Program Guidelines for

Central Virginia Produce, Livestock and Feed Storage Systems Program

Objective

The overall objective of the Central Virginia Produce, Livestock and Feed Storage Systems (CVLFSS) is to provide assistance to producers to enhance and enable their ability for greater produce production, feed storage, and livestock management. This will be accomplished by offering 33% cost share in seven (7) components. The components are: Hay Barns/Sheds; Grain Bins and Grain Dryers; Feed Bins; Commodity Storage Bin; Bunker Silos; Produce Production Structures; and Livestock shade structures.

This initiative will be targeted to 14 Tobacco Commission Counties: Amelia, Appomattox, Bedford, Buckingham, Campbell, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg, Nottoway, Pittsylvania, and Prince Edward. Tobacco funds are being requested to provide matching funds for 10 Agriculture producers in each of the 14 counties. This grant would provide up to a .33% reimbursement not to exceed $3,300 per producer. Producers must spend a minimum of $3,000 to be eligible.

Application will be accepted on a first come first serve basis. If a county doesn’t receive enough applications to utilize their allotment any remaining funds will be redistributed among a waiting list based upon the date and time of receipt of the application.

Eligibility Requirements for Participating Producers

1. Applicant, if land owner, must be a Tobacco Commission Region resident.
2. Applicant if renting or leasing property to meet eligibility requirements must be a Tobacco Commission resident and have a 5 year lease agreement for property located in one of the participating 14 counties beginning or continuing from the date of his/her grant approval for the 5 year period. Permanent structures must be placed on applicant owned property that is located in one of the 14 participating counties in the Tobacco Commission area.
3. Applicant must either have 25 acres of crop land (hay/grain) or have 20 breeding age animals.
4. If applicant has received prior TIC grant for eligible structures, producer must now have enough animals and/or land to justify both structures (cumulative total for both grants).
5. Attend one of the grant public informational meetings which will include an educational session presented by Virginia Cooperative Extension Agents prior to receiving funds.
6. Maintain and insure structure for 5 years from date of completion.
7. File an annual report with the local Virginia Cooperative Extension Agent for a five year period beginning the next calendar year after structure is built.

Failure to comply with the eligibility requirements during the term of the grant period will disqualify the applicant and/or require a reimbursement of awarded grant funds.
General Application Requirements

1) Eligibility requirements:
   - Applicant must own property in participating counties or if leasing land to meet eligibility requirements must have a 5-year lease agreement for property located in one of the participating 14 counties beginning or continuing from the date of his/her grant approval for the 5 year period. (in addition to grant eligibility requirements)
   - Must be 18 years of age as of application date.
   - Eligible structures must be placed on applicant owned property within one of the 14 participating counties.
   - Must own or custom raise a minimum of 20 breeding age animals.
   - Must own or lease 25 acres of crop land for Livestock Feed storage Systems components.
   - Project must be maintained for a minimum of 5 years.
   - Only new equipment or construction materials are eligible for cost share.
   - Applicant must attend/complete a minimum of one of the educational session offered by Virginia Cooperative Extension Agents for this grant program prior to applying for funds.
   - Site visit by Virginia Cooperative Extension Agent required to verify eligibility and for consultation on projects prior to approval. Component installation must conform to current Extension Service recommendations.
   - Projects must meet all local and state regulatory requirements.

2) All applications shall include the following information or be rendered incomplete and ineligible for submission:
   - Name, address, telephone number.
   - FSA/USDA farm number/tract number of applicant (If applicant is not the owner, must provide a copy of lease indicating 5-year agreement with application).
   - FSA aerial map of farm (photocopy).
   - Signed Producer Self Certification Form acknowledging understanding of grant program requirements and adherence to those requirements. If a producer fails to meet the requirements of this agreement or stay in compliance, they may be deemed ineligible for future funding opportunities through Tobacco Commission Grant programs.

3) Cost Share
   - **Minimum expenditure of $3,000.00 required to qualify for reimbursement.**
   - .33% reimbursement on up to a maximum of $10,000 in eligible expenses.
   - Under no circumstances will more than $3,300 be reimbursed to a producer.

4) Installation and/or purchases authorized through this grant Program must be completed within (180) days of receipt of approval notice. Extensions may be granted by the Project Administrator or DOC Committee. Should a producer fail to utilize funds by the authorized reimbursement deadline, the associated funds shall be reallocated to the next available applicant.

5) Producer shall supply a dated and itemized official receipt indicating buyer and seller information to be eligible for payment. The receipt must appear on a formal company invoice format or company letterhead
indicating the contractor provided the service and or products. Hand written notes on paper are not acceptable. Any outside contract labor must be itemized separately on the invoice and grant reimbursements for labor cannot exceed 30% of the total cost of the project. All receipts and documentation will be reviewed and approved at the sole discretion of the DOC and Screening Committees.

6) An annual report from the producer shall be provided to the local Extension Offices. The following will be required:
   • Name and farm information where project was performed.
   • Annual amount of hay, grain, feed stored in any of the eligible structures.
   • Annual amount, of produce grown in the produce production structures.
   • Annual number of animals for shade structures.
   • Affirmation that grant structure is still in place, is in good shape, and insured.

7) Applicant shall grant access to property where the grant project was/is completed to Extension Agent, Grant staff, DOC, and Tobacco Commission staff.

ALL FUNDS AWARDED UNDER THIS GRANT PROGRAM ARE SUBJECT TO FEDERAL INCOME TAX AND ARE TO BE REPORTED ON PRODUCER’S FEDERAL INCOME TAX RETURN. A 1099 SHOWING PRODUCER GRANT AWARD WILL BE PROVIDED TO THE IRS.

General Program Guidelines

NO USED EQUIPMENT WILL BE ELIGIBLE FOR REIMBURSEMENT.

Eligible Program Components

• Hay Barns/Shed-

  Eligible Items:

  • New structures or additions to existing structures with no more than 3 walls
    • New structures or additions must be a minimum of 900 square feet.
    • Minimum height – 14 feet high clearance for new structures and additions.
  • Site preparation – site must be well drained; cost of elevated pad construction is eligible, clearing of land not eligible
  • Roof – metal, shingles or a polymer coated fabric (e.g. Cover-all)
• Flooring – recommended but not required; 4-6 inches of gravel and geo-textile fabric are eligible for cost share

• Labor conducted by contractor; reimbursement for labor cannot exceed 30% of total reimbursement. LABOR PROVIDED BY APPLICANT OR THEIR EMPLOYEES NOT ELIGIBLE.

Ineligible Items:

• Cost of clearing land

• Renovations of existing structures

• Labor provided by applicant or their employees

• Concrete flooring

• Completely enclosed buildings – 3 walls maximum

• Doors – walk through and drive through

• Used materials are not eligible for cost share but can be used.

• Accessory farm structures such as modular/prefabricated car ports

• **Grain Bins- Grain Dryers**-

  Eligible Items

  • Grain bin – eligible structures include those used for storage of bulk raw commodities, including whole grains and by-products. NEW BINS ONLY.

  • Site preparation – site must be well drained; cost of elevated pad construction is eligible. Including: concrete foundations, aprons, and pads.

  • New grain dryers eligible including dryers that can be attached to existing grain bins

  • Labor conducted by contractor; reimbursement for labor cannot exceed 30% of total reimbursement. LABOR PROVIDED BY APPLICANT OR THEIR EMPLOYEES NOT ELIGIBLE.

Ineligible Items:

• Used grain bins.

• Portable storage structures

• Cost of clearing land
• Renovations of existing structures
• Labor provided by applicant or their employees

• Feed Bins-

Eligible Items

• Feed bin – eligible structures include those used for storage of bulk raw commodities, including whole grains and by-products. NEW BINS ONLY.

• Site preparation – site must be well drained; cost of elevated pad construction is eligible. Including: concrete foundations, aprons, and pads.

• Labor conducted by contractor; reimbursement for labor cannot exceed 30% of total reimbursement. LABOR PROVIDED BY APPLICANT OR THEIR EMPLOYEES NOT ELIGIBLE.

• Feed bin minimum size of 3 tons

Ineligible Items:

• Used feed bins.
• Portable storage structures
• Cost of clearing land
• Renovations of existing structures
• Labor provided by applicant or their employees
• Feed bin smaller than 3 tons

• Commodity Storage Bin-

• Eligible structures include those used for storage of bulk raw commodities, including whole grains and by-products
  
  o Structures must be a minimum of 960 square feet.
  
  o No more than 3 exterior walls, completely enclosed buildings are not eligible.
  
  o Structure must have at least 3 reinforced interior walls per bay,
  
  o Each reinforced wall must be a minimum of 4 foot in height
  
  o Minimum height of exterior walls is 16 feet
  
  o Each structure shall have at least 1 bay but may have more.
  
  o Concrete or asphalt floor with apron
• Site preparation – site must be well drained; cost of elevated pad construction is eligible, clearing of land is not eligible

• Labor conducted by contractor; reimbursement for labor cannot exceed 30% of total reimbursement. LABOR PROVIDED BY APPLICANT OR THEIR EMPLOYEES NOT ELIGIBLE.

Ineligible Items:

• Cost of clearing land

• Renovations of existing structures

• Labor provided by applicant or their employees

• Completely enclosed buildings – 3 walls maximum

• Doors – walk through and drive through

• Used materials are not eligible for cost share but can be used.

• Accessory farm structures such as modular/prefabricated car ports

• **Bunker Silos**

Eligible Items

• Installation of new bunker silos, minimum height of 10 feet, length to be determined by producer need using Extension agent recommendations.

• Use of pre-cast concrete components/sections from a silo manufacturer is acceptable

• Bunkers must be covered for silage or haylage applications

• Site preparation – site must be well drained; cost of elevated pad construction is eligible, clearing of land not eligible

• Labor conducted by contractor; reimbursement for labor cannot exceed 30% of total reimbursement. LABOR PROVIDED BY APPLICANT OR THEIR EMPLOYEES NOT ELIGIBLE.

Ineligible Items:

• Cost of clearing land

• Labor provided by applicant or their employees

• Used materials are not eligible for cost share but can be used.

• Not for commercial use

• Renovations of existing structures
- **Produce Production Structures-**

Eligible Items

- Construction of a new greenhouse- hi-tunnel or regular- with a minimum area of 800 square feet per structure
- Site preparation – site must be well drained; cost of elevated pad construction is eligible, clearing of land not eligible
- Labor conducted by contractor; reimbursement for labor cannot exceed 30% of total reimbursement. LABOR PROVIDED BY APPLICANT OR THEIR EMPLOYEES NOT ELIGIBLE.

Ineligible Items

- Cost of clearing land
- Labor provided by applicant or their employees
- Used materials are not eligible for cost share but can be used.
- Renovations of existing structures

- **Livestock shade structures-**

Eligible Items

- New permanent livestock shade structures with a minimum of 650 square feet of covered area
- Structures must comply with NRCS (Natural Resources Conservation Service) specifications for height etc.

Ineligible Items

- Cost of clearing land
- Labor provided by applicant or their employees
- Used materials are not eligible for cost share but can be used.
- Renovations of existing structures
Application Approval Process

Cost share applications will be accepted beginning **June 2, 2014**, at the VCE Extension Office in the participating counties. Funding is limited and will be provided on a first come, first serve basis. All requested information must be completed before the application will be accepted.

Once an application has been fully completed, VCE personnel will verify eligibility and perform a site visit to validate need. The local extension agent then reviews and forwards the application to the screening committee. *Please see below for information on the screening committee structure.*

The Extension Agent reviews all applications and insures all required documentation is attached. Once completed, the Committee makes a funding recommendation to the Disbursement Oversight Committee (DOC). *Please see below for information on the DOC structure.*

The DOC reviews the recommendation and has the authority to request additional information if deemed necessary. The DOC issues the final approval for all applications.

Notification by letter will then be provided to the producer regarding the status of his/her application. The producer is then eligible to begin implementation of the approved practice per the specifications within the Program Guidelines.

Upon program completion, the producer submits all receipts and a completed IRS Form W-9 to his/her respective Extension Office. The Extension Agent will then verify the installation and/or purchase. This information is then forwarded to the Screening Committee for review and reimbursement approval. Once receipts are approved, Campbell County will then forward payment to the producer.

The **Disbursement Oversight Committee** (DOC) is comprised of representatives from each county participating in the Central Virginia Produce, Livestock and Feed Storage System Program. It is the intent of the DOC to review those applications forwarded by the Screening Committee and to accept the application into the program and authorize screening committee to disburse funding upon completion of the project and submittal of proper receipts.

Members of this committee shall include:

- A representative from each participating county (recommended by VCE)
- A representative of Virginia Cooperative Extension
- A representative of the Virginia Tobacco Indemnification and Community Revitalization Commission.

Membership of the Screening Committee shall include the project administrator, project manager and VCE agents from the participating counties.