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New Hampshire
*Department of Agriculture,
Markets, and Food*

Shawn N. Jasper, Commissioner



November 13, 2025

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

REQUESTED ACTION

1. Authorize the New Hampshire Department of Agriculture, Markets, and Food, to enter into a grant agreement with Micro Mama’s, LLC (VC# 566279), Weare, NH, for the Resilient Food Systems Infrastructure Program in the amount of \$96,197.04, effective upon Governor and Council approval through May 1, 2027. **100% Federal Funds.**
2. Further authorize an advance payment in the amount of \$96,197.04 to Micro Mama’s, LLC, Weare, NH, in accordance with the terms of the agreement, effective upon Governor and Council approval. **100% Federal Funds.**

Funding is available in account Resilient Food Sys Infra as follows

	FY 26
02-18-18-180010-28710000-072-502683 – Subaward Payments	\$96,197.04

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.

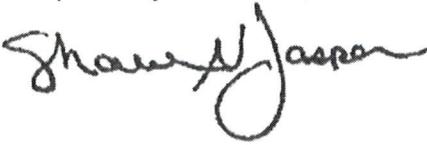
This project will support Micro Mama’s, LLC, Weare, NH, to purchase specialized food processing equipment. This project was selected by a review panel comprised of industry relevant experts and subsequently approved by USDA to be aligned with the eligibility criteria for the Resilient Food Systems Infrastructure 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 written in a cursive style with a large, looping initial "S".

Shawn N. Jasper
Commissioner

GRANT AGREEMENT

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

1. Identification and Definitions.

1.1. State Agency Name Department of Agriculture, Markets, and Food		1.2. State Agency Address 1 Granite Place South, Concord, NH 03301	
1.3. Grantee Name Micro Mama's LLC		1.4. Grantee Address 291 Dustin Tavern Rd., Weare, NH 03281	
1.5 Grantee Phone # 603-785-4517	1.6. Account Number 28710000	1.7. Completion Date May 1, 2027	1.8. Grant Limitation \$ 96,197.04
1.9. Grant Officer for State Agency Joshua Marshall		1.10. State Agency Telephone Number 603-271-3551	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 <i>Stephanie Zydenbos</i>		1.12. Name & Title of Grantee Signor 1 Stephanie Zydenbos Owner/Founder	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s) <i>Josh Marshall</i>		1.14. Name & Title of State Agency Signor(s) JOSH MARSHALL - AEST. COMMISSIONER	
1.15 Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By <i>Louise D. Welch</i>		Louise Williams Assistant Attorney General, On: 11/13/25	
1.16. Approval by Governor and Council (if applicable)			
By:		On: / /	

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

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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.
- 12.3. 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.
- 12.4. 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.
13. 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 "Micro Mama's Project Here & There Middle Chain Equipment Needs" to purchase specialized food processing equipment as detailed in the grantee's Infrastructure Grant Proposal as approved by USDA, which is hereby incorporated by reference.

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

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

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

B.4 **Prior Approval Requirements:** To make any changes to proposed equipment purchases, 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 (DAMF). 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 will submit documentation to DAMF confirming the purchase of eligible equipment as detailed in the grantee's Infrastructure Grant Proposal as approved by USDA. The grantee is required to submit an Annual Performance Report (template provided by USDA-AMS) during each year of the project. Grantee is also subject to monitoring site visits from DAMF 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 State shall disburse a maximum of \$96,197.04 for the purposes of the project described in Exhibit B as an advance disbursement.

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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State of New Hampshire

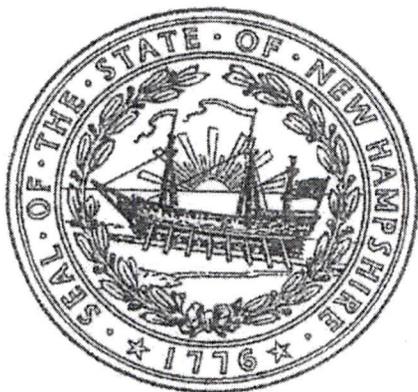
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that MICRO MAMA'S LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on October 26, 2012. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 681030

Certificate Number: 0007327107



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 6th day of November A.D. 2025.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

(Limited partnership, Limited liability professional partnership or LLC)

Certificate of Authority # 3

Limited Partnership or LLC Certification of Authority

I, Stephanie Zydenbos, hereby certify that I am the sole Partner, Member or
(Name)

Manager and the sole officer of MICRO MAMA'S LLC a limited liability partnership
(Name of Partnership or LLC)

under RSA 304-B, a limited liability professional partnership under RSA 304-D, or a limited liability company under RSA 304-C.

I certify that I am authorized to bind the partnership or LLC. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the partnership or LLC and that this authorization **shall remain valid for thirty (30) days** from the date of this Corporate Resolution.

11/05/25

DATED: 11/05/2025



ATTEST: Stephanie Zydenbos/Owner

(Name & Title)



MICRMAM-01

SCOLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/5/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME: Sherri A. Cole, ACSR	
	PHONE (A/C, No, Ext): (603) 715-9764	FAX (A/C, No): (603) 225-7935
E-MAIL ADDRESS: scole@davistowle.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: MMG Insurance Company		15997
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED

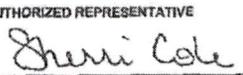
Micro Mama's, LLC
 291 Dustin Tavern Rd
 Weare, NH 03281-4404

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		BP 0444889	10/25/2025	10/25/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BP 0444889	10/25/2025	10/25/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER NH Department of Agriculture, Markets and Food 1 Granite Pl., Suite 211 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C, No., Ext): (855) 222-5919 FAX (A/C, No.): E-MAIL ADDRESS: support@nextinsurance.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Micro Mama's LLC 291 Dustin Tavern Rd Weare, NH 03281	INSURER A: National Specialty Insurance Company 22608	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 253645637 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NXTCRD3VFC-00-WC	01/01/2025	01/01/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$100,000.00 E.L. DISEASE - EA EMPLOYEE \$100,000.00 E.L. DISEASE - POLICY LIMIT \$500,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance.

CERTIFICATE HOLDER Micro Mama's LLC 291 Dustin Tavern Rd Weare, NH 03281	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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The RFSI Equipment-Only Grant Proposal should include a project narrative that describes the overall scope of the project and how it aligns with the program goals and priorities. Applicants must attach documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by license commercial entities.

APPLICANT INFORMATION

Applicant Organization Name: MICRO MAMA'S

UEI: [REDACTED]

Phone Number: 603-785-4517

Email Address: MICROMAMAS@GMAIL.COM

Physical Address

Street: 291 DUSTIN TAVERN RD.

City: WEARE

State: NH

Zip: 03281

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: STEPHANIE ZYDENBOS

Title: OWNER/FOUNDER

Phone Number: 603-785-4517

Email Address: MICROMAMAS@GMAIL.COM

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
-	HILLSBOROUGH COUNTY	13.27
-	MERRIMACK COUNTY	15.53
-	CHESHIRE COUNTY	19.65
-	SULLIVAN COUNTY	45.05
-	GRAFTON COUNTY	19.75
-	COOS COUNTY	71.82
-	BELNAP COUNTY	14.36
-	STRAFFORD COUNTY	18.41

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.

MICRO MAMA'S PROJECT HERE & THERE MIDDLE CHAIN EQUIPMENT NEEDS

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

Micro Mama's of Weare NH RFSI Project: MICRO MAMA'S PROJECT HERE & THERE MIDDLE CHAIN EQUIPMENT NEEDS purpose is to remedy the existing issues of immediate equipment needs, and to expand our activities in business. By adding two additional processes 1) IQF and 2) Freeze dried spice line to our existing line we will create new revenue streams with up to 10 new value added products for multiple producers, food hubs, and address current and new markets in demand for New Hampshire.

PROJECT PURPOSE

OPERATIONS IDENTIFIER

Provide where within the Middle of the Supply Chain the requested equipment be used:

- Processing
- Aggregation
- Distribution
- Value Added Production

Other COLLABORATIVE FOOD PROCESSING/VALUE ADDED PRODUCT

TYPE OF AGRICULTUREAL FOOD PRODUCTS PROCESSED WITH THE EQUIPMENT?

Remove Product Row		Add Product Row
#	Product Type	
5	RAW BEETS, CARROTS, SQUASH, POTATOES & OTHER VEGETABLES	
5	FERMENTED VEGETABLE BLENDS	

SCOPE OF WORK

PLEASE DESCRIBE THE CURRENT BUSINESS OPERATIONS INCLUDING SERVICES BEING OFFERED IN THE GEOGRAPHIC FOCUS AREA.

Micro Mama's current business operations include purchasing locally grown cabbage, beets, carrots, scallions, garlic, dill, turnips, and other specialty crops when available. We clean them,

cut, slice, dice, grind, and mix them during processing. We pack our value added mixed vegetables into our fermenting vessels. The fermentation process requires the vegetables to stay in their vessels for 6-18 months depending upon the blend and size of the vessel. All of our vessels are plastic free. Once the ferments reach proper pH levels the value added vegetables are packed into a variety of different sized packaging for wholesale. We also have an online store which our products are sold, and shipped to customers. We do direct delivery to over 50 locations, and we use Rainforest distribution that services our Whole Foods account. Our products are sold throughout New England Whole Foods in 28 locations and growing. We sell to retail markets, farm stands, restaurants, food hubs, breweries, and special events.

PLEASE DESCRIBE THE SPECIFIC NEED THAT THE REQUESTED EQUIPMENT WILL ADDRESS.

The specific needs of this project will address the problem that many producers face with finding markets (specifically wholesale markets) to sell their vegetables. The farms we purchase from do not have processing equipment, working capital, or licensing to process their own vegetables. All value added products require critical infrastructure which farmers do not have access to on their own. The cost to contract with other forms of value added service for private label are out of reach. Equipment, regulations, working capital, established sales outlets/markets, and staffing shortages are the problems for most all small farms. Micro Mama's specifically addresses these problems. Our project's equipment needs will further our mission by creating up to 10 new products which will directly address the specific needs for additional revenue for our farmers. The equipment will also resolve several specific needs to curate accurate labeling requirements which our current system is 100% manual, cost ineffective and outdated. The project will also help with the struggle with processing efficiency. The ongoing staffing shortages throughout our state is a real problem. Updated equipment for our processing with bigger and faster machines will reduce our processing times by 33% which will help our bottom line.

PLEASE DESCRIBE THE IMPACT THIS EQUIPMENT WILL HAVE ON LOCAL AND REGIONAL PRODUCERS, MARKET OUTLETS, AND MORE.

The impact clearly explained will increase market opportunity for local and regional producers because we will be able to add new products to market that are currently being processed outside our state and region. The market of demand already exists, and the new equipment will be beneficial to our local and regional producers, retailers, restaurants, food hubs, and direct sales. New Hampshire currently does NOT have any processor making the products we will with the new equipment of this project. These new products will be the first of their kind in New Hampshire. This new equipment will increase the quantity of agricultural products sourced from local and regional producers. *Indicator 3.4 1) Individualized Quick Frozen (IQF) Carrots sliced. 2)IQF Carrots diced. 3)IQF Beets sliced. 4)IQF Beets diced. 5)IQF Diced Potato 6) IQF Potato

shredded. 7) IQF Potato French Fry sliced. 8) Freeze Dried Mild Kimchi. 9) Freeze Dried Spicy Kimchi. 10) Freeze Dried Zesty Ruby Red Ferment. 11) Freeze Dried Mama's Kraut Ferment. 12) Freeze Dried Silly Dilly Ferment. 13) IQF Mixed Vegetable Blend Farmers Choice

*Indicator 3.5 7 new markets will be established as follows in retail and wholesale: 1) Regional IQF vegetable products for Retailers to sell include Food Grocery Stores 2)Regional IQF Ready to open and cook vegetables for Restaurants 3) IQF Producer grown value added IQF vegetable products processed by Micro Mama's for private label resale at farm stands, 4)farmers markets 5)existing producers wholesale accounts 6) Freeze Dried Fermented vegetables in bulk 7) outdoors hikers pouches 8)table top spice containers 9)Online store will market to campers, outdoor/sports markets 10)survialist and food mission preparers.

ESTIMATE THE NUMBER OF LOCAL AND REGIONAL PRODUCERS IMPACTED.

6

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?

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
2.3	Number of processing equipment units purchased and installed:	6	<input type="checkbox"/>
2.5	Number of aggregation, storage, distribution equipment units purchased and installed:	7	<input type="checkbox"/>

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

Indicator	Description	Expected Numbers	N/A
3.2	Number of local/regional agricultural producers who benefited from the new or improved processing/aggregation/storage or distribution capacity:	6	<input type="checkbox"/>
3.3	Number of new local/regional products processed, aggregated, stored or distributed:	8	<input type="checkbox"/>
3.4	Number of new value-added products developed:	13	<input type="checkbox"/>
3.5	Number of new market-outlets established:	10	<input type="checkbox"/>

BUDGET NARRATIVE

Please be sure to list and justify all expenses to be covered. If applicable, ensure that you have included Critical Resources and Infrastructure letter(s) to support the application information.

EQUIPMENT

Describe any special purpose equipment to be purchased under the grant. "Special purpose equipment" such as such as, canners, hulling processors, reverse osmosis systems, egg packing machines, flotation tanks, roasters, or other processing equipment, packing and labeling equipment, or delivery vehicles.

+	#	Equipment Item	Purchase Price	Acquisition Date	Funds Requested
-	1	Pouch Labeler	\$1595.00	FALL 2025	\$1,595.00
-	1	Flat-Surface Label Applicator	\$2395.00	FALL 2025	\$2,395.00
-	1	Date Coder	\$1295.00	FALL 2025	\$1,295.00
-	1	Label Applicator	\$1595.00	FALL 2025	\$1,595.00
-	1	Label Printer	\$3295.00	FALL 2025	\$3,295.00
-	1	Freeze Dryer	\$6390.00	FALL 2025	\$6,390.00
-	1	Combination Processor	\$10140.00	FALL 2025	\$10,140.00
-	1	Semi Automatic Vibratory Filler	\$12554.45	FALL 2025	\$12,554.45
-	1	Electric Forklift Blast Freezer (IQF)	\$20900.00	FALL 2025	\$20,900.00
-	1	Blast Freezer (IQF)	\$35723.59	FALL 2025	\$35,723.59
-	1	Air Compressor	\$314.00	FALL 2025	\$314.00
Equipment Subtotal					\$96,197.04

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 JUSTIFICATION LIST with expected performance measures
OUTCOME 2.3 (O 2.3) TOUCHES RAW FOOD REQUIRED FOR PROCESSING
OUTCOME 2.5 (O 2.5) TOUCHES FINISHED FOOD REQUIRED FOR AFTER PROCESSING

Description and Justification

- 1) Primera PL400 Pouch Labler PURPOSE is to label all new value added for bulk spice line, and IQF products) REGULATION REQUIRES STRICT LABELING. WITHOUT PROPER LABELING YOU CAN'T SELL PRODUCTS IN CURRENT AND EXPANDING MARKETS. THIS EQUIPMENT IS NECESSARY TO PACKAGE, LABEL AND MARKET PRODUCTS FOR SALE. \$1595 (O 2.5) 09/22/2025
- 2) Primera AP550 Flat-Surface Label Applicator (for retail spice line)PURPOSE Without this label applicator the label's cannot be adhered. REGULATION REQUIRES STRICT LABELING. WITHOUT PROPER LABELING YOU CAN'T SELL PRODUCTS IN CURRENT AND EXPANDING MARKETS. THIS EQUIPMENT IS NECESSARY TO PACKAGE, LABEL AND MARKET PRODUCTS FOR SALE.\$2,395 (O 2.5) 09/22/2025
- 3) Primera AP-CODE Date Coder PURPOSE for existing fermented vegetable line AND all new products developed currently we manually apply stickers with an outdated price gun. \$1,295 (O 2.5) 09/22/2025
- 4)Primera AP380 Label Applicator PURPOSE for all existing AND new products developed \$1,595 (O 2.5) 09/22/2025
- 5)Primera LX4000 Label Printer, Dye Ink PURPOSEfor all new product developed \$3,295 (O 2.5) 09/22/2025
- 6) Harvest Right XL PRO Freeze Dryer PURPOSE R&D freeze dryer for product development This machine will be used in product development. \$6,390 (O 2.3) 09/22/2025
- 7)Robot Coupe R 752 VV PURPOSE Combination Processor for new products developed. It will also upgrade our small grinding machine for our current line to process ingredients purchased in bulk (cabbage, beets, turnips, garlic, dill, scallions, and others). \$10,140 (O 2.3)08/15/2025
- 7a) PURPOSE Required parts for R 752 VV (O 2.3) 08/15/2025
 - 1" dicer (28115W)
 - 1/10" Julienne (28195W)
 - 1mm (3/64) slicer (28062W)
 - 3mm 1/8" slicer (28064W)
 - 1/2" dicer 12mm (28197W)
 - 8mm French fry cutter (28134W)
 - 5mm (3/16") ripple cut (27070W)
 - 3mm (1/8") ripple cut (27069W)
 - Smooth S Blade
 - Course S Blade
 - Fine serrated S Blade
 - Grater .7mm (28055)
 - D-Clean Kit
 - Motor Shaft brush (49258)
- 8) Logical Machines Model S-4 Semi Automatic Vibratory Filler PURPOSE for new product developed finished product packaging. (O 2.3) 10/30/2025
- 9)Used Electric Forklift (with minimum lifting capacity of 2500lbs.) Submitted 2015 Clark TMX15S Unit R8507 or like available model. PURPOSE We are in need of this machine to receive deliveries, lift our raw products, load and unload supplies, move processing tanks, and load finished product to wholesalers. \$20,900 (O 2.3 & O 2.5)10/30/2025
- 10)BLAST CHILLER FREEZER, PURPOSE to make Individualized Quick Freeze Reach-In Irinox Multifresh Next ML, Excellence Eco-Silent Blast Freezer (IQF)
Required pans, trays, and wheel casters included. \$35,723.59 (O 2.3)09/22/2025
- 11) Air Compressor Makita 1HP, 2 Gallon, Oil Free, Electric Air Compressor PURPOSE needed to power filler (see item 8 above).\$314. (O 2.3 & O 2.5) 10/30/2025

***Applicants must submit documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by license commercial entities.**