

NOT FOR SUBMISSION

PLEASE NOTE: THIS DRAFT APPLICATION IS BEING MADE AVAILABLE TO HELP YOU PREPARE. IT IS NOT INTENDED FOR SUBMISSION. PLEASE GO TO THE [CEI WEBSITE](#) FOR THE LINK TO THE OFFICIAL APPLICATION TO THE AIIP PROGRAM

APPLICATION FOR AGRICULTURAL INFRASTRUCTURE INVESTMENT PROGRAM

**Agricultural Infrastructure Investment (AIIP) Program
Department of Agriculture, Conservation & Forestry
(ARPA Initiative: Bureau of Agriculture 0393, Farm & Food Sustainability)**

NOTE: A group of affiliated entities should only submit one grant application per group. Businesses must coordinate with other affiliated entities prior to submitting an application. For purposes of the Agricultural Infrastructure Investment grant program, a business or organization is considered affiliated with any other business or organization that:

- Has the same Federal Taxpayer Identification Number (including Social Security Number)
- Has the same corporate parent or grandparent
- Is majority owned (more than 50%) by the same owner or group of owners
- For Non-profits: Is a subsidiary of a “parent” organization

Certifications and Eligibility Confirmation

Laws

I will comply with all applicable State and federal laws and regulations.

ARPA Funds

I acknowledge that I am applying for and may receive federal American Rescue Plan Act (ARPA) funds and that I have not benefitted from other federal, state or local funds that would fully cover the costs without the assistance I am applying for, and that the State of Maine, and the Federal Government are hereby authorized to verify the information contained herein.

Insurance

I have not submitted an insurance claim for reimbursement for any of the expenses included in this application.

Legal

There are no actions, suits or proceedings pending or, to the knowledge of the applicant, threatened against or affecting the applicant and/or business at law or in equity before any court or administrative officer or agency which might result in any material adverse change in the business or financial condition of the applicant.

Business

I manage a for-profit business or non-profit organization, located in the state of Maine.

Employees

I have fewer than 200 full-time employees. Employee count includes parent companies and subsidiaries, and all full-time employees across all geographies in which the business operates

Sourcing

I certify that I produce and/or source a portion of inputs from Maine farmers, growers, and/or producers.

Taxes

I am current and in good standing with all Maine State payroll taxes, sales taxes, and state income taxes (as applicable) at the time of submission.

Bankruptcy

I am not in bankruptcy.

Operations

I have not permanently ceased all operations.

Timeline

I understand that grant-funded projects must be completed by December 31, 2024, in accordance with U.S. Treasury guidelines for ARPA funds.

Verification

I understand that awards are contingent upon provision of adequate documentation that verifies funding will be used as proposed and in alignment with the submitted budget.

Public Information:

I am aware that if my business is awarded funds, the award amount and name of my business may be announced in press and media.

Unexpended Funds

I understand that I will be required to return unspent funds. DACF reserves the right to request funds in whole or in part if determined that the funds were not used for intended purpose, as described in this application (or through a formal amendment to the project with DACF).

Misuse of Funds

I understand that my business will be liable for any misuse of funds.

Taxable Income

I understand that grants are taxable income and subject to audit.

Reporting

I understand that if my business is awarded ARPA funds:

- I will be required to verify use of funds for the purposes stated in my grant application.
- DACF retains the right to conduct a site visit for the purposes of auditing and reporting for a period of up to three years following program completion.

- DACF retains the right to request and collect additional project-related data to assess the impact of ARPA funds on Maine’s agriculture and food system sectors.

Please check any of the following that applies to you. Note: demographic data is optional and is not being collected for the purposes of scoring or award decision-making.

Possible Selections: Black or African American American Indian or Alaska Native

Hispanic or Latino

Asian or Pacific Islander

Multiracial

Female

LGBTQ+

N/A

BUSINESS INFORMATION

Name of Applicant

Tax ID #:

DUNS #:

Business Name (recipient of award funds):

Business Physical Address:

City/Town:

Zip:

County:

Business Mailing Address:

City/Town:

Zip:

Business Phone:

Email Address:

Website:

1. Applicant is: Farm, Farm-Processor (farms that process on site, farms the supply processors), Off-Farm Processor (processor, co-packer, value add producers).
2. (if Farm-processor) Please tell us what percent of your business revenues are derived from Processing vs Farming
 - a. >50% farming
 - b. >50% processing

3. What agricultural product represents your business best: Meat/Poultry, Vegetable, Fruit, Dairy, Grain, other.
4. Amount of funding requested:
5. Type of Business (drop down): Cooperative, Non-profit, Sole Proprietor, LLC, L3C, C-Corp, or S-Corp.
6. Year business started:
7. Do you have a written business plan and financials (income statement, balance sheet, and/or cash flow projections) for the next 1-3 years?
8. How many employees do you currently have at your business?
 - a. Full time (drop down ranges, ≤ 3 , 4-7, ≥ 8)
 - b. Part time (drop down ranges, ≤ 3 , 4-7, ≥ 8)
 - c. Seasonal (drop down ranges, ≤ 3 , 4-7, ≥ 8)
9. Please describe your business. Please describe your products, markets, staff, processing operations (if applicable), how long you've been in business, your location, and the mission/purpose behind your business (500 words max)
10. Please describe how COVID-19 has impacted your business. Please explain how COVID -19 has impacted operations since March 2020, including the factors limiting production capacity, sales, volume or efficiency. (500 words max)

PROPOSED PROJECT & IMPACT ON BUSINESS

11. Use of Grant Funds: Please choose from the following list of eligible expenses (drop down, select as many as apply):
 - Capital improvements to expand capacity (including expansion and modifications to existing buildings and/or construction of new buildings at existing or newly acquired sites), for the purpose of processing, aggregating, storing and value-adding Maine agricultural products.
 - Upgrades to utilities (including water, electric, heat, refrigeration, freezing, and waste facilities).
 - Livestock intake and storage equipment.
 - Growing, processing, and manufacturing and storage equipment and construction.
 - Packaging and handling equipment (including sealing, bagging, boxing, labeling, conveying, and product moving equipment).

- Additional warehouse equipment (including storage and drying/curing racks).
- Purchase of waste treatment/management equipment (including tanks, blowers, separators, dryers, digesters, and equipment that uses waste to produce energy, fuel, or industrial products).
- Facility reconfiguration (including contract labor and materials for changes necessary to meet social distancing guidelines).
- Technology that allows increased capacity (to meet unanticipated demand) or business resilience (including software and hardware related to business functions, logistics, inventory management, plant production controls, temperature monitoring controls)
- Consulting and Technical Assistance (TA), including market research and feasibility studies, engineering and construction planning, land use planning, facility design and configuration planning, and other services that directly support future implementation of infrastructure-related capacity building projects.
- Leasehold improvements to rented buildings or facilities,
- Other: (short write in)

12. (Depending on answer to question #1, applicant will get one or the other of these two questions) (If a farm-processor, processor:) Will your project increase or enhance your ability to process Maine grown foods? If yes, please describe: (If a farm:) Will your project provide Maine grown foods to processors, from your farm and/or other farms? Yes/ No. If yes, please describe (500 words max):

13. How will this project benefit your business (Drop Down, check as many as apply): Create access to new markets, create new products, increase sales, create operational efficiencies, increase profitability, increase jobs, other (short answer)

14. Please describe the overall project and the specific use of grant funds, and the impact it will have on your business, based on how you answered the question above. What will this project enable you to achieve? How will this project improve your operations, for example, increasing processing or production capacity? How will this project improve your business financial viability over the short and long term? (500 words max)

15. How will this project make your business more resilient to different types of disruptions, such as those experienced from COVID-19? (500 words max)

16. Please describe key project stakeholders and their roles in completing this project successfully. Who is your team? (500 words max)

17. Will this project result in additional jobs? Yes/No. If yes, how many over the next 12 months?

- Full time (drop down ranges, ≤ 3 , 4-7, ≥ 8)
- Part time (drop down ranges, ≤ 3 , 4-7, ≥ 8)
- Seasonal (drop down ranges, ≤ 3 , 4-7, ≥ 8)

18. Please tell us your timeline for completing the project. Please note that all projects must be completed by 12/31/2024: (date range drop down—start/end dates)

BUDGET & NARRATIVE

19. Project Budget template: Please fill out the following budget template for your proposed project: (embedded/drop down or form as attachment)
20. Project budget narrative: Please describe the use of funds in each line item of your budget, in the space provided in the budget template.
- d. Please provide a clear and detailed explanation of each eligible expense, and how it relates to your proposed grant project.
 - e. For equipment, materials and infrastructure expenses or capital expenses: describe each separately, including cost of each, and any additional costs to implement or install.
 - f. For consulting and other contractual or technical assistance (TA) expenses (e.g., those incurred by procuring services performed by an individual or organization other than the applicant): describe each contractor separately, including name (if known), area of expertise, rate, and overall cost and contribution to the project.
21. If you require funds in addition to the Agriculture Infrastructure Investment Program grant to complete your project, please describe the sources of those funds and how you plan to raise them if they are not already in hand.

AGRICULTURE SECTOR IMPACT

22. Please explain the positive impact that this grant will have on other businesses in the food supply chain in Maine.
- g. # of farms that benefit (drop down number options 1-10; other (write in option))
 - h. # of processors that benefit (drop down number options 1-10; other)
 - i. # of value add producers that benefit (drop down number options 1-10; other)
 - j. # of other supply chain businesses (drop down of list of potential businesses, with other write in)
 - k. Do you source more than 50% of your inputs from Maine agricultural producers/growers? (Yes/No)
 - l. On average, what percentage of your total sourced inputs are grown/produced in Maine? Pre grant project...Post project (fill in)
 - m. On average, what percentage of your yearly budget is spent on Maine grown/produced inputs? Pre grant project...Post project (fill in)
 - n. Do you support other Maine agricultural businesses by sharing processing infrastructure? (Yes/No, if Yes provide brief description)

ACCOUNTING DOCUMENTS

23. Please upload the following documents
- a. Required: W-9

b. Required ACH Form

ATTESTATION (check box)

I hereby certify that all information that I have completed and submitted as part of this application process is true and correct and accurately reflects my proposed project. I acknowledge that I have read and understand the requirements of provisions of the Agriculture Infrastructure Investment Program and application, and I agree to comply with the terms and conditions therein if I am selected to receive an award.

DRAFT