



**Hudson Valley
AgriBusiness**

DEVELOPMENT CORPORATION

Ulster County Farm Viability & Sustainability Grant

Administered by the Hudson Valley AgriBusiness Development Corporation

2025 REQUEST FOR PROPOSALS

Released: March 19, 2025

Grant Proposals Due: April 30, 2025, 5:00 p.m. ET

No late submissions will be accepted. Incomplete submissions will not be considered.

The County of Ulster (UC) announces the availability of funds through the Ulster County Farm Viability and Sustainability Grant Program (the “Program”) administered by the Hudson Valley AgriBusiness Development Corporation (HVADC), which will provide grants to small and mid-sized farms in Ulster County to increase Farm Viability **and** Energy Efficiency or Climate Resiliency.

. For the purposes of this Program, Farm Viability is defined as increased profitability, production, and/or marketing and sales capacity; Energy Efficiency is defined as a reduction in energy usage and/or an increase in renewable energy usage; and Climate Resiliency is defined as any action that enhances or protects the farm business from weather-related impacts.

Funds provided by this Program to farms in Ulster County are intended be used for services, equipment, production costs, and other expenses in service to build both economic and environmental sustainability within Ulster County’s farm sector in the face of real-time effects of climate change, increased production costs, and challenging market systems.

A total of \$586,256 will be awarded to Ulster County farms through this grant program. Grant amounts will range from \$25,000 to \$75,000.

Hudson Valley AgriBusiness Development Corporation (HVADC) is the administrator of this grant Program on behalf of Ulster County. Grants are available to eligible applicants throughout Ulster County.

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PROGRAM QUESTIONS

Duane Stanton
 Project Coordinator
dstanton@hvadc.org

TECHNICAL ASSISTANCE (In SurveyMonkey Apply)

Duane Stanton
 Project Coordinator
dstanton@hvadc.org

Support is generally available during business hours: Monday–Friday, 9:00 a.m. to 5:00 p.m. ET. Assistance may not be available shortly before deadlines.

RESOURCES FOR APPLYING

Survey Monkey Apply (SMA) Guides and resources for registering and applying may be found on the How To Apply section on the HVADC website. SMA is administered by HVADC’s sister organization, the HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION (HVADC).

SUBMISSION POLICY

It is the applicant’s responsibility to adhere to all application instructions including the submission dates and times included in this request for proposals (RFP). HVADC will accept the last validated electronic submission through the grants management system, SMA, prior to the posted deadline as the final and sole acceptable submission of an application. Submission or re-submission of incomplete or delayed applications after the posted deadline, barring exceptional circumstances, will not be accepted. SMA will prevent applications from being submitted after the cut-off time.

SUBMISSION CONFIRMATION

When an application has successfully been submitted, the applicant will receive a confirmation email from HVADC. Please add this email address (noreply@mail.smapply.net) to your “safe senders” list. If you do not receive this confirmation, please check your junk or spam folder.

Hudson Valley AgriBusiness Development Corporation reserves the right to:

- Reject any or all applications received;

- Waive or modify minor irregularities in applications received after prior notification and agreement of applicant;
- Provide partial funding for specific application components that may be less than the formal amount requested in the grant application;
- Require a good faith effort from the project organization or sponsor to work with UC subsequent to project completion to develop reporting data or implement the project results where applicable;
- Withhold any payments that do not meet grant conditions;
- Require return or refund of grant monies used for expenditures that are not allowed or unauthorized; and
- Reallocate unawarded / returned funds to other grantees.

I. PROGRAM OVERVIEW

FUNDING OPPORTUNITY DESCRIPTION

The Ulster County Farm Viability and Sustainability Grant Program will provide grants to address Farm Viability **and** either Energy Efficiency or Climate Resiliency. Funds provided by this Program to small and mid-sized farms in Ulster County are intended be used for services, equipment, and other expenses to build both economic and environmental sustainability within Ulster County’s farm sector in the face of real-time effects of climate change, increased production costs, and challenging market systems. For the purposes of this grant, a Small Farm is defined as a farm business whose net annual income is less than \$350,000, and a Mid-Size Farm is defined as a farm business whose net annual income is less than \$1,000,000.

This Program is being administered by the Hudson Valley AgriBusiness Development Corporation (HVADC). HVADC’s mission is to enhance the agricultural sector in the Hudson Valley by assisting both new and existing agri-businesses and supporting policies and regulations that recognize and support New York State’s agricultural economy. Its services are carefully designed to promote the Hudson Valley as an attractive, viable region for agriculture and to foster growth and development of the agricultural sector through a creative program or marketing, promotion and the provision and coordination of financial and other resources.

This project is being supported in whole or in part by federal award number 21.027 awarded to the County of Ulster by the U.S. Department of the Treasury.

AVAILABLE FUNDS

\$586,256 will be available to eligible applicants.

- Grants range from \$25,000 to \$75,000. Maximum award is \$75,000 per grant. Applicants may not request more than this amount per project.
- Minimum award is \$25,000 per grant. Applicants must request at least this much per project.

There will be **NO** Match Requirement. Business entities may only submit one application.

PROJECT LENGTH

Projects will commence on August 1, 2025 and must be completed by June 1, 2026.

FUNDING SOURCE AND DETAILS

Funds are available through Ulster County and administered by the Hudson Valley AgriBusiness Development Corporation (HVADC).

Grant Funds shall be requested as reimbursements on a quarterly basis and shall only be distributed once the equipment is received, paid for in full, and operational, or after an approved service is finalized. Grantees shall report to HVADC not less than quarterly on the progress of the Work and provide backup documentation for any incurred reimbursable expenses. Appropriate documentation must describe the use of funding through an invoice **and** proof of payment (such as a canceled check, credit card statement, wire confirmation, etc.) **that reconcile**.

HOW TO APPLY

All applications must be submitted via the SMA system at <http://ffgf.smapply.us/>. No paper applications will be accepted. Applications will be accepted from March 19, 2025 **until 5pm ET April 30, 2025**.

Applicants who have not previously registered in the HVADC SMA Grant Portal will need to register for an account using a verifiable email address.

Be advised that technical assistance with SMA may not be available shortly before deadlines (meaning, it may take longer to reply to emails and calls given the volume of work at these times); please plan accordingly.

APPLICATION REVIEW

Applications will be reviewed by an advisory committee comprised of agriculture stakeholders and other industry experts. See Section III: Scoring Criteria.

AWARD INFORMATION

All applicants will be notified by HVADC whether their project has been awarded for funding.

KEY DATES

March 19, 2025	Request for Proposals (RFP) released, and application opens
April 30, 2025	Application closes 5pm

Announcements are anticipated for late summer 2025.
Dates may be subject to change.

Project Term: Projects will commence on August 1, 2025 and must be completed by June 1, 2026.

II. FUNDING PRIORITIES AND ELIGIBILITY

Funding is available for projects related to the following program priorities:

- Increased Farm Viability
 - Market Development
 - Increased Production
 - Improved Profitability/Cost-Savings
- Energy Efficiency Related to On-Farm or Farm-Business Operations
- Facility upgrades in farm operations
- Climate Resiliency in farm operations and practices (e.g. improvements to soil health, erosion prevention, water saving/reuse)
- Project increases farm’s product diversity, health, and self-reliance with the ability to adapt when confronted with changing market conditions, uncertain environmental conditions, and/or supply chain interruptions:

Projects **MUST** demonstrate Increased Farm Viability **and** either Energy Efficiency or Climate Resiliency.

ELIGIBILITY

Applicants eligible for these funds are existing farm businesses and projects that:

- 1) are located in Ulster County, NY; **and**,
- 2) whose annual net income is less than \$1 million.

Eligible applicants include:

- Farm Operation,” as defined in this link to [Section 301](#) of the Agriculture and Markets Law
- Not-For-Profits engaged in Farming Activities
- Eligible applicants must have filed a Schedule F in 2023 and received an Ag Assessment

Please note: Applicants must be able to provide tax documents, have evidence of good standing with the NYS Department of State, and be able to include HVADC as additional insured upon commencement of the project.

ELIGIBLE EXPENSES

Funding is available for projects related to the following activities:

- Farm Viability (e.g. increased sales, access to new market opportunities)
- Energy efficiency (e.g. energy efficient equipment, energy upgrades in farm buildings, farmworker housing)
- Climate Resiliency (e.g. improvements to soil health, erosion prevention, water saving/reuse)

Examples of eligible equipment and expenses, include but are not limited to:

- Electric / Biodiesel Truck/Tractor
- Precise Irrigation Systems
- Upgrade to energy efficient equipment and/or system
- Cold Storage
- Farm Equipment
- Wash/Pack
- Solar Panels
- Equipment installation services (e.g., plumbing needed for equipment or hooking up electrical for the equipment purchased)
- Supplies (any purchases that cost less than \$5,000 per unit) serving as critical components to the overall project / system
- Any construction, renovation, preparation, and/or rehabilitation required for the installation or replacement of equipment
- Other: shipping costs, rental of general use equipment (not for construction)

Eligible project costs over \$5,000 relating to building construction, building renovation, and/or equipment must be supported by a current quote or estimate.

INELIGIBLE EXPENSES

Ineligible expenses include, but are not limited to:

- Projects not located within Ulster County, NY
- Personnel and fringe expenses
- Acquiring real property including land purchases and any interest therein
- Construction that is unrelated to the installation of new equipment
- Supplies that are not critical components to the overall Project / system
- Travel expenses, including that pertaining to equipment acquisition
- Training expenses, including for the use of new equipment or otherwise
- Grant writing or grant administration expenses
- Advertising Costs
- Conference Fees
- Expenses paid by the applicant before the start of the grant period following the signing of an agreement

An effective application **will reflect the County's priorities in this Program and** show the following:

1. The reason that the farm's existing equipment and systems do not meet their current needs, and how this grant project is both timely and necessary for the business to succeed.
2. The Project is part of a proactive plan for future operation and continued business viability, with measurable results.
3. The Project will have significant positive impacts on applicant's business including but not limited to energy savings or climate resiliency.
4. Applicant demonstrates an awareness and readiness to implement the activities described, through quotes, plans, letters of support etc.

III. APPLICATION OUTLINE AND SCORING CRITERIA

The application content is listed below but may be subject to change. Please reference the SMA Application Guide for any questions you may have on completing your application in the SMA system.

APPLICATION OUTLINE

Applicant Information

- Business/organization name
- Legal entity type (e.g., LLC, sole proprietorship, etc.)
- Employer Identification Number (EIN)
- Project Contact and Business information
 - Project Point Person
 - Project Point Person Title / Role
 - Project Point Person phone number
 - Project Point Person email address
 - Business Owner (if different from above)
 - Business Phone number
 - Business Address
 - Project Address (if different from above)
 - Project County
- Any individual applicants will need to indicate the size of their farm (combined acreage rented/owned/cultivated)

Farm History

- Has your business/organization received any federal or state grant or funding in the past five years?
- Have you or your project partners received any (federal, state, or other) grants or funding for *this specific project* in the past five years? If yes:
 - List the grants / funding received.
 - Describe the work done with these funds.
 - How will the work in this grant differ from and/or build upon that work?

- Have you applied for, or do you plan to apply for, other grant(s) in conjunction with this grant? If yes:
 - Please list the other grants you will apply for/have applied for in conjunction with this grant.
- Will you be using loans to supplement this application?
- Has your business ever been unable to complete or adhere to granting requirements for a grant you were awarded? If yes:
 - Describe the circumstances that prevented you from completing/adhering to the requirements of your grant(s).
- Describe why you and your staff are qualified to carry out / complete this project as proposed.
- Rate your business's experience in implementing similar past work/projects related to improvements. (Select from dropdown: significant experience, some experience, no experience)
- Do you currently work with a farm business planner or financial advisor to support future planning and financial health for your business? If so, enter their name and organization, address, and provide contact information.
- Have you received technical assistance in preparation for this project, or do you plan to receive related technical assistance during this grant project? If so, list the providers name and organization, address, and provide contact information.

Project Details

- What is your Project titled? (This will be used in the event you are awarded on public documents / press releases)
- Describe your proposed project including what you will pay for with these grant funds.
- What are the challenges that your farm is facing that this grant project will address?
- Which of the following program funding priorities does your project address?
 - Farm Viability (e.g...increased sales, access to new market opportunities)
 - Energy Efficiency (e.g. energy efficient equipment, energy upgrades in farm buildings, farmworker housing)
 - Climate Resiliency (. e.g. improvements to soil health, erosion prevention, water saving/reuse)
- Please provide details of how the project will have impacts on the priorities you selected above. Be sure to include metrics you will use to track your progress (for example: reduced water usage, reduced fuel use, reduced energy consumption, increased volume production, or any other metric you feel would demonstrate success).
- What are the major impacts for your farm if you receive this funding?
- What would be the consequences of not receiving this funding?
- Provide a projected workplan/timeline of your project activities. Provide at least 3 key accomplishments that will happen during the grant that will show that the grant project is progressing.

Letters of Support

Letters of Support should demonstrate project feasibility and capacity and validate the benefits of the project being funded.

Supporting Documentation

Upload the following:

1. (Required) A current quote for each piece of specialized equipment (and any associated installation costs) requested in this grant. Specialized equipment should be identified (costs over \$5,000).
2. Any additional information that shows the impacts of this grant such as evidence of increased energy efficiency, increased climate resiliency, and increased farm viability.
3. Any site plans or installation plans relevant for the Project.

Budget Details

The budget must show the total cost for the Project and describe how category costs listed in the budget are derived. The budget justification must provide enough detail for reviewers to easily understand how costs were determined and how they relate to the described Ulster County Project Priorities and to the objectives outlined in your proposal. The budget must show a relationship between the work expected and the costs incurred.

Budget Categories Include:

- Equipment: List each piece of equipment (with description if needed) and for each, indicate: 1) the total cost of the equipment, 2) amount of that cost you want the grant to cover (can be all or partial), and 3) justification for how this equipment is necessary for the success of this project. This Equipment category is for costs over \$5,000, otherwise it should be categorized as supplies.
- Supplies: List each supply item (with description if needed) and for each, indicate: 1) the total cost of the supply, 2) amount of that cost you want the grant to cover (can be all or partial), and 3) justification for how this supply is necessary for the success of this project.
- Construction: Describe necessary / relevant construction costs including site work, construction, renovation, removal and miscellaneous expenses required for the installation or replacement of equipment. For each, provide 1) the total cost of the construction, 2) amount of that cost you want the grant to cover (can be all or partial), and 3) justification for how this construction supports the equipment installation and is necessary for the success of this project.

- Contractual / Consultant: List each anticipated contractor/consultant. For each, provide: 1) the total cost of the expenses, 2) amount of that cost you want the grant to cover (can be all or partial), 3) detailed description of services and rates, and 4) justification for why the services are necessary for the success of this project.
- Other: Include any expenses not covered in any of the previous budget categories. Be sure to break down costs by total cost and amount you want covered by the grant and provide justification for how the expense is necessary for the success of this project. Examples may include shipping costs, etc.

SCORING PROCESS AND CRITERIA

Administered by: Hudson Valley AgriBusiness Development Corporation (HVADC)

Applications will be reviewed by a panel of evaluators (the “grant review team”) with expertise in agricultural business development and grant management.

Grant Review Process

- 1) Applications are received by HVADC by the grant due date (no late submissions will be considered);
- 2) HVADC will review the applications for completeness and ensure that they meet the minimum criteria for funding and eligibility;
- 3) Grant applications will be distributed via SurveyMonkey Apply (SMA) to the grant review team;
- 4) The grant review team will evaluate each grant and give them a score between 1-100. Applications will be ranked from highest score to lowest;
- 5) HVADC will select the grants for funding based on the grant review team scoring and inform the grant review team of their selections. After notification, HVADC will refer selected projects to the UC for review; and
- 6) Upon UC approval, HVADC will send out letters to all grant applications informing them of their status as either approved or denied.

The following scoring rubric is designed to help identify those projects which best align with Ulster County priorities under the Farm Viability and Sustainability Grant Program . Scores will be used to rank applications for funding. All scores are based on a 100-point system with 100 points being the highest and 0 points the lowest. Funding will be awarded beginning with the highest-ranking score until funds are depleted. Applications must score at least 65 points to be considered for funding.

The final recommendations for funding will be made by HVADC based on ranking. Recommendations will be forwarded to Ulster County for review and Final approval.

Reviewer Scoring Criteria

1st Indicator: Project Readiness and Need (0 to 25 Points)

- Applicant provides clear and relevant reasoning for timely need for funding and demonstrates a clear timeline and capacity to achieve stated goals.

2nd Indicator: Alignment with Ulster County Priorities (0 to 30 Points)

- Farm Viability (e.g. increased sales, access to new market opportunities)
- Energy efficiency (e.g. energy efficient equipment, energy upgrades in farm buildings, farmworker housing)
- Climate Resiliency (e.g. improvements to soil health, erosion prevention; water saving/reuse)

3rd Indicator – All required letters of support and supporting documentation meet the requirements outlined in the RFP and clearly illustrate that the grant funds will be a sound investment. (0-15 Points)

- The Project clearly illustrates that the applicant performed project due diligence in collecting documentation and demonstrates that an award will be a sound investment.

4th Indicator – Applicant has leveraged other resources to support this grant project such as technical assistance, business assistance, partnerships, loans, and/or other grants. (0-10 Points)

- Demonstrates leverage of other resources.

5th Indicator- Budget and budget narrative are realistic and sufficient to accomplish the work proposed. (0-20 points)

- Clear and concise budget; budget justification text aligns with budget as well as the previously described Project and demonstrates a well thought out Project plan.

IV. GRANT MANAGEMENT & REPORTING

GRANT AGREEMENT

Prior to receiving funding, successful applicants must sign a grant agreement with HVADC indicating their intent to complete the proposed project and authorizing HVADC to monitor the project's progress. The grant agreement will include provisions (terms and conditions) set by Ulster County as well as any program-specific requirements set by federal award number 21.027 awarded to the County of Ulster by the U.S. Department of the Treasury.

Prior to commencement of work and release of any payments, grantee will be required to submit:

- a. A certificate of insurance consistent with the requirements set forth in Appendix A of the grant agreement.
- b. A current IRS Form W-9 (Request for Taxpayer Identification Number and Certification), signed within the past six months

- c. A Certificate of Status, aka Certificate of Good Standing in NYS

Grantee Payment Schedule

Grant Funds will be distributed as reimbursements on a quarterly basis and shall only be distributed once the equipment is received, paid for in full, and operational, or after an approved service is finalized. Grantees shall report to HVADC not less than quarterly on the progress of the work and provide backup documentation for any incurred reimbursable expenses. Backup documentation may include, but is not limited to, canceled checks, paid invoices, receipts, and photos.

The close out report is due no later than 30 days after the grant end date. Final invoices must be submitted to HVADC within 45 days of the grant expiration date. Invoices submitted before the completion of an interim or final report will not be paid until the report has been received, reviewed, and accepted by the grant manager. HVADC cannot reimburse the grantee for work performed after the expiration date of the grant.

REPORTING REQUIREMENTS

The following reporting is required under this grant program:

- a. Grantees will submit Quarterly Performance Reports that may include but are not limited to:
 - i. Summary of status of grant activities
 - ii. Description of successes and challenges
 - iii. Discussion of any modifications deemed necessary and justification for changes
 - iv. Documentation of any marketing/promotion of project
 - v. Photos/documentation that demonstrates grant activities.
 - vi. Expenditures to date (Appropriate documentation must describe the use of funding through an invoice **and** proof of payment (such as a canceled check, credit card statement, wire confirmation, etc.) **that reconcile**)
- b. Grantees will submit a Close out Report and complete a survey no later than thirty (30) days from the grant end date. Final reports may include but is not limited to:
 - i. Summary of achievements from this project including impacts on the community, public, and other businesses/organizations
 - ii. Description of any challenges or changes to the project
 - iii. Lessons learned from this project
 - iv. Opportunities that arose from the completion of this project
 - v. Plans to build on the work completed under this grant
 - vi. Representative documentation and photos representative of the full breadth of activities under this grant
 - vii. Final expenditures with documentation
 - viii. Project outcomes and results of grantees measurements of success

HVADC and Ulster County reserve the right to utilize and/or summarize information and photos provided through these reports to use in publications/promotions.

HVADC reserves the right to modify reporting requirements during the project. Information submitted in any report under this program will be a public record. Failure to adhere to reporting requirements and deadlines may disqualify the grantee from future grant opportunities through HVADC or Ulster County.

INSURANCE REQUIREMENTS (See Appendix A)

Before commencing work on the Project, the successful applicant will be required to provide a certificate of insurance to show that the minimum required coverages are in effect. Applicants should forward the insurance requirements in Appendix A to their insurance agent to ensure they are able to acquire the minimum required coverages.

It is the responsibility of the Grantee to maintain current certificates of insurance on file with the HVADC through the term of the Grant Agreement. No warranty is made that the coverages and limits listed in Appendix A are adequate to cover and protect the interests of the Grantee or the Grantee's operations. These are solely minimums that have been established to protect the interests of HVADC and Ulster County.

Workers Compensation. With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of New York. New York will accept an out-of-state employer's workers' compensation coverage while operating in New York provided that the insurance carrier is licensed to write insurance in New York and an amendatory endorsement is added to the policy adding New York for coverage purposes. Otherwise, the party shall secure a New York workers' compensation policy, if necessary, to comply with New York law.

Appendix A

Section I – Insurance to be Maintained by [insert name of grant recipient]

[insert name of grant recipient] shall maintain insurance as described below.

HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION reserves the right to review any and all of the required insurance policies and/or endorsements but has no obligation to do so. HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION's failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION's failure to identify any insurance deficiency shall not relieve [insert name of grant recipient] from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. Workers Compensation Insurance and Disability Benefits Requirements

- a.** Proof of workers' compensation and disability benefits coverage, or proof of exemption must be submitted to the HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION. Proof of compliance must be submitted on one of the following forms designated by the New York State Workers' Compensation Board. **An ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.**

b. Proof of Compliance with Workers' Compensation Coverage Requirements:

- Form CE-200, *Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required*, which is available on the Workers' Compensation Board's website (www.wcb.ny.gov); OR
- Form C-105.2 (9/07), *Certificate of Workers' Compensation Insurance*, sent to the HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION by the [\[insert name of grant recipient\]](#)'s insurance carrier upon request, or if coverage is provided by the New York State Insurance Fund, they will provide Form U-26.3 to the HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION upon request from [\[insert name of grant recipient\]](#); OR
- Form SI-12, *Certificate of Workers' Compensation Self-Insurance*, available from the New York State Workers' Compensation Board's Self-Insurance Office, OR
- Form GSI-105.2, *Certificate of Participation in Workers' Compensation Group Self-Insurance*, available from the Contractor's Group Self-Insurance Administrator.

c. Proof of Compliance with Disability Benefits Coverage Requirements:

- Form CE-200, *Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required*, which is available on the Workers' Compensation Board's website (www.wcb.ny.gov); OR
- Form DB-120.1, *Certificate of Disability Benefits Insurance*, sent to the HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION by the [\[insert name of grant recipient\]](#)'s insurance carrier upon request; OR
- Form DB-155, *Certificate of Disability Benefits Self-Insurance*, available from the New York State Workers' Compensation Board's Self-Insurance Office.

2. Commercial General Liability Insurance

a. Commercial General Liability Insurance shall be written on the current edition of ISO occurrence form CG 00 01, or a substitute form providing equivalent coverage and shall cover liability arising from premises operations, independent contractors, products-completed operations, broad form property damage, personal & advertising injury, and cross liability coverage, liability assumed in a contract (including the tort liability of another assumed in a contract).

Coverage shall include, but not be limited to, the following:

- Bodily injury, property damage and broad form contractual liability coverage;
- Premises liability;
- Independent contractors;
- Blanket contractual liability, including tort liability of another assumed in a contract;
- Defense and/or indemnification obligations, including obligations assumed under the Agreement;
- Cross liability for additional insureds; and
- Products/completed operations for a term of no less than one (1) year, commencing upon acceptance of the work, as required by the Agreement.

b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a

combination of General Liability Insurance and either Commercial Excess or Commercial Umbrella Liability Insurance. If [\[insert name of grant recipient\]](#) maintains higher limits than the specified minimum limits, HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION requires and shall be entitled to coverage for the higher limits maintained by [\[insert name of grant recipient\]](#).

- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in advance by HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION. [\[insert name of grant recipient\]](#) is responsible for any deductible or self-insured retention and shall fund it upon HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION'S written request, regardless of whether [\[insert name of grant recipient\]](#) has a claim against the insurance or is named as a party in any action involving the HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION.
- d. (1) HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION, and their officers, agents, and employees; (2) The People of the State of New York; and (3) The New York State Department of Agriculture and Markets, and their officers, agents, and employees shall be endorsed as additional insureds for liability arising out of [\[insert name of grant recipient\]'s](#) ongoing operations. (ISO endorsement CG 20 26 or equivalent).
- e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- f. Required Evidence of Insurance:
 - i. Copy of the additional insured endorsement or policy language granting additional insured status; and
 - ii. Certificate of Insurance.

3. Automobile Liability Insurance

- a. Minimum Limit: \$1,000,000 combined single limit per accident. The required limit may be satisfied by a combination of Automobile Liability Insurance and either Commercial Excess or Commercial Umbrella Liability Insurance.
- b. Insurance shall cover all owned vehicles if [\[insert name of grant recipient\]](#) owns vehicles.
- c. Insurance shall cover hired and non-owned vehicles.
- d. Required Evidence of Insurance: Certificate of Insurance.

4. Standards for Insurance Companies

All required insurance shall be written by companies that have an A.M. Best Company rating of "A-," Class "VII" or better. In addition, companies writing insurance intended to comply with the requirements of this Agreement should be licensed or authorized by the New York State Department of Financial Services to issue insurance in the State of New York.

5. Documentation

- a. The Certificate of Insurance must include the following reference: [\[insert project name\]](#).
- b. [\[insert name of grant recipient\]](#) shall submit required Evidence of Insurance prior to the execution of this Agreement. [\[insert name of grant recipient\]](#) agrees to maintain current Evidence of Insurance on file with HUDSON VALLEY AGRIBUSINESS DEVELOPMENT

CORPORATION for the required period of insurance.

- c. The name and address for Additional Insured endorsements and Certificates of Insurance is: **HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION, Inc., 507 Warren Street, 2nd Floor, Hudson, NY 12534.**
- d. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
- e. [insert name of grant recipient] shall provide immediate written notice if: (1) any of the required insurance policies are terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- f. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

6. Policy Obligations

[insert name of grant recipient]'s indemnity and other obligations shall not be limited by the foregoing insurance requirements.

Section II – Insurance to be Maintained by [insert name of grant recipient]'s contractors.

Prior to the commencement of any work by a Subcontractor, [insert name of grant recipient] shall require such Subcontractor to procure policies of insurance based upon the risk present in their scope of work and maintain the same in force during the term of any work performed by that Subcontractor. An Additional Insured Endorsement CG 20 38 04 13 (or the equivalent) evidencing such coverage shall be provided to [insert name of grant recipient] prior to the commencement of any work by a subcontractor. For subcontractors that are self-insured, the subcontractor shall be obligated to defend and indemnify the above-named additional insureds with respect to Commercial General Liability and Business Automobile Liability, in the same manner that the subcontractor would have been required to pursuant to this section had the subcontractor obtained such insurance policies.