

VERMONT AGENCY OF AGRICULTURE, FOOD & MARKETS

LOCAL FOOD PURCHASE

ASSISTANCE (PLUS) GRANT

REQUEST FOR APPLICATIONS – FISCAL YEAR 2024

The Vermont Agency of Agriculture, Food & Markets requests applications for subawards from a USDA Local Food Purchase Assistance Plus cooperative agreement to strengthen farm and food producers' economic viability and enhance food security throughout Vermont. This community-based food security program will provide grants to Vermont farms, food producers, and organizations to purchase food from socially disadvantaged farmers/producers/ranchers and distribute food to underserved communities.

KEY DATES

PUBLICATION DATE: October 16, 2023

APPLICANT WEBINAR: October 27, 2023 at 2:00 PM

APPLICATION OPENS: October 30, 2023

APPLICATION DEADLINE: December 12, 2023 at 2:00 PM

AWARD NOTIFICATION: February 2024

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CONTACT INFORMATION

PROGRAM QUESTIONS

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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 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

The Vermont Local Food Purchase Assistance Program (LFPA) is designed to improve food access for Vermont residents while supporting socially disadvantaged farmers/producers/ranchers from the state. This RFA is funded by a secondary source of LFPA funding and is therefore referred to as LFPA Plus here after to differentiate from previous LFPA funding. This competitive grant program seeks applications from farms, food producers, and organizations that will utilize funding to procure Vermont food and distribute it to underserved communities at no cost. Funds must be used to start new projects or expand existing offerings; grant funds cannot be used to take the place of current activities or funding. For applicants who received funding from the initial round of LFPA, funds can be used to continue projects begun with those funds.

DEFINITIONS

Definitions are from the [USDA AMS LFPA PLUS Cooperative Agreement Program Plus Request for Applications](#).

Socially disadvantaged farmer, rancher or producer. A Socially Disadvantaged Farmer, Rancher or Producer is a farmer, rancher or producer who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Underserved communities are those defined in accordance with Exec Order 13985, Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, Jan 20, 2021:

Sec. 2. Definitions. For purposes of this order: (a) The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

(b) The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.”

Unprocessed or minimally processed food products are products that include (as examples) fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats); meat alternates such as beans or legumes, and fluid milk and other dairy foods such as cheese and yogurt. Foods in a wide variety of minimally processed states (e.g., whole, cut, pureed) and/or forms (e.g., fresh, frozen, canned, dried) are also allowable for procurement.

Unprocessed or minimally processed food products DO NOT include baked goods (breads, muffins, crackers), prepackaged sandwiches or meals; other prepared and/or pre-cooked items that come ready-to-eat or that require no further preparation beyond heating (i.e. cooked proteins including chicken nuggets, fish sticks, pre-made pizzas).

Food products must be raw or minimally processed when purchased and may not be transformed (by processing) between procurement and distribution. Food products must be distributed to recipients in their raw or minimally processed form (i.e. they cannot be turned into meals prior to distribution).

Processed food products (NOT eligible) are prepared and/or pre-cooked items that come ready-to-eat or that require no further preparation beyond heating. This includes prepared meals.

Vermont* food products are products that are grown and processed within the State of Vermont.

*If food products determined to be of cultural importance are not available within the state of Vermont, grantees can potentially source these foods outside state borders if the food will not travel more than 400 miles from source to final user and is grown and produced domestically. ***This MUST be pre-approved by grant managers.***

AVAILABLE FUNDS

Approximately \$400,000 is available through this program.

MINIMUM & MAXIMUM AWARD

The award minimum is \$15,000 and the maximum is \$60,000.

MATCH REQUIREMENT

There is **no match requirement** for this funding opportunity. However, if the proposed project's budget exceeds the allocated amount from this grant, the applicant must prove sufficient funds are available to complete the project and list funding sources for the entire project. Please plan to demonstrate your budget and funding sources for every aspect of this project including those not covered by the LFPA Plus funding (ex: labor, programming, indirect costs).

PROJECT LENGTH

Projects will begin upon grant agreement execution (approximately February 2024) through March 31, 2025 for a total of 14 months. Programming or food procurement does not need to happen each month of the grant.

FUNDING SOURCE

This [Local Food Purchase Assistance Plus \(LFPA Plus\)](#) grant opportunity is awarded from the U.S. Department of Agriculture Agricultural Marketing Service and is financed through the Commodity Credit Corporation (CCC). This specific opportunity is from an expansion to the initial round of funding for the LFPA program. These funds are separate from funding provided in the first round of LFPA and have similar but different parameters for implementation. More details can be found at the Q&A page for LFPA Plus [here](#).

Anyone is eligible to apply for these funds; they are NOT solely for existing LFPA projects. In Vermont, the Vermont Agency of Agriculture, Food & Markets will administer these funds.

ELIGIBILITY

Vermont farmers, food producers and ranchers are eligible to apply. Socially disadvantaged farmers/producers/ranchers will receive priority for funding.

Organizations with the capability to purchase food from socially disadvantaged Vermont farmers/producers/ranchers and distribute food to underserved communities are eligible to apply. Nonprofit and for-profit entities are eligible.

ELIGIBLE PROJECTS

Projects must purchase Vermont* foods and distribute those foods at no cost to community members. Food purchases must primarily be from socially disadvantaged Vermont farmers/producers/ranchers, measured by at least fifty percent of grant procurement funds paid to socially disadvantaged farmers/producers/ranchers. Food distribution must be primarily to underserved communities, measured by at least fifty percent of number of distribution sites serving an underserved community. (See definitions on page 3)

Funds must be used to start new projects or expand existing offerings; grant funds cannot be used to take the place of current activities or funding. For applicants who received past LFPA grants, this new round of funding can be used to either continue those original LFPA projects, expand those LFPA projects in a new way, or start an entirely different project. Additionally, projects cannot require a formal subscription or barriers to entry, such as needing to attend a nutrition class to receive the product. A sign-up process for informational and planning purposes is allowable.

Examples of eligible projects include but are not limited to the following:

- A farm purchasing product from themselves to start or expand a free seasonal or year-round CSA share for underserved community members
- A farm purchasing product from themselves to directly donate to a food access site in their community.
- A Vermont nonprofit procuring food from local farms and/or producers and directly distributing to a food access site in their community
- Food procurement to support an organization expanding a weekly CSA distribution of Vermont* products, purchased from multiple socially disadvantaged farmers/producers/ranchers, and distributed to underserved community members
- Food procurement to support a hospital expanding a health care share program that purchases Vermont* food from socially disadvantaged farmers/producers/ranchers and distributes it to underserved community members, provided there is no subscription requirement

INELIGIBLE PROJECTS

Examples of ineligible projects include, but are not limited to, the following:

- A project or program that does not purchase food from a majority of socially disadvantaged farmers/producers/ranchers
- A project or program that does not serve a majority of underserved community members
- A project or program that requires a formal subscription or stipulations for engagement, such as attending a class in order to receive the product. (A sign-up process to determine interest for planning purposes is allowable.)
- A project or program that requires transformation of procured food and food products (processing) before distribution (food preparation, cooking, meal distribution)

Funds cannot be used to supplant funding for an existing program. For those who have received LFPA funding in the past, LFPA Plus funding can support continuation of projects started with initial LFPA funding.

ELIGIBLE EXPENSES

Under the stipulation of this funding, all LFPA Plus project funds must be spent on food procurement from farmers/producers/ranchers within Vermont* (*see definition on page 4). See below for examples of eligible and ineligible costs.

Eligible expenses may include:

- Direct purchases of Vermont* food products (*see definition on page 4).

INELIGIBLE EXPENSES

Ineligible expenses include:

- Personnel and fringe benefits
- Direct costs for outreach, program development, and program administration
- Indirect costs (business expenses not directly related to the project, such as office overhead or utilities)
- Supplies that indirectly support procurement and associated storage and distribution
- Food that is processed
- Prepared meals
- Costs of processing purchased foods into meals
- Purchases of food from outside of Vermont* (*see definition on page 4).
- Purchase of live animals
- Processing costs
- Meat and poultry products that are not USDA or State-inspected.
- Raw milk
- Equipment valued at over \$5,000, such as a vehicle or cooler
- Other costs as outlined in the Federal Cost Principles ([Subpart E-Cost Principles of 2 CFR Part 200](#)) for complete explanations of the allowability of costs.

OUTCOME MEASURES

Vermont Agency of Agriculture Food & Markets is required to report on various outcomes of each LFPA Plus grant to ensure alignment with the overarching USDA grant. Thus, Vermont Agency of Agriculture Food & Markets will track the following performance measures, which all projects must have capacity to meet:

- At least 50% of Vermont food purchases (in dollars) must be from farmers/producers/ranchers who meet the federal definition of socially disadvantaged farmer, producer or rancher (see page 3 for definition). For example, if a total LFPA Plus budget is \$10,000 for food procurement, at least \$5,000 of those purchases must be from socially disadvantaged farmers/producers/ranchers.
- Food distribution must be primarily to underserved communities, measured by at least 50% of number of distribution sites serving underserved community members (see page 3 for definition).
- Food products purchased with grant funds must be grown/produced in the State of Vermont*. *However, if culturally a relevant food product is not available in Vermont, but is available within 400 miles and produced domestically, grantee can request **grant manager approval** to purchase that product with LFPA Plus funds.

KEY DATES AND DEADLINES

October 16, 2023	Request for Applications (RFA) published
October 27, 2023 at 2:00 PM	Information Session Webinar Register here
October 30, 2023	Application opens
December 12, 2023 at 2:00 PM	Application closes
February 2024	Awards announced
Upon executed grant agreement (approximately February 2024)	Projects start
March 31, 2025	Projects end
Quarterly during grant period	Progress Report Due

SECTION 2: APPLICATION PROCESS & CONTENT

HOW TO APPLY

Applications must be submitted via the online grants management system, [WebGrants](#), at [agriculturegrants.vermont.gov](#) between Monday, October 30, 2023 and Tuesday, December 12, 2023 at 2:00pm. Paper applications will not be accepted. Application components are outlined below as they will appear in WebGrants.

For technical instructions on the application submission process, please see the [WebGrants Application Guide](#) at [agriculture.vermont.gov/grants/howtoapply](#).

SECTION 1: STANDARD APPLICATION QUESTIONS

The following four sections are asked to all applicants applying to any grant at the Agriculture Development Division. Questions marked with * 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 5 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?
- Does the organization provide any of the following benefits to its 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/g/dp8zqWrqxL>

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.

SECTION 2: LFPA PLUS APPLICATION QUESTIONS

- **Unique Entity Identifier (UEI)** – please note that the process to obtain a UEI can take several weeks. If you are in the process of obtaining a UEI, that is sufficient for your application and we will require you to have a UEI before we execute the grant. You do not need to have an active SAM.gov registration. If you do not have a UEI yet, please apply for this now, as it will significantly delay your grant if you do not have one once notified of your award.
- Is the applicant (individual or business owner) socially disadvantaged, as defined in this application? (Yes/No/Unsure/Decline to Answer)
- What does your business/organization do?
 - If a farm, please explain what you currently grow, raise, or produce and what your current markets are.
 - If applying as an organization, please explain the mission and what Vermont counties your organization serves.
- Have you received LFPA funding before?

SECTION 3: PROJECT INFORMATION

- Grant funds requested (\$)
- Total project budget (\$)
- Project title (15 words or fewer)
- Do you have a fiscal sponsor? If yes, please state who.
- Provide estimated start and end dates. The default estimated start date is upon grant agreement execution (approximately February 2024) and the end date can be no later than March 31, 2025.
- Summarize your project in 1–2 sentences.
- Provide the project’s scope of work in one paragraph.
- Provide a detailed project plan for how you will accomplish your work.
- Who will oversee this project?
- Do you have experience in implementing a similar project?
 - If so, please explain.
- This grant will require purchasing from a majority of socially disadvantaged farmers/producers/ranchers, as measured in dollar value. Please describe how your project is planning to accomplish this (with existing or new purchasing relationships).
- How many farmers/producers/ranchers will you purchase from using LFPA Plus funds?
- Of that amount, how many meet USDA’s definition of socially disadvantaged (see page 3 for definition)?
- Describe how you have identified a need for this food in your community, including how this informed what food you will offer, how you will distribute it, etc. If not, what is your plan to identify need?
- Approximately how many pounds of food will you distribute (only include food that will be purchased with LFPA Plus funds)?
- What types of food do you plan to distribute (only include food that will be purchased with LFPA Plus funds)?
- How will you connect with individuals to distribute this food? Describe how people will hear about, sign up, and become recipients of this food.
- How many distribution sites will you have? Of those, how many will serve underserved community members?
- How many individuals do you think will receive food purchased with LFPA Plus funds? Of those, how many qualify as members of an underserved community based on USDA’s definition (see page 3 for definition)?
- Required Program Outcomes:
 - I acknowledge that I understand, am capable of meeting, and have developed my project to meet the objective that at least 50% of purchases will be from farmers/producers/ranchers who meet the USDA definition of “socially disadvantaged”. (Yes/no)

- I acknowledge that I understand, am capable of meeting, and have developed my project to meet the objective that at least 50% of project beneficiaries, in number of distribution sites, will meet the USDA definition of “underserved communities”. (Yes/no)
- I acknowledge that I understand, am capable of meeting, and have developed my project to meet the objective of the LFPA Plus grant that all purchased produce and food products will be grown and produced in Vermont* (*see page 4 for definition). (Yes/no)
- How would this grant funding affect the work and impact of your organization in supporting underserved communities?
- Did your organization receive an LFPA grant in 2022 or 2023?
 - If yes, explain if LFPA Plus funding would continue your current LFPA project, expand your current LFPA project, or whether you are seeking funds to start a new project. Note that this funding cannot supplant other programmatic work already budgeted for, outside of your current LFPA project.
- If no, explain how you will ensure that this project will be for expanded offerings and not be used to pay for work already happening or already budgeted for. Will this work create new relationships or expand markets? (For example, this could be a connection between a farm and new community members or between an organization and new producers, or an organization and new outlets for food distribution.) If so, please explain.
- What will happen to this project once the project period is over?
- Anything else you would like to share about this project?

SECTION 4: BUDGET PROPOSAL

Please explain how you arrived at your requested award by calculating relative quantities and prices of food and food products (ex 1: 100 lbs. of carrots at \$2.00/lb. = \$200; ex 2: 12-week CSA [at \$35 per 15# weekly share] for 20 families = \$8,400). Please remember that LFPA Plus funds requested must be spent on direct food purchases. These do not need to be precise calculations at the time of application, however the more detail you can offer will help us better understand overall project readiness and capacity. We are strongly recommending applicants ask for the amount that most accurately reflects their project procurement needs, wherever that may fall in the allowable range of \$15,000 - \$60,000.

SECTION 5: TIMELINE PROPOSAL

Please briefly describe your project timeline from February 2024 - March 2025 using monthly increments. This should include project milestones directly related to funding such as establishing purchasing relationships, purchasing product, and distributing product. This can also include project milestones not directly funded by this grant but necessary for the project, including outreach around your offerings or collecting participant satisfaction surveys, etc. "N/A" can be used when you foresee no activity that month; repeated activities can be noted as well.

SECTION 3: APPLICATION SCORING CRITERIA

APPLICATION SCORING

A review committee will consider the following when evaluating applications:

Criteria	Points
<p>Food Purchasing Alignment</p> <ul style="list-style-type: none"> • Project aligns with the program goals to purchase from a majority of socially disadvantaged farmers/producers/ranchers (measured in dollar value). • Applicant has identified businesses to purchase from or has outlined a process to identify businesses to purchase from once they receive the grant. • Project will establish new or deepen existing purchasing relationships with socially disadvantaged farmers/producers/ranchers. • Project will source Vermont product or request approval from grant manager for culturally relevant product not available in Vermont but accessible domestically within 400 miles. 	35
<p>Food Distribution Alignment</p> <ul style="list-style-type: none"> • Project aligns with the program goals to distribute product to a majority of sites that serve underserved community members (measured in percentage of distribution sites). • Applicant demonstrates that food distribution (type of food, method of distribution, etc.) meets an identified community need. • Project will positively impact food access for an underserved population. 	30
<p>Organizational Capacity</p> <ul style="list-style-type: none"> • Applicant demonstrates the capacity to complete the project outlined and has a plan to fund project components not funded by this grant. • Project proposal is well developed with sufficient detail for how project goals will be met. • Project does not supplant current programming (prior LFPA grantees are allowed to use these funds to continue or expand past LFPA projects). 	20

<ul style="list-style-type: none"> • Project structure has potential to significantly impact the reach and capacity of the applicant in supporting socially disadvantaged producers (including themselves, if producers) and underserved communities. 	
<p>Budget</p> <p>The applicant presents a budget proposal that demonstrates a clear plan for procurement and how they arrived at the total dollar value requested. The budget indicates parity regarding food costs, type of food, length of project, individuals served, and projected outcomes.</p>	<p>15</p>

SECTION 4: GRANT MANAGEMENT & REPORTING

GRANT AGREEMENT

Prior to receiving funding, successful applicants must sign a grant agreement with the Vermont Agency of Agriculture, Food & Markets indicating their intent to complete the proposed project and authorizing said Agency of Agriculture 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) at bgs.vermont.gov/purchasing-contracting/forms for the most recent State of Vermont provisions.

Prior to commencement of work and release of any payments, grantee must submit:

1. 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] See below for more information about the Certificate of Insurance.
2. A current **IRS Form W-9** (Request for Taxpayer Identification Number and Certification), signed within the past six months. This must be hand signed and dated in ink.
3. A **Unique Entity Identifier (UEI)**. Note that receiving a UEI on SAM.gov can take several weeks. Please plan on requesting a UEI as soon as you complete your application. If you already have a UEI, please plan on confirming your existing UEI as soon as you receive notice of your grant award if not before. You cannot sign a grant agreement without a UEI. There is no cost to request a UEI on SAM.gov.

GRANTEE PAYMENT SCHEDULE

- Upon receipt of certificate of insurance and Form W-9, confirmation of UEI number, and claim submission in WebGrants, grantees receive an initial payment equal to not more than 45% of the total grant. 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.
- A second payment equal to not more than 45% of the total grant will be issued upon approval by the grant manager of grantee's summer quarterly report due October 15, 2024 and receipt of a claim in WebGrants. This claim must include an outline of expenditures to date. Grantees must spend at least 25% of total grant funds before receiving the second claim.
- A final payment equal to not more than 10% of the total grant will be issued as a reimbursement following grant manager approval of grantee's final performance report/final report due April 15, 2025 and claim in WebGrants. This claim must include an outline of all expenditures to date. Final invoices must be submitted to

the State within 45 days of the grant expiration date. The State cannot reimburse the grantee for work performed after the expiration date of the grant.

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.

REPORTING REQUIREMENTS

If awarded funding, you will be expected to fill out a quarterly progress report. Grantee progress reports are required throughout the grant period. The grant manager will provide reporting templates, which will be either be submitted via email or via WebGrants. Reporting for this program includes, but is not limited, to the following.

Report	Deadline
Quarter Report (Start of project-3/31/24)	4/15/2024
Quarter Report (4/1/24-6/30/24)	7/15/2024
Interim Quarter Report (7/1/24-9/30/24)	10/15/2024
Quarter Report (10/1/24-12/31/24)	1/15/2025
Final Quarter Report (1/1/25-3/31/25)	4/15/2025

Quarter reports will be due according to the schedule above, on the 15th of the month after the end of the previous quarter. The information collected through these reports includes, but is not limited to:

- Name of farms/producers you have purchased from, and whether they are owned by socially disadvantaged farmers
- Addresses of farms/producers you have purchased from
- The type of food purchased from each farm/producer, and the value of those purchases
- The dollar value of product distributed to underserved communities.
- Name of distribution sites, and whether those distribution sites serve an underserved community
- The number of individuals served at distributions
- Addresses of distribution sites
- Project expenditures to date

- Accomplishments/activities that occurred in the quarter
- Deviations from the proposed plan
- Difficulties encountered and solutions developed to overcome difficulties
- Major planned activities for the next quarter

The **Interim Quarter Report, due October 15, 2024**, will include the standard quarterly report metrics listed above, as well as the following metrics:

- Percentage of food that is distributed beyond your current network. Compare the number of new individuals you are serving versus ones you already served. What percentage of those contacts do you expect to maintain?
- Percentage of new marketing opportunities established by purchasing from Vermont* and regional farmers/producers, and of those, what percentage will likely be sustained after the funding is expended. (Compare the number of partnerships built through the LFPA Plus grant to partnerships in existence prior to the program, and of those, the percentage that will continue at the conclusion of the program.)
- Percentage of new marketing opportunities established by purchasing from socially disadvantaged farmers/producers, and of those, what percentage will likely be sustained after the funding is expended. (Compare the number of partnerships built through the LFPA Plus grant to partnerships in existence prior to the program, and of those, the percentage that will continue at the conclusion of the program.)
- Percentage of purchases distributed beyond current food distribution networks to serve underserved communities, and of those, what percentage will likely be sustained after the funding is expended. (Compare the total deliveries of food products through the LFPA Plus grant to the deliveries made to underserved communities that are not served by current food distribution networks (such as TEFAP), and the percentage of those food distributions that will continue at the conclusion of the program.)

The **Final Quarter Report, due April 15, 2025**, will include the standard quarterly report metrics listed above and will include but is not limited to the following final reflections on the grant project:

- Lessons learned from the project
- Opportunities that arose from the completion of the project
- Plans to build on the work completed under this grant
- Report out on all grant objectives
- 3–5 pictures of project implementation
- Percentage of food that is distributed beyond your current network. (Compare the number of new individuals you are serving versus ones you already served.) What percentage of those contacts do you expect to maintain?

- Percentage of new marketing opportunities established by purchasing from Vermont* farmers/producers, and of those, what percentage will likely be sustained after the funding is expended. (Compare the number of partnerships built through the LFPA Plus grant to partnerships in existence prior to the program, and of those, the percentage that will continue at the conclusion of the program.)
- Percentage of new marketing opportunities established by purchasing from socially disadvantaged farmers/producers, and of those, what percentage will likely be sustained after the funding is expended. (Compare the number of partnerships built through the LFPA Plus grant to partnerships in existence prior to the program, and of those, the percentage that will continue at the conclusion of the program.)
- Percentage of purchases distributed beyond current food distribution networks to serve underserved communities, and of those, what percentage will likely be sustained after the funding is expended. (Compare the total deliveries of food products through the LFPA Plus grant to the deliveries made to underserved communities that are not served by current food distribution networks (such as TEFAP), and the percentage of those food distributions that will continue at the conclusion of the program.)

State of Vermont Subrecipient Annual Report will be due within 45 days of the end of the grantee's fiscal year. This report will be requested by and should be submitted directly to the [Vermont Department of Finance and Management](#). This is required for all grantees receiving Federally funded grants.