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

Shawn N. Jasper, Commissioner



December 8, 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 Sullivan County Conservation District (VC# 154628), Unity, NH, for the Resilient Food Systems Infrastructure Program in the amount of \$94,752.97, effective upon Governor and Council approval through May 1, 2027. **100% Federal Funds.**
2. Further authorize an advance payment in the amount of \$94,752.97 to Sullivan County Conservation District, Unity, 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

	<u>FY 26</u>
02-18-18-180010-28710000-072-502683 – Subaward Payments	\$94,752.97

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 Sullivan County Conservation District, Unity, NH, to purchase shared-use commercial kitchen 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, looped 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 Sullivan County Conservation District		1.4. Grantee Address 95 County Farm Road, Unity, NH 03743	
1.5. Grantee Phone # 603-542-4891	1.6. Account Number 28710000	1.7. Completion Date May 1, 2027	1.8. Grant Limitation \$ 94,752.97
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>[Signature]</i>		1.12. Name & Title of Grantee Signor 1 Local Choice, District Manager SECD	
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>[Signature]</i>		1.14. Name & Title of State Agency Signor(s) SHAWN N. JASPER, COMMISSIONER	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By: <i>J.D. Lavallee</i>		Assistant Attorney General, On: 1 / 8 / 2026	
1.16. Approval by Governor and Council (if applicable)			
By:		On: 1 / 1	

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

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3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE, COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT, LIMITATION ON AMOUNT, VOUCHERS, PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills, and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 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.

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 "The Sullivan County Farm and Community Food Processing Hub" to purchase specialized food processing equipment as detailed in the grantee's 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 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 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 \$94,752.97 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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Certificate of Authority # 1

(Corporation, Non-Profit Corporation)

Corporate Resolution

I, David Grobe, hereby certify that I am duly elected Clerk/Secretary/Officer of
(Name)
the Sullivan County Conservation District I hereby certify the following is a true copy of a vote taken at
(Name of Corporation)

a meeting of the Board of Directors shareholders, duly called and held on 2/5, 2025,
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Lionel Chute (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

Sullivan County Conservation District with the State of New Hampshire and any of
(Name of Corporation)

its agencies or departments and further is authorized to execute any documents
which may in his/her judgment be desirable or necessary to effect the purpose of
this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force
and effect as of the date of the contract to which this certificate is attached. This authority
remains valid for thirty (30) days from the date of this Corporate Resolution. I further certify
that it is understood that the State of New Hampshire will rely on this certificate as evidence that
the person(s) listed above currently occupy the position(s) indicated and that they have full
authority to bind the corporation. To the extent that there are any limits on the authority of any
listed individual to bind the corporation in contracts with the State of New Hampshire, all such
limitations are expressly stated herein.

DATED: 12/1/25

ATTEST:

David Grobe

David Grobe, Chair
Sullivan County Conservation District
Board of Supervisors



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws. Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Sullivan County Conservation District 95 County Farm Road Unity, NH 03743		Member Number: 472	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:		
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	12/1/2025	1/1/2027	Each Occurrence	\$ 2,000,000	
			General Aggregate	\$ 10,000,000	
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)		
			Aggregate		
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2026	1/1/2027	<input checked="" type="checkbox"/> Statutory		
			Each Accident	\$2,000,000	
			Disease - Each Employee	\$2,000,000	
			Disease - Policy Limit		
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit Replacement Cost (unless otherwise stated)		
Description: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
			By: <i>Mary Beth Purcell</i>
NH Department of Agriculture, Markets & Food 1 Granite Place South, Suite 211 Concord, NH 03302			Date: 12/10/2025 mpurcell@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

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 licensed commercial entities.

APPLICANT INFORMATION

Applicant Organization Name: Sullivan County Conservation District

UEI: [REDACTED]

Phone Number: (603) 542-4891

Email Address: ConservationDistrict@sullivancountynh.gov

Physical Address

Street: 95 County Farm Road

City: Unity

State: NH

Zip: 03743

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: [REDACTED]

Title: District Manager

Phone Number: 603 542-4891

Email Address: [REDACTED]

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
-	Sullivan	45.0542
-		

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.

The Sullivan County Farm and Community Food Processing Hub

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

The Sullivan County Conservation District will open an efficient and multi-faceted food processing hub aimed at strengthening the local food supply. For the first time in this region, farms, food processors and homesteaders will have a public facility for freezing, dehydrating and freeze-drying produce, processing nuts, and creating, packaging and labeling local food products.

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

TYPE OF AGRICULTUREAL FOOD PRODUCTS PROCESSED WITH THE EQUIPMENT?

#	Product Type
1	Frozen cultivated fruits (strawberries, blueberries, raspberries, black raspberries, apples, pears, peaches, etc.)
2	Dried cultivated fruits (apples, pears, peaches, berries, etc.)
3	Freeze-dried cultivated fruits (strawberries, blueberries, apples, pears, peaches, etc.)
4	Frozen, Dried and Freeze-dried wild fruits (Autumn olives, elderberries, chokeberries, wild cherries, mulberries, etc.)
5	Frozen cultivated vegetables (broccoli, cauliflower, corn, green beans, peas, carrots, squash, kale, chard, spinach, potatoes, cabbage, etc.)
6	Dried cultivated vegetables (tomatoes, carrots, peppers, mushrooms, kale, beets, broccoli, etc.)
7	Freeze Dried cultivated vegetables (broccoli, cauliflower, carrots, squash, peppers, mushrooms, spinach, kale, eggplant, onion, etc.)
8	Frozen, Dried and Freeze-dried herbs and wild vegetables (parsely, chive, dill, mint, coriander, basil, thyme, sage, oregano, fiddleheads, stinging nettle, ramps, etc.)
9	Yellowbud Hickory Oil
10	Other nuts: Shelled for fresh eating, Frozen and/or Pressed (balck walnut, shagbark hickory, hazelnut, acorn, etc.)

SCOPE OF WORK

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

The Sullivan County Conservation District serves as the fiscal sponsor of the Claremont Growers Collective, a hyper-local food network with more than 60 members. The CGC promotes its farmers,

processors, restaurants and markets at food tasting events, in promotional campaigns, and through its website (<https://www.claremontgrowers.org/>). The Conservation District also manages a public cidery that allows people to produce cider from their own apples. Complete with a an apple grinder, a bladder press, jugs and labels, the cidery has been in operation for 4 years and produced more than 1000 gallons of cider. The Conservation District also promotes new and wild foods, and is actively partnering with people in Vermont and Massachusetts to develop Yellowbud Hickory oil, the cold-pressed oil of native hickory nuts. Yellowbud hickory oil is a highly nutritious culinary oil with a very similar chemical profile to olive but a higher smoke point. Yellowbud hickory trees are abundant in Sullivan County, growing naturally in towns along the Connecticut River. Over the last 2 years, the Conservation District has coordinated the harvest of more than 500 gallons of nuts in Sullivan County, assisted in the production of 40 gallons of bottled oil, and hosted a Yellowbud tasting event at a local cooking school that attracted 30 participants.

If awarded this grant, the Conservation District will lease the Ahern Building from Sullivan County and quickly convert it to a public food processing hub. To be legal for commercial products, the hub will be fully insured and licensed as a commercial kitchen. We've been in communication with HHS and understand what is required. Fortunately, the Ahern Building already has ample light, heat and water, a working kitchen, a mop sink, 2 public bathrooms, and a 3-bay garage on the lower level: the 3300 square-foot Ahern Building will make an excellent food processing facility.

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

The decision to pursue funds to establish a food processing hub came from the articulated needs of our local food network. Farmers are asking for a place to preserve their harvests through freezing and drying, develop value-added products, and quickly label clamshells and other containers. Several farms also have Yellowbud hickory trees and want to sell the nuts for oil or produce the oil themselves. Bakers and other food processors are looking to buy dried and frozen local ingredients for baking, jams, and other prepared foods, of which there are currently none. Markets, including stores and farm stands, are asking for more local products to sell, including frozen, dried and freeze dried produce and herbs, hickory oil, and safely harvested and preserved wild foods. The many letters of support that accompany this application attest to the need for a food processing facility in Sullivan County.

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

The equipment we are requesting will have a profound impact on our local and regional food system. Our intention is to make this equipment available to all farms in the region as well as homesteaders. We believe that by bringing together the County's large commercial farms with its smaller farms, beginning farmers, hobby farmers and avid gardeners, our regional food network is bound to grow with new products, new markets, and new partnerships. Examples of anticipated new products include: dried apples sourced from orchards in Plainfield (Riverview Farm), Newport (Future Apple Farm and Orchard), Charlestown (Grow a Pear Farm), and Grantham (King Blossom Farm); dried wild apples gathered from backyard apple trees; freeze dried strawberries sourced from farms in Cornish (Edgewater Farm) and Newport (Bascom Road Farm); freeze dried raspberries sourced from farms in Newport (Beaver Pond) and Plainfield (Edgewater Farm); frozen and dried blueberries (sourced from farms in Acworth (Blueberry Acres) and Newport (Bascom Road Farm and Bartlett's Blueberry Farm), and shelled black walnuts aggregated from backyard trees throughout the region. Quantities produced

will range from 10s to 100s of pounds per product per year, with the potential to increase production substantially depending on demand. With its diverse and carefully selected equipment, the Sullivan County Food Processing hub will not only empower our region's growers, but be able to foster innovation and creativity leading to more value-added products. Examples of value-added products include local herbal teas and salves sourced from Unity (Cat Swamp Farm) and sold in Claremont (Claremont Spice and Dry Goods), yellowbud hickory oil sourced from Claremont (Hilltop, Carina and Dancing Bear Farms) and sold in Newport (Beaver Pond Farm), and maple candied black walnuts processed in Acworth (Tamarack Farm) and sold in Lempster (Lovejoy Cottage) and Claremont (4 Generations Farm Stand). This will increase sales of local foods for farmers, restaurants and food retailers, in turn increasing regional food security and improving public health and nutrition. Additional benefits include consumers enjoying more diverse and local food options, and diminished food waste through timely recovery and preservation. Once more local food products become available, several new markets will likely open in response in Grantham (Rumbrook Market and Deli), Goshen (the Goshen Country Store), Croydon (the Croydon General Store), and/or Plainfield (the Meriden Deli Mart), but this project is more focused on improving sales through existing market channels, including farmstands in Newport (Bascom Road Blueberry Farm), Claremont (Winter Street Farm, 4 Generations Farm), Grantham (Bouldervale Farm) and Washington (Eccardt Farm), local food stores and farmstores in Lempster (Lovejoy Cottage), Newport (Beaver Pond), Charlestown (Hemingway), and Claremont (Claremont Spice and Dry Goods), farmer's markets in Newport and Sunapee, and nearby local markets in Vermont including the Brownsville Butcher and Pantry, the Springfield Food Coop, and the Deep Meadow farmstand in Ascutney.

ESTIMATE THE NUMBER OF LOCAL AND REGIONAL PRODUCERS IMPACTED.

25

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:	14	<input type="checkbox"/>
2.5	Number of aggregation, storage, distribution equipment units purchased and installed:	9	<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:	25	<input type="checkbox"/>
3.3	Number of new local/regional products processed, aggregated, stored or distributed:	30	<input type="checkbox"/>
3.4	Number of new value-added products developed:	20	<input type="checkbox"/>
3.5	Number of new market-outlets established:	3	<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	American Panel Corporation HURRICHILL Blast Chiller/Shock Freezer	\$25700.47	6/1/2025	\$25,700.47
-	1	Blue Air reach-in Freezer	\$4459.57	6/1/2025	\$4,459.57
-	4	Metro Model MightyLite BigBoy Multipurpose Food Carriers with Carrying Straps	\$493.36	6/1/2025	\$493.36
-	2	JB Prince Excalibur Commercial Dehydrator	\$2887.12	6/1/2025	\$2,887.12
-	1	Invacus BOXER 5211 COMBIVAC Vacuum Packaging Machine w/ gas flush	\$6391.69	6/1/2025	\$6,391.69
-	1	Robot Coupe CL52E Commercial Food Processor w/ French Fry Kit	\$3922.64	6/1/2025	\$3,922.64
-	1	Robot Coupe CMP400VV Compact Power Mixer	\$645.38	6/1/2025	\$645.38
-	1	Hatco IRNG-PC2F-36 Rapide Cuisine Induction Range	\$2905.47	6/1/2025	\$2,905.47
-	1	Edlund BRV-HP30 Bravo! Portion Scale w/ clear shield cover	\$270.44	6/1/2025	\$270.44
-	3	Advance Tabco ELAG-306-X Stainless Steel Work Tables w/ casters	\$2221.35	6/1/2025	\$2,221.35

-	1	John Boos "B" Series 3-Compartment Sink w/ Straight Handle Lever Waste	\$2220.35	6/1/2025	\$2,220.35
-	1	T&S Brass Model No. B-0133-ADF12-B Faucet	\$515.13	6/1/2025	\$515.13
-	1	Shipping for all items listed above (via Singer/ Kittredge)	\$800.00	6/1/2025	\$800.00
-	1	Harvest Right XL Pro Freeze Dryer w/ shipping	\$4595.00	6/1/2025	\$4,595.00
-	1	Pack Leader PL-211 Top Apply Labeler w/ shipping	\$20945.00	7/1/2025	\$20,945.00
-	1	SeedZoil KK20 Oil Press w/ shipping	\$8075.00	6/1/2025	\$8,075.00
-	1	Algae Centrifuge Stainless Steel Purifying Centrifuge w/ shipping	\$4575.00	6/1/2025	\$4,575.00
-	2	Davebilt #43 Manual Nutcrackers w/ shipping	\$540.00	7/1/2025	\$540.00
-	1	Reflections Electric Black Walnut Huller w/ shipping	\$690.00	7/1/2025	\$690.00
-	1	Reflections Heavy Duty Electric Nutcracker w/ shipping	\$1900.00	7/1/2025	\$1,900.00
Equipment Subtotal					\$94,752.97

EQUIPMENT JUSTIFICATION

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

FOR EXAMPLE:

Equipment 1: Description and justification

Equipment 2: Description and justification

Equipment 1: Blast Chiller/Shock Freezer, for quickly freezing food, retaining nutrients and minimizing ice crystal formation.

Equipment 2: Reach-in Freezer, for holding frozen product until it can be transported.

Equipment 3: Insulated Food Carriers for cold transportation. Items in the food carriers will remain frozen for up to 4 hours.

Equipment 4: Food Dehydrators for slow-drying fruits, vegetables, mushrooms and herbs.

Equipment 5: Chamber Vacuum-sealer for packaging and sealing wet, frozen and dried foods.

Equipment 6: Food Processor for preparing fruits, vegetables, mushrooms and herbs for freezing, drying and freeze-drying.

Equipment 7: Immersion Mixer for mixing processed or cooked foods prior to freezing, drying, and freeze-drying.

Equipment 8: Induction Range for heating fruits and vegetables prior to freezing, drying, and freeze-drying.

Equipment 9: Portion Scale for weighing produce before and after processing and packaging.

Equipment 10: Stainless Steel Work Tables for food-safe food preparation and processing.

Equipment 11: Sink for food rinsing, equipment washing, and facility hygiene.

Equipment 12: Faucet for health and safety compliant water use.

Equipment 13: Freeze Dryer for freeze drying fruits, vegetables, herbs and prepared foods.

Equipment 14: Top Labeler for labeling clamshells, mason jars, bags and boxes.

Equipment 15: Nut Oil Press for pressing Yellowbud Hickory and other nut oils.

Equipment 16: Oil Centrifuge for purifying nut oils.

Equipment 17: Manual Nutcrackers for preparing Yellowbud hickory nuts for pressing.

Equipment 18: Electric Huller for hulling Black Walnut nuts prior to shelling.

Equipment 19: Heavy Duty Electric Nutcracker for shelling Black Walnut nuts.

***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.**