

# New Hampshire

Department of Agriculture,  
Markets, and Food

Shawn N. Jasper, Commissioner

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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 Tellman Hill Farm, LLC (VC# 451443), Whitefield, NH, for the Resilient Food Systems Infrastructure Program in the amount of \$250,000, effective upon Governor and Council approval through May 1, 2027. **100% Federal Funds.**

Funding is available in account Resilient Food Sys Infra as follows

	<u>FY 26</u>
02-18-18-180010-28710000-072-502683 – Subaward Payments	\$250,000

## 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 Tellman Hill Farm, LLC, Whitefield, NH, to construct and equip a produce storage and processing facility to foster aggregation, value-added processing, and distribution of fresh and processed fruit and vegetable products in the north country of New Hampshire. 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,

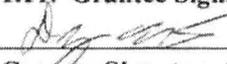
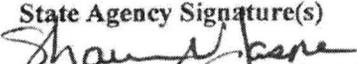
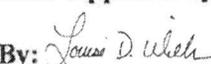
A handwritten signature in black ink, appearing to read "Shawn N. Jasper". The signature is fluid and cursive, with the first name "Shawn" and last name "Jasper" clearly distinguishable.

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.

<b>1.1. State Agency Name</b> Department of Agriculture, Markets, and Food		<b>1.2. State Agency Address</b> 1 Granite Place South, Concord, NH 03301	
<b>1.3. Grantee Name</b> Tellman Hill Farm, LLC		<b>1.4. Grantee Address</b> 226 Gould Road, Whitefield, NH 03598	
<b>1.5. Grantee Phone #</b> 603-503-5707	<b>1.6. Account Number</b> 28710000	<b>1.7. Completion Date</b> May 1, 2027	<b>1.8. Grant Limitation</b> \$ 250,000.00
<b>1.9. Grant Officer for State Agency</b> Joshua Marshall		<b>1.10. State Agency Telephone Number</b> 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."			
<b>1.11. Grantee Signature 1</b> 		<b>1.12. Name &amp; Title of Grantee Signor 1</b> Douglas Morin, Member Tellman Hill Farm	
<b>Grantee Signature 2</b>		<b>Name &amp; Title of Grantee Signor 2</b>	
<b>Grantee Signature 3</b>		<b>Name &amp; Title of Grantee Signor 3</b>	
<b>1.13. State Agency Signature(s)</b> 		<b>1.14. Name &amp; Title of State Agency Signor(s)</b> SHAWN N. JASPER, COMMISSIONER	
<b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b> By:  Louise Williams Assistant Attorney General, On: 8/28/28			
<b>1.16. Approval by Governor and Council (if applicable)</b> 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").

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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. 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

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- 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.

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### 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 "Construct and equip a produce storage and value-added processing facility at Tellman Hill Farm" 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](http://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.

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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 \$250,000.00.

- 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.

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# 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
-	Coos County, New Hampshire	65.2
-	Oxford County, Maine	50.0
-	Caledonia County, Vermont	41.9
-	Carroll County, New Hampshire	21.3
-	Grafton County, New Hampshire	19.7

**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.

Construct and equip a produce storage and value-added processing facility at Tellman Hill Farm

## DURATION OF PROJECT

Project Start Date: Jul 1, 2024

Project End Date: May 1, 2027

## 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

Tellman Hill Farm, LLC, will construct and equip a produce storage and processing facility in Whitefield, New Hampshire, to foster the aggregation, value-added processing, and distribution of fresh and processed fruit and vegetable products in the north country of New Hampshire and neighboring states.

This project will create a shared produce storage and processing facility composed of four components: a loading area, a cold storage room, a wash-pack-press room, and a commercial kitchen. The construction and equipping of this facility will be a primary outcome of this project.

This facility will allow local farms and food processing businesses to rent space for produce storage, wash and pack, and developing and producing value-added products. These functions will add resilience for local farms and the local food system by improving post-harvest handling, diversifying the products farmers can offer, and increasing market access.

It is expected that outcomes will include (but not be limited to) improved access for washing, packing, and cold storage of items by local farms, the development and production of new value-added products from local farms, and marketing of new and existing products through new sales channels.

## 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**

This project will provide opportunities for the aggregation, storage, and processing of produce from the north country of New Hampshire and adjacent Vermont and Maine.

This region contains numerous small fruit and vegetable farms, but is economically disadvantaged and underserved. Due to the high capital costs, many farms lack infrastructure for cold storage, year-round post-harvest cleaning and grading, and creating value-added products. As a result, most farms in the area market their produce fresh, during a limited season, direct to consumers, and "second" quality items can only be sold for substantially lower value.

This project will create a shared produce storage and processing facility made of of four components: a loading area, a cold storage room, a wash-pack-press room, and a commercial kitchen. This facility will allow local farms and food processing businesses to rent space for produce storage, wash and pack, and developing and producing value-added products. These functions will add resilience for local farms and the food system by improving post-harvest handling, diversifying the products farmers can offer, and increasing market access.

Produce will enter the facility through a covered loading area. The loading area will allow convenient access in all weather conditions, year round. It will have a concrete floor contiguous with the rest of the building, to facilitate placing items on pallets and carts which can then easily be moved throughout the building on wheels.

The cold storage space will be constructed of site-built walls, insulated more than conventional modular cooler panels, and powered by a commercial refrigeration unit. This will allow farmers to increase the marketable window and quality of crops, and to store produce before processing..

The climate-controlled post-harvest space will allow farmers to wash, grade, and pack throughout the year. This space will include washable surfaces and a trench-style floor drain for water and sediment. This room will also be able to be setup for pressing and bottling juices, with a specialized washer/ grinder, presses, UV pasteurizer, and bottler. This facility would be the only source of local pasteurized juice and apple cider.

The licensed kitchen space will allow farmers to develop and produce value-added products which

cannot be made in home kitchens due to food safety regulations or practicality. This space will be built to meet all commercial kitchen requirements including the necessary sinks, washable surfaces, septic, grease trap, and bathroom. The kitchen will be outfitted with standard items including tables, storage, mixer, oven/range, refrigerator, and freezer.

Taken together, this facility will be a flexible resource for the small farms of the area to make use of cold storage, conduct post harvest handling, and develop new products and access new markets. It will be licensed as a commercial facility under Department of Health and Human Safety both food and beverage programs.

This space will be located at Tellman Hill Farm, a diversified operation which sells eggs, poultry, hay, and grows produce including apples, pears, and blueberries. Tellman Hill Farm staff will see to all coordination, maintenance, and operational needs in the facility. The facility will be run as a separate enterprise from Tellman Hill Farm farming operations, with each farm or processor (including Tellman Hill Farm) renting time and space as it is available.

Tellman Hill Farm will use this facility to develop an aggregation and processing operation for apples and cider, by supplementing our own production with apples from many small local orchards. The ability to store and press large volumes will give us the economies of scale needed to sell fresh cider to other processors, such as hard cider makers. The ability to pasteurize will allow us access to wholesale and institutional markets which are closed to unpasteurized cider. These markets are underserved, as only two New Hampshire orchards are currently licensed to pasteurize and bottle cider, and none is available in local stores or institutions. The licensed kitchen will allow us to produce apple cider vinegar, apple pie filling, and other value-added products. Over time, Tellman Hill Farm may purchase other produce from other growers to develop into different products (e.g., salsa, pickles, juices) to be sold to stores and institutions.

While Tellman Hill Farm will be a primary user of the facility, the majority of the facility hours will remain available for other growers and processors. The facility would be available to both farmers and local food processing businesses (for example, a business creating juices or pies), so farmers may benefit from the facility by either processing their own crops or by selling crops onto others for processing. By combining crops, farms and processors will be able to more easily reach economies of scale to justify new products and access new markets.

The proposed project is a modest physical space, but it has been planned carefully with the input of multiple experts and beneficiaries. The goal of the space is to serve the needs of the small producers of our region by being practical and flexible.

Finally, we feel it is important that this project is driven by farmers. Some growers may be reluctant to work with government or non-profit entities, and farmers are best positioned to understand the needs of other farmers. As an established farm, we are well-suited to implementing this project to serve the broader network of producers in the area.

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

Remove Objective

Add Objective

Objective #	Objective Description
1	Construct and equip shared use cold storage space
2	Construct and equip shared use wash-pack-press space
3	Construct and equip shared use commercial kitchen space
4	Develop new value added products
5	Access new markets for products
6	Foster aggregation of products between agricultural producers

**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).*

We have provided statements of support from 16 farms and organizations with this application.

Eleven commercial produce farms have written to express their support. These growers are from Coos, Grafton, and Carroll counties in New Hampshire as well as Caledonia County, Vermont and Oxford

County, Maine. They run operations ranging in size from 1-2 owner-operators to 12 or more staff during the growing season.

Four commercial orchards have written that they could benefit from this facility (appendix 1-4). Orchards specifically note needs for cold storage, selling apples to be aggregated, pressed and pasteurized, and to make their own value-added products. A number of these growers note that they currently have to sell portions of their crop at significant discounts because they lack the ability to store, process, or market their fruit during the short retail sales window. These are only some of the orchards in the region. If the facility is selected for funding, we anticipate interest from additional tree fruit growers over time.

Seven vegetable and small fruit growers wrote they could benefit from this facility (appendix 5-11). Growers note that they could benefit from use of conditioned wash-pack space, cold storage, and the ability to make value-added products to sell into new markets. Growers mention an interest in developing specific products including pickles, tomato sauce, salad dressing, hot sauce, garlic powder, preserved vegetables, and fruit and vegetable juices. Growers also note the lack of accessible facilities for processing, and the value of co-locating storage, wash-pack, and kitchen space. Some also speak to the value of this effort being led by farmers. If the facility is selected for funding, we anticipate interest from additional vegetable and small fruit growers over time.

One grocery retailer and one local food business have provided letters of support stating they are interested in purchasing products made in the facility (appendix 12-13). These are just examples of local businesses that could be final destinations for products made in the proposed facility, though we expect to cultivate many more relationships with sales outlets over time as products are developed. Specifically, we would look into larger institutions in the area including schools, hospitals, and hotels, as well as other grocery markets and hard cider makers.

Three technical organizations (appendix 14-16) and one local food business (appendix 12) have provided letters to affirm the feasibility of the project, our readiness as applicants, and their willingness to continue advising the project. UVM Agricultural Engineering staff have helped inform the building design and equipment choices. Coos Economic Development Corporation has worked with us on business planning and securing financing. UNH Extension has witnessed and assisted with a number of projects we have implemented. The owners of Super Secret Ice Cream have informed the design and our understanding of the permitting process for a licensed food production space. Each of these organizations has attested their willingness to continue to advise and support the project to make it successful, if it is selected for funding.

To quantify the number of beneficiaries, we used the number of commercial businesses who wrote in support: 11 farms, one grocery store, one food processor, plus Tellman Hill Farm. If we tallied employees of these businesses, it would be many dozens of individuals. We anticipate the long term impact will involve a greater number of organizations.

To quantify jobs created, we conservatively counted 2 for one position within Tellman Hill Farm and one FTE cumulatively from outside businesses. We expect the primary benefit of this facility will not be in the creation of discrete jobs, but rather in increasing business profitability, access to markets, and resilience. We also anticipate it will allow farmers to shift some hours worked from their busy season to slower seasons, when they can be using the processing facility, while increasing their profitability.

## 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.

<b>OUTCOME 2: CAPACITY IN THE MIDDLE OF THE SUPPLY CHAIN FOR LOCAL/REGIONAL FOOD PRODUCTS</b>			
<b>Indicator</b>	<b>Description</b>	<b>Expected Numbers</b>	<b>N/A</b>
2.1	Number of new facilities constructed:	1	<input type="checkbox"/>
2.2	Number of existing facilities improved or expanded:		<input checked="" 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:		<input checked="" 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:	2	<input type="checkbox"/>
2.8	Number of employees that received food safety training:	2	<input type="checkbox"/>
2.9	Number of employees that received worker safety training:	2	<input type="checkbox"/>
2.10	Number of new or improved wastewater management systems:	1	<input type="checkbox"/>
2.11	Number of new or improved information technology systems:		<input checked="" type="checkbox"/>

<b>OUTCOME 3: INCREASE ECONOMIC VIABILITY OF LOCAL/REGIONAL PRODUCERS AND PROCESSORS</b>			
<b>Indicator</b>	<b>Description</b>	<b>Expected Numbers</b>	<b>N/A</b>
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:	11	<input type="checkbox"/>
3.3	Number of new local/regional products processed, aggregated, stored or distributed:	10	<input type="checkbox"/>
3.4	Number of new value-added products developed:	10	<input type="checkbox"/>
3.5	Number of new market-outlets established:	10	<input 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
Personnel	\$0.00	\$28,080.00	In-Kind
Fringe Benefits	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	
Equipment	\$0.00	\$67,500.00	Cash
Supplies	\$0.00	\$15,970.00	Cash
Construction	\$250,000.00	\$212,810.00	Cash
Contractual	\$0.00	\$0.00	
Other	\$0.00	\$0.00	
<b>Direct Costs Sub-Total</b>	<b>\$250,000.00</b>	<b>\$324,360.00</b>	
Indirect Costs	\$0.00	\$0.00	
<b>Total Budget</b>	<b>\$250,000.00</b>	<b>\$324,360.00</b>	

**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
-	1	Project Manager		\$0.00	\$28,080.00	In-Kind
<b>Personnel Subtotal</b>				<b>\$0.00</b>	<b>\$28,080.00</b>	

## 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

Personnel 1: Project Manager: Tellman Hill Farm will provide a Project Manager to oversee all administrative, construction, and equipment acquisition activities. We have estimated the total based on an average of 4 hours per week for 156 weeks, at a rate of \$45/hour. This will require working with a contractor to develop final plans, apply for permits, and monitor the construction of the project to assure it meets the required specifications. It will also require purchasing equipment, materials, and supplies (as specified), taking deliveries, ensuring all equipment is operational, and assisting contractor with final placement and installation as necessary.

## 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
-				\$0.00	\$0.00	
<b>Fringe Subtotal</b>				<b>\$0.00</b>	<b>\$0.00</b>	

## 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	
<b>Travel Subtotal</b>								<b>\$0.00</b>	<b>\$0.00</b>	

## 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	Produce washer/grinder	Purchase	Oct 1, 2026	\$0.00	\$18,300.00	Cash
-	2	Bottling Machine	Purchase	Oct 1, 2026	\$0.00	\$5,200.00	Cash
-	3	Pasteurizer	Purchase	Oct 1, 2026	\$0.00	\$22,000.00	Cash
-	4	Commercial Refrigerator	Purchase	Oct 1, 2026	\$0.00	\$5,000.00	Cash

-	5	Commercial Freezer	Purchase	Oct 1, 2026	\$0.00	\$5,000.00	Cash
-	6	Commercial oven/range	Purchase	5/1/2026	\$0.00	\$5,500.00	Cash
-	7	Cold room refrigeration unit	Purchase	10/1/2026	\$0.00	\$6,500.00	Cash
-					\$0.00	\$0.00	
-					\$0.00	\$0.00	
<b>Equipment Subtotal</b>					<b>\$0.00</b>	<b>\$67,500.00</b>	

### 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: Voran SA200 produce washer and grinder. This unit is essential for washing and grinding apples and other produce before pressing into juice. It has the ability to wash produce, remove rocks and debris via flotation, and has multiple grinding plate to accommodate a variety of produce. This is a modern, purpose-built machine with food safe construction and the ability to produce at high throughput. Budget reflects price of new item from Winemakers Depot (Olympia, WA).

Equipment 2: Bottling machine. Judd siphon filler. This unit is essential for bottling juice once it has been pressed. It is made of full stainless steel and can accommodate a variety of sizes of bottles. Budget reflects price of new item from Orchard Equipment Supply Company (Conway, MA).

Equipment 3: Pasteurizer. FPE CiderSure 2500 UV Processor. This unit is essential for pasteurizing cider and other other juices. It meets FDA requirements and can process 25 gallons of juice per hour. Budget reflects price of new item from Orchard Equipment Supply Company (Conway, MA).

Equipment 4 and 5: Commercial Refrigerator and Freezer. These units are necessary for the commercial kitchen which will be host to multiple users. Budget reflects price of new item from Websteraunt (Lititz, PA).

Equipment 6: Commercial oven/range. This unit will be necessary for the shared commercial kitchen space. It can allow users to bake, roast, sautee, and operate canners. A commercial hood will be installed as required for ventilation and fire safety. Budget reflects price of new item from Websteraunt (Lititz, PA).

Equipment 7: Cold room refrigeration unit. An 18,000btu refrigeration unit to power the walk-in cold room. This is a new, commercial unit which will have sufficient power to cool crops entering the space and maintain temperatures down to 32F over time. Budget reflects price of new item from Barr Refrigeration (Oshkosh, WI).

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## 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	Juice Presses	\$2,875.00	2	Oct 1, 2026	\$0.00	\$5,750.00	Cash
-	2	Press Bladders	\$341.00	2	Oct 1, 2026	\$0.00	\$682.00	Cash
-	3	Press Bags	\$54.00	2	Oct 1, 2026	\$0.00	\$108.00	Cash
-	4	Juice Transfer Pump	\$317.00	1	Oct 1, 2026	\$0.00	\$317.00	Cash
-	5	Pipe, hoses, fittings	\$500.00	1	Oct 1, 2026	\$0.00	\$500.00	Cash
-	6	Juice Tank	\$2,500.00	1	Oct 1, 2026	\$0.00	\$2,500.00	Cash
-	7	Pallet Jack	\$500.00	1	Oct 1, 2026	\$0.00	\$500.00	Cash
-	8	Steel tables	\$294.00	2	Oct 1, 2026	\$0.00	\$588.00	Cash
-	9	Handwash sink with faucet	\$100.00	1	May 1, 2026	\$0.00	\$100.00	Cash
-	10	Prep sink with faucet	\$286.00	1	May 1, 2026	\$0.00	\$286.00	Cash
-	11	Dish sink with faucets	\$969.00	1	May 1, 2026	\$0.00	\$969.00	Cash
-	12	Mop sink with faucet	\$400.00	1	May 1, 2026	\$0.00	\$400.00	Cash
-	13	Wire rack shelves	\$260.00	2	Oct 1, 2026	\$0.00	\$520.00	Cash
-	14	Mixer	\$1,000.00	1	Oct 1, 2026	\$0.00	\$1,000.00	Cash
-	15	Range hood	\$1,750.00	1	May 1, 2026	\$0.00	\$1,750.00	Cash

<b>Supplies Subtotal</b>	<b>\$0.00</b>	<b>\$15,970.00</b>	
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**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

Supply 1: Lancman 170L juice presses. These units are essential for pressing ground produce into juice. They are modern, water-pressure units able to press a range of fruits and vegetables with little energy. They are purpose-made and able to produce large volumes of juice quickly and efficiently. One person can efficiently run two units by alternating back-and-forth filling one while the second is in its pressing cycle. Budget reflects price of new item from Orchard Equipment Supply Company (Conway, MA).

Supply 2 and Supply 3: Press Bladders and Press Bags are necessary for operating the juice presses specified in Supply 1. These are replacement parts to have on hand so production does not need to be stopped in case of material failure. Budget reflects price of new item from Orchard Equipment Supply Company (Conway, MA).

Supply 4: Juice transfer pump. This is a 1/12hp pump that can move 10 gallons per minute. It has a magnetic drive and is made of food safe materials to make for easy cleaning. This will be used to move juice from presses into a holding tank and from the holding tank to the bottling line. Budget reflects price of new item from Orchard Equipment Supply Company (Conway, MA).

Supply 5: Pipe, hoses, fittings. These are required to connect the presses, pump, holding tank, and bottling line. These will be of food grade and easily cleanable materials including stainless steel and food-grade plastic. Budget reflects price of new item from Orchard Equipment Supply Company (Conway, MA).

Supply 6: Juice tank. This is a stainless steel holding tank of at least 100 gallons in capacity. Fresh juice will be pumped into this tank immediately after pressing. This tank will then feed juice into bottling equipment. Budget reflects estimated price of used item from a dairy or maple equipment supply dealer.

Supply 7: Pallet jack. This will be the primary means of moving produce in bins throughout the facility, allowing staff and users to move heavy materials easily and remain safe from lifting injuries. Budget reflects price of new item from Grainger (Lake Forest, IL).

Supply 8: Steel tables. These are full stainless steel tables with casters on their feet. They meet food safety requirements and will be easy to move for cleaning under/around and reconfiguring the kitchen space for different users. Budget reflects price of new item from Websteraunt (Lititz, PA).

Supply 9, 10, 11, 12: Hand, Prep, Dish, Mop sinks with faucets. These sinks are required for the commercial kitchen. They will be full stainless steel and conform to best design practices (rounded corners, appropriate sizes, etc). To be purchased new from Websteraunt (Lititz, PA).

Supply 13: Wire rack shelves. These are steel shelves for kitchen storage with casters on the feet for easy moving. They are a standard of commercial kitchen spaces. Budget reflects price of new item from Websteraunt (Lititz, PA).

Supply 14: Commercial mixer. This is a standard item for commercial kitchens, allowing users to process a variety of food items including kneading doughs, mixing dry or wet ingredients, and whipping food containing eggs or cream. Budget reflects price of new item from Websteraunt (Lititz, PA).

Supply 15: Range hood. This is a typical requirement for commercial kitchens. It will be a full stainless steel hood allowing ventilation of cooking fumes and humidity to the outdoors. Budget reflects price of new item from Websteraunt (Lititz, PA).

## 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
-	1	Permits		\$2,000.00		N/A
-	2	Septic design and installation		\$44,500.00		N/A
-	3	Site work		\$75,550.00		N/A
-	4	Foundation and slab		\$38,370.00		N/A
-	5	Framing, Roofing, Siding		\$89,580.00	\$23,670.00	Cash
-	6	Interior finishes			\$15,500.00	Cash
-	7	Plumbing			\$35,640.00	Cash
-	8	Electrical			\$62,500.00	Cash
-	9	Insulation			\$13,600.00	Cash
-	10	Doors and Windows			\$11,500.00	Cash
-	11	Heating/Cooling			\$19,900.00	Cash
-	12	Well drilling and pump			\$19,000.00	Cash
-	13	Equipment rental			\$11,500.00	Cash
<b>Construction Subtotal</b>				<b>\$250,000.00</b>	<b>\$212,810.00</b>	

## 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

We will hire a design-build firm to construct the facility from planning and site work to final installation of appliances. The chosen firm will act as General Contractor, hiring sub-contractors to perform specific functions (for example, concrete, electrician, plumber, well driller).

We hired an architect to assist with design of the building and draw initial construction plans (included as attachments). We worked with three qualified local construction companies to develop estimates for project construction costs (included as attachments). Estimates totalled \$450,000 (Dave Reilly Construction, Littleton NH), \$462,810 (Red Fox Construction, Barnstead NH), and \$569,273 (Garland Mill, Lancaster NH).

The line items here are based on the median estimate, from Red Fox Carpentry. Since funding is not assured, we have not initiated a contract with a construction firm yet. If awarded this grant, we will contact the firms who supplied bids to determine which will be most able to complete the project within the timeline, specifications, and budget.

We will begin work as soon as possible upon award of grant funds. We hope to finalize building plans in winter 2024-2025, beginning construction in June 2025, substantially completing construction by September 2025, and having the facility fully equipped and functional by summer of 2026. The planned implementation dates provided are based on a design/build schedule which is contingent upon many factors including timing of award of funds and availability of contractors and equipment.

Item 1: Permits. Covers time and expense for planning and submissions for all relevant permitting (town building, fire, etc). March-July 2025.

Item 2: Septic Design and Installation. The septic system must be specifically designed for the commercial food processing uses of the facility, a test pit must be dug, and an installation made by a qualified contractor. This is essential for a commercial kitchen. March-July 2025.

Item 3: Site work. The site must be leveled, gravel added, and foundation holes dug to be ready for foundation installation. June 2025.

Item 4: Foundation and slab installation. Concrete forms must be built and concrete poured to set a proper foundation for the building. The concrete will be sealed to provide a cleanable and utilitarian finished floor. June 2025

Item 5: Framing, roofing, siding. The building structure will be constructed with conventional stick-framing, metal roofing, and wood siding. July 2025.

Item 6: Interior finishes will be washable and durable. This design uses white metal roofing panels. July-August 2025.

Item 7: Plumbing. This includes installing all drain and supply lines throughout the facility including kitchen sinks and bathroom. July-August 2025.

Item 8: Electrical. This includes installing commercial-level electrical service to the building as well as installing all lights, outlets, and other electrical connections required. July-August 2025

Item 9: Insulation. Walls, ceiling, and slab will be insulated to allow efficient heating and cooling of the space throughout the year. June-September 2025.

Item 10: Doors and Windows. Doors for access/egress and windows for light and ventilation will be required. July 2025

Item 11: Heating/cooling. This item includes supply and installation of minisplit heat pumps to heat and cool the space, as well as installation of the walk-in cooler refrigeration unit by a qualified HVAC contractor. August-September 2025.

Item 12: Well drilling and installation. This item covers a qualified contractor to perform well drilling and installation of a pump system, and interconnection with building plumbing. This will establish a reliable and safe water supply for the facility. June 2025.

Item 13: Equipment Rental. This item covers equipment that will be rented by the construction contractor such as lifts, cranes, dumpsters,

or other necessary equipment which is not owned by the contractor. June 2025-September 2025.

### 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	
<b>Contractual/Consultant Subtotal</b>				<b>\$0.00</b>	<b>\$0.00</b>	

### 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	

<b>Other Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	
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**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.*

<b>Indirect Cost Rate (%)</b>	<b>Funds Requested</b>	<b>Match Value</b>	<b>Match Type</b>
	\$0.00	\$0.00	
<b>Indirect Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	