

Dairy Packaging Innovation Grant

FISCAL YEAR 2022 REQUEST FOR PRE-APPLICATIONS

The [Northeast Dairy Business Innovation Center](#) (NE-DBIC) announces the availability of funds through the Dairy Packaging Innovation Grant program, which will provide grants to projects that decrease environmental impacts of dairy product and supply chain packaging and increase marketability of dairy products. Grant funds are available to projects along the spectrum of research, development, and implementation and for projects at a variety of scales. Projects will be collaborative and include an educational or information sharing component.

Dairy processors, dairy producer associations and businesses/organizations in manufacturing, dairy supply chain, or institutions sectors that partner with dairy processors are invited to apply. 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

Request for Pre-Applications Release Date: January 20, 2022

Pre-Application Opens: February 3, 2022

Pre-Application Deadline: March 17, 2022 at 2:00 PM ET

Full Application Deadline: June 3, 2022 at 2:00 PM ET

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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 [Dairy Packaging Innovation 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 (VAAFMM) 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 four USDA-AMS Dairy Business Innovation Initiatives (DBII) in the nation. The NE-DBIC serves the 10-state Northeast region which includes Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont 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. Since its inception in 2019, the Northeast Dairy Business Innovation Center has received \$12.72 million to support projects in the Northeast region of the U.S.

ELIGIBILITY SUMMARY

Dairy processors and producer associations are eligible to apply independently. Businesses or organizations in manufacturing, dairy supply chain, or institutions sectors that partner with dairy processors are invited to apply.

MINIMUM & MAXIMUM AWARD

Minimum: \$75,000

Maximum: \$350,000

Match: A 25% (cash or in-kind) match commitment is required.

TOTAL AVAILABLE FUNDS

\$1,000,000

PROJECT LENGTH

Approximately 24 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, 21DBIVT1004-00.

FUNDING OPPORTUNITY DESCRIPTION

BACKGROUND

Consumers are demanding increased sustainability of dairy products and packaging. Currently, the United States lags in meeting consumer demand for sustainably produced packaging that reduces environmental impact while processors in the European Union are years ahead in their access to and utilization of recyclable packaging and alternative fluid milk packaging strategies. To remain competitive in the marketplace, dairy packaging in the U.S. needs to evolve with an eye to both sustainability and marketability, while being financially accessible and scalable to meet the needs of Northeast dairy processors.

ELIGIBLE APPLICANTS

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

- 1) Dairy processors that transform raw milk sourced from the Northeast region into an edible product and are:
 - a. licensed dairy processor in compliance with all required state and/or federal standards, as required for the sales outlets reached during the timeframe of this project; and
 - b. headquartered or based in the Northeast; and
 - c. if a value-added processor, products are manufactured within the Northeast.
- 2) Dairy producer association/dairy council¹ which represents and promotes dairy products and dairy businesses of the Northeast.
- 3) Packaging manufacturers that partner with at least one dairy processor, as defined above.
- 4) Supply chain businesses (distributors, aggregators, retailers, etc.) that partner with at least one dairy processor, as defined above. Applicant business must:
 - a. Be headquartered or based in the Northeast; and
 - b. Sources dairy products within the Northeast; and
 - c. Purchases from and sells to businesses in the Northeast
- 5) Educational/research institutions that partner with at least one dairy processor, as defined above.

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

- Certificate of Insurance listing the VAAFM as an additional insured
- Current IRS Form W-9
- Unique Entity Identifier (UEI) number acquired via SAM.gov

¹ 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 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.

PROJECT REQUIREMENTS

The NE-DBIC seeks industry players who are actively engaged in innovation through their business and/or organization to develop projects that support modernized, climate-forward dairy packaging initiatives which address the full life cycle of packaging from production to disposal or reuse. Projects should increase collaboration across the dairy sector to ensure the greatest number of businesses will benefit. All projects must:

1. demonstrate sustainability, scalability, and marketability at the forefront
2. demonstrate accessibility of packaging innovation, particularly for the scale of processors in the Northeast
3. include an educational/knowledge sharing component for the industry. (This does not exclude the ability for the grantee to acquire patent protections for technologies developed within this grant project.)
4. incorporate partnership across sectors (minimum of one dairy processor or dairy producer association as a key partner, if applicant is not a dairy processor)

Projects which are focused primarily on research, development, and analysis must also contain outcomes that can be implemented or adopted, and the grantee must show commitment to implementation resulting from research funding.

Priority will go to projects that partner across the dairy and packaging manufacturing sector and those that can demonstrate how they will positively impact multiple dairy businesses and supply chain partners.

FUNDING PRIORITIES

Project approaches should address at least one of the following funding priority areas:

1. Reduction or elimination of virgin plastics in packaging along the dairy supply chain, including during manufacturing, transportation, sales, and disposal.
2. Increased use of packaging that is reusable, more highly recyclable, or made from a greater amount of recycled materials
3. Utilizing dairy waste byproducts (such as whey or permeate) in packaging solutions
4. Optimization of marketing/labeling/messaging for existing recycled, recyclable, reusable, and/or compostable packaging
5. Developing improved access to and utilization of recycled/recyclable packaging, compostable packaging, or other solutions to eliminating single use packaging for dairy products
6. Packaging that increases shelf life
7. Scalability/accessibility of packaging research/technologies/solutions that will benefit small and mid-sized dairy processors
8. Projects that leverage existing science, research, and/or knowledge on packaging innovation

SECTION I: PROGRAM OVERVIEW

9. Projects that engage qualified professional services and/or institutions with significant background in the proposed topic (e.g., research institutions, third party certifiers, advance centers)
10. Highly collaborative projects that leverage partnerships across dairy and manufacturing

ELIGIBLE PROJECTS

Eligible grant activities and costs may include, but are not limited to:

- Research: Projects focused on research, development, and analysis must contain outcomes that can be implemented or adopted, and the grantee must show commitment to implementation resulting from research funding.
 - Understanding current conditions
 - Packaging lifecycle analysis
 - Assessments/feasibility studies/market studies of current conditions:
 - existing/upcoming solutions and technologies
 - costs of conversion
 - bringing international packaging technology/manufacturing to U.S.
 - supply chain logistics pertaining to packaging
 - processors willingness/needs/requirements to adopt new packaging
 - consumer preferences/awareness/marketing opportunities
 - Ideation
 - Establishment of thinktanks/cohort groups across dairy, manufacturing, and disposal sectors
 - Dairy processors banding together to approach non-conventional packaging partners
 - Research & development
 - Development of “hacks” on existing equipment to adapt to other packaging materials
 - Development of new packaging types that can be reused or otherwise reduce environmental impacts
 - Research and development of new packaging opportunities, including impacts on product quality and consumer preferences.
 - Sensory impacts of packaging alternatives
- Implementation
 - Packaging changeover and processor training on best practices
 - Design or label improvements to increase marketing appeal and/or consumer packaging awareness
 - Scaling, alteration of existing equipment that can utilize recycled and recyclable packaging materials
 - Testing costs, testing/lab fees
 - Supplies and materials

SECTION I: PROGRAM OVERVIEW

- Infrastructure upgrades:
 - Parts, materials/supplies (not construction)
 - Replacement parts for tools or equipment to accommodate new packaging
 - Purchase of specialized equipment necessary for the research, scientific, or technical activities of the project
 - Rental of general or specialized equipment
- Technical assistance, trainings, or workshops
- Professional services/contractors
- Costs associated with:
 - Salaries/wages to perform grant activities
 - Conferences, rental spaces
 - Website, mobile app development
 - Travel

Please note that projects may only include allowable costs/activities as outlined in the [2021 AMS Terms and Conditions](#) (8.0 Allowable Costs and Activities).

EXAMPLES: ELIGIBLE PROJECTS

- *Research*
 - *Feasibility studies for translating international packaging technology/manufacturing to U.S.*
 - *Development and adoption of recyclable or compostable plastic film*
 - *Developing a tool to assess lifecycle impact for dairy packaging*
 - *Feasibility/consumer preference studies for reusable/returnable packaging*
 - *Consumer study on changing consumer habits around purchasing practices of green packaging*
 - *Comparative study of shelf life/quality/sensory impacts of different packaging options*
- *Cross-cutting collaborations*
 - *Associations/groups of processors developing relationships with manufacturers for packaging product development, requesting greater % post-consumer recycled content, or bulk purchasing*
 - *Collaborations with solid waste/composting entities to understand what disposal options are available to consumers in certain areas*
- *Product and shipping packaging*
 - *Increased marketability of recycled/recyclable plastic milk jugs which optimizes surface area and incorporates innovative design/labeling, scalable for small fluid milk processors*
 - *Adoption of bulk milk storage for high-use markets (such as restaurants, coffee shops, institutions)*
 - *Development of a reusable plastic or metal bottle and sanitizing process that can replace small-scale fluid milk glass bottles to streamline reusability, decrease breakage, and minimize transport costs*
 - *Adoption of use of home-sized milk bags*
 - *Implementing how2recycle.info labeling*
- *Shipping packaging*
 - *Utilization of alternative packaging materials (hemp, wood fiber, other plant-based materials)*

SECTION I: PROGRAM OVERVIEW

- *Access to reusable/recycled/recyclable/compostable shipping materials for direct-to-consumer online sales*
- *Development and substitution of packing materials for direct-to-consumer shipping (e.g., low grade wood shavings)*
- *Supply chain:*
 - *Develop streamlined process and buy in with retailers/distributors for managing increased reusability*
 - *Increasing access to self-serve bulk milk to replace single serving bottles/cartons*

INELIGIBLE PROJECTS

- Projects not benefitting Northeast dairy businesses
- Projects that solely support the production/sales of raw fluid milk meant for human consumption
- Projects that seek to benefit only one entity
- Development of solely proprietary materials
- Projects that do not integrate at least one dairy processor or producer
- Projects that use grant funds for:
 - Construction
 - Purchase or lease-to-own of land/building/facilities
 - Purchase of general equipment (specialized equipment is allowable, with restrictions)
 - Purchase of vehicles (rental vehicles for the duration of the project are allowable)

EXAMPLES: INELIGIBLE PROJECTS

- *A research university proposes a study of bioplastics without a focus on adoption and use.*
 - *What would make this eligible? If the university was able to show that the research was far enough along that it was ready for a partnership with a dairy processor that would serve as a testing phase for bringing the packaging to market, this would demonstrate collaboration and steps toward adoption.*
- *A dairy processor who seeks to use funds to collaborate with a plastic manufacturer to develop a new plastic packaging without demonstrating improved lifecycle and environmental impacts.*
 - *What would make this eligible? If this processor could show they were working to develop an easily recyclable plastic container that would be piloted in collaboration with other Northeast dairy processors, this would increase the competitiveness of the application.*
- *A manufacturer has developed a hemp-based, biodegradable dairy packaging product and want funds to help market it to dairy processors.*
 - *What would make this eligible? The manufacturer could develop partnerships in a locality with both 1) key solid waste/disposal companies that can, in fact, compost the new packaging and 2) dairy processors that sell into that market, to develop a complete a lifecycle plan for that product.*

Interested in some of the work that has been done that has inspired the development of this grant opportunity? Refer to the [Dairy Packaging Innovation Grant Q&A](#) for links to some of the projects that we find interesting in the world of innovative packaging these days.

SECTION I: PROGRAM OVERVIEW

If you need help to ensure that your project concept is eligible, please reach out. NE-DBIC staff can talk through your project with you to help ensure you are on the right track.

MATCHING FUNDS

All proposals must show matching funds which represent at least 25% of the grant request to go toward the grant project. For instance, for a grant request of \$100,000, the applicant must demonstrate at least \$25,000 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 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	\$70,000		
Personnel		\$20,000	
Fringe Benefits			
Travel			
Equipment			
Supplies	\$20,000		\$5,000
Other	\$10,000		
Total	\$100,000	\$20,000	\$5,000

LETTERS OF COMMITMENT/SUPPORT

At least one letter of commitment or support is required for the pre-application. For those applications submitted from entities other than dairy processors or producer associations, the pre-application stage must include letters of commitment from all named dairy processor partners included in the project.

- **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).

SECTION I: PROGRAM OVERVIEW

- **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. No paper applications will be accepted. Pre-applications will be accepted from February 3, 2022 – March 17, 2022 at 2:00 PM ET. For those applicants invited to submit a full proposal, the deadline for submitting a full application is expected to be June 3, 2022.

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.

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

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

AWARD INFORMATION

All applicants will be notified of the NE-DBIC decision of whether or not they have been selected to submit a full proposal for their proposed project. Awards will be approximately 24 months in length.

KEY DATES

DATES MAY BE SUBJECT TO CHANGE

January 20, 2022	Request for Application (RFA) released
February 3, 2022	Pre-application period opens
March 17, 2022 at 2:00 PM ET	Pre-application closes
April 8, 2022	Applicants notified of pre-application decision; invitations to submit full application
June 3, 2022 at 2:00 PM ET	Full application closes

SECTION I: PROGRAM OVERVIEW

Late-June 2022	Applicants notified
August 1, 2022	Estimated grant start date
July 31, 2024	Project end date

II. FULL PRE-APPLICATION

A pre-application provides a summary of your project idea and estimated budget. After reviewing pre-applications, the review committee will invite applicants with the top-ranking proposals to submit full applications. The pre-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

- Business/organization name, legal entity (e.g., LLC, sole proprietor, etc.), primary contact information

Applicant Eligibility

- Is the applicant an established dairy processor that transforms raw milk into an edible product and is compliant with all required state and/or federal standards? If yes:
 - Is the applicant headquartered or based in a Northeast state (CT, DE, MA, ME, NH, NJ, NY, PA, RH, or VT)?
 - Does the applicant source or produce milk that originates within the Northeast?
 - Does the applicant manufacture dairy 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?
- Is the applicant from a packaging manufacturing business?
- Is the applicant from a supply chain business? *Supply chain is inclusive of any non-dairy business/organization involved in getting value-added dairy products to end consumers.*
- Is the applicant from an educational/research institution?
- Describe your business/organization in terms of size (gross sales, number of employees, production volume), scope, markets, number of years in business, relevance to the topic of this grant, and long-term vision.

PROJECT OVERVIEW

Project Summary

- Total grant funds requested.
- Amount of matching funds.
- Summarize the proposed project in a couple of sentences.
- Provide a project description which comprehensively describes your vision of this project. Describe the following, including any background as needed. *The response to this question should clearly reflect funding opportunity description, eligibility, and requirements listed in the RFA.*
 1. issues you plan to address and why they are relevant and important
 2. goals for the project
 3. outline of activities you would like to include
 4. opportunities that you see for partnership
 5. desired outcomes
- Identify 1-3 funding priorities, as defined in the RFA, that your project addresses and provide an explanation of how your project aligns. *Please list the funding priority (as written in the RFA) that you are addressing, followed by your explanation.*
- What will success look like for this project?
- Describe who will benefit from this project and how they will benefit.
- What challenges do you anticipate and how do you plan to adapt to them?
- Describe your experience and successes implementing similar past work.
- Provide an overview of your intended budget: How will you use both grant funds and match contributions (in-kind and/or match)?

Letters of Commitment or Support

- At least one letter of commitment or support is required for the pre-application. For those applications submitted from entities other than dairy processors or producer associations, the pre-application stage must additionally include letters of commitment from all named dairy processor/dairy producer association partners included in the project. 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.

Budget

- Complete the budget table with estimates of grant and match amounts. For those applicants invited to submit full applications, total grant budget amounts will be permitted to be adjusted

SECTION II: FULL PRE-APPLICATION

up to 10% from the pre-application to full application. Line items may be changed without restriction.

- Match contributions:
 - Projects must demonstrate matching funds of at least 25% as cash and/or in-kind sources. (e.g., \$100,000 of requested funds requires at least \$25,000 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 for \$70,000 in supplies and \$50,000 in personnel could be matched with \$60,000 of equipment.

III. PRE-APPLICATION SCORING CRITERIA

REVIEWER SCORING CRITERIA

Project Proposal (100 points)

Project overview illustrates an impactful and realistic project that supports modernized, climate-forward dairy packaging initiatives for the region. Proposal indicates an understanding of the relevant issues and shows a well-conceived set of goals and desired outcomes as well as planned activities and partnerships.	30 points
Application clearly describes a vision for the project which addresses 1) sustainability, scalability, and marketability, 2) accessibility of innovation to processors, 3) educational/knowledge sharing component, 4) partnerships across sectors.	20 points
Applicant demonstrates that their project is well-aligned with funding priorities and provides compelling details to support that.	15 points
Applicant's letter(s) of commitment/support demonstrates the potential for project success. Any applicants who are not processors or producer associations have both identified one or more processor/producer association partner and included letters of commitment from each listed processor/producer association partner.	15 points
Budget and budget overview are realistic and sufficient. Applicant indicates intent to secure the required percentage of match contribution.	20 points

IV. FULL APPLICATION

Applicants whose pre-application is approved for advancement will be able to begin editing their full application at any point after receiving their approval notification by email. Invitations to submit a full application will include a supplement to this RFA with an outline of all required full application content. In addition to any needed edits to the information required in the pre-application, the full application will require additional information to be submitted.

Additional details regarding the full application will not be shared publicly and will be sent only to applicants whose pre-application has been approved for advancement. Application content will include:

- Applicant entity history, including a business plan
- Project details about project team and partnerships
- Project workplan, activities, and key dates
- Expected outcomes
- Additional letters of support/commitment
- Additional documentation to increase the competitiveness and context for the project
- Budget and detailed budget narrative
- Anticipated program income generated by grant activities

All projects requesting \$150,000 or more in grant funds will be required to present a brief virtual video pitch to a subset of the review committee. It is optional for applicants with projects requesting less than \$150,000 to provide a project pitch. Each pitch will be 5-10 minutes in length and should include a project overview, explanation of project feasibility, and anticipated project impacts on the dairy supply chain and/or market sector.

V. 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. A Unique Entity Identifier number, acquired through SAM.gov
- D. 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 IRS Form W-9, confirmation of Unique Entity Identifier number, 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: 20%** of the total grant will be issued upon approval of grantee's first interim performance report by the grant manager and receipt of a claim in WebGrants.
- **Third payment: 20%** of the total grant will be issued upon approval of grantee's second 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 two Interim Performance Reports 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 the above 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.