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New Hampshire

Department of Agriculture,  
Markets, and Food

Shawn N. Jasper, Commissioner

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 Westwick Farming, LLC (VC# TBD), Lee, NH, for the Resilient Food Systems Infrastructure Program in the amount of \$249,618, 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 | \$249,618    |

**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.

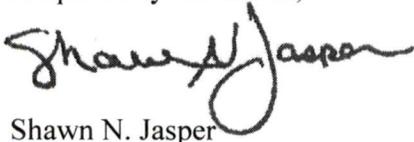
The funds are intended to support expanded capacity for the aggregation, processing, manufacturing, storing, transporting, wholesaling, and distribution of locally and regionally produced food products.

This project will support Westwick Farming, LLC, Lee, NH, to build and outfit a USDA certified value-added kitchen to increase and diversify market access and revenue for growers in the seacoast region. 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,

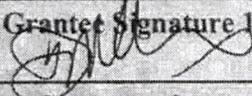
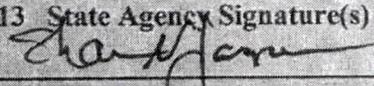
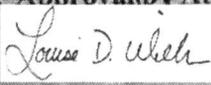
A handwritten signature in black ink, appearing to read "Shawn N. Jasper". The signature is fluid and cursive, with the first name "Shawn" and last name "Jasper" clearly legible.

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><br>Department of Agriculture, Markets, and Food  |  | <b>1.2. State Agency Address</b><br>1 Granite Place South, Concord, NH 03301             |   |
| <b>1.3. Grantee Name</b><br>Westwick Farming, LLC  |  | <b>1.4. Grantee Address</b><br>11 Randall Road, Lee, NH 03861                            |   |
| <b>1.5. Grantee Phone #</b><br>603-781-6030  | <b>1.6. Account Number</b><br>28710000 | <b>1.7. Completion Date</b><br>May 1, 2027   | <b>1.8. Grant Limitation</b><br>\$ 249,618.00 |
| <b>1.9. Grant Officer for State Agency</b><br>Joshua Marshall  |  | <b>1.10. State Agency Telephone Number</b><br>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><br>  |  | <b>1.12. Name &amp; Title of Grantee Signor 1</b><br>DORA COX MUNROE                     |   |
| <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><br>  |  | <b>1.14. Name &amp; Title of State Agency Signor(s)</b><br>SHAWN N. JASPER, COMMISSIONER |   |
| <b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b><br>Louise Williams, AAG   |  |  |   |
| By:   |  | Assistant Attorney General, On: 8 /28 /25  |   |
| <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 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

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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

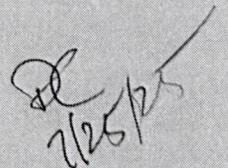
B.1 The grantee shall utilize awarded Resilient Food Systems Infrastructure Program (RFSI) funds (USDA-AMS Award #23RFSINH0012) for project titled "Shared Commercial Kitchen at Tuckaway Food Commons Benefiting Seacoast Growers and Producers" as detailed in the grantee's Infrastructure Grant Proposal 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:

- 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.
- 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.
- 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.
- 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.
- 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,

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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 \$249,618.00.

- The grantee shall be paid within 30 days of submission of an invoice detailing work done and work to be completed with the funds.
- Copies of receipts for all project expenditures must also be submitted.
- Invoices must be approved by the Assistant Commissioner.
- 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 |
|---|-----------|----------------|
| - | Strafford | 15.6           |
| - |           |                |

**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.

Shared Commercial Kitchen at Tuckaway Food Commons Benefiting Seacoast Growers and Producers

## 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*

Westwick Farming (dba Tuckaway Farm), in collaboration with the nonprofit organization Seacoast Eat Local and other key community partners in the Seacoast, proposes to build and outfit a USDA certified value-added kitchen to increase and diversify market access and revenue for growers in the region. This kitchen is the remaining piece of the Tuckaway Food Commons, a community food hub that has been growing since 2019 located at Tuckaway Farm in Lee, NH, which includes a four season farm store featuring products from NH farms and food businesses, a grain processing and milling facility for locally grown corn and other culinary grains, and an adjacent community house holding the non-profit Seacoast Eat Local offices, agricultural workshops, meeting and board retreat space.

A completed commercial kitchen at Tuckaway Food Commons is poised both geographically and organizationally to provide needed middle-of-the-supply-chain infrastructure and services to the area's growers and producers. Every facet of this emerging Food Commons interconnects to create stacked business and marketing channels that support local food relationships and economic growth.

The outcome of this grant will be the completed completion of the value-added kitchen and related equipment purchases. Once operational, aggregated produce from Seacoast area farms will be sourced for a range of products, including sauces, dips, jams, lightly processed frozen vegetables, crackers, grain bars, and bread. Space will be made available to lease for value-added producers, as well as chefs who can purchase from local farms for on-site classes. This deliverable will enable local farms and food businesses to significantly expand their product offers and market reach, benefiting a multitude of regional growers, value-added producers, and purchasers.

## 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**

The specific need this project will address is commercial kitchen space/capacity to process locally-grown foods.

Increased capacity to process locally-grown foods is a well-researched need in the New Hampshire statewide food system. This need is articulated in the 2023 NEFNE Volume 2: Estimating Production for 30% Regional Self-Reliance Pages 33-34, "Barriers to Increasing Regional Production: Limited Processing and Manufacturing Infrastructure:

**"Limited manufacturing and processing infrastructure in the region is another key barrier to expanding production and increasing self-reliance... bottlenecks in processing, storage, and packing impact the potential to increase production of fruits and vegetables that need cold storage or to produce more processed products from regionally grown, fresh agricultural commodities."**

This project addresses the above stated need by creating key tangible infrastructure to increase the year round production of regionally produced, value-added foods available for sale direct-to-consumer as well as to the wholesale market and public institutions. Within a year of the completion of construction, we anticipate aggregation and storage of raw grains, fruits, and vegetables from local farms for use in both light processing (example: peel/chop/freeze/vacuum seal) and for value-added products. We also anticipate at least three new value-added products using local ingredients being developed and processed in the new facility:

1. Seacoast branded tomato sauce,
2. Seacoast branded dips and spreads,
3. Juniper Cottage Bake Shop cookies and granola, and
4. Numerous value-added products developed by individual businesses.

This project represents a transformative investment to address real gaps in infrastructure to support regional agriculture, rural development, food access, and equity and to build a strong localized food economy in southern NH. RFSI funding will support the construction and equipment acquisition necessary to serve numerous farmers and food businesses throughout the Seacoast and southern NH region. Construction of a commercial kitchen facility will make possible processing locally-grown foods into value-added, shelf stable products for year-round sales. Along with individual businesses

benefiting (and coming into existence) through having access to certified kitchen space, myriad growers will benefit from the opportunity for aggregating excess and imperfect produce into Seacoast branded value-added products.

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

Remove Objective

Add Objective

| Objective # | Objective Description   |
|-------------|---|
| 1           | Construct a new commercial kitchen facility for value-added production.   |
| 2           | Source and equip the commercial kitchen with appropriate equipment and supplies for value-added processing and lightly processed foods. |
|             |   |

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).

**Seacoast area growers** looking to increase revenue through increased outlets for their current harvest (selling wholesale to value-added producers using the new commercial kitchen) as well as being able to increase the amount of food they grow knowing they will have this additional outlet.

**Seacoast area value-added producers** (and those with aspirations of being value-added producers in the marketplace) who have expressed their challenge of finding adequate certified kitchen space as an obstacle to success.

**NH food hubs** (aggregators and distributors) seeking additional value-added products that are made with locally grown ingredients and produced in the region.

**Seacoast area and regional chefs** who have expressed desire for year-round access to locally grown foods, which growers could offer through the ability to can, dehydrate, and freeze surplus main season fruits and vegetables in a certified kitchen. Additionally, the ability to lead cooking classes and demonstrations in the kitchen would mean additional purchasing from local growers whose produce is available in the farm store, both by chefs leading workshops and participants being introduced to the retail outlet.

**Institutional wholesale buyers** including local schools and food pantries that provide prepared meals. Lightly processed foods (examples include pureed tomatoes, frozen sliced vegetables, frozen whole berries) are highly desirable in both cases to reduce labor. With state and federal assistance, more school districts and food pantries have designated funding specifically for purchasing local food, which would be possible through the winter season through increased light processing capacity at the Tuckaway Food Commons kitchen.

**Seacoast area and regional retail outlets** looking for locally grown and locally produced value-added products such as dressings, sauce, spreads, dried fruit, flour, granola, frozen prepped vegetables, frozen prepared meals, etc.

## 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:  | 1                | <input 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:  | 5                | <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:                            | 10               | <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:  |                  | <input checked="" type="checkbox"/> |
| 2.8       | Number of employees that received food safety training:  |                  | <input checked="" type="checkbox"/> |
| 2.9       | Number of employees that received worker safety training:  |                  | <input checked="" 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"/> |

| <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:   |                         | <input checked="" type="checkbox"/> |
| 3.2  | Number of local/regional agricultural producers who benefited from the new or improved processing/aggregation/storage or distribution capacity: | 10                      | <input type="checkbox"/>            |
| 3.3  | Number of new local/regional products processed, aggregated, stored or distributed:   | 3                       | <input type="checkbox"/>            |
| 3.4  | Number of new value-added products developed:   | 3                       | <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**

| <b>Expense Category</b> | <b>Funds Requested</b> | <b>Match Value</b> | <b>Match Type</b> |
|-------------------------|------------------------|--------------------|-------------------|
| Personnel               | \$15,000.00            | \$25,200.00        | In-Kind           |
| Fringe Benefits         | \$0.00                 | \$6,250.00         | In-Kind           |
| Travel                  | \$0.00                 | \$0.00             | N/A               |

|                               |                     |                    |         |
|-------------------------------|---------------------|--------------------|---------|
| Equipment                     | \$38,000.00         | \$0.00             | N/A     |
| Supplies                      | \$28,745.00         | \$0.00             | N/A     |
| Construction                  | \$154,025.00        | \$40,500.00        | Cash    |
| Contractual                   | \$9,135.00          | \$6,000.00         | Cash    |
| Other                         | \$0.00              | \$0.00             | N/A     |
| <b>Direct Costs Sub-Total</b> | <b>\$244,905.00</b> | <b>\$77,950.00</b> |         |
| Indirect Costs                | \$4,713.00          | \$4,713.00         | In-Kind |
| <b>Total Budget</b>           | <b>\$249,618.00</b> | <b>\$82,663.00</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<br>(# of hours<br>OR % FTE) | Funds Requested    | Match Value        | Match Type |
|---------------------------|---|----------------------------|---|--------------------|--------------------|------------|
| -                         |   | Sarah Cox/Project Director | 66% FTE                                     | \$15,000.00        | \$25,200.00        | In-Kind    |
| <b>Personnel Subtotal</b> |   |                            |   | <b>\$15,000.00</b> | <b>\$25,200.00</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 Director- Sarah Cox funding request of @ .25FTE (match @.21FTE) 2 years @ \$60k/year from October 1 2024-September 30, 2026. Project Director will oversee daily activities, direction and execution of the project, including oversight of contractors and scopes of work and reporting as outlined within this proposal.

**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 |
|---|---|----------------------------|---------------------|-----------------|-------------|------------|
|---|---|----------------------------|---------------------|-----------------|-------------|------------|

|                        |  |                            |     |               |                   |         |
|------------------------|--|----------------------------|-----|---------------|-------------------|---------|
| -                      |  | Sarah Cox/Project Director | 25% | \$0.00        | \$6,300.00        | In-Kind |
| <b>Fringe Subtotal</b> |  |                            |     | <b>\$0.00</b> | <b>\$6,300.00</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<br>(e.g., airfare, car rental, hotel, etc.) | Unit of Measure<br>(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        |
| <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

NA

**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 | Commercial Oven/Range      | purchase           | 12/25            | \$5,000.00         | \$0.00        | N/A        |
| -                         | 2 | Vent and Hood              | purchase           | 12/25            | \$25,000.00        | \$0.00        | N/A        |
| -                         | 3 | Convection Oven            | purchase           | 12/25            | \$3,000.00         | \$0.00        | N/A        |
| -                         | 4 | Dishwasher                 | purchase           | 12/25            | \$5,000.00         | \$0.00        | N/A        |
| -                         | 5 | 30 qt Standing Mixer       | purchase           | 1/26             | \$5,000.00         | \$0.00        | N/A        |
| <b>Equipment Subtotal</b> |   |                            |                    |                  | <b>\$43,000.00</b> | <b>\$0.00</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

1. Commercial Oven/Range -For commercial value added production and volume recipes. Estimate based on Alternative Kitchen Supplies and online pricing for 36-in or 48-in 6 Burners 4.2-cu ft / 2.5-cu ft Freestanding Double Oven Gas Range (Stainless Steel), range for light to heavy duty
2. Vent and Hood -For commercial kitchen health and safety requirements. Estimate based on Alternative Sales in Kingston, NH coming to assess space and also speaking with other restaurants.
3. Convection Oven -For efficient commercial value-added production, baking. Estimate based on MoTak MECO-1-240 Single Full Size Electric Convection Oven priced online and Alternative Sales in Kingston NH quotes.
4. Dishwasher -ensure sanitation to certified kitchen standards. Estimate based on webrestaurant.com Centerline by Hobart CDL-1 Electric Low Temperature Door-Type Dishwasher 120V priced online and Alternative Sales in Kingston NH quotes.

## 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  | Cooler                     | \$2,500.00    | 1               | 12/25            | \$2,500.00      | \$0.00      | N/A        |
| - | 2  | 20 qt Counter Mixer        | \$1,500.00    | 1               | 12/25            | \$1,500.00      | \$0.00      | N/A        |
| - | 3  | Rolling Racks              | \$333.33      | 3               | 12/25            | \$1,000.00      | \$0.00      |            |
| - | 4  | Commercial Cookware Set    | \$2,500.00    | 1               | 12/25            | \$2,500.00      | \$0.00      |            |
| - | 5  | Stainless Countertop 60x24 | \$600.00      | 1               | 12/25            | \$600.00        | \$0.00      |            |
| - | 6  | Stainless Countertop 60x36 | \$800.00      | 1               | 12/25            | \$800.00        | \$0.00      |            |
| - | 7  | Dehydrator                 | \$800.00      | 1               | 12/25            | \$800.00        | \$0.00      |            |
| - | 8  | Commercial Blender         | \$1,000.00    | 1               | 12/25            | \$1,000.00      | \$0.00      |            |
| - | 9  | Food Processor             | \$500.00      | 1               | 12/25            | \$500.00        | \$0.00      |            |
| - | 10 | Vacuum Sealer              | \$400.00      | 1               | 12/25            | \$400.00        | \$0.00      |            |
| - | 11 | Upright, Two Bay Freezer   | \$3,000.00    | 1               | 12/25            | \$3,000.00      | \$0.00      |            |
| - | 12 | Standing Shelves           | \$100.00      | 5               | 12/25            | \$500.00        | \$0.00      |            |
| - | 13 | Three Bay Sink             | \$1,900.00    | 1               | 12/25            | \$1,900.00      | \$0.00      |            |
| - | 14 | Hand Wash Sink             | \$600.00      | 1               | 12/25            | \$600.00        | \$0.00      |            |
| - | 15 | Mixing Bowl Sets           | \$60.00       | 3               | 3/36             | \$180.00        | \$0.00      |            |

|                          |    |                                   |            |   |       |                    |               |  |
|--------------------------|----|-----------------------------------|------------|---|-------|--------------------|---------------|--|
| -                        | 16 | Wooden Utensil Sets               | \$14.00    | 2 | 3/26  | \$28.00            | \$0.00        |  |
| -                        | 17 | Spatulas                          | \$18.00    | 5 | 3/26  | \$90.00            | \$0.00        |  |
| -                        | 18 | Tong Sets                         | \$10.00    | 3 | 3/26  | \$30.00            | \$0.00        |  |
| -                        | 19 | Wireless Portion Scale            | \$428.00   | 1 | 3/26  | \$428.00           | \$0.00        |  |
| -                        | 20 | Kitchen Scale                     | \$45.00    | 1 | 3/26  | \$45.00            | \$0.00        |  |
| -                        | 21 | AirKing M-30 Dust Collection Unit | \$3,700.00 | 1 | 12/25 | \$3,700.00         | \$0.00        |  |
| -                        | 22 | Contractors Broom                 | \$42.00    | 1 | 3/26  | \$42.00            | \$0.00        |  |
| -                        | 23 | Wet Mop Kit                       | \$50.00    | 1 | 3/26  | \$0.00             | \$0.00        |  |
| -                        | 24 | Mop Sink                          | \$350.00   | 1 | 3/26  | \$350.00           | \$0.00        |  |
| -                        | 25 | Bulk Paper Towels                 | \$48.00    | 4 | 3/26  | \$192.00           | \$0.00        |  |
| -                        | 26 | Paper Towel Dispensor             | \$150.00   | 1 | 3/26  | \$150.00           | \$0.00        |  |
| -                        | 27 | Bulk Kitchen Towels               | \$90.00    | 1 | 3/26  | \$90.00            | \$0.00        |  |
| -                        | 28 | Soap Dispensor                    | \$70.00    | 1 | 3/26  | \$70.00            | \$0.00        |  |
| <b>Supplies Subtotal</b> |    |                                   |            |   |       | <b>\$22,995.00</b> | <b>\$0.00</b> |  |

## 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

1. Cooler -For cold storage and recipes requiring cooling. Estimate based on Xspracer CR 49-cu ft Commercial Refrigerator 2 Stainless Steel Door Reach-in (Sliver) priced online.
2. 20 qt Counter Mixer -For commercial value added production and volume recipes requiring mixing/slicing/chopping. Estimate based on Adcraft PM-20 20 qt. Planetary Mixer and 20 Qt. Planetary Stand Mixer with Guard, Standard Accessories & Shredder / Slice priced online.

3. Rolling Racks x3 -For movable storage of kitchen supplies and dry goods. Estimated based on Regency 24" x 72" x 60" NSF Green Epoxy Mobile Wire Shelving Starter Kit with 5 Shelves priced online.
5. Commercial Cookware -For commercial value added production and volume recipes. Estimated based on Alternative Restaurant Sales in Kingston NH
6. Stainless Countertop 60x24 -For commercial kitchen health and safety requirements. Estimate based on Armgood Metal Prep Table with Undershelf priced online.
7. Stainless Countertop 60x36 - For commercial kitchen health and safety requirements. Estimate based on Regency 36" x 60" 16-Gauge 304 Stainless Steel Commercial Work Table with Undershelf and Casters priced online.
8. Dehydrator -For commercial value added production and volume recipes requiring dehydration. Estimate based on Premium Commercial Dehydrator 1 Zone / 16 Tray / 28 sq. ft Tray Area priced online.
9. Blender -For commercial value added production and volume recipes requiring blending. Estimate based on Vitamix Commercial 36019 The Quiet One Countertop Drink Blender w/ Tritan Container, (34) Programs priced online.
10. Food Processor - For chopping and slicing. Estimate based on VEVOR 110V Commercial Food Processor 10L Capacity 1100W Electric Food Cutter 1400RPM Stainless Steel Food Processor priced online.
- 11.. Vacuum Sealer -For commercial value added production and volume recipes requiring sealed packaging. Estimate based on Weston 65-0901-w Pro-3500 Commercial Grade Vacuum Sealer, 15" bar, Stainless Steel priced online.
- 12.. Freezer-For commercial value added production and volume recipes requiring freezing. Estimate based on 54 in. W 47 cu. ft. Frost-free Two Door Commercial Reach In Upright Freezer in Stainless Steel
- 13.. Standing Shelves -For dry goods and packaging storage. Estimated based on VEVOR Storage Shelving Unit, 5-Tier Adjustable Storage Shelves, 48" L x 18" W x 72" H Heavy Duty Garage Storage Shelves priced online.
14. 3 Bay Sink - For commercial kitchen health and safety requirements. Estimate based on Elkay Deli Series 58" Freestanding Triple Basin Sink with Drain Boards priced online.
- 15.. Hand Wash Sink - For commercial kitchen health and safety requirements. Estimate based on Advance Tabco 7-PS-55 Wall Mount Commercial Hand Sink w/ 14"L x 10"W x 5"D Bowl, Gooseneck Faucet priced online.
- 16.. Mixing bowl sets - multiple sets for use in kitchen. Estimate based on Stainless-Steel Nesting Mixing Bowls priced online.
17. Wooden utensils - multiple sets for use in kitchen. Estimate based on Amazon online pricing.
18. Spatulas - multiples for use in kitchen. Estimate based on Amazon online pricing.
19. Tongs - multiples for use in kitchen. Estimate based on Amazon online pricing.
20. Wireless portion scale - for portioning of ingredients. Estimate based on Detecto PZ Wireless Portion Scale priced online.
21. Kitchen scale - for portioning of ingredients. Estimate based on Uline Digital Food Scale - Deluxe, 15 lbs x 0.05 oz
22. Dust collection system - to ensure healthy and safe environment for kitchen users with flour dust and any other respiratory hazard. Estimate based on speaking directly with the Dust King company salesperson, a verbal quote was given for this price available through 2025 ordering.
23. Contractors broom -for dry sweeping. Estimate based on ULine pricing online.
24. Wet mop - for cleaning to commercial kitchen standards. Estimate based on ULine pricing online.
25. Mop sink - required for commercial kitchen standards. Estimate based on MSBID2424 24 X 24 Molded Stone Mop Sink priced online.
26. Bulk paper towels - personal hygiene and counter cleanliness standards. Estimate based on Amazon pricing online.
27. Paper towel dispenser - hygienic dispenser to meet cleanliness standards. Estimate based on ULine pricing online.

28. Bulk kitchen towels - for cleaning commercial kitchen counters and equipment. Estimate based on webrestaurant.com pricing online.  
 29. Soap Dispenser - for hand sanitation. Estimate based on GOJO Hand Soap Dispenser - LTX Chrome/Black 1200mL - 1919-04

**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.*

| <b>+</b>                     | <b>#</b> | <b>Description</b>  | <b>Acquire When?</b> | <b>Funds Requested</b> | <b>Match Value</b> | <b>Match Type</b> |
|------------------------------|----------|---|----------------------|------------------------|--------------------|-------------------|
| -                            | 1        | Demolition  | 4/2025               | \$0.00                 | \$10,000.00        | Cash              |
| -                            | 2        | Excavation  | 4/2025               | \$0.00                 | \$13,500.00        | Cash              |
| -                            | 3        | Walls Framing, Structural Corrections, Windows/door and Carpentry | 12/2024              | \$37,760.00            | \$5,000.00         | Cash              |
| -                            | 4        | Floor Concrete Work/replacement                                   | 12/2024              | \$13,600.00            | \$5,000.00         | Cash              |
| -                            | 5        | Plumbing  | 5/2025               | \$36,500.00            | \$0.00             | N/A               |
| -                            | 6        | Electrical  | 5/2025               | \$28,800.00            | \$0.00             | N/A               |
| -                            | 7        | Interior Drywall and 3 Coat Finishing                             | 6/2025               | \$13,550.00            | \$0.00             | N/A               |
| -                            | 8        | Interior Finish and Trim Work                                     | 7/2025               | \$5,885.00             | \$0.00             | N/A               |
| -                            | 9        | HVAC  | 7/2025               | \$6,500.00             | \$0.00             | N/A               |
| -                            | 10       | Tile Floor Installation   | 7/2025               | \$11,430.00            | \$7,000.00         | Cash              |
| <b>Construction Subtotal</b> |          |   |                      | <b>\$154,025.00</b>    | <b>\$40,500.00</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

The following construction activities will be completed in order of appearance (numbered 1-9), within two years of the project being accepted and funding secured. Each will be conducted by Dorn Cox and/or Silver Brothers Painting and Construction (Silver Brothers) in

order to create the commercial kitchen infrastructure.

1 Demolition: Demolition of the project site is the first step required for the build out of the commercial kitchen. Tasks will include demolition and removal of framing/wood and concrete as needed for plumbing, electrical, sitework and carpentry changes; demo loft ceiling and dispose of debris; demo garage door on the left and frame new wall; jackhammer and cut out concrete for access to install water and drain lines, including floor drains. Demolition will begin as soon as funding is secured, as early as late fall 2024 or spring 2025.

2 Excavation: Based on hourly estimations. Activities will commence as soon as demolition is complete. Activities will include sitework grading, removal of material as needed to prepare for the construction of the commercial kitchen and will include regrading and replacement of surface aggregate and excavation for needed plumbing, drains, supply, grease traps and connections to existing septic, water and power. Underground discoveries can only be anticipated but not assured in the connection of water, electric and septic and excavation for the grease trap.

3 Walls Framing, structural corrections, windows/door and carpentry: Framing and carpentry - Remove right garage door and frame for double french style door. Replace windows with 4 new construction windows. Install new extension jambs and casing on interior and exterior. Install strapping on remaining ceiling and needed walls. Insulate walls with fiberglass insulation. Insulate ceilings with r30 minimum or as space allows.

4 Floor Concrete work/replacement: Estimated Concrete replacement and installation needed based on current knowns. Dependent upon completion of excavation and site work.

5 Plumbing: Includes drain work above and under ground, supply lines, connections, material and fixtures. Actual fixtures chosen will alter quoted estimated amount. Grease trap installation included. Plumbing includes water supplies, sewer lines to tank, grease trap installation, all drain lines and all connections, faucets. Install sinks and counters and run all water and drain lines.

6 Electrical: Estimated based on current knowns. Actual electrical costs can increase or decrease based upon actual needs of machinery, refrigeration, heating/cooling needs and supply and feed challenges for on site decisions. Electrical rough-in, supplies, connections, panel/subpanel requirements, machine placement and connections to be made as required per kitchen plan specifications. All feeds will be as per machinery specifications and requirements. Specific placements of outlets and supplies to be determined upon framing and fixture/appliance layout completion. Includes lighting and outlets necessary for commercial kitchen.

7 Interior drywall and 3 coat finishing: Hang and finish interior drywall using 3 coat system. Install new 5/8" sheetrock on walls and ceilings. Tape, mud and sand drywall using three coat system. Prime all drywall with PVA drywall primer one coat. Paint ceilings two coats with Sherwin Williams flat ceiling paint. Install FRP wallboard on all kitchen walls using glue and fasteners as per specifications. Install commercial cove base around walls.

8 Interior finish and trim work: Includes installation of doors, trim, casings, baseboards and shelving. Install casings and needed build-in strips on windows and doors including garage doors. Trim to be 3.5" primed square edge craftsman style trim. Baseboard to be commercial style cove base.

9 HVAC: Mini-Split installation 13k BTU (Samsung or similar specification) with air handler and dust filtration system.

10 Tile floor installation: Includes prep, tile and installation. Tile allowance of \$2.50 sq/ft.

## 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 |
|---|---|---|-----------------------|-----------------|-------------|------------|
| - | 1 | Permitting, Communications, Planning, Office        |                       | \$4,250.00      | \$0.00      | N/A        |
| - | 2 | Commercial Kitchen Layout and Permitting Consulting |                       | \$0.00          | \$6,000.00  | Cash       |
| - | 3 | Jobsite Portable Toilet                             |                       | \$1,560.00      | \$0.00      | N/A        |

|  |   |                                   |  |                   |                   |     |
|--|---|-----------------------------------|--|-------------------|-------------------|-----|
| -                                      | 4 | Jobsite Disposal and Cleanup Fees |  | \$3,325.00        | \$0.00            | N/A |
| <b>Contractual/Consultant Subtotal</b> |   |                                   |  | <b>\$9,135.00</b> | <b>\$6,000.00</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

|   |
|---|
| <p>1 Permitting Communications and Planning: Permitting Communications and Planning will commence as soon as proposal is accepted and funding is secured, as early as Spring 2025. Quoted rate for Silver Brothers for handling building permits and working with the Town to assure that all codes are met and permits filed appropriately. Permitting, code compliance and inspections are necessary to follow all local ordinances and code compliance requirements as required for new construction and renovations.</p> <p>2 Commercial Kitchen Layout and Permitting Consulting: Quoted as a monthly consulting fee by Brent Hazelbaker for design services before, during, and after construction of the outlined commercial kitchen. Consulting will commence as early as Spring 2025 and will include the design of the final layout as required for state commercial kitchen licenses, design of the hood/venting system, and sourcing other commercial kitchen equipment as necessary.</p> <p>3 Jobsite Portable Toilet: While in mid-construction, a portable toilet is necessary for the construction crew. Estimate is quoted for 8 months in total, starting with the initial demolition and framing and concrete work (step one above). Toilet will be sourced by Silver Bros.</p> <p>4 Jobsite Disposal and Cleanup Fees: Quoted as typical service for unsorted construction debris. To be completed by Silver Brothers throughout the construction of the commercial kitchen (Spring 2025-Fall 2026). A dumpster will be on-site during Silver Brothers construction work, is necessary for construction, and to be used for construction disposal only.</p> |
|---|

### 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> |            |

**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> |
|-------------------------------|------------------------|--------------------|-------------------|
| 10                            | \$4,713.00             | \$4,713.00         | In-Kind           |
| <b>Indirect Subtotal</b>      | <b>\$4,713.00</b>      | <b>\$4,713.00</b>  |                   |