



# Vermont Organic Dairy Farm Transition Support Grant

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## REQUEST FOR APPLICATIONS

The Vermont Agency of Agriculture, Food and Markets (VAAFAM) announces the availability of funds through the Organic Dairy Farm Transition Support Grant program, which will provide grants to dairy farmers impacted by contract cancellations from Horizon Organic. Projects funded through this program will support farm transition costs to ensure compliance with new buyer/processor requirements. Activities covered by the grant include the purchase and installation of equipment, construction for improved animal health, safety, and efficiency, supplies, and additional technical assistance.

Grants are only available to Vermont dairy farmers who received contract terminations.

## KEY DATES

RFA Release Date: August 9, 2022

Application Opens: August 25, 2022

Application Deadline: October 6, 2022 at 2:00 PM ET

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# CONTACT

## PROGRAM QUESTIONS

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## WEBGRANTS TECHNICAL ASSISTANCE

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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

- 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 Vermont Agency of Agriculture, Food & Markets (VAAFAM) 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@mail.webgrantscloud.com](mailto:agriculturegrants.vermont@mail.webgrantscloud.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**

### **ELIGIBILITY**

Vermont organic dairy farmers who received contract terminations from Horizon Organic are the only eligible applicants.

### **MINIMUM & MAXIMUM AWARD**

Minimum: \$5,000

Maximum: \$17,500

Match: A 25% (cash and/or in-kind) match commitment is encouraged. Match waivers are available for those needing them.

*Grant funds will be distributed to grantees over three payments throughout the course of the grant project. Unless otherwise arranged with the grant program manager, default payment structure of this grant is 60% of grant funds upfront, 20% of funds mid-project, and 20% of funds once the grant is complete.*

### **TOTAL AVAILABLE FUNDS**

\$200,000

### **PROJECT LENGTH**

Grant periods will range from 6 - 12 months, depending on the project.

### **FUNDING SOURCE**

Funds are available from legislative appropriation from Act 185 (H740) of the 2022 session, which states that “\$200,000 is to establish a grant program for organic milk farmers that are transitioning to a new buyer to assist with the costs of modifications needed to accommodate the new buyer.” Throughout this RFA the words “buyer” and “processor” are used interchangeably.

### FUNDING OPPORTUNITY DESCRIPTION

In 2022, the Vermont Legislature appropriated funds in Act 185 to support organic dairy farmers whose contracts had been terminated by Horizon Organic in the fall of 2021. The language in Act 185 specifically states that funds are to be used, “to assist with the costs of modifications needed to accommodate the new buyer.”

Projects funded by this grant program will allow organic farmers to take actionable steps to improve their farm’s long-term ability to ship milk to their new buyer. Projects may include a focus on milk handling and storage, milk quality improvements, calf and young stock housing, mature animal housing, animal safety, farm accessibility, and labor efficiency improvements. Construction projects are encouraged.

Applicants to this grant round are encouraged to apply for a Northeast Dairy Business Innovation Center grant released at the same time – [On-Farm Milk Storage and Handling Grant](#) – as these two funding opportunities may be complementary and allow for a larger farm project to be completed. Funds may also be paired with USDA Farm Service Agency loans from the [Farm Storage Facility Loan program](#), [VAAFAM Water Quality grants](#), such as funding for Best Management Practices, or [Vermont Farm Fund](#) loans to support a holistic approach to necessary farm improvements.

### ELIGIBILITY

#### ELIGIBLE APPLICANTS

Vermont organic dairy farmers who received contract terminations from Horizon Organic are the only eligible applicants.

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 IRS Form W-9

#### FUNDING PRIORITIES

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

- Project allows a farm to meet new buyer standards
- Project will provide cost-savings to the farm
- Project improves food safety measures
- Applicant leverages other programs to supplement grant funds (e.g., Farm Service Agency low-interest loans for on-farm commodity storage)

## SECTION I: PROGRAM OVERVIEW

### ELIGIBLE PROJECTS

Project activities under this grant will assist organic dairy farms in meeting requirements from their new buyer.

Projects may include, but are not limited to:

- Driveway modifications
- Animal housing upgrades
- Improvement of farm conditions related to animal and worker safety
- Milk handling and storage upgrades
- Improvement of sanitary conditions for milk handling
- Pasture renovation
- Installation and construction expenses
- Technical assistance regarding milk production, grazing, forage production, or other topics as appropriate

### REQUIRED PROJECT CRITERIA

The following criteria must be addressed:

1. Applicants must explain why the proposed project is necessary to meet new processor demands.
2. Applicants must include a letter from the new buyer indicating that the project as proposed will ensure the farm is in compliance with their production standards.

### EXAMPLES: ELIGIBLE PROJECTS

1. *Purchase or construction of loose housing for groups of calves.*
2. *Conversion from stanchion to tie stall or loose housing.*
3. *Renovation and re-seeding of pasture to comply with higher standards for grazing and dry matter intake.*
4. *Driveway improvements in increase year-round milk truck accessibility.*
5. *Improvements to milk quality and energy efficiency through the purchase and installation of a new cleaning system, hot water tank, plate cooler/heat recovery system, milking units, and/or vacuum system.*

### INELIGIBLE PROJECTS

- Projects that do not meet the standards of the new buyer
- Projects that focus on developing on-farm value-added processing

### EXAMPLES: INELIGIBLE PROJECTS

1. *A dairy farm wants to become a processor and seeks to purchase equipment and pay for initial inspections and compliance related fees.*
2. *A dairy farm seeks to use funds to convert to the production of beef or another non-dairy agricultural product.*

## **MATCHING FUNDS**

Proposals are encouraged to show matching funds which represent at least 25% of the grant request to directly contribute to the project. For instance, for a grant request of \$10,000, the applicant must demonstrate at least \$2,500 of in-kind or cash match. Matching funds may be contributed by the applicant or by another organization and must take place during the grant period. 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, other grant funds, 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).

Match waivers can be requested as needed. Applicants are encouraged to use their time or their family’s time spent on the project as in-kind match.

**Example of an eligible budget:**

<b>Expense Category</b>	<b>Grant Funds Requested</b>	<b>Applicant Contribution - Cash Match</b>	<b>Applicant Contribution - In-kind Match</b>
Contractual/ Consultant			\$4,500
Personnel		\$1,000	
Fringe Benefits			
Travel			
Equipment			
Supplies	\$15,000		
Other	\$2,500		
<b>Total</b>	<b>\$17,500</b>	<b>\$1,000</b>	<b>\$4,500</b>

## **LETTERS OF COMMITMENT/SUPPORT**

At least one letter of commitment from the new buyer is required for this application. If an applicant has received additional funds to support this project from another grant or loan program, a letter from that funder must also be provided.

- **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).
  - **The letter of commitment from the new buyer should include the following information:**

## SECTION I: PROGRAM OVERVIEW

- Description of current processor relationship with the applicant including milk pick up frequency, volume, etc.
  - Description of how the activities of this grant will benefit the processor
  - Description of how the processor relationship will change with these improvements including milk pick up frequency, volume, etc.
  - Confirmation that that the project as proposed will ensure the farm is in compliance with their production standards.
- If an applicant is also applying for the NE-DBIC On-Farm Milk Storage and Handling grant the same letter may be used for each application.

Additional letters of commitment/support are welcome, but not required.

## SUPPORTING DOCUMENTATION

Any additional information that shows the impacts of this grant such as evidence of cost or energy savings, impact on business viability, quotes for work included in the proposed activities, or other relevant information about the business or the project. etc. should be included in the application.

Quotes or bids are required for all equipment purchases, construction, or installation services covered by grant funds.

## HOW TO APPLY

All applications must be submitted via the WebGrants system at [agriculturegrants.vermont.gov](https://agriculturegrants.vermont.gov). No paper applications will be accepted. Applications will be accepted from August 25, 2022 – October 6, 2022 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.

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 Vermont advisory committee comprised of representatives from VAAFM, UVM Extension, and dairy-industry stakeholders.

See Section III: Scoring Criteria.

## SECTION I: PROGRAM OVERVIEW

### AWARD INFORMATION

All applicants will be notified of the VAAFAM decision of whether to award funds to their project. Awards will be approximately 6 to 12 months in length.

### KEY DATES

#### DATES MAY BE SUBJECT TO CHANGE

<b>August 9, 2022</b>	Request for Application (RFA) released
<b>August 25, 2022</b>	Application released
<b>October 6, 2022 at 2:00 PM ET</b>	Application closes
<b>November 2022</b>	Applicants notified of award status
<b>December 2022</b>	Estimated grant project start date
<b>Mid-project, date will depend on project</b>	Interim report due
<b>Between May 31, 2023 and November 30, 2023, depending on project</b>	Project end date
<b>30 days after end of project</b>	Final report 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

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

#### Applicant Eligibility

- Did the applicant receive a contract termination from Horizon Organic in 2021?
- Is the applicant a licensed dairy operation in compliance with all required state and federal standards?
- Does the applicant currently ship milk to a dairy processor?
- Does the applicant process their own milk?
- Describe your farm operation in terms of size (gross sales, number of employees, production volume), markets, and number of years in business

#### 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.
- The Farm Service Agency offers low-interest loans for on-farm commodity storage. Have you been in contact with your FSA representative?
- Will you be using loans to supplement this application?
- 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 food safety improvements. (*Select from dropdown: significant experience, some experience, no experience*)
- Do you currently work with a farm business planner to support the financial health and future planning for your business?

## SECTION II: FULL APPLICATION

- Have you received technical assistance in preparation of the project, or do you plan to receive related technical assistance during this grant project?

### STATE WATER QUALITY COMPLIANCE CERTIFICATION

- Certify that your business is in good standing with the Agency of Natural Resources and VAAFAM.
- Upload a completed [Act 154 Water Compliance Form](#)

### PROJECT DESCRIPTION

#### Project Details

- Summarize the proposed project in a couple of sentences.
- What are the challenges that your farm is facing that this grant project will address?
- Describe your proposed project including what you will pay for with these grant funds and any matching funds.
- What are the major impacts for your farm if you receive this funding?
- Do you expect to see cost savings or energy savings from this project?
  - Please give any information about your anticipated cost savings or energy savings
- What would be the consequences of not receiving this funding?
- Provide a projected workplan/timeline of your project activities. *Provide at least 3 key accomplishments that will happen during the grant that will show that the grant project is progressing.*
- To increase the competitiveness of your application, select any or all of the funding priorities addressed in your proposed project:
  - Project allows a farm to meet new buyer standards
  - Project will provide cost-savings to the farm
  - Project improves food safety measures
  - Applicant leverages other programs to supplement grant funds (e.g., Farm Service Agency low-interest loans for on-farm commodity storage)

#### Letters of Commitment or Support

- At least one letter of commitment from the new buyer is required for this application. If an applicant expects to receive additional funds to support this project from another grant or loan program, a letter from that funder must also be provided. 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).
  - **The letter of commitment from the new buyer should include the following information:**
    - Description of current processor relationship with the applicant including milk pick up frequency, volume, etc.
    - Description of how the activities of this grant will benefit the processor

## SECTION II: FULL APPLICATION

- Description of how the processor relationship will change with these improvements including milk pick up frequency, volume, etc.
- Processor should indicate that the project as proposed will ensure the farm is in compliance with their production standards.
- Additional letters of commitment/support are welcome, but not required.
- If the applicant is also applying for the NE-DBIC On-Farm Milk Storage & Handling Grant, the same letter may be used for each application.

### Supporting Documentation

- Upload any additional information that shows the impacts of this grant such as evidence of cost or energy savings, impact on business viability, quotes for work included in the proposed activities, or other relevant information about the business or the project. etc. **Quotes or bids are required for all equipment purchases, construction, or installation services covered by grant funds.**

## BUDGET

Please complete the following budget table, listing all grant requests and match contributions. Totals will appear once the grid has been saved.

**Match contributions:** Projects are encouraged to provide at least 25% in match as cash and/or in-kind sources. (e.g. \$10,000 of requested funds requires at least \$2,500 in match contributions.)

### Budget Table (example)

Expense Category	Grant Funds Requested	Applicant Contribution - Cash Match	Applicant Contribution - In-kind Match
Contractual/ Consultant			\$4,500
Personnel		\$1,000	
Fringe Benefits			
Travel			
Equipment			
Supplies	\$15,000		
Other	\$2,500		
<b>Total</b>	<b>\$17,500</b>	<b>\$1,000</b>	<b>\$4,500</b>

## BUDGET NARRATIVE

Budget narrative should reflect what you have outlined in your budget table. Please ensure that values associated with the following questions align with your budget table.

- Total funds requested and amount of matching funds.
- List each 1) match source, 2) each contribution amount (and specify if it is cash or in-kind), and 3) describe how the contribution will be used to accomplish your project activities.

## SECTION II: FULL APPLICATION

- Are all matching funds/contributions committed at this time?
  - If not, provide the sources and timeline/plan for securing these commitments
- Are you requesting a match waiver for this grant? *While match waivers will be considered, applicants are encouraged to leverage other grants or low-interest loans to supplement this project.*
  - If so, describe why you need a match waiver accommodation.

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

- Are 'Equipment' expenses included in the 'Grant Request' column of your budget table? If yes, list and describe all equipment. *Equipment is for costs over \$5,000, otherwise it should be categorized as supplies.*
- Are 'Supply' expenses included in the 'Grant Request' column of your budget table? If yes, list and describe all supplies. *Supplies include materials, supplies, and fabricated parts costing less than \$5,000 per unit.*
- Are 'Contractual/Consultant' expenses included in the 'Grant Request' column of your above budget? If yes, list and describe all contractor/consultant services.
- Are 'Training' expenses included in the 'Grant Request' column of your budget table? If yes, list and describe all training.
- Are 'Travel' expenses included in the 'Grant Request' column of your budget table? If yes, list and describe all travel.
- Are 'Personnel' expenses included in the 'Grant Request' column of your budget table? If yes, list and describe all personnel rates and number of hours.
- Are 'Fringe Benefit' expenses included in the 'Grant Request' column of your budget table? If yes, list and describe all fringe.
- Are 'Other' expenses included in the 'Grant Request' column of your budget table? If yes include any expenses not covered in any of the previous budget categories.

## EXPECTED OUTCOMES

- How will you know that this project was successful?
- As a result of this grant, do you expect an increase in sales for your business? If so:
  - 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:  $(\$60,000 - \$50,000) / \$50,000 \times 100 = 20\%$ )
- As a result of this grant, do you expect an increase in revenue for your business/organization? If so:
  - Please estimate the increase in revenue (in \$)
- How many jobs are expected to be maintained due to this grant?
- How many jobs will be created because of this grant project?
- Will the volume of milk moving into the supply chain increase due to this grant project? If so:
  - Estimate percent increase over your business's current volume.

### III. SCORING CRITERIA

#### REVIEWER SCORING CRITERIA

##### Project Proposal (60 points)

Project overview and workplan illustrates an impactful and realistic project that will improve the farm’s long-term ability to meet the new buyer/processor’s standards of production. Applicant provides clear and relevant reasoning for timely need for funding and can show that they have a reasonable plan for sustaining the activities implemented in this project past the grant period.	30 points
Applicant demonstrates that their project is well-aligned with funding priorities and provides details to support that.	10 points
Applicant submitted supporting documentation that clearly and comprehensively illustrates that the grant funds will be a sound investment and will help the farm meet buyer/processor requirements.	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

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

Budget and budget 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,</li> <li>2. Fund requests are detailed thoroughly in the budget narrative, and</li> <li>3. If a match waiver has been requested, the need is clearly articulated.</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. Completed [Act 154 Water Compliance Form](#)
- D. Documentation verifying pledged matching funds, as applicable.

### GRANTEE PAYMENT SCHEDULE

- **Initial payment: 60%** of the total grant will be paid to the grantee upon receipt of certificate of insurance, IRS Form W-9, Act 154 Water Compliance Form, 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 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:

## SECTION IV: GRANT MANAGEMENT & REPORTING

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. Sales increases
    - iii. Increases in revenue
    - iv. Jobs maintained/created
    - v. Volume of milk moving into supply chain

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

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 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.*

## SECTION IV: GRANT MANAGEMENT & REPORTING

*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.*