

Multi-Business Dairy Agritourism Grant

FISCAL YEAR 2021 REQUEST FOR APPLICATIONS

The [Northeast Dairy Business Innovation Center](#) (NE-DBIC) announces the availability of funds through the Multi-Business Dairy Agritourism Grant Program, which will serve to elevate dairy businesses through agritourism across the Northeast region of the US. Projects funded through this program should benefit multiple dairy businesses by promoting the access and sale of regionally produced milk and related products. Grants are available to applicants in all New England states, Delaware, New Jersey, New York, and Pennsylvania.

KEY DATES

RFA Release Date: February 9, 2021

Application Opens: February 16, 2021

Application Deadline: March 16, 2021 at 4:00 PM EST

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CONTACT

PROGRAM QUESTIONS

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

Guides and resources for registering and applying through WebGrants 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

PROGRAM PURPOSE

The Northeast Dairy Business Innovation Center (NE-DBIC)—hosted by the Vermont Agency of Agriculture, Food and Markets (VAAFMM)—is one of three USDA Dairy Business Innovation Initiatives (DBII) in the nation. The Northeast 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.

The Northeast Dairy Business Innovation Center (NE-DBIC) Multi-Business Dairy Agritourism Grant Program serves to elevate dairy businesses through agritourism across the Northeast region of the United States. Projects that support multiple farmers and processors will be eligible for grant funds for the development and marketing of geographically contiguous agritourism activities designed to raise awareness and consumption of regionally produced dairy products.

ELIGIBILITY

Dairy producers, processors, or producer associations headquartered in the Northeast¹ region of the United States may apply. Projects must directly benefit multiple dairy farmers and/or processors producing dairy products within this same region.

AVAILABLE FUNDS

\$150,000

MINIMUM & MAXIMUM AWARD

Minimum: \$10,000

Maximum: \$25,000

PROJECT LENGTH

Approximately 15 months. All grant activities must be complete by July 31, 2022.

¹ For the purposes of this grant and the Northeast Dairy Business Innovation Center, the words “Northeast” or “Northeast region” refer to the following states: Connecticut, Delaware, Massachusetts, Maine, New Hampshire, New Jersey, New York, and Pennsylvania, Rhode Island, and Vermont.

SECTION I: PROGRAM OVERVIEW

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 grant AM200100XXXXG003.

FUNDING OPPORTUNITY DESCRIPTION

In 2019, the U.S. Department of Agriculture 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.

The Multi-Business Dairy Agritourism Grant program is one of 15 current objectives under the NE-DBIC. This program seeks to elevate dairy-focused agritourism in the Northeast.

Projects granted through this program must support the development of agritourism activities that directly benefit multiple dairy farmers and/or processors in the Northeast.

ELIGIBILITY

ELIGIBLE APPLICANTS

Applicants eligible for these funds are one or more of the following:

1. Dairy farmer (producer) of cow, goat, or sheep milk;
2. Dairy processor of cow, goat, or sheep milk;
3. Dairy producer association which represents and promotes dairy products of the Northeast region. *For the purposes of this grant, 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. Associations receiving the majority of their funds from producer check-off dollars are **not** eligible.*

Applicants must be headquartered or based in a New England state, Delaware, New Jersey, New York, or Pennsylvania.

- If the applicant is a producer or processor, it must source or produce milk within New England, Delaware, New Jersey, New York, and/or Pennsylvania.
- If applicant is a value-added processor, products must be produced within New England, Delaware, New Jersey, New York, and/or Pennsylvania.
- If the applicant is a dairy council or producer association, it must serve dairy businesses covered within New England, Delaware, New Jersey, New York, and/or Pennsylvania.

When entering into a grant agreement, the applicant will need to be able to:

- Provide a Certificate of Insurance including the Vermont Agency of Agriculture, Food & Markets as a listed insured
- Provide a current W-9

SECTION I: PROGRAM OVERVIEW

- Provide a DUNS number
- Show proof of registration in sam.gov

ELIGIBLE PROJECTS

The following criteria must be met to be considered for funding:

1. A majority of the participating businesses/organizations are dairy enterprises, and
2. Project enhances the visibility of businesses that produce milk in the Northeast region and/or utilize Northeast-regionally produced milk for value-added product(s); and
3. Project supports multiple businesses/organizations from geographically contiguous areas in coordinated agritourism activities; and
4. Project promotes public awareness and comprehension of dairy production practices; and
5. Project promotes the awareness and consumption of:
 - a. Northeast-regionally produced milk; and/or
 - b. Northeast-regionally produced value-added products made from regionally produced milk.

Projects may only include allowable costs/activities as outlined in the [2020 AMS Terms and Conditions](#) (8.0 Allowable Costs and Activities) which include, but are not limited to:

- Website development/mobile apps
- Materials and supplies costing less than \$5000 per item
- Printing, publications, distribution
- Salaries, wages, fringe benefits as it relates to the project
- Costs associated with the promotion of products aligned with the grant program

INELIGIBLE PROJECTS

- Projects that benefit only one entity
- Projects that are not geographically contiguous
- Projects not primarily located within the Northeast region, as defined above
- Expenses that include unallowable costs/activities as outlined in the [2020 AMS Terms and Conditions](#) (8.0 Allowable Costs and Activities) which include, but are not limited to:
 - Construction or construction-related costs
 - Purchase of equipment (over \$5,000)
 - Unrecovered indirect costs
 - Selling and marketing costs related to the promotion of a single organization

EXAMPLE PROJECTS

Project examples include, but are not limited to:

- A local cheese trail
- An itinerary that includes on-farm lodging, farm tours, a farm to table dinner, and a hands-on experience that could be sold to a tour operator as a package.

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- Multiple cheesemakers develop a cheese tasting box that can be sent to consumers and deliver a virtual tasting event.
- Virtual or in-person cooking or cheesemaking classes
- Multiple dairy businesses create a dairy festival with hayrides, interactions with animals, educational opportunities about animal husbandry, photo booth, and ice cream sundae bar.
- Neighboring dairy farms create a trail network open to the public for snowshoeing in the winter and hiking in the summer with educational signage and “clues” to win prizes at area dairy businesses.
- Multiple goat dairies each create unique on-farm experiences like goat yoga, making goat cheese, or goat petting zoo that can be purchased with one ticket.

FUNDING PRIORITIES

The FY2021 Multi-Business Dairy Agritourism Grants will give priority to projects which address one or more of the following priorities:

- Create opportunities that will continue past the grant period (e.g., have more than one event occurrence)
- Facilitate new and/or long-term partnerships that promote regional dairy products
- Integrate marketing activities through social media, web presence, ecommerce, or other technologies to reach consumers
- Feature or collaborate with goat and/or sheep dairy businesses

MATCHING FUNDS

All proposals must show matching funds which represent at least 50% of the grant request. For instance, for a grant request of \$10,000, the applicant must demonstrate at least \$5,000 in match. Matching funds may be contributed by the applicant or by another organization. The 50% 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, 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.

SECTION I: PROGRAM OVERVIEW

Example of an eligible budget:

Expense Category	Multi-Business Agritourism Grant Request	Applicant Contribution - Cash Match	Applicant Contribution - In-kind Match	Match Source	Describe the Details/Purpose of Any Match Contributions
Personnel	\$5,000	\$4,000		Business funds from Marco's Creamery (the applicant's business)	Staff time will be paid at \$20/hr for 200 hours of event planning and preparation
Fringe Benefits					
Travel					
Equipment			\$2,000	Maria Rodriguez at Happy Farm, tractor operation services	Maria will contribute 40 hours of tractor operation for tractor rides at event, valued at \$50 per hour
Supplies	\$7,000				
Contractual/ Consultant					
Other					
Total	\$12,000	\$4,000	\$2,000		

HOW TO APPLY

All applications must be submitted via the WebGrants system at agriculturegrants.vermont.gov. No paper applications will be accepted. Applications will be accepted from February 16, 2021 – March 16, 2021 at 4:00 PM EST.

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.

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.

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.

SECTION I: PROGRAM OVERVIEW

KEY DATES

DATES MAY BE SUBJECT TO CHANGE

February 9, 2021	Request for Application (RFA) released
February 16, 2021	Application released
March 16, 2021 at 4:00 PM EST	Application closes
Mid-April 2021	Applicants notified of award status
May 2021	Estimated project start date
January 30, 2022	Interim report due
July 31, 2022	Project end date
August 30, 2022	Final report and survey due

II. FULL APPLICATION

The full application content is listed below. Please reference the [WebGrants Application Guide](#) for guidance.

APPLICANT INFORMATION

Applicant Information

- Project Title
- Business/organization name, legal entity (e.g. LLC, sole proprietor, etc.), primary contact information
- Describe your business/organization in terms of size (gross sales, number of employees, production volume), markets, and number of years in business.
- What marketing outlet(s) do you use to promote your business/organization? (*Select from list*)
- Grant funds requested
- Match contributions (must be at least 50% of grant funds)

Applicant Eligibility

- Is the applicant headquartered or based in a New England state, Delaware, New Jersey, New York, or Pennsylvania?
- Is the applicant a dairy farmer/producer, processor/manufacturer, value-added producer?
 - If so, does the applicant source/produce/process milk in the Northeast region?
- Is the applicant a dairy producer association?
 - If so, does it receive funds from producer check-off dollars? What percent of annual operating budget comes from those dollars?

Project Details

- List all project partners and locations.
- Briefly describe the geographic area that the project will cover.
- Provide an overview of your project. Address the following:
 - Describe how requested and matching funds would be used
 - Explain why your project is being proposed and what makes it timely and important
 - Describe how other enterprises will be involved and/or benefit from the project
- Provide an explanation of:
 - Why Multi-Business Dairy Agritourism funds are needed
 - How the project would or would not move forward without these funds
- To increase the competitiveness of your application, upload any documentation that shows the development of the project idea, partnerships, and funding received. (E.g. business plan, financials, partnership agreement, etc.)

Project Eligibility

- Do dairy enterprises make up the majority of the participating businesses/organizations in this project?

SECTION II: FULL APPLICATION

- How will this project enhance the visibility of businesses that produce milk in the Northeast region and/or utilize Northeast-regionally produced milk for value-added product(s)?
- How does this project support multiple businesses from geographically contiguous areas in coordinated agritourism activities?
- How will this project promote public awareness and comprehension of dairy production practices?
- How does this project promote the awareness and consumption of Northeast-regionally produced milk and/or value-added products?

Entity History

- Has your business/organization received any federal or state grants 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 so:
 - List the grants received.
 - Describe the work done under these grants.
 - How will the work in this grant differ?
- Have you or your project partners applied for - or do you plan to apply for - other grant(s) in conjunction with this grant?
 - If so, list the other grants you or your project partners will apply for/have applied for in conjunction with this grant.

Letters of Commitment or Support

- At least one letter of commitment or support is required for this application. If there are project partners listed in this application, each partner should provide a letter of commitment.
 - Letters of Commitment should articulate the project partners' involvement and identify the contributions they will make to ensure the project's success (including financial or in-kind support).
 - Letters of Support should articulate general support from local organizations/businesses and should describe the benefits of the project on the local community.

EXPECTED OUTCOMES

Expected Outcomes

- Describe how you will evaluate the success of your project.
- What is the percent increase in sales that you anticipate from these grant activities for all participating businesses combined?
- What is the percent increase in sales that you anticipate from these grant activities broken down by each participating business?
- 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

SECTION II: FULL APPLICATION

- Other outlets
 - Describe “other outlets”
- As a result of this grant, do you expect an increase in revenue for any of the participating dairy businesses?
 - Please estimate the increase in revenue (in \$) for all participating dairy businesses combined.
 - Please estimate the increase in revenue (in \$), listed per participating business.
- How many jobs are expected to be maintained and/or created because of this grant project?

BUDGET

Please complete the following budget table, listing all grant requests and match contributions. Total requested grant funds must have a match of at least 50% of cash and/or in-kind sources. (e.g. \$10,000 of requested funds requires at least \$5,000 in 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

- Do not need to adhere to AMS allowable costs
- Match contributions are not required to reflect 50% per expense line, but they must make up 50% 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	Multi-Business Agritourism Grant Request	Applicant Contribution - Cash Match	Applicant Contribution - In-kind Match	Match Source	Describe the Details/Purpose of Any Match Contributions
Personnel	\$5,000	\$4,000		Business funds from Marco’s Creamery (the applicant’s business)	Staff time will be paid at \$20/hr for 200 hours of event planning and preparation
Fringe Benefits					
Travel					
Equipment			\$2,000	Maria Rodriguez at Happy Farm, tractor operation services	Maria will contribute 20 hours of tractor operation for tractor rides at event, valued at \$50 per hour
Supplies	\$7,000				
Contractual/ Consultant					
Other					
Total	\$12,000	\$4,000	\$2,000		

SECTION II: FULL APPLICATION

Budget Narrative

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.

- If you include **Personnel Costs** in your budget, for each individual whose time can be directly attributed to grant activities, provide:
 - Individual's title and role
 - Hourly rate
 - Expected number of hours
 - Grant funds requested
- If you include **Fringe Benefits** in your budget, for each of the project's salaried employees, provide:
 - Fringe benefit rate
 - Grant funds requested
- If you include **Travel** expenses in your budget, for each trip:
 - List expenses types (airfare, car rental, hotel, meals, mileage, etc.) and associated grant funds requested
 - Number of travelers
 - Justification for why this travel is necessary to this project
- If you include **Equipment** expenses in your budget, list each piece of equipment (with description if needed) and for each, indicate:
 - Whether it is a rental or purchase (*This grant includes only the rental, not purchase, of equipment.*)
 - Grant funds requested per piece
 - Justification for why this equipment is necessary to this project
- If you include **Supply** expenses (includes materials, supplies, and fabricated parts costing less than \$5,000 per unit) in your budget, list each supply (with a description if needed). For each, provide:
 - Per unit cost
 - # units purchased
 - Grant funds requested
 - Justification for why this supply is necessary to this project
- If you include **Other** expenses (including, but not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection) in your budget, 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 why the expense is necessary to this project.
- Will you have any Marketing expenses (covered in the 'Other' category of your budget)? (*Marketing funds must be used to promote the agritourism activity and may not be used for the marketing of individual businesses.*)
 - If so, provide a detailed description of each marketing item to be paid for by this grant.

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.

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? (E.g. event tickets, registration, product purchased at the agritourism event, etc.)
- List any anticipated sources of income generated by the agritourism activities covered by this grant.
- How much income is expected to be earned by those agritourism 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.

III. SCORING CRITERIA

REVIEWER SCORING CRITERIA

Project Proposal (50 points)

Project overview illustrates an impactful, innovative, and realistic project that will engage and elevate multiple local dairy businesses.	15 points
Project, as it is outlined, will: <ol style="list-style-type: none"> 1. Promote awareness and consumption of regionally produced milk/value-added dairy products 2. Enhance visibility of local dairy businesses 3. Promote public awareness and comprehension of dairy production practices 	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 demonstrates an awareness of the importance of an effective marketing/promotion strategy for agritourism activities and outlines an effective strategy.	5 points
Applicant describes activities and provides a proposal that strongly aligns with one (1) or more of the following funding priorities: <ol style="list-style-type: none"> 1. Creates opportunities that will continue past the grant period 2. Facilitates new and/or long-term partnerships that promote regional dairy products 3. Integrates marketing activities to reach consumers 4. Features or collaborates with goat and/or sheep dairy business 	5 points
The quality of the proposal is comprehensible and clear.	5 points

Budget (25 points)

Budget summary is 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"> 1. Match sources and details are clear 2. Fund requests are detailed thoroughly in the budget narrative. 	10 points

SECTION III: SCORING CRITERIA

Letters of Support/Commitment (15 points)

Applicant's narrative responses and letters of commitment/support collectively demonstrate the potential for project success. (e.g., local support of project, impacts on dairy community, etc.)	10 points
There are letters of commitment from project partners described in the application.	5 points

Expected Outcomes (10 points)

The proposal includes at least one expected outcome showing an increase in sales or revenue for at least one participating business.	5 points
The proposal includes at least one expected outcome showing one or more of the following: <ol style="list-style-type: none">1. Job creation and/or retention2. New/existing outlets for consumer access to participating business' dairy products	5 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 (January 2022) 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 that demonstrate grant activities
 - f. Expenditures to date
 - g. Program income to date and description of how that income will be invested back into the objectives of the project to enhance the education, promotion, or consumption of Northeast-regionally produced dairy products.
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 of the activities under this grant
 - g. Final expenditures
 - h. Project outcomes:
 - i. New and existing outlets
 - ii. Sales increases for per partner businesses
 - iii. Increases in revenue per partner business
 - iv. Jobs maintained/created
 - i. Program income and description of how that income will be invested back into the objectives of the project to enhance the education, promotion, or consumption of Northeast-regionally produced dairy products.
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

SECTION IV: GRANT MANAGEMENT & 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.