

2024 Fall Grant Round

**CRASH COURSE:
AFID INFRASTRUCTURE
GRANT**

**Virginia Department of Agriculture
and Consumer Services**
Office of Agriculture and Forestry

Rachel Meyers, Program Manager

AFID Infrastructure and Planning grants



September 26, 2024

Overview

This informational webinar will cover the AFID Infrastructure grant process.

01



Overview: AFID Infrastructure

- Project Types, Eligibility, Timeline
- Guidelines
- Match Requirements
- Examples

Navigating the Application

- Application/Sections
- Budget Form and Letters
- Evaluation Criteria

02



03



Post-Award

- Memorandum of Agreement
- Reimbursement
- Reporting



THE AFID PROGRAM

The Governor's Agriculture and
Forestry Industries Development Fund

The AFID Program: Background

In 2012, the General Assembly created the Governor's Agriculture and Forestry Industries Development Fund (AFID)

Goal: To encourage localities to better incorporate agriculture and forestry into their overall economic development efforts.

(Initially two grant programs, now four!)



The AFID Program: One Fund, Four Programs

- **AFID Infrastructure Grants:** Supports local food and ag market infrastructure
- **AFID Planning Grants:** Supports local planning efforts and initiatives supporting broader ag and forestry industry
- **AFID Facility Grants:** Economic development incentive grants for new and expanding agribusinesses
- **AFID Blue Catfish Infrastructure Grants:** Supports local blue catfish processing infrastructure projects

Guidelines, applications, and other information can be found on our website!

www.vdacs.virginia.gov/marketing-agriculture-and-forestry-development

AFID Infrastructure Grants

Overview

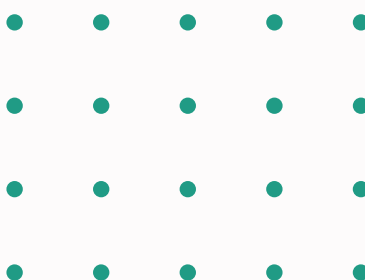
- AFID Infrastructure grants are a fantastic opportunity to support...
 - Resilient Local Food Systems
 - Small Agribusinesses
 - Farmers and Ag Community
 - Sustainable Agriculture



AFID Infrastructure Grants

Who Should Apply?

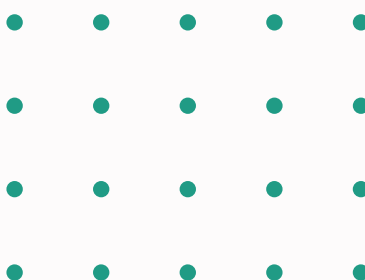
- Awarded to localities to support local agricultural projects!
 - Counties
 - Cities
 - EDAs/IDAs
 - PDCs
- Localities apply on behalf of themselves, private agribusinesses, non-profits, and other groups



AFID Infrastructure Grants

Project Types

- New and existing **food hubs, farmers markets, commercial kitchens**
- Value-added facilities such as those used for **processing and packaging meats, dairy products, produce, or other Virginia-grown products.**
- **Other projects** not mentioned here (aquaculture, CEAs, etc)
- Small farmers, producers, and food systems advocates encouraged to apply with locality
- Competitive, reimbursable grants of *up to \$50,000*. Most awards between \$10-25K.



AFID Infrastructure Grant Example:

New Castle Farmers Market - Craig County

Design and construction of a new farmers market facility in New Castle, VA.

- Providing a retail outlet for the agricultural community in Craig County and surrounding areas
- Increasing access to fresh, seasonal foods for residents
- **\$125,000** local cash match
- **\$50,000** AFID Grant Award



AFID Infrastructure Grant Example:

Cannery Equipment Replacement - Prince
Edward County

Replacement of steam pipes, traps, and valves for a
commercial cannery.

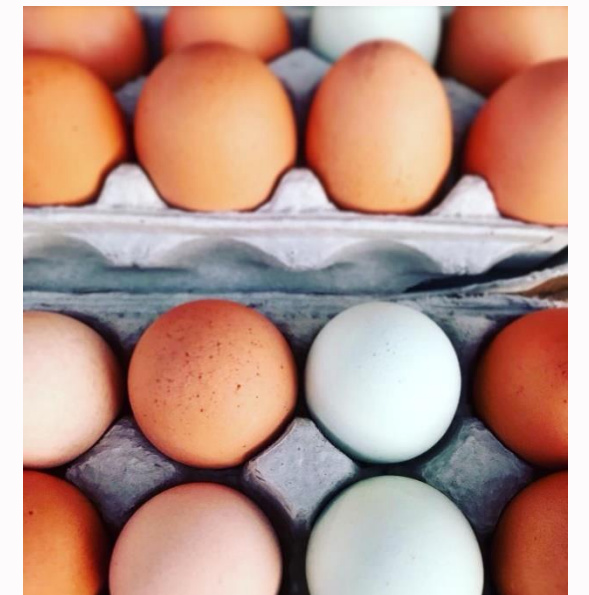
- Facility/hub for home canning and commercial food entrepreneurship
- Replacement of equipment that had reached end of useful life
- **\$28,942.35** local cash match
- **\$50,000** AFID Grant Award



AFID Infrastructure Grants

Other Previously Funded Project Types (examples)

- Waller Dairy Processing Room & Creamery – Smyth Co
- Century Farm Market – Louisa Co
- Siller Pollinator Company Mobile Honey Processing – Albemarle Co
- Franklin County Community Canneries – Franklin Co



What makes your locality unique?

AFID Infrastructure Grants

Discouraged/Unallowable Project Types

- Restaurants and catering ventures
- Creating/renovating nonspecific event spaces and venues
(weddings, wine tasting rooms, etc.)
- Craft beverage producers
- General use equipment for businesses or individuals (fencing, vehicles, etc.)

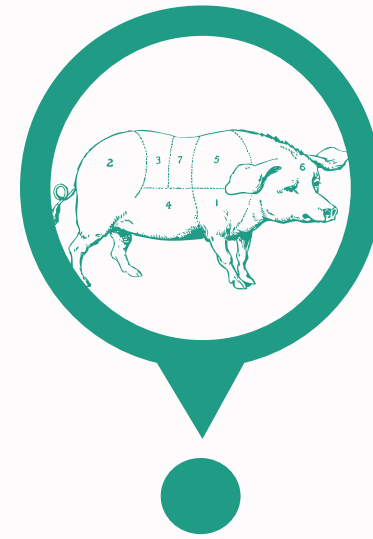
Think about how we can create and support more local food!

AFID Infrastructure Grants

Timeline

- Two annual grant rounds - Spring and Fall
- Fall round opens **October 1** and closes on **November 15.**
- Scoring/ranking of applications November-December
- Target award announcement date December 15th
- Locality signs MOA, grant period begins
- 2-year grant period, up to 75% reimbursed before closeout
- Remaining 25% reimbursed following submission of acceptable final report and materials

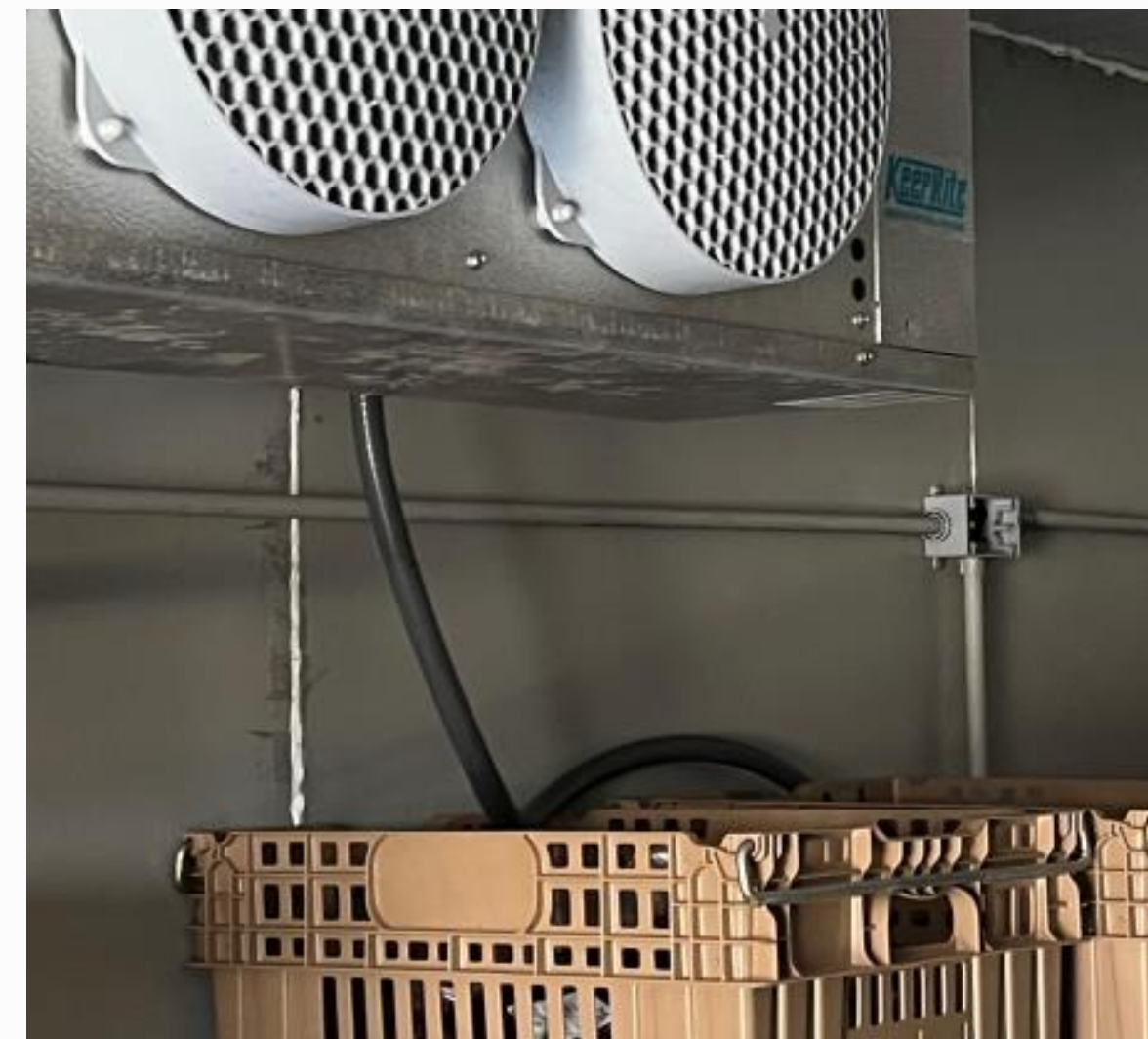
AFID Infrastructure Grant Timeline Example:



Piedmont Processing Cooler - Orange County

Increased freezer/cooler capacity for a local meat processor.

- April 2022: County submitted application
- June 2022: Awards announced
- July 1st, 2022: MOA executed
- August 2022: 1st reimbursement request received
- September 2022: 2nd reimbursement request received
- March 2023: Final report and 3rd reimbursement request received



Local Match Requirements

Match Requirements

The AFID Infrastructure Program generally requires that the applicant provide a dollar-for-dollar (1:1) match to the project. However, Economically Distressed Localities and/or projects benefiting multiple small-scale agriculture producers are eligible for a reduced 2:1 match.

At least 50% of the applicant's match must be a cash match- funds that are newly committed to the project. Cash match cannot include previously invested funds or funding from other sources.

Up to 50% of the applicant's match may be in-kind and/or composed of Other Match³ funds, should they become available. Please reach out to the VDACS team for more information.

Commonwealth Opportunity Fund (COF) Distressed Localities

Double Distressed

Accomack
Alleghany
Amelia
Amherst
Appomattox
Bland
Bristol
Brunswick
Buchanan
Buckingham
Campbell
Carroll
Charles City
Charlotte
Covington
Craig
Cumberland
Danville
Dickenson
Dinwiddie
Emporia
Essex

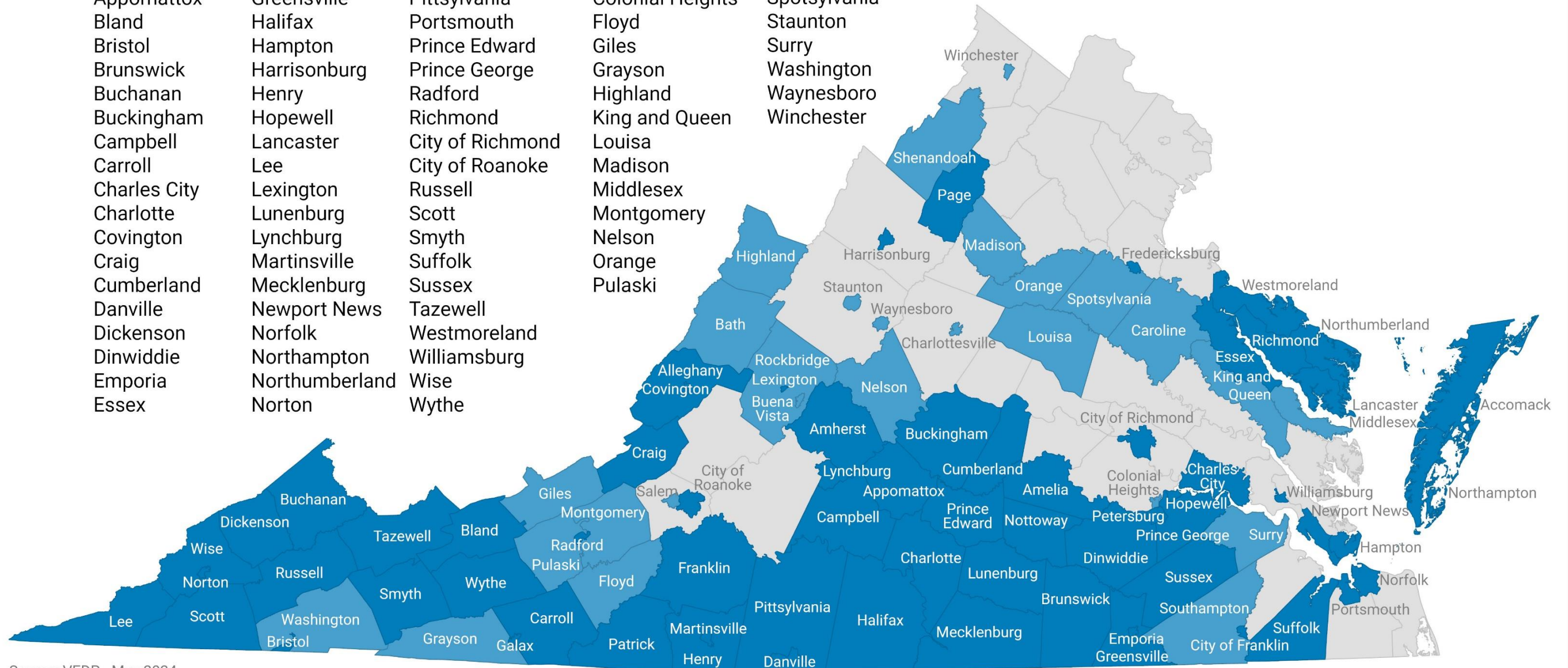
Franklin
City of Franklin
Fredericksburg
Galax
Greensville
Halifax
Hampton
Harrisonburg
Henry
Hopewell
Lancaster
Lee
Lexington
Lunenburg
Lynchburg
Martinsville
Mecklenburg
Newport News
Norfolk
Northampton
Northumberland
Norton

Nottoway
Page
Patrick
Petersburg
Pittsylvania
Portsmouth
Prince Edward
Prince George
Radford
Richmond
City of Richmond
City of Roanoke
Russell
Scott
Smyth
Suffolk
Sussex
Tazewell
Westmoreland
Williamsburg
Wise
Wythe

Single Distressed

Bath
Buena Vista
Caroline
Charlottesville
Colonial Heights
Floyd
Giles
Grayson
Highland
King and Queen
Louisa
Madison
Middlesex
Montgomery
Nelson
Orange
Pulaski

Rockbridge
Salem
Shenandoah
Southampton
Spotsylvania
Staunton
Surry
Washington
Waynesboro
Winchester



Source: VEDP - May 2024



<https://www.vedp.org/incentive/commonwealths-development-opportunity-fund-cof>

Under "Resources"

Local Match Requirements Examples

Single business and non-economically distressed locality (1:1)

- Requesting a \$30,000 AFID grant
- \$30,000 total match required
- *At least* \$15,000 must be in cash, \$15,000 can be in-kind (staff time, resources) and/or funds from federal grants, Tobacco Commission etc.

Eligible shared-use facility and/or economically distressed locality* (2:1)

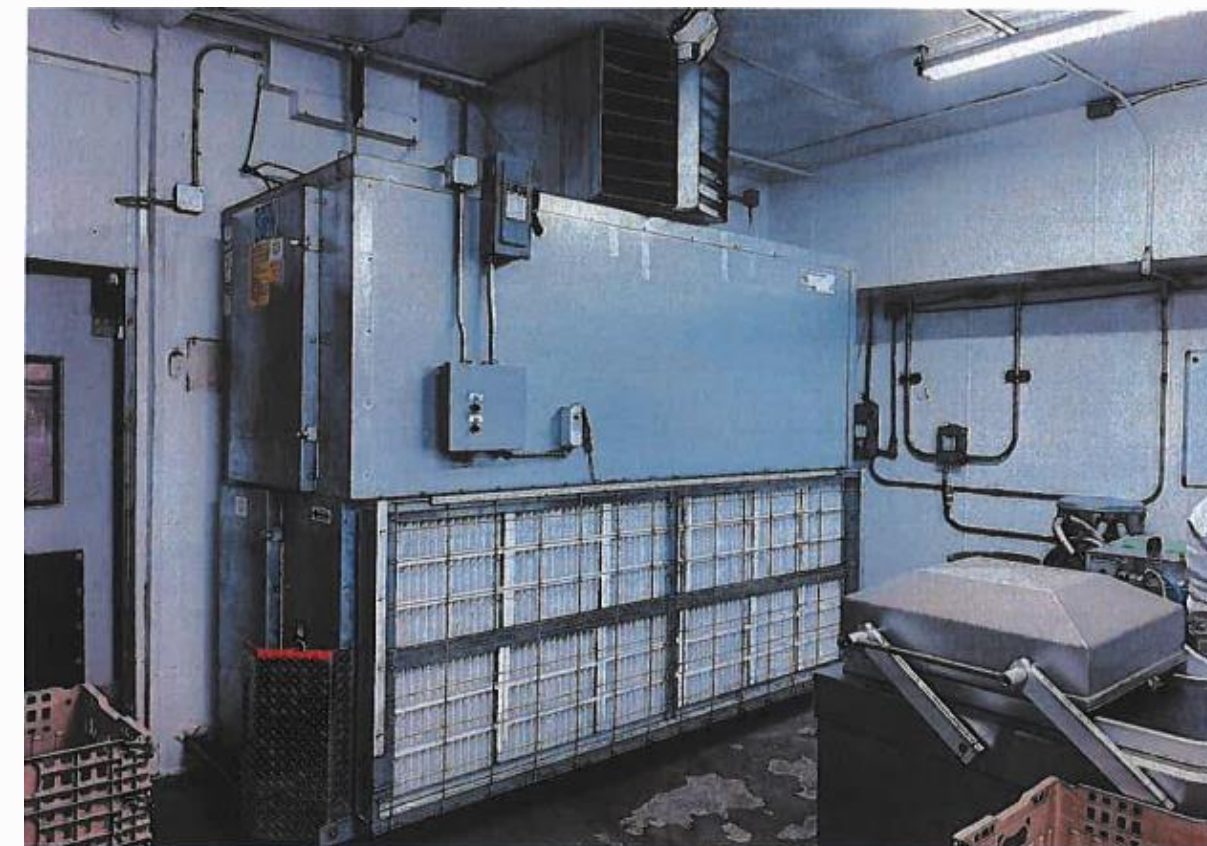
- Requesting a \$30,000 AFID grant
- \$15,000 total match required
- *At least* \$7,500 must be in cash, \$7,500 can be in-kind (staff time, resources) and/or funds from federal grants, Tobacco Commission, etc.

AFID Infrastructure Grant Match Example:

T&E Meats Infrastructure Improvements -
Harrisonburg

Rejuvenating operational condition of the plant's
packing room.

- Small, USDA-inspected red meat slaughterhouse and meat packing plant, Virginia farms are 95% of those served.
- Improved cooling systems, roof repairs
- **\$12,500** local cash match
- **\$25,000** AFID Grant Award



NEW AIR HANDLING UNIT IN PACKING ROOM AT T&E MEATS

The image features a combine harvester in a field, overlaid with a teal color and white geometric shapes. The text is centered and reads:

NAVIGATING
THE
APPLICATION

Infrastructure Grant Application

- Designed to be simple, but competitive applications include as much relevant information as possible!
- Applications can be found on our website and emailed directly to me during the application round
 - rachel.meyers@vdacs.virginia.gov

Section I

Locality's Info! The locality
is the applicant.



I. Overview

Project Title:	Click or tap here to enter text.		
Applicant Locality (lead applicant for multilocality applications):	Other localities (for multilocality applications only):		
Click or tap here to enter text.		Click or tap here to enter text.	
Project Start Date:	Click or tap here to enter text.	Anticipated End Date:	Click or tap here to enter text.
Requested Amount:	Click or tap here to enter text.		
Primary Contact Information			
Name:	Click or tap here to enter text.		
Title:	Click or tap here to enter text.		
Organization:	Click or tap here to enter text.		
Telephone:	Click or tap here to enter text.		
Email Address:	Click or tap here to enter text.		
Mailing Address:	Click or tap here to enter text.		
City, State, Zip:	Click or tap here to enter text.		

Sections II & III

3-4 paragraphs min



1-2 paragraphs min



II. Project Description

Please provide a narrative demonstrating a clear need, a proposed solution, and an explanation of how grant funding will support agriculture and/or forestry industries.

III. Eligibility

Please briefly describe how your project meets one or more of the following eligible project types:

- Processing facilities that are primarily locally owned, including commercial kitchens, packaging and labeling facilities, animal slaughtering facilities, or other facilities, and that are primarily utilized for the processing of meats, dairy products, produce, or other products
- Farmers' markets
- Food hubs and other agricultural aggregation facilities

Sections IV & V

If “yes” for economically distressed, please include source on line below (VEDP)



Please attach the budget form to your application. Describe here, in paragraph form, the proposed use of AFID funding.



IV. Match Requirement

Please indicate if your project qualifies for a reduced match requirement as described in the Program Guidelines:

1. Is the project located in an economically distressed locality?

Yes: No:

2. Is the project a shared-use facility serving multiple small-scale agricultural producers?

Yes: No:

V. Budget and Budget Narrative

Please use the attached budget form to show total project costs. Provide a budget narrative below; outline specifics on the proposed use of funding and explain the details about the personnel and expenses that are itemized in the budget.

Budget Form

Locality Name					
Project Title					
Requested Award					
INCOME SOURCES	AMOUNT	COMMENTS			
APPLICANT MATCH					
Local Cash Match					
Local In-Kind Match					
Subtotal Applicant Match Income	\$ -				
OTHER MATCH					
Foundation/Non-profit					
Cash					
in-kind					
Federal					
Virginia Tobacco Region Revitalization Commission					
Other					
Subtotal Other Match	\$ -				
TOTAL INCOME	\$ -				
EXPENSES	TOTAL PROJECT BUDGET	AFID REQUEST	CASH MATCH	IN-KIND MATCH	OTHER MATCH
Personnel					
Fringe					
Travel					
Construction and/or Renovation					
Supplies/Materials					
Contractual					
Other					
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
BUDGET CATEGORIES					
Personnel: Costs for staff that are employees of the locality					
Fringe: Costs for FICA and other payroll taxes, health and life insurance for employees					
Construction and/or Renovation: Construction and construction related materials.					
Travel: Mileage and per diems					
Supplies/Materials: Special purpose equipment and supporting materials					
Contractual: Costs for project-relevant services, consultants creating feasibility studies, strategic plans, etc.					
Other: Any items not covered in the above categories.					

Allowable/ Unallowable Costs

Appendix A: Infrastructure Grant Allowable/Unallowable Costs List

Cost Category	Description, Guidance, and Exceptions
Buildings and Land— Construction and/or Renovation	<p>Allowable:</p> <ul style="list-style-type: none"> • Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, alterations, or construction on an existing building or facility. The construction of new buildings at an existing facility and of wastewater management structures. This also includes construction and construction-related materials, which may include, but are not limited to, the purchase of building materials such as wood, nails, concrete, asphalt, roofing, gravel, sand, paint, insulation, drywall, or plumbing.
Compensation for Damage	<p>Unallowable:</p> <ul style="list-style-type: none"> • Compensation for injuries or damage to property arising from project activities.
Contractual Expenses (Installation, etc)	<p>Allowable provided that the services are explicitly relevant to the project, outlined clearly in the work plan, and are documented in accordance with generally accepted practices.</p>
Equipment, Supplies, and Materials	<p>Special purpose equipment purchases are allowable when provided in the approved budget or with prior written approval for acquisition costs and rental costs of special purpose equipment provided the following criteria are met:</p> <p>Allowable:</p> <ul style="list-style-type: none"> • Purchases of special purpose equipment (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) are allowable when approved in the agreement budget or with prior written approval. All equipment purchases must meet the following criteria: <ul style="list-style-type: none"> • Equipment is necessary for the technical activities of the agreement and is not otherwise reasonably available and accessible. • Equipment is normally charged as a direct cost by the organization and is acquired in accordance with organizational practices. • Equipment must be used solely to meet the purpose of the program and objectives of the agreement. <p>Unallowable:</p> <ul style="list-style-type: none"> • Purchases of general-purpose equipment (e.g., general use motor vehicles, office furniture, office air conditioners, printers, and copiers) or lease agreements to own (i.e., lease-to-own or rent-to-own).

Allowable/ Unallowable Costs

General Costs of Government (Personnel)	Allowable subject to work plan and budget approval. These costs must fall under the “Personnel” budget category and may include salaries and expenses of the local government body as they relate to the project activities.
Marketing Costs	Unallowable: <ul style="list-style-type: none"> • Recipients to use funds for marketing their product(s)/services(s) or organization.
Purchases of Land, Buildings, and Facilities	Unallowable: <ul style="list-style-type: none"> • Purchase of land, new buildings, and new facilities.
Salaries and Wages	<p>Allowable as part of employee compensation for personnel services in proportion to the amount of time or effort an employee devotes to the grant project during the grant period under the award, including salaries, wages, and fringe benefits.</p> <p>Such costs must be incurred under formally established policies of the organization, be consistently applied, be reasonable for the services rendered, and be supported with adequate documentation.</p> <p>Unallowable for salaries, wages and fringe benefits for project staff that devote time and effort to activities that do not meet the legislated purpose of the grant program.</p> <p>Unallowable for administrative, severance or termination or other overhead costs without prior written approval.</p> <p>Unallowable for tuition or other educational expenses.</p>
Travel - Foreign and Domestic	Allowable for travel, with prior approval and when costs are limited to those allowed by formal organizational policy and the purpose aligns with the legislated purpose of the program.

Section VI.

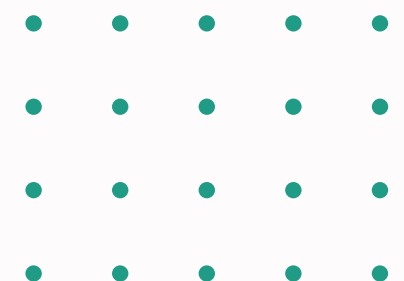
Timeline for your workplan. Who will be performing the labor, services, etc?



VI. Work Plan

Please describe the activities, who will be completing them, and the estimated completion date of each project outcome described in your project narrative.

Project Activity	Who	Timeline (Month / Year)



Sections VII & VIII

Include attainable, measurable metrics for success. Anticipated outcomes will have to be acknowledged and reflected in your final report!



1-2 letters from the locality, 1-2 letters from affected ag industry

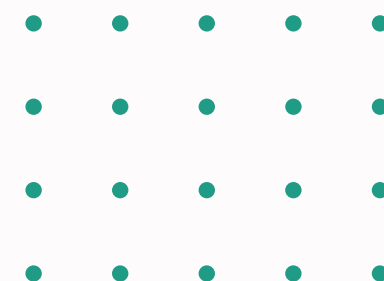


VII. Metrics and Outcomes

Please describe what success would mean for the project and how that success will be measured.

VIII. Letters of Support/Attachments

Please attach the following documentation:

- Letter for the chief administrative officer of applicant political subdivision(s) expressing support and how they will assist
 - Letters of support from the agricultural industry, forestry industry, and/or other affected constituents
- 

Letters

- Please include 2-4 letters to accompany your application
- At least one (1) letter from the chief administrative officer of your locality (or official of similar standing)
- 2-3 letters from the ag community. These could be benefitting local businesses, producers, or other ag professional groups/associations.

Evaluation Criteria

Applications will be considered based on the following criteria:

- Project purpose
- Priority area/Importance
- Benefit to agricultural producers
- Demonstrated support
- Quality and completeness
- Likelihood of success in achieving deliverables



A combine harvester is shown in the center of a field, moving away from the viewer. The entire image is overlaid with a semi-transparent teal color. On the left and right sides, there are white, stylized, parallel lines that create a sense of motion or a modern design element. The text 'POST-AWARD' is centered in a white, serif font.

POST-AWARD

Memorandum of Agreement (MOA)

- Specifies that project must abide by approved workplan
- Adhere to period of performance, budget for approved workplan
- State travel regulations
- Audit requirements (5 years), site visits, withholding payment, and cancellation
- Reporting

MEMORANDUM OF AGREEMENT TEMPLATE

Contract #

Title

This Agreement is hereby entered into this 1st day of XX, 2021 by XX County, hereinafter referred to as Awardee, and the Virginia Department of Agriculture & Consumer Services, an agency of the Commonwealth of Virginia, hereinafter referred to as Agency.

WITNESSETH that Awardee and Agency, in consideration of the mutual covenants, promises, and agreements contained herein, agree as follows:

1. Scope of Services:

Awardee shall be responsible for developing and including in the workplan proposed in its grant application amendments/changes proposed by Agency), which The approved workplan is attached as Exhibit A.

2. Period of Performance:

The agreement shall run from XXX through XXX. A request to extend the Agreement is submitted by Awardee shall not provide reimbursement for any expenses incurred in writing by Awardee and Agency.

3. Reimbursement:

Agency will provide Awardee a total of up to \$XX, amount, 75 percent (\$XX,000) will be reimbursed. Awardee shall use the invoice template, which is attached. Awardee must include a description as to how the expenses are related to the approved project workplan. The amount is reimbursed upon receipt and approval of the final invoice for the project, unless an alternative reimbursement procedure is agreed to by Agency. Payment by Agency will be made on the invoice. In addition, as required in the guidelines for Agriculture and Forestry Industries Development Fund incorporated by reference into this Agreement, Awardee

reimbursed funds should Agency determine that Awardee failed to substantially complete those actions and results included in the approved workplan attached as Exhibit A.

4. Budget for Approved Workplan:

Budget Items	AFID funds	Cash from Locality	In-Kind from Locality	Other Cash	Other In-Kind	TOTAL
Personnel						
Fringe						
Travel						
Supplies/Materials						
Contractual						
Other						
Totals						

A minimum of XX% of matching funds must come from the locality, of which \$XX,000 must be in cash. Agency retains the authority to audit the source of all matching funds.

5. Travel:

All travel reimbursements requested by Awardee must be in accordance with the current Virginia Department of Accounts State Travel Regulations. The current link to these regulations is: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics_Cardinal/20335-2015-Dec.pdf

6. Audit Requirements:

The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

7. Site Visits:

Agency and/or its authorized representatives have the right, at all reasonable times, to make site visits to review project accomplishments and management control systems, and to provide such technical assistance as may be required.

8. Withholding Payment:

Agency reserves the right, upon written notice to Awardee, to withhold future payments after a specified date if Awardee fails to comply with any of the conditions of this Agreement. Agency also reserves the right, at Agency's discretion, to withhold payment until Awardee

Submitting for Reimbursement

- Please include Reimbursement Request Form
- Adhere to approved workplan/budget items.
Adhere to allowable/unallowable cost list.
- Draw down from AFID budget
- Include invoices, receipts, and proof of payment
- Submit pictures, if applicable. Pictures are required for installed equipment at grant closeout.

*Reimbursement Request Form

Date					
MOU #					
Request #					
Company					
Street					
City, State, Zip					
Phone & Email					
Federal ID					
Item #	Total Project Budget	AFID Budget	AFID Balance	This Request	New Balance
Personnel *					\$0.00
Fringe *					\$0.00
Travel					\$0.00
Construction and/or Renovation					
Supplies & Materials					\$0.00
Contractual **					\$0.00
Other					\$0.00
Total	\$0.00	\$0.00			\$0.00

Interim Report

- Please submit in a timely manner. Interim reporting is required under terms of MOA.
- Due one year into grant period
- Sections I-II: 2-3 paragraphs each
- Funding expended to date required
- Helpful in the event of a delay

AFID Infrastructure Grant Reporting Requirements

Progress Report Format

Interim Report Format

The interim report shall be completed using the following format:

I. Activities Performed

- Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable, unexpected or unusual developments.
- Provide a comparison of actual accomplishments with the goals and timeline described in the approved workplan.
- Present the significant contributions and role of project partners in the project.

II. Problems and Delays

- Note unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for each project. Explain why these challenges arose and describe actions taken to address them.
- Review measurable outcomes to determine if targets are realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report.
- In the event that the work plan, outcomes, budget, and/or methodology needs to be adjusted, provide an outline of those changes.
- Describe any changes that are anticipated in the project.

III. Funding Expended To Date

- Provide information regarding the level of grant funds expended to date in the table below, using the format provided:

Budget Items	AFID funds	Cash from Locality	In-Kind from Locality	Other Cash	Other In-Kind	TOTAL
Personnel						
Fringe						
Travel						
Supplies/Materials						
Contractual						
Other						
Totals						

- Provide an itemized list of each expenditure, providing the following information for each: expenditure description, amount, date, source of funds (AFID, Local Cash, Local In-Kind, Other Cash, Other In-Kind), and how the expenditure relates to the activities outlined in the approved project workplan.

IV. Additional Information

- Provide additional information available (i.e. publications, websites, photographs) that is not applicable to any of the prior sections.

Final Report

- Due at end of grant period (or project completion)
- Sections I-III, 2-3 paragraphs each
- Budget Summary: Must adhere to terms
- Additional Info: Pictures, publications, etc!
- Final 25% will be reimbursed upon receipt of a final report that is acceptable to all parties.

Exhibit C

Final Report Format

The final report should be completed using the following format:

I. Project Summary

- Describe the initial purpose of the project and the specific need/problem to be addressed
- Describe this project's approach toward achieving its purpose and addressing that specific need/problem. Include the goals of the project and its specific deliverables.

II. Goals and Outcomes Achieved

- Supply the activities and specific deliverables completed in order to achieve the goals and outcomes for the project. (If outcome measures were long term, summarize the progress that has been made towards achievement.)
- Compare actual accomplishments with the goals and deliverable described in the approved project workplan. Explain what went right/wrong in achieving/not achieving each.

III. Lessons Learned/Next Steps

- Offer insights into the lessons learned by the project staff as a result of completing this project. Share what advice you have for others interested in pursuing a similar project.
- What should be done next to address the specific need/problem identified in this project?
- What is the future of the board/committee/working group that came together for this project?

IV. Budget Summary

- Provide a summary of the project budget in the table below, using the format provided:

Budget Items	AFID funds	Cash from Locality	In-Kind from Locality	Other Cash	Other In-Kind	TOTAL
Personnel						
Fringe						
Travel						
Supplies/Materials						
Contractual						
Other						
Totals						\$15,000

- Provide an itemized list of each expenditure, providing the following information for each: expenditure description, amount, date, source of funds (AFID, Local Cash, Local In-Kind, Other Cash, Other In-Kind), and how the expenditure relates to the activities outlined in the approved project workplan.

V. Additional Information

- Provide additional information available (i.e. publications, websites, photographs) that is not applicable to any of the prior sections.

THANK YOU!

We are **so** excited to review your applications!

- Expecting to receive some great project proposals
- Schedule a call or meeting

We're here to help!



The image features a teal background with a pattern of faint, light-colored question marks scattered across it. On the left and right sides, there are white diagonal stripes that create a sense of depth and movement, framing the central text.

QUESTIONS?

Contact

OAFD Team

- **Rachel Meyers**, AFID Manager
 - 804-786-6911 - rachel.meyers@vdacs.virginia.gov
- **Michele Bridges**, Project Manager, AFID Facility Grants
 - 540-271-7201 - michele.bridges@vdacs.virginia.gov