

New Hampshire

Department of Agriculture,
Markets, and Food

Shawn N. Jasper, Commissioner

36

August 26, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Agriculture, Markets, and Food, to enter into a grant agreement with Genuine Local, LLC (VC# 258589), Laconia, NH, for the Resilient Food Systems Infrastructure Program in the amount of \$177,863, effective upon Governor and Council approval through May 1, 2027. **100% Federal Funds.**

Funding is available in account Resilient Food Sys Infra as follows

02-18-18-180010-28710000-072-502683 – Subaward Payments	<u>FY 26</u> \$177,863
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EXPLANATION

The Resilient Food Systems Infrastructure Program is a USDA funded grant program intended to serve middle-of-the-supply-chain needs to add value and provide more, new, and better markets for locally or regionally produced food.

The funds are intended to support expanded capacity for the aggregation, processing, manufacturing, storing, transporting, wholesaling, and distribution of locally and regionally produced food products.

This project will support Genuine Local, LLC, Laconia, NH, to expand cold storage, add manufacturing equipment and capacity for their shared-use kitchen, provide new markets for value-added processing, and increase food safety compliance. This project was approved by USDA to be aligned with the eligibility criteria for the Resilient Food Systems Infrastructure Program.

The department has determined that the vendor is in good standing with the Secretary of State's Office, has secured the required level of insurance, and has provided evidence of authority to execute and be bound by the contract. Documents supporting these assertions are available at the agency, for review upon request.

In the event that Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

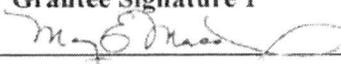
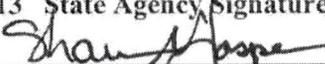
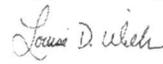
A handwritten signature in black ink, appearing to read "Shawn N. Jasper". The signature is fluid and cursive, with the first name "Shawn" and last name "Jasper" clearly distinguishable.

Shawn N. Jasper
Commissioner

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Agriculture, Markets, and Food		1.2. State Agency Address 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name Genuine Local, LLC		1.4. Grantee Address 17 Messer Street, Laconia, NH 03246	
1.5 Grantee Phone # 603-279-8600	1.6. Account Number 28710000	1.7. Completion Date May 1, 2027	1.8. Grant Limitation \$ 177,863.00
1.9. Grant Officer for State Agency Joshua Marshall		1.10. State Agency Telephone Number 603-271-3551	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Mary Macdonald, Manager, Genuine Local, LLC	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. State Agency Signature(s) 		1.14. Name & Title of State Agency Signor(s) SHAWN N. JASPER COMMISSIONER	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By: 		Assistant Attorney General, On: 8/28/25	
1.16. Approval by Governor and Council (if applicable)			
By:		On: / /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

MESM
7-28-2025

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA; RETENTION OF DATA; ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
 15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
 16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
 17. INSURANCE.
 - 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
 - 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
 - 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
 18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
 19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
 20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
 21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
 22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
 23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
 24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

Exhibit A, Special Provisions

A.1 If the date for commencement for Exhibit A precedes the Effective Date all services performed by the Grantee between the commencement date and the Effective Date shall be performed at the sole risk of the Grantee and in the event that this Agreement does not become effective, the State shall be under no obligation to pay the Grantee for any costs incurred or services performed.

Exhibit B, Scope of Work

B.1 The grantee shall utilize awarded Resilient Food Systems Infrastructure Program (RFSI) funds (USDA-AMS Award #23RFSINH0012) for project titled "Jumpstart value added production for NH farms with increased manufacturing capacity at Genuine Local" as detailed in the grantee's Infrastructure Grant Proposal as approved by USDA, which is hereby incorporated by reference.

B.2 Outcomes shall be measured in accordance with the Expected Performance Measures section of the grantee's Infrastructure Grant Proposal, increasing capacity in the middle of the supply chain and economic viability of local/regional producers and processors.

B.3 **Compliance.** All project work shall be managed by the grantee who shall be responsible for all project development and oversight. This includes adhering to applicable federal grant uniform administrative requirements as specified in the Code of Federal Regulations and other federal requirements as follows:

- a. Grant funds awarded to state, local, and Tribal governments; public and private colleges and universities; and non-profit organizations are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards contained in 2 CFR part 200 and 2 CFR part 400.
- b. Grant funds awarded to federal government entities are subject to the Uniform Administrative Requirements and Cost Principles for Federal Awards contained in 2 CFR part 200 and 2 CFR part 400.
- c. Grant funds awarded to For-Profit Organizations are subject to the Uniform Administrative Requirements contained in 2 CFR part 200 and 2 CFR part 400, and the Cost Principles contained in the Federal Acquisition Regulation (FAR) Subpart 31.2, Contracts with Commercial Organizations, codified at 48 CFR 31.2.
- d. Recipients are responsible for the consistent application of the Federal regulations to the RFSI grant funds including the USDA AMS General Terms and Conditions and the RFSI Program Specific Terms and Conditions.
- e. The CFR is accessible on the National Archives and Records Administration website and in the Electronic Code of Federal Regulations at www.ecfr.gov.

B.4 **Prior Approval Requirements:** To make any changes to this project (including, but not limited to, scope of work, budget, equipment purchase, rental, contractor rates, key personnel, etc.) the grantee must submit a written request detailing the desired changes and obtain written approval from the New Hampshire Department of Agriculture, Markets, and Food. Certain changes may also require approvals from the US Department of Agriculture, Agricultural Marketing Service and or Governor and Executive Council.

B.5 **Reporting/Monitoring:** The grantee is required to submit a written progress report and Annual Performance Report (template provided by USDA-AMS) during each year of the project. Grantee is also subject to monitoring site visits from the NH Department of Agriculture, Markets, and Food and/or University of New Hampshire Cooperative Extension staff.

B.6 **Records:** Record retention and accessibility is governed by 2 CFR 200.333 and 200.337. The grantee must retain financial records, project records, and supporting documents for a period of three years from the date the Grant Agreement is closed

Exhibit C, Payment

C.1 The grant amount shall not exceed \$177,863.00.

- a. The grantee shall be paid within 30 days of submission of an invoice detailing work done and work to be completed with the funds.
- b. Copies of receipts for all project expenditures must also be submitted.
- c. Invoices must be approved by the Assistant Commissioner.
- d. All expenditures must be made as per the approved scope of work and budget in the Infrastructure Grant Proposal.

C.2 **Payment Process:** In order to receive payment, Grantee must first be registered with the New Hampshire Department of Administrative Services (DAS) for a State of New Hampshire vendor number. If Grantee already has a vendor number and supplied it to DAMF, initial payment will be made once we receive Governor and Council approval. If Grantee does not already have a vendor number, registration is available at:

[https://apps.das.nh.gov/vendorregistration/\(S\(rnkbxvllloscaesvql1n3np2\)\)/welcome.aspx](https://apps.das.nh.gov/vendorregistration/(S(rnkbxvllloscaesvql1n3np2))/welcome.aspx).

C.3 **Method of Disbursement:** Payment by the State shall be completed by check or Electronic Funds Transfer ("EFT") in accordance with the vendor registration.



Agricultural Marketing Service

U.S. DEPARTMENT OF AGRICULTURE

The RFSI Infrastructure Grant Proposal should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each Infrastructure Grant subaward project the State intends to award. The following information is required for **each** Infrastructure Grant subaward project profile.

APPLICANT INFORMATION

Applicant Organization Name:

Entity Type:

UEI:

Phone Number:

Email Address:

Physical Address

Street:

City:

State:

Zip:

Mailing Address (If different from above)

Street:

City:

State:

Zip:

PRIMARY POINT OF CONTACT

List the person who will be the main contact for any correspondence and is responsible for signing any documentation should the grant be awarded.

Name:

Title:

Phone Number:

Email Address:

Mailing Address

Street:

City:

State:

Zip:

DISTRESSED COMMUNITIES INDEX

Using the [Distressed Communities Index Map](#), provide the community distress score for the county(ies) benefiting from your project.
 Note: U.S. Territories are not required to submit Distressed Communities Index data.
 Click the + or - button to add or remove items as needed.

FOR EXAMPLE:

County 1: Enter County name Distress Score1: Enter County Distress Score
 County 2: Enter County name Distress Score2: Enter County Distress Score

+	County	Distress Score
-	Belknap County	15.1
-	Carrol County	18.5
-	Cheshire County	19.1
-	Coos County	71.6
-	Grafton County	16.5
-	Merrimack County	10.6
-	Rockingham County	2.3
-	Strafford County	16.8
-	Sullivan County	43.8

TYPE OF APPLICANT

Select applicant type:

- Agricultural producers or processors**, or groups of agricultural producers and processors.
- For-profit entities** operating middle-of-the-supply-chain activities such as processing, aggregation, or distribution of targeted agricultural products, whose activities are primarily focused for the benefit of local and regional producers, and that meet the eligibility requirements of the SBA small business size standards are eligible. For more information on these size standards, please visit [SBA's Size Standards webpage](#). For a quick check on whether your business qualifies, please use the [Size Standards Tool](#).
- Nonprofit organizations** operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products
- Local government** entities operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products
- Tribal governments** operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products.

- Institutions** such as schools, universities, or hospitals bringing producers together to establish cooperative or shared infrastructure or invest in equipment that will benefit multiple producers middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural product.

PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

Jump start value added production for NH farms with increased manufacturing capacity at Genuine Local.

DURATION OF PROJECT

Project Start Date:

Project End Date:

EXECUTIVE SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Applicant to lead and execute the project,
2. The project's purpose, deliverables, and expected outcomes and
3. A description of the general tasks/activities to be completed during the project period to fulfill this goal

Genuine Local is a unique and essential element in NH's food system, particularly in the middle-of-the-supply chain as NH's only licensed shared use kitchen, food business incubator and value-added co-pack facility. In addition to Genuine Local's direct support of value added production in NH by underwriting 5% of the expense since 2016, NH farms, food businesses and the greater food system will further benefit by having increased access to Genuine Local's facility and services through the expansion of manufacturing capacity. The expansion of cold storage, the addition of manufacturing equipment and providing equipment training will collectively increase capacity for value-added production services. The addition of a semi-automatic batch tunnel pasteurizer and the ability to provide training on FDA compliant labels, proper packaging and food safety process controls will help farms push into new market channels. Food safety and food safety awareness will be increased with the expansion of training specific to labeling, hazard identification, process controls and worker safety. Genuine Local will focus its efforts on supporting New Hampshire farms, specifically Winnepesaukee Woods Farm, Grandview Farm and Wild Berry Farm using fresh ingredients grown on their farms.

PROJECT PURPOSE

APPLICANT PROJECT TYPE (EACH PROJECT MAY INCLUDE MORE THAN ONE)

- Expanding processing capacities, including adding product types, increasing production volumes, and supporting new wholesale/retail, product lines;

- Modernizing equipment or facilities through upgrades, repairs, or retooling; (e.g., adapting product lines for institutional procurement or adding parallel processing capacity);
- Purchase and installation of specialized equipment, such as processing components, sorting equipment, packing and labeling equipment, or delivery vehicles;
- Modernizing manufacturing, tracking, storage, and information technology systems;
- Enhancing worker safety through adoption of new technologies or investment in equipment or facility improvements;
- Construction of a new facility;
- Increasing packaging and labeling capacities that meet compliance requirements under applicable laws (e.g. sealing, bagging, boxing, labeling, conveying, and product moving equipment);
- Increasing storage space, including cold storage;
- Develop, customize, or install climate-smart equipment that reduces greenhouse gas emissions, increases efficiency in water use, improves air and/or water quality, and/or meets one or more of USDA's climate action goals;
- Modernize equipment or facilities to ensure food safety, including associated Hazard, Analysis, and Critical Control Points (HACCP) consultation, plan development and employee training;
- Training on the use of all equipment purchased under the grant and associated new processes.

Other:

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

NH is currently challenged by a lack of production capacity for shelf-stable food products, specifically including value-added products. Genuine Local is uniquely positioned in the middle-of-the-supply chain as NH's only licensed facility to offer a non-membership shared use kitchen, plus food business incubator services and value-added contract manufacturing. Genuine Local's mantra is "Access-Growth-Success" and is mission driven to provide access to the resources necessary to enable growth and achieve success for local and regional farms and food businesses. In support of this mission, Genuine Local has been supporting local and regional value added production since 2016 by underwriting 5% of the expense as well as providing consulting services free of charge. One undesirable consequence of the historic lack of production capacity has been that products have been made in unlicensed and potentially unsafe locations and may present a variety of food safety risks to consumers.

Due to the constraints of NH's growing and harvest seasons, the demand for production capacity for local value-added foods is highly seasonal and occurs at the same time of year for everyone. This narrow window creates acute competition for production capacity which is limited by available cold storage and production equipment. This has historically resulted in the necessity to turn farms and food businesses away because the production capacity is not available during their window of need, which results in product and revenue loss for both the farm and the production facility. Genuine Local routinely receives requests for making pickles. Initially, an effort was made to accommodate this demand, but was discontinued after the first few seasons due to worker safety concerns and unavoidably high costs for the finished product. In order to provide competitive pricing, a system that can produce higher yields is needed. Traditional pickles require a secondary process (water bath) and that was the most significant pain point. Genuine Local workers had to manage heavy metal baskets filled with glass jars and lift them into and out of boiling water, which created a significant worker safety concern. The time required to achieve proper temperatures and hold times

also significantly added to the overall cost.

Through receipt of this grant, NH farms and food businesses will benefit by having increased access to Genuine Local's facility and services through the expansion of manufacturing capacity. Increased access will correspond to the additional production capacity, production volume and diversification of product types.

1. The introduction of an in-line tunnel pasteurizer will enable cost effective secondary processing to create pickles and in-bottle pasteurized beverages. It is known at this time that pickled products will be made for Winnepesaukee Woods Farm using ingredients grown on their farm and other farms in the lakes region of New Hampshire. Additionally, products are anticipated to be made (depending on crop success and yield) for Grandview Farm in North Conway, New Hampshire, again using their own produce. The types of products that will be added are anticipated to include pickled jalapenos, pickled candied jalapenos, dill pickle slices, dill pickle spears, bread and butter pickles and frozen pesto.
2. The addition of additional steam kettles and increased cold/frozen storage capacity will further contribute to increased production volume and expansion of potential product types.
3. The addition of bulk frozen storage capacity will create the opportunity to establish another type of product - frozen finished goods. Genuine Local has historically been limited to small or single runs for products that are frozen as a means of preservation (i.e. soups, pestos). The addition of a walk-in freezer will increase the capacity for the final step in preparing foods of this type and enable many existing farms and food businesses to expand their offerings with items that are not suitable for turning into shelf stable products.

The equipment requested in this proposal will result in the ability to increase the number of units (jars, bottles) produced in a given day. This is projected to range between 600 and 1500 additional units that can be made in a given day. During the highest demand for value added production, this could potentially range from 20,000 to 125,000 units of finished goods per season. A realistic estimate, however, would capture three days per week during 12 weeks of the value added season and target approximately 4,500 to 25,000 units of finished goods at the end of the season. This yield could represent an estimated increase in net revenue to farms of approximately \$13,500 to \$75,000. Use of the equipment, however, would also be available to non-value added customers and a use factor of approximately 147 production days per year (outside of the height of the value added season for fresh fruits and vegetables) would result in production of 17,500 to 105,000 additional units of finished goods. This additional production could represent an estimated increase in net revenue of approximately \$ 52,500 to \$315,000 for the food system overall, and would also include off-season value added production which would become possible with the expansion of bulk frozen storage capacity. The variability in the estimates is related to the potential range in type of products, production process involved and the size of the individual units.

Market access will increase for products that are produced under verifiable conditions, with appropriate licensing, routine inspections and display fully FDA compliant labels that include nutrition facts, full list of ingredients and appropriate disclosure of allergens. A somewhat intangible cumulative benefit from this project will also be the ability to better accommodate changing or unpredictable needs or demands from Genuine Local customers.

Food safety related to the production of acidified, water activity controlled and low acid foods is often not well understood and resources are not always readily accessible. Food safety and food safety awareness will be increased with the expansion of food safety training specific to labeling, hazard identification, process controls, worker safety and federal regulations, such as the FDA Final Traceability Rule which may potentially impact value added customers. Genuine Local also makes its facility available to licensed food producers who want to manufacture their own products. These customers are referred to as "Local Makers" and, like all Genuine Local customers, receive business

development assistance, labeling guidance, benefit from aggregation of ingredient and packaging orders, but also receive direct food safety and worker safety training relative to the production of their products and use of the facility.

PROVIDE A LIST OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Remove Objective	Add Objective
Objective #	Objective Description
1	Expand cold storage capacity through acquisition of a walk-in freezer. This will be instrumental in expanding the value-added production capacity window.
2	Increase production capacity through the acquisition of additional kettles. This will increase production capacity and facility access for both value-added customers and "local makers" (food producers who use Genuine Local as a shared-use kitchen)
3	Improve worker safety ("worker" is inclusive of all facility users) through facility modifications that will increase square footage of dry storage/finished goods storage and simplify access within facility (add doorway, improve hygienic zoning routes).
4	Enhance food safety and increase market access through provision of food safety training, specifically focused on hazard analysis and compliant labels.
5	Enhance worker safety with elimination of the use of a hoist to move finished product in and out of boiling water, replacing it with a more efficient, less time intensive and safer technique using a tunnel pasteurizer.
6	Increase the variety of products produced or processed at Genuine Local to include pickles and frozen items.

PROJECT BENEFICIARIES (AS DEFINED IN THE PROGRAM SCOPE AND REQUIREMENTS)

Estimate the number of project beneficiaries:

Does this project directly benefit: Check box for all that apply below

- Underserved farmers and ranchers?
- New and beginning farmers and ranchers?
- Veteran Producers?
- Processors or other middle-of-the-supply businesses owned by socially disadvantaged individuals?

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

Has this project been submitted for funding to a Federal or State grant program other than the RFSI and/or is a Federal or State grant program other than the RFSI funding the project currently? If yes, please explain below:

Yes No

EXTERNAL PROJECT SUPPORT

Describe the stakeholders who support the need for this project and why (other than the applicant and organizations involved in the project).

Please see the attached individual letters of support.

Winnepesaukee Woods Farm - Belknap County - enables them to target production, reduce waste, leverage perishable produce into year-round products, partner with other local farms and participate more widely in the local economy

Wild Berry Farm - Belknap County - the ability to develop value added products creates sales opportunities year round and highlights quality, flavor and community

Parson's Meadow Farm - Coos County - the ability to create new products and get them to market

Lavender Fields at Pumpkin Blossom Farm - Merrimack County - provided the opportunity to develop and launch a new value added product, product development assistance and being a valuable partner

Lakes Region Food Network - regional food system- expansion of production capacity will make significant enhancements and create previously unavailable opportunities for local farms and food processors to create and market more shelf stable value-added products, which will strengthen our entire local food system.

Belknap County Farm Bureau - benefits to local agriculture will include increased access to technical and physical resources and will help create and enhance existing revenue streams for local farms

Belknap County Conservation District - stakeholders include farms and other food producers that will benefit from increased access to technical and physical resources that will increase opportunities for creating and selling value added products as well as contribute to the overall viability of local agriculture.

UNH Cooperative Extension - statewide - expansion of access to both production capacity and food safety training will benefit UNHCE stakeholders directly and will support Extension's mission as it relates to value added production, food safety and community engagement.

EXPECTED PERFORMANCE MEASURES

The outcomes and performance measures below provide a framework that allows grant recipients to track and evaluate project activities. Please provide expected numbers based on the projects scope of work. Select N/A if not applicable to the specific project.

OUTCOME 2: CAPACITY IN THE MIDDLE OF THE SUPPLY CHAIN FOR LOCAL/REGIONAL FOOD PRODUCTS

Indicator	Description	Expected Numbers	N/A
2.1	Number of new facilities constructed:		<input checked="" type="checkbox"/>
2.2	Number of existing facilities improved or expanded:	1	<input type="checkbox"/>
2.3	Number of processing equipment units purchased and installed:	4	<input type="checkbox"/>
2.4	Number of processing equipment units modernized through upgrades, repairs, or retooling:	2	<input type="checkbox"/>
2.5	Number of aggregation, storage, distribution equipment units purchased and installed:	1	<input type="checkbox"/>
2.6	Number of aggregation, storage, distribution equipment units modernized through upgrades, repairs, or retooling:		<input checked="" type="checkbox"/>
2.7	Number of employees trained on new equipment and processes:	8	<input type="checkbox"/>
2.8	Number of employees that received food safety training:	8	<input type="checkbox"/>

Indicator	Description	Expected Numbers	N/A
2.9	Number of employees that received worker safety training:	8	<input type="checkbox"/>
2.10	Number of new or improved wastewater management systems:		<input checked="" type="checkbox"/>
2.11	Number of new or improved information technology systems:		<input checked="" type="checkbox"/>

OUTCOME 3: INCREASE ECONOMIC VIABILITY OF LOCAL/REGIONAL PRODUCERS AND PROCESSORS

Indicator	Description	Expected Numbers	N/A
3.1	Number of new jobs created:	2	<input type="checkbox"/>
3.2	Number of local/regional agricultural producers who benefited from the new or improved processing/aggregation/storage or distribution capacity:	17	<input type="checkbox"/>
3.3	Number of new local/regional products processed, aggregated, stored or distributed:		<input checked="" type="checkbox"/>
3.4	Number of new value-added products developed:	6	<input type="checkbox"/>
3.5	Number of new market-outlets established:		<input checked="" type="checkbox"/>

BUDGET NARRATIVE

The budget must show the total cost for the project and describe how category costs listed in the budget are derived. The budget justification must provide enough detail for reviewers to easily understand how costs were determined and how they relate to the Project Objectives and Expected Outcomes. The budget must show a relationship between work planned and performed to the costs incurred. Add additional rows to a table as needed. Refer to the Program Scope and Requirements section 4.4 for more information on allowable and unallowable expenses. Please be sure to list and justify all expenses to be covered with matching funds separately and where they will be coming from. If applicable, ensure that you have included Critical Resources and Infrastructure letter(s) to support the application information.

MATCHING FUNDS

All eligible entities must provide a 50% match OR a 25% graduated match of the total project cost. See Section 1.5.3 of the Program Scope and Requirements for more information. Applicants must submit written and signed verification of match commitment from any party, including the eligible entity, who will contribute a match of non-Federal resources to this project.

SELF-CERTIFICATION FOR GRADUATED MATCH

To qualify for the 25% graduated match, the applicant must meet the definition of one of the following groups. See section 1.5.3 of the Program Scope and Requirements for definitions and additional information.

- Beginning Farmer or Rancher
 - Veteran Farmer or Rancher
 - Limited Resource Farmer or Rancher
 - Socially Disadvantaged Farmer or Rancher
 - Small Disadvantages Business
 - Women-Owned Small Business
 - Historically Underserved Farmers and Ranchers
- By checking this box, I certify that my entity qualifies for the graduated match reduction of 25%

BUDGET SUMMARY

Expense Category	Funds Requested	Match Value	Match Type
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Personnel	\$0.00	\$49,162.00	In-Kind
Fringe Benefits	\$0.00	\$11,307.00	In-Kind
Travel	\$0.00	\$0.00	N/A
Equipment	\$126,275.00	\$0.00	N/A
Supplies	\$15,264.00	\$0.00	Cash
Construction	\$34,809.00	\$170.00	Cash
Contractual	\$0.00	\$0.00	N/A
Other	\$0.00	\$0.00	N/A
Direct Costs Sub-Total	\$176,348.00	\$60,639.00	
Indirect Costs	\$1,515.00	\$1,515.00	
Total Budget	\$177,863.00	\$62,154.00	

PERSONNEL

List the personnel whose time and effort can be specifically identified and easily and accurately traced to Cooperative Agreement activities.

+	#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested	Match Value	Match Type
-		Clarissa Macdonald, Chief Operations Officer, Genuine Local	15%	\$0.00	\$9,362.00	In-Kind
-		Shiella Cervantes, Compliance Manager, Genuine Local	5%	\$0.00	\$2,475.00	In-Kind
-		Melanie Granger, Compliance Assistant, Genuine Local	10%	\$0.00	\$4,004.00	In-Kind
-		Gavin Macdonald, Chief Facilities Officer/VP, Genuine Local	25%	\$0.00	\$20,826.00	In-Kind
-		Mary Macdonald, CEO, Genuine Local	15%	\$0.00	\$12,495.00	In-Kind
Personnel Subtotal				\$0.00	\$49,162.00	

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing list or deleting personnel that aren't necessary.

FOR EXAMPLE:

Personnel 1: Description and justification

Personnel 2: Description and justification

Clarissa Macdonald - Oversee processing activities that arise from receipt of grant funding: assist in coordinating delivery and scheduling of installation for new equipment, develop worker safety, food safety and equipment operation training(s).

Shiella Cervantes - Develop training for label compliance, perform formula audits (Preventative Controls for Human Food) and responsible

for management of all training completion records resulting from receipt of this grant.

Melanie Granger- Act as lead trainer for new and existing employees for all equipment, worker safety, food safety, cleaning and sanitization training resulting from purchase of new equipment under this grant.

Gavin Macdonald - Coordinate planning, ordering and final specifications for equipment, coordinate all trades, oversee installation and testing of equipment. Participate in development of worker safety training, food safety training and equipment operation training.

Mary Macdonald - In relation to the purchase of equipment and related supplies and completed construction projects, perform grant administration, and participate in development of worker safety training, food safety training and equipment operation training.

FRINGE BENEFITS

Provide the fringe benefit rates for each of the project's employees described in the Personnel section that will be paid with RFSI funds.

+	#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested	Match Value	Match Type
-	1	Clarissa Macdonald, Chief Operations Officer, Genuine Local	23%	\$0.00	\$2,153.00	In-Kind
-	2	Shiella Cervantes, Compliance Manager, Genuine Local	23%	\$0.00	\$921.00	In-Kind
-	3	Melanie Granger, Compliance Assistant, Genuine Local	23%	\$0.00	\$569.00	In-Kind
-	4	Gavin Macdonald, Chief Facilities Officer, Genuine Local	23%	\$0.00	\$4,790.00	In-Kind
-	5	Mary Macdonald, CEO, Genuine Local	23%	\$0.00	\$2,874.00	In-Kind
Fringe Subtotal				\$0.00	\$11,307.00	

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

+	#	Trip Destination	Type of Expense (e.g., airfare, car rental, hotel, etc.)	Unit of Measure (e.g., days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming Expense	Funds Requested	Match Value	Match Type
-						\$0.00		\$0.00	\$0.00	N/A
Travel Subtotal								\$0.00	\$0.00	

TRAVEL JUSTIFICATION

For each trip listed in the above table, describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

FOR EXAMPLE:

Trip 1: (Approximate Date of Travel MM/YYYY), justification

Trip 2: (Approximate Date of Travel MM/YYYY), justification

CONFORMING WITH YOUR TRAVEL POLICY

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with 2 CFR 200.474 or 48 CFR subpart 31.2 as applicable.

EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the award. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities.

Rental of "general purpose equipment" must also be described in this section. Purchase of general-purpose equipment is not allowable under this award.

+	#	Equipment Item Description	Rental or Purchase	Acquisition Date	Funds Requested	Match Value	Match Type
-	1	8'x10' Indoor walk-in freezer with top-mounted refrigeration and floor (Master-Bilt QSF87810-C)	purchase	Aug 3, 2025	\$17,166.00	\$0.00	N/A
-	2	60 gallon jacketed steam kettle (Groen AH/1E-60)	purchase	Aug 3, 2025	\$24,430.00	\$0.00	N/A
-	3	80 gallon jacketed steam kettle (Groen AH/1E 80)	purchase	Aug 3, 2025	\$29,395.00	\$0.00	N/A
-	4	Semi-automatic batch tunnel pasteurizer (custom engineered and fabricated)	purchase	Aug 30, 2025	\$50,000.00	\$0.00	N/A

-	5	4-head pump filler (XpressFill model XF4100H)	purchase	Aug 3, 2025	\$5,284.00	\$0.00	N/A
Equipment Subtotal					\$126,275.00	\$0.00	

EQUIPMENT JUSTIFICATION

For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.

FOR EXAMPLE:

Equipment 1: Description and justification

Equipment 2: Description and justification

Equipment 1: Walk-In Freezer will increase frozen storage capacity by adding 616 cubic feet of additional storage space. This space will be used to hold ingredients that arrive frozen or fresh ingredients that can be frozen to extend the hold time until production time is available. This will specifically be valuable to farms seeking to add value-added products that have extended harvest seasons so that they can accumulate the total quantity of ingredients required to optimize their production. This equipment will be added to the existing on-line temperature logging and monitoring system (VersaHub) currently used by Genuine Local to track and record performance of all refrigerators and freezers and identify equipment failures (i.e. electrical outage resulting in changes in temperature) as quickly as possible. The installation and operation of this equipment will contribute to need to create additional 2 FTE positions. This equipment will directly improve the resources available to current and future producers/processors and improve the resiliency of the overall local supply chain. This unit is a Master-Bilt QSF87810-C, current price is \$17,166 including shipping via Webstaurant Store.

Equipment 2: 60 Gallon Steam Kettle will increase production capacity and fill a current gap in equipment availability. This will increase access to production capacity and also help lower the per unit cost of finished products which will help position the final product in the market with a potentially improved price and/or cash margin for the farm or food business. The installation and operation of this equipment will contribute to need to create additional 2 FTE positions and additional food safety and worker safety training. This equipment will directly improve the resources available to current and future producers/processors and improve the resiliency of the overall local supply chain. The kettle is a Groen AH/1E-60, which is a stationary, 2/3 jacketed natural gas kettle purchased from KaTom Restaurant Supply. The price of the unit is currently \$24,430.00 (including shipping)

Equipment 3: 80 Gallon Steam Kettle will increase access to production capacity and also help lower the per unit cost of finished products which will help position the final product in the market with a potentially improved price and/or cash margin for the farm or food business. It does not take twice as long to make two batches at the same time if you have two kettles. The availability of additional kettles reduces costs by as much as 15-25% per unit. The installation and operation of this equipment will contribute to the need to create an additional 2 FTE positions and additional food safety and worker safety training. This equipment will directly improve the resources available to current and future producers/processors and improve the resiliency of the overall local supply chain. The kettle is a Groen Steam GL-80E, which is a stationary, 2/3 jacketed natural gas kettle purchased from KaTom Restaurant Supply. The price of this kettle is currently \$29,395 (including shipping).

Equipment 4: A semi-automatic batch tunnel pasteurizer provides both labor and energy efficient processing of any shelf-stable value added food products. This can range from jars of pickles to RTD beverages to salsa to juices. Historically, Genuine Local has had to turn away farms looking to create value added products that require a secondary process (water bath). The reason was twofold - worker safety and cost. The most efficient method previously was to load a stainless steel basket with full jars of pickles and lower it into a kettle of boiling water with a hoist. This was a very dangerous process and required careful attention and a lot of strength. The time required to process pickles represents the single biggest component of cost of goods and Genuine Local would discourage customers from making pickles because the final product would be too expensive to sell and realize any profit margin. A tunnel pasteurizer accomplishes the same objectives but does so with the jars traveling on plastic trays. These trays are conveyed into the chamber and a pasteurizing cycle commences. Once complete a new set of trays is fed into the tunnel and the previous batch's trays are pushed out of the tunnel for labeling, etc. There is no requirement for workers to handle the individual food containers or lift the trays, thus reducing worker fatigue and improving worker safety. This is a custom unit to be engineered and fabricated by Dark Horse Machines from Middlesex, VT.

The heat cycle is PID (proportional-integral-derivative) controlled and monitors multiple temperature probes to ensure that the chamber is evenly heated and that appropriate processing temperatures are reached. Only when the set point temperature is reached will a timer count down for a given period of time. If the chamber temperature dips below the set point counting on the timer is paused until it has recovered, ensuring a true time and temperature methodology. A data logging feature records the chamber's temperature for every cycle as proof that time and temperature were indeed achieved, thereby verifying food safety. This data can be integrated into existing batch record keeping methodology. This equipment will modernize Genuine Local's tracking capabilities and integrate with its existing IT systems to provide electronic logging and directly improve the resources available to current and future producers/processors. It will also improve the resiliency of the overall local supply chain by reducing costs per unit and enabling the creation of new products.

Equipment 5: 4-Head Pump Filler will increase production capacity by completing a parallel production line. This will increase access to production capacity and also help lower the per unit cost of finished products which will help position the final product in the market with a potentially improved price and/or cash margin for the farm or food business. Genuine Local currently uses the same filler in its beverage production line and an additional filler will enable either simultaneous use to further reduce packaging time or redundancy for immediate substitution upon any malfunction of the first filler. These fillers are very adaptable and easy to troubleshoot and maintain. The installation and operation of this equipment will contribute to the need to create an additional 2 FTE positions and provide additional food safety and worker safety training. This equipment will directly improve the resources available to current and future producers/processors and improve the resiliency of the overall local supply chain. This is a 4 spout hot fill pump filler, XpressFill model XF4100H which is made in California by Xpress Fill.

All details and pricing for equipment are in the attached addendum.

SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the mid-supply chain and infrastructure efforts of this cooperative agreement.

+	#	Supplies Item Description	Cost per Unit	Number of Units	Acquisition Date	Funds Requested	Match Value	Match Type
-	1	Collection Table	\$4,333.00	1	Aug 3, 2025	\$4,333.00	\$0.00	Cash
-	2	Metal wire shelving units for walk-in freezer	\$755.00	1	Oct 15, 2025	\$755.00	\$0.00	Cash
-	3	Single stainless swinging door with window	\$2,041.00	1	Aug 3, 2025	\$2,041.00	\$0.00	Cash
-	4	Gas hoses and quick connect fittings (3 sets)	\$128.66	3	Sep 11, 2025	\$386.00	\$0.00	Cash
-	6	Vertical Tilting Blender (26 qt)	\$910.00	1	Feb 4, 2026	\$910.00	\$0.00	Cash
-	7	Ventilated Produce Storage Containers (set of 3)	\$110.00	1	Aug 2, 2025	\$110.00	\$0.00	Cash
-	8	Smallwares - covered storage containers (multi sized)	\$1,389.00	1	Aug 2, 2025	\$1,389.00	\$0.00	Cash
-	9	Access Ramp for walk-in freezer	\$380.00	1	Aug 2, 2025	\$380.00	\$0.00	Cash
-	10	Lo-Temp High Door Dish machine	\$4,960.00	1	Jul 10, 2025	\$4,960.00	\$0.00	Cash
Supplies Subtotal						\$15,264.00	\$0.00	

SUPPLIES JUSTIFICATION

Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

FOR EXAMPLE:

Supply 1: Description and justification

Supply 2: Description and justification

Supplies 1: A collection table is used to streamline and consolidate the production line. It is necessary for worker safety as it reduces leaning and repeated movement of hot (>185F) bottles/jars. Collection tables also help maintain the speed of the production line and enable workers to step away while still maintaining an efficient pace which results in the best pricing for the customers.

Supplies 2: Wire shelving for use within the walk-in freezer will ensure that food is stored in appropriate locations (6" off the floor), organized in accordance with regulatory requirements and will also enhance worker safety by minimizing the amount and extent of lifting heavy items. This will also enable constant visual inspection of the walk-in and enhance food safety through implementation of the cleaning and sanitization protocols in Genuine Local's Food Safety Plan/HACCP.

Supplies 3: Single stainless swinging door - this door will be used to further implement hygienic zoning by creating direct access between production and non-production spaces, minimizing the likelihood of cross contact occurring that could jeopardize food safety. A swinging door will also facilitate safe movement of workers within the facility. The window in the door will ensure that people on either side of the door have a clear view of where they are going and the material that the door is made of is smooth and washable to comply with Genuine Local's cleaning and sanitization protocols in its Food Safety Plan/HACCP.

Supplies 4: Gas hoses and quick connect fittings (2 sets) are required for the installation of the 60 and 80 gallon steam kettles. These will be supplied to the plumber in order to save money on the installation.

Supplies 5: Vertical Tilting Blender (26 qt) will be used to process fresh fruits and vegetables as well as canned ingredients. The ability to obtain a smooth consistency is often advantageous and desirable to food producers. This equipment will contribute to the creation of a parallel production line in that Genuine Local already has one vertical tilting blender in use and a second will ensure that the equipment is available for all producers or production events, particularly when production lines are running simultaneously.

Supplies 6: Ventilated Produce Storage Containers (set of 3) - These stackable and folding ventilated storage containers will enhance food safety by eliminating cardboard in the cool or cold storage areas, optimize storage space in the walk-ins. These will enhance the use of the walk in freezer by providing appropriate food safe containers when storing fresh ingredients for later production.

Supplies 8: Smallwares - As part of the parallel production line, it is essential to have available appropriate containers and fitted lids to ensure accurate measuring, safe storage, and minimize risk of cross contact. To achieve this, a variety of multi-sized covered storage containers will be available for use in the expanded production area, including 6 22qt. covered containers, 8 8qt covered containers, 8 6qt covered containers, 12 2qt covered containers, 30 food storage boxes with drain insert and raised lid (for use in washing and storing produce).

Supplies 9: Access Ramp for Walk-In Freezer - in order to ensure safe access and egress using carts or dollies or when walking, a ramp will be necessary for worker safety when accessing the freezer. The ramp will be 36"wx48"lx4"h.

Supplies 10: Lo-Temp Dish Machine will ensure sufficient ware washing is available to adhere to the existing cleaning and sanitization program and food safety protocols. The availability of an additional dish machine will minimize the need to wash dishes and equipment by hand, and will help reduce costs and minimize overhead expense. This unit also has extra height so that it will more readily accommodate a variety of styles and sizes of storage containers (buckets, bins, etc.). This equipment will directly improve the resources available to current and future producers/processors and improve the resiliency of the overall local supply chain by helping to keep costs lower.

CONSTRUCTION

Describe costs including administrative and legal expenses, structures, relocation expenses and payments, architectural and engineering fees, project inspection fees, site work, demolition and removal, construction, and miscellaneous expenses related to modernizing or expanding a new or existing facility.

+	#	Description	Acquire When?	Funds Requested	Match Value	Match Type
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-	1	Expansion of existing Shipping & Receiving Area - includes demolition of existing wall, finishing drywall, paint, floors and relocating a door. Installation of swinging door accessing a food production area. This includes creating a rough opening and installing the door.	Aug 3, 2025	\$21,859.00	\$0.00	N/A
-	2	Electrical work to complete expansion of shipping and receiving, relocate existing IT cables, disconnect existing walk-in, reconnect walk-in and connect new walk-in freezer.	Aug 3, 2025	\$4,800.00	\$0.00	N/A
-	3	Minor Modification Building Permit	Aug 3, 2025	\$0.00	\$100.00	Cash
-	4	Installation of steam kettles and faucets, inclusive of passing all requisite inspections	Sep 30, 2025	\$5,150.00	\$0.00	N/A
-	5	Installation of strip door	Sep 3, 2025	\$0.00	\$70.00	Cash
-	6	Relocation of walk-in cooler and installation of walk-in freezer	Sep 7, 2025	\$3,000.00	\$0.00	Cash
Construction Subtotal				\$34,809.00	\$170.00	

CONSTRUCTION JUSTIFICATION

Describe the need for construction costs. For projects involving construction, include any design and construction documents. If you are selected for funding, the grantee will be required to follow all applicable federal regulations regarding the construction activities.

FOR EXAMPLE:

Line Item 1: Description and justification

Line Item 2: Description and justification

1. Expansion of existing Shipping & Receiving Area by removing a wall will increase available space by 96 square feet, and increase available storage capacity by 384 cubic feet. The scope of work includes demolition of an existing wall, finishing drywall, paint, floors and relocating a door. The purpose and benefit is to enhance worker safety by creating more space for finished products, enhancing maneuverability of carts/pallets/forklift. This will also expand surge storage space for finished value added products pending delivery/pick-up. The installation of a swinging door to access Production Area 2 will further minimize potential cross-contact or cross-contamination of products that are in production, enable producers to access and egress the production space immediately adjacent to a handwash sink and avoid the need to pass through either other production areas or non-production areas. The room that will be connected to the production area is referred to as the "break room" and is where anyone who uses the facility starts production by changing shoes, donning kitchen shirt/hat and complying with Genuine Local's hygienic zoning policy as well as good manufacturing practices and regulatory requirements. House Construction will perform the work required to expand the existing Shipping & Receiving Area. Please see attached quote. This project is anticipated to be completed within 45 days of commencement.

2. Minor electrical work will be required to relocate two light switches when the wall is removed to expand shipping and receiving and relocate wall outlets when installing the swinging door. Additional power drops will be installed over the parallel production line to ensure worker safety through eliminating trip hazards (cords on the floor). Connected Electric will perform the required electrical work, to include provision of any required materials or fixtures. Please see attached quote. This work will be completed within 10 days of commencement and coordinated with construction work in Item No. 1 above.

3. A building permit for "minor modification" will be required from the City of Laconia in accordance with their building code and it will cost \$100 according to the existing fee schedule. This is required prior to commencing the construction and will be obtained by Genuine Local. The application will be submitted upon notification of receipt of the grant and is anticipated to be received within two weeks.

4. The kettles acquired to expand capacity and increase production volume through the creation of a parallel processing line will need to be installed by a licensed plumber. This installation will include the fittings required to connect the appliances to the existing gas lines.

When the building was acquired (10/29/21) and the initial build out/modernization construction was completed, Genuine Local paid to have oversized gas lines installed in anticipation of the potential need for future expansion, so no additional gas lines will be required which will significantly reduce the cost of installing a parallel production line. A permit is required for the installation of gas appliances from the City of Laconia Fire Department, each appliance is then registered with the City in the event of emergency. Each kettle will require a separate permit. Glover Plumbing and Heating Service did the original build-out and gas work, and will install the additional appliances with faucets and retrofit three existing kettles with faucets. Genuine Local will provide the fittings required to connect the appliances to the existing gas lines. Glover Plumbing and Heating Service will obtain all necessary gas permits. Please see attached quote. This work will require an estimated five work days to complete.

5. An additional strip door (clear strips that run floor to ceiling) is needed to isolate production and non-production spaces. This door will be placed between the existing access points to create a contiguous access route for staff and producers in compliance with Genuine Local's hygienic zoning policy as well as good manufacturing practices and regulatory requirements. This will be installed by Genuine Local staff and will take approximately two hours at \$35/hour to complete.

6. The existing walk-in cooler will need to be disassembled and relocated and the new walk-in freezer will need to be assembled and installed. Both walk-ins will be located in the same area to facilitate access, ease of use, compliance with hygienic zoning and inventory management. Relocation and installation will be completed by Pine Tree Food Equipment, 161 Court Street, Laconia, NH 03246. PTFE is unable to provide a written quote until the exact model and time frame is known, but the cost estimate was calculated to be \$3000 based upon current hourly labor rates and the time required by their technicians to disassemble, relocate and re-install the existing walk-in and install the new walk-in. The specifics of the estimate include:

1. two technicians 10.8 hours at \$130/hour each to relocate and reassemble the walk-in cooler and assemble and install the walk-in freezer.
2. In addition, there is a \$48 per day mobilization/travel fee and an estimate of \$48 in miscellaneous supplies and parts (wire nuts, pipe dope, nuts, screws, etc.),
3. The work will be completed within three work days, for a total projected cost of \$3000.

CONTRACTUAL/CONSULTANT

Provide a list of contractors/consultants, detailing out the name, hourly/flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

+	#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested	Match Value	Match Type
-				\$0.00	\$0.00	
Contractual/Consultant Subtotal				\$0.00	\$0.00	

CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses.

FOR EXAMPLE:

- Contractual 1: Description and justification
- Contractual 2: Description and justification

CONFORMING WITH YOUR PROCUREMENT STANDARDS

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in 2 CFR Part 200.317 through.326, as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.

OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection. If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs.

+	#	Other Item Description	Cost per Unit	Number of Units	Acquisition Date	Funds Requested	Match Value	Match Type
-			\$0.00			\$0.00	\$0.00	
Other Subtotal						\$0.00	\$0.00	

OTHER JUSTIFICATION

Describe the purpose of each item listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s). Please note, the Supply Chain Coordination justification should be broken down within the budget narrative in Appendix A.

FOR EXAMPLE:

Other 1: Description and justification

Other 2: Description and justification

INDIRECT COSTS

Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. If an applicant has a NICRA, it is required to use this amount, and a copy of the NICRA must be submitted with the application. Otherwise, applicants may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). See Program Scope and Requirements section 4.2 Indirect Costs for further guidance.

Indirect Cost Rate (%)	Funds Requested	Match Value	Match Type
10%	\$1,515.00	\$1,515.00	In-Kind

Indirect Subtotal	\$1,515.00	\$1,515.00	
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