

## **SCHOHARIE COUNTY ANNOUNCING SECOND ROUND OF AGRICULTURE GRANTS AVAILABLE**

Schoharie County is pleased to announce the second round of the Schoharie County Agriculture Assistance Grant program. With the assistance of the N.Y.S. Department of Agriculture & Markets, matching grants will be offered to aid Schoharie County farms in purchasing up-to-date technology, equipment and inventory as well as provide working capital. After losing feed and crops and suffering damage to property and farmland during Hurricane Irene and Tropical Storm Lee, farms were faced with high replacement costs and lost revenues from those crops. Schoharie County was left with an estimated \$14 million gap loss. The Agriculture Assistance Grant program will fund up to 50% of the total costs associated with the purchase of eligible items, and will have a cap of \$5,000 per farm. Those who received the maximum amount of \$50,000 from round one are ineligible for this round of grant funding.

To be eligible for these grants, a representative from the farm must attend the Crop Insurance for Farming Operations in Schoharie County on September 6<sup>th</sup> in the basement training room of the County Office Building from 9:30 to 11:30, have an up-to-date business plan which includes the purchase of the items included in the grant, and show how the remainder of the project will be funded. Light refreshments will be served and sponsored by the Schoharie County Farm Bureau. Space is limited and pre-registration is required by Wednesday, September 4. To pre-register, call Sarah Blood at Schoharie County Planning, Promotion and Development at 518-295-8770 or email Sarah Blood at [sarah.blood@co.schoharie.ny.us](mailto:sarah.blood@co.schoharie.ny.us) with your name, farm name, contact information and type of farming operation. Grant applications can be emailed or mailed out ahead of time. The grant applications will be discussed and questions answered at this workshop and will be due back to Schoharie County Planning and Development no later than 4 p.m. on September 16, 2013.

Everyone hates to hear about what they could or should have done after it's too late. Farmers have the chance to enroll in crop insurance every year. While not all crops are covered, the workshop will provide farmers with the details of crop insurance programs that are currently available, provide information on how flexible they can be (while sign-up is March 15, the commitment of acres is made at acreage reporting time on July 15) and how crop insurance and cover crop use can be coordinated. Specific payment examples can be worked out using specific producer situations as impacted for previous year's events. Any specific questions or requests appreciated in advance of workshop. Sarah Johnston (NYS DAM), Fay Benson (Cornell's Small Farm Program) and Charlie Koines will make the presentation.

# **SCHOHARIE AGRICULTURE ASSISTANCE GRANT PROGRAM GUIDELINES**

## **ROUND 2**

### **Eligibility Requirements**

#### **Eligible Activities**

- Project must be located within the County of Schoharie.
- Participation with an approved Schoharie County Planning and Development course on September 6, 2013..
- Result in the creation or retention of at least one job, which is available to low or moderate-income persons as defined by the Agriculture Grant Committee.
- Agriculture businesses must present a reasonable likelihood for long-term viability based upon issues such as feasibility, marketability, management, competition, and capitalization.
- Grants can be used for capital assets such as machinery and equipment and technology, inventory, and working capital (up to three months of insurance, telephone or electric costs).

#### **Eligible Participants**

- The agriculture enterprise may be a sole proprietorship, partnership, limited liability company or corporation.
- Applicants for financing under this program shall be a bonifide registered United States corporation or partnership or sole proprietorship, be able to repay if found in default of program objectives, and possess good character and reputation and be of legal age.
- The agriculture enterprise may be an existing operation or a proposed new operation.
- Must not have received or awarded the maximum grant award \$50,000 in grant funds from Schoharie County Agriculture Grant Assistance Program Round 1.

#### **Ineligible Activities**

- Program grant funds will not be utilized for project or activities that consist primarily of investing, speculation or real estate help for primarily ownership purposes for sale or investment.
- No illegal activities will be allowed.
- Grant funds will not be utilized for any activity that does not meet or further the program objectives.
- No reimbursement for purchases prior to September 23, 2013.

- No funding for studies or research.
- Construction, rehab and renovation activities are not eligible using grant funding.
- No reimbursement for labor costs, even those associated with installation of new equipment.

### **Employment Standards**

- Jobs to be counted are permanent jobs.
- Total of 35 work hours will be considered as full time job equivalent. Two part time jobs that total 35 hours a week will be viewed as one position.
- Seasonal jobs will be considered to be permanent jobs if the duration of working period is long enough to classify the job as the employee's principal occupation.
- Part time jobs will be converted to full time equivalents by adding the total part time hours and dividing by 35.

### **Grant Standards & Assistance**

- Minimum grant allowed will be \$1,000.
- Maximum grant from Schoharie County is \$5,000.
- The funds will provide grants in the following manner:
  1. Financing of capital assets - machinery and equipment and technology
  2. Inventory
  3. Working Capital – up to three months of electric, insurance, telephone/internet
- Applicant must complete an approved workshop program.
- Successful applicants must be able to complete the project by April 1, 2014.

### **Application Processing**

For the project request to be processed all information must be included, complete and additional information may be requested. Schoharie County IDA will process the application as follows:

1. All applications are due to Schoharie County Planning and Development by 4:00 p.m on September 16, 2013. They will then be turned over to the Schoharie County IDA (Grant Committee) and reviewed for completeness including development and completion of approved business plan.
2. Reviewed for eligibility to grant guidelines.
3. Determine economic feasibility.
4. Provide recommendation to the IDA detailing request, review and recommendation.

### **Grant Review, Approval and Timing**

Each grant must receive the approval of the Schoharie Count IDA and the Grant Committee.

The IDA has the ability to disapprove a grant based upon incompleteness or ineligibility to program criteria as set forth in this guideline. The applicant will be notified of the Board's decision by September 20, 2013. The Grant Committee also has the ability to award an amount different than requested.

### **Guidelines for Review**

(see attached grading rubric)

### **Post Grant Approval**

- A commitment letter will be provided detailing the approved grant, terms, requirements, conditions, and next steps to be taken to close on the grant.
- Grant closing will be carried out by Schoharie County staff and by Schoharie County's attorney when necessary, once all conditions are met and documents are provided by the grantee. Closing documents will include grant agreement and all other appropriate documents.
- Grant disbursement will comply with terms meeting grant closing & related documents, and evidence that all equity is committed.
- These funds are on a reimbursable basis.

### **Program & Grant Administration**

Program funds are to be administered by Schoharie County, through the Grant Committee and the Board of Directors.

The Grant Committee is comprised of at least two members of the seven members Board of Directors. It is anticipated that the Committee will make recommendations subject to approval of the full Board of Directors.

In the case where default (defined as failure to comply with program guidelines) occurs the grantee will be notified in 30 days. A determination will made if further information is required.

### **Conflict of Interest**

Recognizing that the size of the community is such that many personal and business relationships between prospective grantees and Grant Committee members may exist, a Grant Committee member will disqualify himself or herself from participating in the action on a grant application where the Grant Committee member has a close personal or familiar relationship with the applicant or principals of the applicant; or where the Grant Committee member has professional-client relationship with the applicant or principals of

the applicant; or where the Grant Committee member is, or represents a significant creditor of the applicant or principals of the applicant, or in any other perceived conflict.

## **GRADING RUBRIC**

*The Grant Committee reserves the right to award partial credit in any of these categories or sub categories.*

### 1.) NATURE OF PROPOSED VENTURE (30 POINTS MAX)

- Does it establish, maintain, or expand or transition the agriculture operation OR provide an opportunity to produce, manufacture, process, warehouse or distribute the sale of NY crops, livestock and/or livestock products? (up to 20 points) \_\_\_\_\_
- Does the proposal seem technically feasible and economically sustainable? (up to 5 points) \_\_\_\_\_
- Will this create or retain at least one full time job? (5 points) \_\_\_\_\_

### 2.) QUALIFICATION OF THE FARM AND PROJECT? (25 POINTS MAX)

- Is there an up to date business plan? (10 points) \_\_\_\_\_
- Are the resumes of the principles included? (4 points) \_\_\_\_\_
- Is the capital improvement part of the business plan? (4 points) \_\_\_\_\_
- Have the three years of farm and personal financials included? (5 points) \_\_\_\_\_
- Does the agriculture operation have a DUNS number included in the application? (2 points) \_\_\_\_\_
- Was the farm awarded the maximum grant award in Round 1? \_\_\_\_\_

### 3.) IS THERE A VERIFICABLE COMMITMENT OF THE REQUIRED MATCHING FUNDS? (10 POINTS)

### 4.) WORK PLAN AND BUDGET (20 POINTS MAX)

- Does the work plan and budget include a detailed description of all tasks and who will accomplish them? (10 points) \_\_\_\_\_
- Is there a detailed breakdown of all of the estimated costs? (5 points) \_\_\_\_\_
- Has a list of milestones been included? (5 points) \_\_\_\_\_

### 5.) PRIORITY POINTS – (10 POINTS MAX)

- Has documentation been provided to show evidence of a women owned business or a veteran of the United States Military? \_\_\_\_\_

### 6.) WORKSHOP PARTICIPATION – (5 POINTS) \_\_\_\_\_

**APPLICATION**  
**SCHOHARIE COUNTY**  
**AGRICULTURE ASSISTANCE PROGRAM APPLICATION**  
**ROUND 2**

**A. General Information**

1. Name of Applicant:

\_\_\_\_\_

2. Name of Farm:

\_\_\_\_\_

Name & Title of Contact Person: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Total Dollar Amount of Assistance Requested:

\_\_\_\_\_

Total Project Amount:

\_\_\_\_\_

Total Dollar Amount Awarded/ Received in Round 1:

\_\_\_\_\_

If Awarded and Received Funds in Round 1, is the project on par for completion according to the Round 1 milestones presented in the Round 1 application? \_\_\_\_\_

If no, please explain below (can use separate sheets).

\_\_\_\_\_

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4. Summary: Please provide a brief description of the project: What will be purchased? Why? When? (can use separate pages)

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5. Milestones – Please provide (on a separate sheet) when the farm operation will order the items, take possession of the items, install the items, and potentially hire a new employee or train an existing employee on the new item.

**B. Applicant's Business Organization:**

DUNS#: \_\_\_\_\_  
Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_  
Date Applicant Firm Established \_\_\_\_\_ IRS ID# \_\_\_\_\_  
Legal Counsel (name & number) \_\_\_\_\_  
Accountant (name & number) \_\_\_\_\_  
# of Current Employees: \_\_\_\_\_

Is the applicant a subsidiary or direct or indirect affiliate of any other organization? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate name, address of related organization, and its relationship.

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**C. Officers and Owners of the Applicant - (list):**

	Name	Address	Office Held	% of Ownership
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Attach resumes of principals actively engaged in management. (label as Schedule A)

**D. Applicant History**

1. Attach narrative history of the applicant to include significant developments in operations and financial condition. Include number of persons currently employed. (label as Schedule B)
2. Has applicant, partners or sole proprietor ever declared bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain on (label as Schedule C).
3. Is applicant presently involved in any litigation which might effect its financial solvency, including tax liens? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain on (Schedule D).
4. Is applicant in default on any obligations at the present time? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain on (label as Schedule E).

**E. Proposed Project Information**

1. Location of Proposed Project: \_\_\_\_\_  
\_\_\_\_\_
2. Describe the project in detail. Identify the objectives of the project in terms of production, sales, earnings and employment. Explain why grant assistance is necessary and appropriate. (Label as Schedule F)

3. Provide cost figures for machinery/equipment purchases proposed.

Vendor quotes should be provided to verify equipment and machinery or inventory purchase costs. For working capital, please include three months of the existing bills. (Label as Schedule G)

**F. Financial Information**

1. Attach signed financial statements or federal income tax forms for the last three (3) fiscal years for both the business and all principles with more than 20% ownership in the operation. (Label as Schedule H)

2. Schedule of all installment debts, notes, and leases of the company including: date, original balance, current balance, monthly payments and collateral. (Label as Schedule I)

3. Describe financial sources for total project. Provide a letter from all financing sources discussing the amount and terms of financing and current application status. Provide name of contact person at lending institution. (Label as Schedule J)

4. Provide the amount, source and nature of any equity investment provided.

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**G. Feasibility Information**

Provide discussion of feasibility issues, including but not limited to permits required, corporate authorizations, environmental questions, and/or zoning. (Label as Schedule K)

**H. Technical Assistance Disclaimer**

In connection with the Schoharie County's Agriculture Assistance Program, we may render certain technical assistance to you relating to management systems, internal controls, marketing plans, business plans, financial projections and compilations. Such assistance and all statements made in connection therewith are for your assistance and all statements made in connection therewith are for your use only, and may not be used or communicated in any manner whatsoever to third parties without our

express written consent.

It is agreed and understood that we have taken no independent steps to verify the information you have provided us. We have not been requested to perform nor have we performed any auditing functions regarding this information. We have strictly relied upon the information as obtained provided and presented by you.

We are in no way responsible for your use of this information, and make no warranties and representations in connection therewith except as expressly granted in writing.

You agree to indemnify and hold us harmless in connection with the use or misuse of such information, documents, representations or writings. Said technical assistance to be used by you only after you have reviewed and fully understood it, and verified and confirmed to your satisfaction that all statements of fact and representations contained therein are true and accurate. The same is rendered to you in addition to and not in lieu of any all acts and actions, evaluations and analysis necessary for you in the ordinary course of your business or otherwise, and is not intended to replace same.

**I. Job Opportunities**

The grant applicant is encouraged to provide, to the greatest extent possible, opportunities for employment to lower income residents of the County and contracts for work to be performed with loan proceeds by businesses or persons which are located in the County.

**J. Certification of Applicant**

Authorized signature of applicant who acknowledges the information contained in this application and attachments submitted herewith is true and complete.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

STATE OF NEW YORK }  
COUNTY OF \_\_\_\_\_ } SS.:

On the \_\_\_\_ day of \_\_\_\_\_, 2013, before me, the undersigned a Notary Public in and for the said State, personally appeared \_\_\_\_\_ Personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name is subscribed to the within instrument and acknowledged to me that the individual executed the same in the individual's capacity, and that by the individual's signature on the instrument, the individual, or person on behalf of which the individual acted, executed the instrument.

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## Application Checklist

### General Information

- \_\_\_\_\_ Applicant
- \_\_\_\_\_ Contact Person
- \_\_\_\_\_ Address
- \_\_\_\_\_ Email Address
- \_\_\_\_\_ Telephone/Fax
- \_\_\_\_\_ Assistance Requested
- \_\_\_\_\_ Total Project Amount
- \_\_\_\_\_ Summary

### Applicants Business Organization

- \_\_\_\_\_ Corporation/Partnership/Sole Proprietorship
- \_\_\_\_\_ Date Firm Established
- \_\_\_\_\_ IRS ID #
- \_\_\_\_\_ Legal Counsel
- \_\_\_\_\_ Accountant
- \_\_\_\_\_ Subsidiary or affiliate of any other organization

### Officers and Owners of the Applicant

- \_\_\_\_\_ List
- \_\_\_\_\_ Resume of principals actively engaged in management

### Applicant History

- \_\_\_\_\_ Narrative
- \_\_\_\_\_ Current Employment Number
- \_\_\_\_\_ Bankruptcy ever declared
- \_\_\_\_\_ Current litigation that could affect financial solvency
- \_\_\_\_\_ Currently in default on any obligations/explanation

### Proposed Project Information

- \_\_\_\_\_ Location of project
- \_\_\_\_\_ Detailed project description
- \_\_\_\_\_ Cost proposals (vendor quotes/architect & engineer proposals)
- \_\_\_\_\_ New employment and jobs retention by title and salary (1 yr & 3 yr)

### Financial Information

- \_\_\_\_\_ Financial statements or federal income tax returns for 3 years
- \_\_\_\_\_ Schedule of all installment debts/notes/leases
- \_\_\_\_\_ Signed personal financial statements or federal income tax forms for principals
- \_\_\_\_\_ Description of financial sources (detailed letter from all financing sources including terms and status including contact name)
- \_\_\_\_\_ Equity (amount, source and nature of investment provided)

### Feasibility Information

- \_\_\_\_\_ Issues addressed such as permits/authorizations/environmental/zoning

### Certification of Applicant

- \_\_\_\_\_ Authorized signature
- \_\_\_\_\_ Title
- \_\_\_\_\_ Date signed

