. Final reports may include:
  - a. Summary of achievements from this project including impacts on the community, public, and other businesses/organizations
  - b. Description of any challenges or changes to the project
  - c. Lessons learned from this project
  - d. Opportunities that arose from the completion of this project
  - e. Plans to build on the work completed under this grant
  - f. Representative documentation and photos representative of the full breadth of activities under this grant
  - g. Final expenditures
  - h. Project outcomes:
    - i. Results of grantees measurements of success
    - ii. New and existing outlets
    - iii. Sales increases
    - iv. Increases in revenue
    - v. Jobs maintained/created
3. A post-grant survey will include questions which pertain to metrics regarding the following:
  - a. Increase in consumption of and access to dairy projects
  - b. Increase in sales of dairy products
  - c. Development of new market opportunities for dairy producers and processors
  - d. Dairy farmer/processor satisfaction of grant activities

The NE-DBIC/VAAFM reserves the right to utilize and/or summarize information and photos provided through these reports to use on publications/promotions.

NE-DBIC via VAAFM reserves the right to modify reporting requirements during the project. Information submitted in any report under this program will be a public record. Failure to adhere to reporting requirements and deadlines may disqualify the grantee from future grant opportunities through the NE-DBIC or State of Vermont.

## CERTIFICATE OF INSURANCE

A certificate of insurance (COI) is a common requirement for businesses and organizations; most agents are familiar with it. The State of Vermont must be listed as an additional insured on the grantee's policy. We recommend forwarding the insurance requirements below to prospective insurers for accuracy:

*Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.*

*Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary, to comply with Vermont law.*

*General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:*

*Premises - Operations*

*Products and Completed Operations*

*Personal Injury Liability*

*Contractual Liability*

*The policy shall be on an occurrence form and limits shall not be less than:*

*\$1,000,000 Each Occurrence*

*\$2,000,000 General Aggregate*

*\$1,000,000 Products/Completed Operations Aggregate*

*\$1,000,000 Personal & Advertising Injury*

*Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.*

*Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.*

*Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.*