

# VERMONT AGENCY OF AGRICULTURE, FOOD & MARKETS

# COMMUNITY SUPPORTED

# AGRICULTURE GRANT

## REQUEST FOR APPLICATIONS – FISCAL YEAR 2024

The Vermont Agency of Agriculture, Food & Markets (VAAFAM) is seeking applications from Vermont early childhood education providers and after school programs who want to incorporate more local food into their operations and support the nutrition needs of children and families through the purchase of community supported agriculture (CSA) shares. This funding opportunity is part of the VAAFAM Farm to School and Early Childhood Grant Program.

## KEY DATES

**PUBLICATION DATE:** FEBRUARY 8, 2024

**APPLICANT WEBINAR:** FEBRUARY 13, 2024 at 11:00 AM - [Webinar Registration](#)

**APPLICATION DEADLINE:** MARCH 8, 2024

**AWARD NOTIFICATION:** MARCH 22, 2024

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## CONTACT INFORMATION

### PROGRAM QUESTIONS

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### WEBGRANTS TECHNICAL ASSISTANCE

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Agency of Agriculture, Food & Markets staff are available to assist applications during State of Vermont business hours, Monday–Friday, 7:45 AM to 4:30 PM. Please note that immediate assistance may not be available shortly before deadlines.

## WEBGRANTS

Applications for this program are accepted through the [WebGrants](#) grants management system.

### REGISTRATION

New users must complete the [WebGrants Registration Form](#). Registrations are typically processed within two business days. Please register for an account well in advance of the application deadline.

### SUBMISSION POLICY

It is the applicant's responsibility to follow 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 submission through the grants management system, WebGrants, prior to the posted deadline as the final and sole acceptable submission of an application.

We cannot accept submission or re-submission of incomplete or delayed applications after the posted deadline, barring exceptional circumstances. WebGrants will prevent applications from being submitted after the posted deadline.

### SUBMISSION CONFIRMATION

When you have successfully submitted your application, you will be redirected to an **Application Submitted Confirmation** page with an Application ID number. You will also receive a confirmation email.

# SECTION 1: OVERVIEW & ELIGIBILITY

## PROGRAM PURPOSE

This purpose of this funding opportunity is to help early childhood education providers and after school programs access more Vermont grown and produced food. Successful applicants will receive a reimbursement grant to subsidize the cost of a summer and/or fall community supported agriculture (CSA) share(s). Shares must be from a Vermont farm, or farm/producer collaboratives.

## ELIGIBILITY

The following entities are eligible to apply for this competitive grant:

- Vermont registered or licensed early childcare providers,
- Vermont licensed after school programs
- 21st Century Child Learning Center Programs

Previous CSA Grant recipients (2021-2023) are eligible to re-apply with a slightly higher match requirement.

## AVAILABLE FUNDS

\$65,000 is allocated to this funding opportunity.

## MINIMUM & MAXIMUM AWARD

The maximum grant award for this funding opportunity is \$1,500. There is no minimum grant award.

## MATCH REQUIREMENT

The grants will reimburse programs for 65-80% of the cost of a CSA share, up to the maximum award amount. Applicants are required to cover the remaining 20-35% of the cost of the CSA share using matching funds. The amount of matching funds required is based on how many CSA grants you have previously received; please reach out if you are unsure how many CSA grants your organization has received in the past.

How many VAAFMSA grants has your organization received before?	VAAFMSA Grant	Match Requirement
0 – This would be your organization’s first CSA grant yet	80%	20%
1 – This would be your organization’s second CSA grant	75%	25%
2 – This would be your organization’s third CSA grant	70%	30%
3 – This would be your organization’s fourth CSA grant	65%	35%

## PROJECT LENGTH

April 2024 - December 2024

## FUNDING SOURCE

Grants are funded through a State of Vermont legislative appropriation.

## FUNDING OPPORTUNITY DESCRIPTION

This funding opportunity will partially reimburse childcare providers or after school programs for CSA shares purchased from Vermont farms, or farm/producer collaboratives. The farm or collaborative must be in Vermont and offer [Vermont products](#). Applicants must identify the farm or collaborative from whom they plan to purchase their share(s) in their application and provide documentation that share(s) are available. Applicants must provide a description of how they will utilize the farm products to support goals related to nutrition, food access, culturally responsive foods, culinary education, community food systems and related areas.

**As this is a reimbursement grant, successful applicants should be prepared to pay the full cost of their share(s) once they are notified of the award and will be reimbursed for the approved portion of their purchase in the weeks that follow.**

Applicants cannot purchase the share(s) prior to receiving their award notification. Awarded grantees can anticipate receiving their grant payment according to the detailed timeline below.

## COMMUNITY SUPPORTED AGRICULTURE (CSA) SHARES

Community Supported Agriculture (CSA) is a sales model where customers (CSA members) pay in advance for a share of the farm's upcoming harvest. The upfront payment helps farmers pay for seeds, equipment, soil amendments, labor, and other necessary inputs for the growing season. In addition to having a steady supply of in-season produce, CSA members directly support local farmers and typically spend less money than when buying local produce from a store.

## COMMON CSA MODELS

1. **Farmer's choice box:** The traditional and most common CSA model is that a farm selects a small variety of items and packs them into a box for each CSA member to be picked up at the farm on a weekly basis. Some farms offer delivery or multiple pick-up locations.
2. **Customizable box:** This is a spin on the farmer's choice CSA for a more customizable model, which allows members to choose some or all items each week. Farms may also offer add-on subscriptions available weekly sourced from other local farms, like fruit, bread, eggs, and meat.
3. **Credit-Style CSA:** Some farms offer a spend down account model, where you pay up front for farm credit, which you can spend throughout the season, usually at the farm's store or farm stand, on whatever local food items you want, on your own schedule.

## FINDING THE RIGHT CSA

- **Location:** [Use this map](#) to find CSA options near you. Select "CSA" from the "Features" dropdown to filter for CSA farms. Please note this is not a complete list of all CSA providers in the state. Consider the CSA pick-up location or whether you need a CSA that can be delivered.

- **Share size:**
  - Smaller shares (\$300-\$500) are great for snacks for family home-based childcare programs and food-related curriculum and nutrition education for center-based education and afterschool programs.
  - Larger shares (\$500-\$800) might supply enough food for snacks in an early childhood center or afterschool program, or even breakfasts or lunches in family home based childcare programs.
  - Double shares (\$800-\$1,500) might provide enough food for in-program snacks, lunches, classroom cooking, and/or a family backpack program.
- **Timing:** This grant can support programs in buying Summer CSA shares (typically May-August) and/or Fall CSA Shares (typically September-December). Fall shares might be a better fit for programs that are closed in the summer months.
- **Food Options:** This grant is flexible in the types of local foods you can purchase. CSAs that offer vegetables, fruit, dairy, meat, and other [local food items](#) are allowed.

## IMPORTANT NOTES

Applications must be submitted by your organization's fiscal agent. For most organizations the fiscal agent is the business owner, executive director, or business manager. This is a legal requirement, as the prospective grant agreement (a legal agreement with the State of Vermont) must be held with the organization bearing fiscal responsibility. Therefore, the fiscal agent is responsible for submitting the grant application, signing the grant agreement, and ensuring all terms of the grant agreement are met. Applications not submitted by the entity bearing fiscal responsibility will not be accepted.

Applicants should also carefully review [Attachment C: Standard State Provision for Contracts and Grants](#). Successful applicants must submit a W-9 form and Certificate of Insurance before their grant agreement can be created. More information on these documents can be found in the Appendix.

**As this is a reimbursement grant, successful applicants should be prepared to pay the full cost of their share(s) before receiving their grant award funding.**

Successful grantees can anticipate receiving their grant award payment according to the detailed timeline below.

## APPLICANT WEBINAR

The Vermont Agency of Agriculture, Food and Markets will host a live, recorded webinar for prospective applicants to learn more about the CSA Grant funding opportunity. [Register for the webinar, which is scheduled for Tuesday, February 13 at 11:00 AM.](#)

## GRANT TIMELINE

DATES MAY BE SUBJECT TO CHANGE

<b>FEBRUARY 8, 2024</b>	REQUEST FOR APPLICATIONS (RFA) RELEASED; APPLICATION OPENS IN WEBGRANTS
<b>FEBRUARY 13, 2024</b>	<a href="#">APPLICANT WEBINAR</a>
<b>MARCH 8, 2024 AT 11:59 PM</b>	<b>APPLICATIONS DUE IN WEBGRANTS</b>
<b>LATE MARCH 2024</b>	APPLICANTS NOTIFIED OF AWARDS
<b>LATE MARCH-MAY 2024*</b>	GRANTEES PURCHASE CSA  <i>This is a reimbursement-based grant – grantees must purchase their CSA out-of-pocket, using their own funds, after receiving an email confirming the grant award. The State will pay the grant award no earlier than May 15.</i>  <i>Save your receipt for your records.</i>
<b>APRIL- MAY 2024</b>	GRANTEES SUBMIT W-9 AND CERTIFICATE OF INSURANCE  GRANT AGREEMENTS FINALIZED
<b>MAY-JUNE 2024**</b>	GRANTEES GET REIMBURSED FOR CSA PURCHASE
<b>MAY 2024 – DECEMBER 2024</b>	GRANTEE USES CSA  <i>Summer and/or Fall CSA Shares Eligible</i>
<b>DECEMBER 2024**</b>	FINAL REPORT DUE

\*As soon as a grantee has been notified that they received the grant, they can proceed in purchasing their CSA. Some CSAs have a March or April deadline to sign up.

\*\*The earliest possible date to receive your grant award payment is May 15. This process is expedited when grantees are responsive over email to any requests for additional information and expeditiously sign and submit required grant paperwork and documentation. When these processes are delayed, payment processes are likely to be delayed.

## SECTION 2: APPLICATION

**Estimated time to complete application:** 30-45 Minutes

**Documents needed to complete the application:**

1. Proof of CSA share availability and cost (see question 6 under “CSA Share Information”)

Below is a complete copy of the application questions you will need to answer to submit your online application. **Applications must be completed in [WebGrants](#) by Friday, March 8 at 11:59PM.** Applicants without an existing WebGrants account will need to account for the two-day registration process when planning to fill out and submit their application.

### GLOBAL APPLICATION FORM

Questions in the Global Application Form are asked of everyone who applies for a grant offered by VAAFM’s Agriculture Development Division. Questions marked with an asterisk (\*) are required.

#### Applicant Information

- Which of the following categories best describes the person/people completing this application? Please select all that apply\*
- Name\*
- Email address\*
- Phone number\*
- Preferred method of communication\*
- Job title\*
- How did you hear about this funding opportunity?\*

#### Applicant's Business/Organization Information

Some questions in this section may not apply to your business or organization and are optional.

- Legal name of the organization\*
- Business or organization type\*
- Street address\*
- Town/City\*
- County\*
- Number of full-time employees, including owner(s)\*
- Number of part-time and seasonal employees
- Total number of volunteer hours that benefit your organizations in a typical year
- Years in operation\*
- Provide the organization's website if one exists
- Share any social media handles the organization uses

- Is the organization a farm, forestry or other land-based operation?\*

  - If yes, how many acres are currently in production?
  - How many acres, if any, are currently in conservation?
  - How many acres of leased or rented land does the organization use for production and/or processing?

- Have you applied for or received a grant through the Vermont Agency of Agriculture, Food & Markets in the past five years?\*

### **Optional Business/Organization Information**

- What is the applicant business/organization's most recent annual operating budget?
- What is the median hourly wage for all employees?
- Which of the following benefits are provided to you organization's employees and/or volunteers?
- Does the organization hire H-2A farmworkers?

### **Voluntary Demographic Information**

The Vermont Agency of Agriculture, Food and Markets is collecting voluntary demographic information to better serve our constituents and inform the development of future grant programs. Please click the link to be taken to complete this anonymous survey: <https://forms.office.com/q/dp8zqWrgxL>

The demographic survey is hosted through a separate online platform to ensure that any information collected through the survey cannot be linked in any way to your WebGrants application. Funding decisions are based solely on the information provided in your WebGrants application. Any information collected through the demographic survey is anonymous and will only be used to help improve the programming and services offered by the Development Division of the Vermont Agency of Agriculture, Food & Markets.

## **PROGRAMMING AND SERVICES**

1. Select the category that best describes your business/organization.
  - a. Family Home Care Provider, Center-Based Provider, Parent Child Center, Head Start Program, Licensed After School Program, 21<sup>st</sup> Century Child Learning Center Program, Other
  - b. If "Other" was selected, provide a brief description of your organization.
2. Current number of children enrolled
3. Age range of children enrolled
4. Are you a Step Ahead Recognition System (STARS) provider? If yes:
  - a. What level is your program?



5. In addition to childcare services, do you provide programs or services for families and/or guardians? If yes:
  - a. Please list all programs and provide a brief description of each. Include the number of participants if possible.
6. Are you applying as an afterschool program? If yes:
  - a. Describe your program. What is its purpose? What kind of activities are participants engaged in?
7. Does your business or organization participate in one or more federal meal program(s)?
  - a. If Yes:
    - i. Is your meal program sponsored by an outside organization such as Capstone?
    - ii. Which federal child nutrition programs (Child and Adult care Food Program, Summer Food Program, etc.) does your organization participate in? List all that apply.
  - b. If No, but interested in learning more:
    - i. Please describe your interest here. Please also indicate whether we can share your contact information with Hunger Free Vermont who provides technical assistance to schools and early childhood programs to promote financial viability of meal programs.
8. Do any of the children you serve qualify for free or reduced-price meals? If yes:
  - a. Approximately what percentage qualify for free or reduced-price meals?
9. Do you provide any programs, services or resources designed to address food insecurity among the children and/or families you serve? If yes, please describe your offerings in detail.
10. Describe the meals or snacks you currently provide. Include information about the frequency of meals and snacks served, examples of the types of foods commonly offered, and information about how food is prepared.
11. Provide a brief description of your kitchen infrastructure. Do you have access to an oven, range, microwave, refrigerated storage, etc.?
12. Do you currently utilize local food in the meals and snacks you serve? If yes:
  - a. Provide a description of the common types of local food utilized, how frequently those foods are served, and how they are sourced (grocery store, farm stand, farmers market, etc.).
13. Have you previously used CSA shares as a source of local food for your business or organization? If so, please describe.

## **CSA SHARE INFORMATION**

\*A list of statewide CSA providers is available on NOFA-VT's [website](#). Please note this is not a complete list of all CSA providers in the state.

1. Provide the following information about the farm or collaborative from which you would like to purchase the CSA share(s):
  - a. Business/organization name
  - b. Street address
  - c. City/town
  - d. County
  - e. Zip code
2. Why have you chosen this farm or collaborative?
3. Do you have an existing relationship with the business?
4. If the business has a website, provide the link here.
5. If they do not have a website, provide the following:
  - a. Name of person responsible for managing CSA
  - b. Phone number of CSA contact
  - c. Email of CSA contact
6. You must provide documentation to confirm that the farm or collaborative has CSA shares available for the upcoming season. The documentation should also include the cost of the CSA share that you intend to purchase, if awarded. Examples include a copy of an email exchange between you and the farm/collaborative, a screenshot/copy of recent promotional materials, or a link to their website or social media account that shows the availability and cost of shares for sale.
7. What is the cost of the CSA share(s) that your organization wants to purchase? If you're applying to purchase multiple shares, please enter the total cost.
8. Has your organization previously received a VAAFMS CSA Grant?
  - a. If yes, how many CSA grants has your organization received so far?

Matching requirement: The grants will reimburse programs for 65-80% of the cost of a CSA share, up to the \$1,500 grant maximum. Applicants are required to cover the remaining 20-35% of the cost using matching funds.

- First time CSA grant recipients can receive a grant award for 80% of the cost of CSA share, with 20% match required.
  - Second time CSA grant recipients can receive a grant award for 75% of the cost of a CSA share, with 25% match required.
  - Third time CSA grant recipients can receive a grant award for 70% of the cost of a CSA share, with 30% match required.
  - Fourth time CSA grant recipients can receive a grant award for 65% of the cost of a CSA share, with 35% match required.
9. Grant Request:
  10. Matching Funds Commitment:

*Note: Grant Request + Matching Funds Commitment = Total CSA Share Cost*

11. Where will the funding come from to cover the match requirement?
12. What type of CSA are you hoping to purchase?
  - a. If looking to purchase a **farmer's choice box** or **customizable box**: Identify the number, type, and individual cost of the CSA share you would like to purchase. Provide a description of the types of farm products you expect to receive, and the approximate amount of farm products in each individual share (i.e. average pounds per box, number of people it is designed to serve)
  - b. If you're looking to purchase a **credit-style CSA**: Describe the kinds of farm products you're looking to purchase and how often you would be picking up farm products.
13. How did you determine that the type of share (farmer's choice box, customized box, or credit-style CSA), products chosen, and share size is the right fit for your program? How will you ensure that food doesn't go to waste?
14. Describe how the farm/cooperative distributes its CSA shares. Where will shares be picked up? What is your plan to receive the shares and who is responsible for ensuring they are picked up or received? Are they available on a certain day and at a certain time?
  - a. If the CSA share(s) needs to be picked up by the customer, how do you plan to collect your farm products without causing disruptions to your business or programs?

## UTILIZATION, IMPACT, AND SUSTAINABILITY

1. Why is serving local food in your program important?
2. How will the produce provided through your CSA/ share be utilized? Select all that apply:
  - a. Served in meals and snacks
  - b. Sent home with children and/or families
  - c. Used In cooking activities with children and/or families
  - d. Other
    - i. If "Other" was selected, provide a brief description
3. Describe any barriers that impact your ability to purchase local food.
4. Describe any farm to school activities that you engage in with the children and/or families you serve related to nutrition, local food, agriculture or food access. Examples include gardening, farm visits, cooking and nutrition-based activities, etc.
5. List any professional development opportunities which you have participated in related to farm to early childhood/farm to school.
6. Please list or describe any farm to early childhood training topics or technical assistance from which you and/or your staff could benefit.

7. If there is any additional information you would like to share with the review committee, please do so here.
8. If you would like to include any documents, such as letters of support or examples of resources/activities, for the review committee to consider, upload them here.

## SECTION 3: APPLICATION SCORING CRITERIA

Applications will be reviewed by VAAFM and farm to school and early childhood partners. Notification of awards will be made by late March 2024. Reviewers will consider the following when evaluating applications:

- **Specific Farm and CSA Identified:** Applicant has connected with the farm and provided sufficient documentation about the type of CSA they wish to purchase and how much it costs (20 points).
- **Clear Plan for Receiving CSA:** Applicant has clear plan for receiving the CSA. Individual(s) have been identified to be responsible for receiving the CSA. Consideration has been given to the frequency and timing CSA pick up or delivery to minimize program interruptions (15 points).
- **Clear Plan for Utilizing CSA:** Applicant has outlined a thorough plan utilizing the food provided through the grant in meaningful ways. The CSA share size appears compatible with the intended usage and the number of children enrolled in the program (30 points).
- **Program Objectives:** The applicant demonstrates their ability to leverage the food provided through the grant to promote the following among their program participants: improved nutrition, food access, culturally responsive foods, nutrition education, agricultural education, culinary education, community food systems, and other related areas (30 points).
- **Supports Federal Meal Program Participation:** Applicant is a current participant in a federal meal program or is planning to pursue participation in a federal meal program to increase economic viability of meal and snack programs (5 points).

When applications are otherwise equivalent in their competitiveness according to the criteria above, evaluators will consider the following:

- The need to disburse funds equitably throughout the state, prioritizing regions that have historically been underserved by previous Farm to School and Early Childhood Grant opportunities.
- Prioritizing funding to areas identified as food deserts, areas with a low child opportunity index, and areas where a significant amount of adults are living below the federal poverty level, using the [2022 Vermont CACFP Mapping Tool](#), to further advance the food access and food security objectives of this grant program.

## SECTION 4: GRANT MANAGEMENT & REPORTING

### GRANT AGREEMENT & PAYMENT

Prior to receiving funding, successful applicants must sign a grant agreement with the Vermont Agency of Agriculture, Food & Markets (VAAFAM) indicating their intent to complete the proposed activities and authorizing 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](#) (Revised 12/7/2023) for the most recent State of Vermont provisions.

Prior to beginning project work and receiving grant payment, grantee must submit the following documentation\*:

- A current [IRS Form W-9](#) (Request for Taxpayer Identification Number and Certification), signed within the past six months;
- A certificate of insurance (COI) that identifies the grantee organization's insurance policies, coverage limits, and policy period(s);
- Proof of insurance on the vehicle(s) that will be used to transport the CSA share, if applicable.

\*See *Appendix: Required Documents* for additional information.

When the above documentation has been received and verified for accuracy, the grant agreement will be e-mailed to the grantee's primary contact for electronic signing via DocuSign software.

### PAYMENT PROCESS

After the grant agreement has been e-signed by both the grantee and the State's appointed signing authority, the grantee's primary contact will receive an email notification via DocuSign containing the fully executed grant agreement.

Within 2-3 business days following execution of the grant agreement, VAAFAM staff will begin processing the grant award payment for reimbursement of the grantee's CSA purchase. (This process is different than in previous years in order to allow grantees to receive payment sooner and is subject to change in future years.) Grantees can expect to receive payment within approximately three weeks of grant agreement signing.

Grantees must retain the receipt(s) for their CSA purchase for recordkeeping purposes. In the case of an audit, receipts documenting the usage of grant funds may be requested by VAAFAM.

## REPORTING REQUIREMENTS

At the end of the grant period, grantees will be required to submit a Final Report in WebGrants detailing the impact of their grant. The Final Report will be due **December 31, 2024** and will require the following information:

### Final Report

1. What meals or snacks does your program serve?
2. Did you utilize either a farmer's choice CSA box, a customized CSA box, a credit-style CSA, or some other model, with this grant?
3. Describe one highlight, or aspect of the CSA Grant experience which makes you feel proud, accomplished and/or excited.
4. What recommendations do you have to improve this grant program?
5. How well did the amount of food you received meet your program's needs?
6. How well did the type of food you received meet your program's needs?
7. How did your program utilize the food received through your CSA share(s)?
8. Does your business or organization plan to purchase CSA share(s) in the future?
9. What additional resources would help your program utilize more local food and/or expand your program's nutrition and agriculture education efforts?
10. Attach photos showing how your CSA was used.

## APPENDIX: REQUIRED DOCUMENTS

If awarded a grant through this funding opportunity, you will be required to provide VAAFM the following documentation. If you have questions about these requirements, please contact the grant program manager.

### WHAT IS A W-9 FORM AND WHY DO I NEED IT?

An [IRS W-9](#) is the form any person typically completes when they start a job so they can get paid. If awarded a grant, we will need you to complete and send us a W-9 so we can set you up in the state financial system to receive your award. *For more information, and if you do not have a W-9, please review the IRS Request for Taxpayer Identification Number and Certification page and/or reach out to your tax advisor for assistance.*

### WHAT IS A COI AND WHY DO I NEED IT?

COI stands for Certificate of Insurance, and it identifies the insurance coverage you have for your organization or business.

Insurance requirements are a State regulation and are the same for all programs. You must provide a COI that includes the following components:

- The State listed as an additional insured. (*Adding the State of Vermont as an Additional Insured means that the State is covered under your policy, a necessity when you are performing work under the scope the project. Please reach out to the company that manages your policy to update your COI to include the State.*)

CERTIFICATE HOLDER
Vermont Agency of Agriculture, Food and Markets 116 State Street Montpelier, VT 05620

- Workers Compensation (*if you have employees*)
- General Liability and Property Damage
- Automotive Liability with a minimum of \$500,000 combined single limit or \$1,000,000 combined single limit if performance of the agreement involves construction, or the transport of persons or hazardous materials.

### More Information on Automotive Liability

Proof of automobile insurance coverage is required if a business or personal vehicle will be used to pick up the CSA share. If the CSA share will be delivered, a waiver will be requested for this portion of the State insurance requirement.



**APPENDIX: REQUIRED DOCUMENTS**

For business vehicles, automotive liability coverage should appear on the same Certificate of Insurance as the General Liability and Workers Compensation policies, as applicable.

If a personal vehicle(s) will be used to pick up the CSA, the grantee must submit proof of insurance on the vehicle(s) which includes, at minimum, name of the insured party, type of vehicle insured, and policy expiration date.

*If you have concerns about meeting these requirements, please reach out to the program manager.*

**EXAMPLE COI:**

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) Month/Date/Year	
<b>PRODUCER</b> Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>INSURED</b> Vendor Name Vendor Street Address or P.O. Box Vendor City, State & Zip Code		<b>INSURERS AFFORDING COVERAGE</b>		<b>NAIC #</b>	
		INSURER A: Name of Insurance Company	Enter NAIC#		
		INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#		
		INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#		
		INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#		
		INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#		
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
NAIC# (NAIC#)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS

**EXAMPLE PROOF OF PERSONAL AUTO INSURANCE:**

**Proof of Insurance**

**Policy Number:** 190000123      **Effective:** 7/17/2023 to 1/12/2024

**Named Insured:** John Smith      **NAIC Number:** 1234

**Address:** 123 Westview Cir,  
Montgomery AL, 36117      **Alfa Mutual Insurance Company**

Year	Make	VIN	ID Card Issue Date
2022	FORD	1ABCJSDKIJF8S234	07/17/2023

*Your Hometown Alfa® Agent*  
 Smiles Davis  
 2108 E South Blvd  
 Montgomery, AL 36116  
 (334) 288-0375

