

2024 Summer Grant Round

CRASH COURSE:
AFID BLUE CATFISH
INFRASTRUCTURE GRANT

Virginia Department of Agriculture and
Consumer Services

Rachel Meyers, AFID Program Manager



Overview

This informational webinar will cover the AFID Blue Catfish grant process.

01

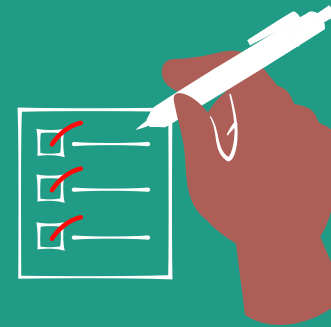


Overview: AFID Blue Catfish

- Project Types, Eligibility, Timeline
- Updated 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

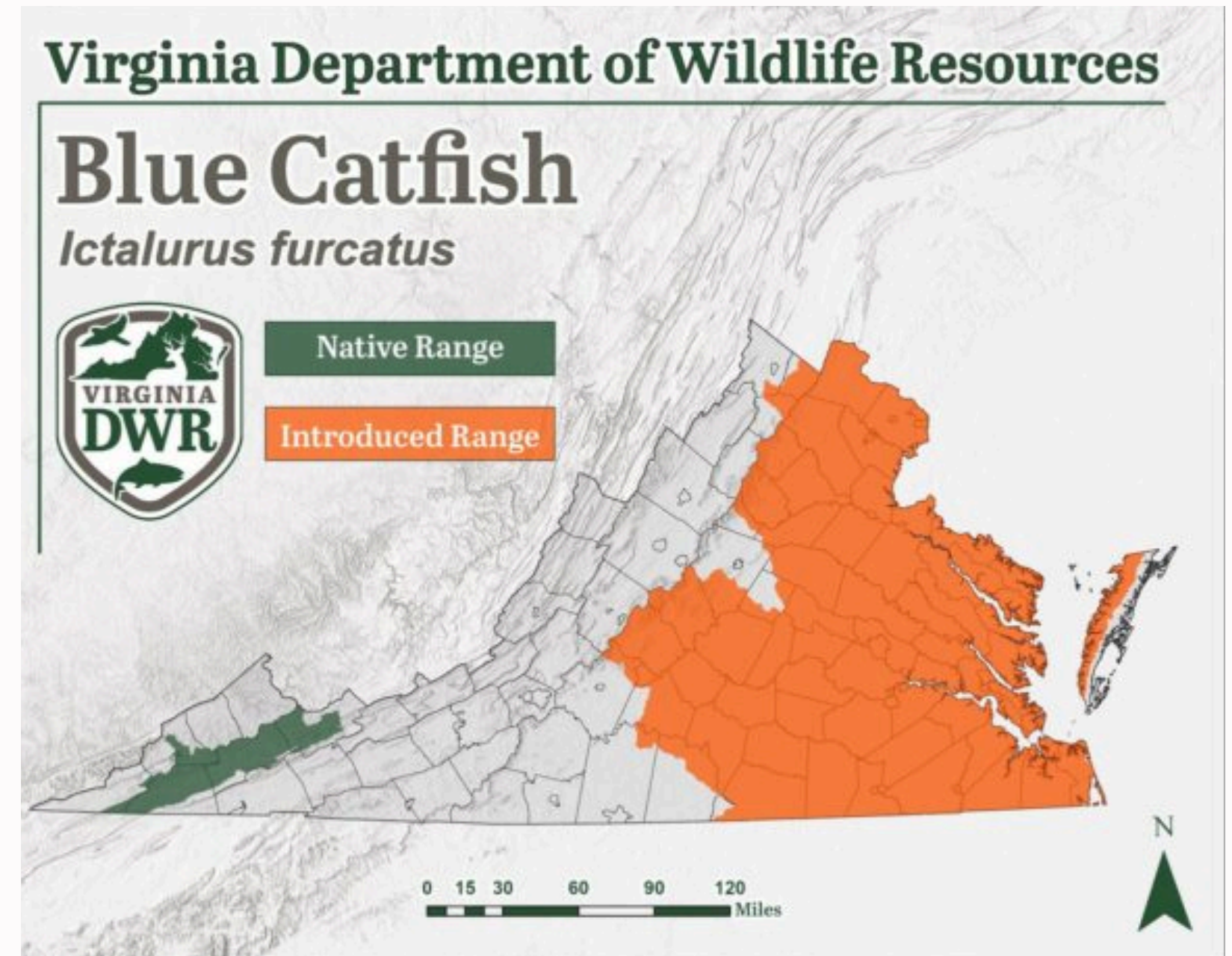
- AFID Facility Grants: Economic development incentive grants for new and expanding agribusinesses
- **AFID Blue Catfish Infrastructure Grants: Support local blue catfish processing infrastructure projects**
- AFID Planning Grants: Support local planning efforts and initiatives supporting broader ag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

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

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

Blue Catfish in Virginia

- Introduced into the James and Rappahannock Rivers in 1974 as a trophy fish by the Virginia Department of Wildlife Resources
- Invasive Blue Catfish (*Ictalurus furcatus*) can now be found throughout the Chesapeake Bay watershed
- Lack significant natural predators
- Considered invasive due to growing numbers, consumption of crabs, shad, alewives, and other native fish, negative effect on ecosystem
- In 2023, Senator Richard Stuart and Delegate Keith Hodges established the Governor's Blue Catfish Processing, Flash Freezing, and Infrastructure Grant Fund to combat the invasive species



AFID Blue Catfish Grants

Overview

- Awards to support local processors, businesses, etc. in processing more blue catfish
- Intent is to help create a viable and resilient market for blue catfish
- Awarded in competitive funding rounds, last funding round in winter 2024
- Current funding round is open July 22- Sept 6, 2024



AFID Blue Catfish Grants

Who Should Apply?

- Awarded to localities to support local agricultural projects!
 - Counties
 - Cities
 - EDAs/IDAs
 - PDCs
- Localities apply on behalf of blue catfish processors, watermen, and sea food businesses.



AFID Blue Catfish Grants

Priority Project Types

- Projects that create processing, flash freezing, and infrastructure capacity in proximity to small-scale blue catfish watermen
- Processing facilities that are primarily locally owned, including packaging, freezing, and labeling facilities that are used for processing blue catfish
- Projects that involve or incorporate existing seafood processors and businesses
- Projects located in the localities of the Rural Coastal Virginia Community Enhancement Authority or in Planning District 23
- Projects providing local match, if any



AFID Blue Catfish Grant Example:

Sea Farms, Inc.- Gloucester County

Increased freezer capacity, equipment for a local processor.

- Expansion and modernization of equipment and storage space
- New blast freezer in existing processing facility
- No local cash match
- **\$250,000** AFID Grant Award



AFID Blue Catfish Grants

Discouraged/Unallowable Project Types

- Restaurants* and catering ventures
- General use equipment for businesses or individuals

The focus should be on the fishing, freezing, and processing equipment
for blue catfish!

AFID Blue Catfish Grants

Timeline

- Annual grant rounds (pending funding availability) - Summer
- FY25 round opens **July 22, 2024** and closes at **5 p.m. on Sept. 6th, 2024.** (FY26 round will open July of 2025)
- Scoring/ranking of applications Sept. - Oct
- Target award announcement date Nov 1
- 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 Blue Catfish Grant Timeline Example:

Sea Farms, Inc. - Gloucester County

Increased freezer capacity, equipment for a local processor.



- December 2023: County submitted application on behalf of Sea Farms.
- Late January 2024: Award announced.
- February 1st, 2024: MOA entered, project start.
- April 2024: 1st reimbursement request received .
- February 2025: Interim report due.
- February 2026: Final report and reimbursement request due.



Updated Guidelines

...just formatting
changes and
additional info, can
be found on our
site!



Governor's Agriculture and Forestry Industries Development Fund (AFID)- Blue Catfish Processing, Flash Freezing, and Infrastructure Grant Program Guidelines

Overview

The Governor's Agriculture and Forestry Industries Development Fund Blue Catfish Processing, Flash Freezing, and Infrastructure Grant Program (AFID Blue Catfish Program) provides grants of up to \$250,000 per grant to encourage efforts by political subdivisions to support blue catfish processing, flash freezing, and infrastructure projects.

These grants are awarded competitively and paid out as reimbursements. Applications will be accepted, and awards made, through funding rounds.

Project Types

Projects receiving funding through the AFID Blue Catfish Program must directly support local food production, enhance environmental sustainability, and demonstrate a broad community benefit. Grant funds should be used primarily for capital expenditures.

Priority Project Types

Consideration will be given to the following project types:

- projects that create processing, flash freezing, and infrastructure capacity in proximity to small-scale blue catfish watermen
- processing facilities that are primarily locally owned, including packaging, freezing, and labeling facilities that are used for processing blue catfish
- projects that involve or incorporate existing seafood processors and businesses
- projects located in the localities of the Rural Coastal Virginia Community Enhancement Authority (§ 15.2-7600) or in Planning District 23
- projects providing a local match, if any

Additional consideration will be given to projects benefiting multiple small-scale agricultural producers and to projects located in economically distressed communities.



NAVIGATING THE APPLICATION

Blue Catfish 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 funding round
 - rachel.meyers@vdacs.virginia.gov

Section I.

Locality's Info!



**Governor's Agriculture and Forestry Industries Development Fund –
Blue Catfish Processing, Flash Freezing, and Infrastructure Grant Program
(AFID Blue Catfish Program)
Grant Application**

I. Overview

Project Title:	
Applicant Jurisdiction:	Other localities (for multijurisdictional applications only):
Project Start Date:	Anticipated End Date:
Total Cost of Project:	AFID Requested Amount:
Is the locality providing a local match? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Primary Contact Information (Locality Representative)	
Name:	
Title:	
Organization:	
Telephone:	
Email Address:	
Mailing Address:	
City, State, Zip:	

Sections II & III.

3-4 paragraphs min



II. Project Description

Please provide a narrative demonstrating a clear need, a proposed solution, and an explanation of how grant funding will directly support the processing, flash freezing, and infrastructure of invasive blue catfish species.

1-2 paragraphs min



III. Eligibility

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

- Projects that create processing, flash freezing, and infrastructure capacity in proximity to small-scale blue catfish watermen
 - Processing facilities that are primarily locally owned, including packaging, freezing, and labeling facilities that are used for processing blue catfish
 - Projects that involve or incorporate existing seafood processors and businesses
 - Projects located in the localities of the Rural Coastal Virginia Community Enhancement Authority (§ 15.2-7600) or in Planning District 23
 - Projects providing a local match, if any
-

Section IV.

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



IV. Budget and Budget Narrative

Please use the attached budget form to show the total project costs. Below, provide a written budget narrative; outline specifics on the proposed use of funding and explain the details about the personnel and expenses that are itemized in the budget. Grant funds should be used primarily for capital expenditures.



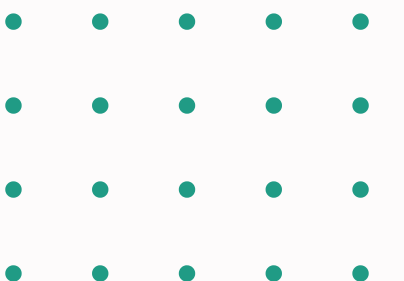
Updated: Budget Form

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					
Contractural					
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.					

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



Project Activity	Who	Timeline (Month / Year)



Sections VI & VII.

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 seafood industry

VI. Metrics and Outcomes

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

VII. 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 local blue catfish watermen, industry partners, 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 seafood/ watermen community.
These could be benefitting local businesses, producers, or other professional groups/associations.

Evaluation Criteria

Applications will be considered based on the following criteria:

- the project purpose,
- the specific issue(s) that the project will address,
- the local or regional benefits of the project,
- the specific goals or objectives of the project,
- the particular deliverables of the project,
- if the project is in one of the localities of the Rural Coastal Virginia Community Enhancement Authority (§ 15.2-7600) or in Planning District 23,
- how grant funds and local match will be used, if applicable,
- quality and completeness of application,
- expected positive economic impact of the project on affected localities,
- demonstration of the likelihood of success in achieving the promised deliverables,
- demonstration of support from the watermen and seafood communities,
- demonstration of environmentally sustainable practices.

The background is a teal color with a faint image of a fish, possibly a snapper, facing left. On the left and right sides, there are white diagonal stripes of varying lengths, creating a sense of motion or a stylized border.

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 1 referred to as Awardee, and the **Virginia De** an agency of the Commonwealth of Virginia

WITNESSETH that Awardee and Agency, and agreements contained herein, agree as f

1. Scope of Services:

Awardee shall be responsible for develop included in the workplan proposed in its amendments/changes proposed by Agen The approved workplan is attached as E

2. Period of Performance:

The agreement shall run from XXX thro request to extend the Agreement is subm shall not provide reimbursement for any writing by Awardee and Agency.

3. Reimbursement:

Agency will provide Awardee a total of amount, 75 percent (\$XX,000) will be re Awardee shall use the invoice template, Awardee must include a description as to are related to the approved project work reimbursed upon receipt and approval of the project, unless an alternative reimbur and agreed to by Agency. Payment by A the invoice. In addition, as required in th Agriculture and Forestry Industries Deve incorporated by reference into this Agree

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 excited to review your applications!

- New grant, new team
- Expecting to receive some great project proposals
- Schedule a call or meeting

We're here to help!





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