



# **New Entrant Assistance Program (NEAP) 2019 Program Guidelines**

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## New Entrant Assistance Program (NEAP)

1. Once an applicant is accepted into the NEAP, the successful applicant has up to one year to become a licensed dairy producer in Alberta, to purchase quota through the quota exchange, and to begin shipping milk. If the successful applicant does not achieve these milestones within one year, they will cease to be a part of this program, and thus will cease to be eligible for the benefits that the NEAP confers. If the successful applicant achieves these milestones within one year, they will be referred to as a New Entrant.
2. Beginning in the month that the New Entrant begins shipping milk, the New Entrant will be provided a quota loan by Alberta Milk. The official entry date into the program for the New Entrant is the 1<sup>st</sup> day of the month in which the New Entrant begins receiving the quota loan.
3. The New Entrant will receive 2 kg/day of loaned quota for every 1kg/day of quota they own, up to a maximum quota loan of 25 kg/day. If, at any point, a New Entrant decides to sell quota and the quota they own drops below half of their maximum quota loan eligibility, the quota loan will be reduced to be proportional to their quota holdings. If a New Entrant's owned quota drops below half of their maximum loan eligibility because of a negative quota adjustment, their quota loan will be maintained at the level it was prior to the negative quota adjustment.
4. The maximum quota loan will be 25 kg/day for the first ten years. Beginning in the eleventh year, the maximum quota loan will be reduced at a rate of 10% per year. At the end of the nineteenth year, the quota loan ends, marking the end of participation in the NEAP for the New Entrant. The first year begins on the official entry date for the New Entrant.

Beginning of NEAP Year	Percent of the 25kg max NEAP loan allowed	Max NEAP loan (kg/day)
1 to10	100%	25.00
11	90%	22.50
12	80%	20.00
13	70%	17.50
14	60%	15.00
15	50%	12.50
16	40%	10.00
17	30%	7.50
18	20%	5.00
19	10%	2.50
20	0%	0.00

5. The maximum amount of quota a New Entrant may hold while receiving a quota loan from the NEAP is 100 kg/day.

- a. Effective August 1, 2016, global quota increases issued by the Alberta Milk Board will apply to a New Entrant's owned quota as well as their loaned quota.
  - b. Only the original 25 kg of loaned quota will be returned to the Board when participants exit the program. This implies whatever quota increases a participant receives on their loaned quota automatically becomes part of their owned quota.
  - c. The 100 kg upper limit will be waived if a New Entrant's Total Quota holdings (i.e., loaned + owned quota) exceed 100 kg/day as a result of a global quota increase.
  - d. If a New Entrant purchases quota and this causes their Total Quota holdings to exceed their eligible upper limit, their loaned quota will be reduced such that their Total Quota holdings is equal to their eligible upper limit, until the quota loan reaches zero.
  - e. If a New Entrant is receiving a quota loan less than their full quota loan eligibility due to a prior quota purchase, their full quota loan can be restored if a negative quota adjustment or quota sale would cause the farm to drop below 100 kg/day.
6. Several restrictions are placed on New Entrants as long as they are participating in the NEAP:
- a. While receiving a quota loan from the NEAP, New Entrants are not permitted to sell underproduction credits.
  - b. While participating in the NEAP, New Entrants are not permitted to transfer quota using the Family Transfer option.
  - c. While participating in the NEAP, New Entrants are not permitted to form a partnership of any type, and the quota loan is non-transferrable. The only exceptions to this restriction are that the New Entrants may incorporate their farm, as long as the shares continue to be held exclusively by the original applicants; and that the New Entrants may include their spouse as a joint owner or signing authority on either an incorporated or unincorporated farm.
7. New Entrants have the option of exiting the NEAP at any time by submitting a request in writing to Alberta Milk. New Entrants are not permitted to re-enter the NEAP after they have exited.
8. New Entrants must remain in good standing with Alberta Milk in order to remain eligible for the NEAP quota loan.
9. A maximum of three New Entrants will be selected to enter the NEAP each year.

## **Application Requirements**

1. The applicant(s) must each be a Canadian citizen or permanent resident.
2. The applicant(s) must each have been a resident of Alberta for at least one year prior to the application deadline and must have each filed at least one personal Alberta tax return.
3. The applicant(s) must each be 18 years of age or older.
4. The applicant(s) cannot have been licensed dairy farmers or owned a dairy farm at any location in Canada, at any time.
5. The applicant(s) must provide a Description of Operations, which outlines who the applicant(s) are, what their vision for their dairy farm is, what their management plan is, and who their mentor(s) will be.
6. The applicant(s) must provide a Description of Facilities, which outlines the ownership of, or lease agreement with a minimum eight-year duration for, a location for the dairy farm, and a detailed plan for dairy facilities.
7. The applicant(s) must provide a detailed Two-Year Business Plan for the dairy farm, including projected cash flow statements and projected financial statements, to demonstrate that the farm will be viable in the short-term. It is recommended, but not required, that the business plan be verified or prepared by an accountant or agricultural business consultant to confirm that the business plan is viable and that the dairy farm has the ability to be profitable.
8. The applicant(s) must provide a basic Ten-Year Business Plan for the dairy farm, to set targets and milestones, and to provide financial projections that demonstrate that the dairy farm will be viable in the long-term. The applicant(s) fully understand (s) that their long-term plan must accommodate the purchase of quota to replace the loan as it is clawed back starting in year eleven.
9. The applicant(s) must provide a detailed Risk Mitigation Plan, including a list of expected risks to the dairy farm, and the strategies that will be applied to mitigate each risk.
10. The applicant(s) must provide a signed Conditional Letter of Approval from a Financial Institution indicating that the financial institution is satisfied with the business plan and agrees to finance the dairy farm as described in the business plan.
11. The applicants(s) must complete and sign the Application Form.
12. All applications must be completed and submitted to Alberta Milk by March 31<sup>st</sup>, each year.

## Application and Selection Criteria

To be considered complete, an application must contain the following: a completed Application Form, a Description of Operations, a Description of Facilities, a detailed Two-Year Business Plan, a basic Ten-Year Business Plan, a Risk Mitigation Plan, and a Signed Conditional Letter of Approval from a Financial Institution.

The Description of Operations must answer the following questions:

- Who are you?
- Why do you want to be a dairy farmer?
- What is your long-term vision for your dairy farm?
- What relevant experience, education, or expertise do you possess?
- Who will mentor you in the dairy industry?
- Who will be involved in the day-to-day operations of your dairy farm, and what will they be doing?
- Who will be involved in your dairy farm to help to enhance your management practices?
- Which information management systems will you employ to improve your management practices (CanWest DHI, Alberta Dairy Cost Study, etc.)?
- Do you participate in any agricultural or non-agricultural enterprises that are likely to make it easier to enter, or prosper in, the dairy industry?
- Will you have any other income sources while you are starting your dairy farm?

The Description of Facilities must provide the following information:

- A description of the dairy farm, dairy infrastructure, dairy equipment, and a detailed diagram of the barn, milk house, and all other required facilities
- If you own a location for your dairy farm, include documentation of the ownership of that location
- If you will be leasing a location for your dairy farm, include a minimum of eight-year lease agreement for the proposed dairy farm location
- Reasonable assurance that the farm will meet National Resource Conservation Board (NRCB) guidelines and will not be at odds with any municipal development plans or other development restrictions

The Two-Year Business Plan must provide the following information:

- The expected start date of production
- The balance sheet at the start date, indicating initial assets and liabilities
- A breakdown of the projected operating costs for the first two years of operation
- A breakdown of the projected capital costs for the first two years of operation
- Projected monthly cash flow statements for the first two years of operation
- Projected annual income statements for the first two years of operation

The Ten-Year Business Plan must provide the following information:

- Long-term farm size projections, expected major capital expenditures, planned quota purchase timelines, and a long-term vision for the farm
- Long-term projections of costs and revenues

The Risk Mitigation Plan must provide the following information:

- A list of potential risks to the viability or stability of the farm
- A rating of the magnitude each risk, the probability of each risk, and potential impact to the dairy farm of each risk
- A plan and/or procedure that will be implemented to minimize the probability of, and/or impact of, each identified risk

The Signed Conditional Letter of Approval from a Financial Institution must provide the following information:

- It must indicate that the lender has read the business plan that is being submitted in its entirety and indicate that the lender agrees to finance the proposed dairy farm as outlined in the business plan, upon the applicant's acceptance into the NEAP.

## **Application Review Procedure**

1. All applications submitted will be reviewed by Alberta Milk staff to ensure that each of the applicants, and their applications, meet the requirements of the NEAP.
2. An evaluation process to assess the applications may take place, at the discretion of the General Manager of Alberta Milk, to determine which applications will be provided to the Selection Committee. If this evaluation process is required, only the applicants deemed to be the most likely to be accepted into the NEAP will be invited to meet with the Selection Committee. The outcomes of this evaluation process are final and cannot be appealed.
3. The Selection Committee will review the applications provided to them and will interview the associated applicants. These applicants should be prepared to answer questions about themselves and their applications and should be prepared to provide additional information about their proposed farms.
4. After interviewing these applicants, the Selection Committee will make decisions as to which applicants are accepted into this program (if any) and which applicants are not (if any). The decisions of the Selection Committee are final and cannot be appealed.
5. Once the successful applicants are determined, all applicants will be contacted by phone by Alberta Milk staff regarding the outcome of their application. A formal letter will be sent to the successful applicants that will outline the next steps to take towards becoming a licensed dairy producer in Alberta, and who the successful applicant will need to contact to do so.
6. Unsuccessful applicants who wish to apply for the program again in future years need to submit a new application each year that they apply.

## Application Form

Name of the Applicant(s) Farm and/or Corporation

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Name(s) of the Applicant(s)

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Address

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Municipality

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Province

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Postal Code

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Contact Phone Number(s)

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Fax Number

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E-Mail Address(es)

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Provide detail on any family relationships between any of the applicant(s) and any owners of, or signing authorities of, operating dairy farms in Alberta or any other jurisdictions:

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## Application Form (Continued)

Please confirm that your application meets the application requirements:	Yes	No
Are all of the applicants Canadian citizens or permanent residents?	<input type="checkbox"/>	<input type="checkbox"/>
Have all of the applicants been residents of Alberta for at least one year prior to the application deadline, and have they each filed at least one Alberta personal tax return?	<input type="checkbox"/>	<input type="checkbox"/>
Are all of the applicants at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Have any of the applicants ever been a licensed dairy farmer in Canada or have any of the applicants ever owned a dairy farm?	<input type="checkbox"/>	<input type="checkbox"/>
Have the applicant(s) included a detailed Description of Operations?	<input type="checkbox"/>	<input type="checkbox"/>
Have the applicant(s) included a detailed Description of Facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Have the applicant(s) included a detailed Two-Year Business Plan to demonstrate the short-term viability of the business?	<input type="checkbox"/>	<input type="checkbox"/>
Have the applicant(s) included a basic Ten-Year Business Plan to demonstrate the long-term viability of the business?	<input type="checkbox"/>	<input type="checkbox"/>
Have the applicant(s) included a Risk Mitigation Plan?	<input type="checkbox"/>	<input type="checkbox"/>
Have the applicant(s) included a Signed Conditional Letter of Approval from A Financial Institution indicating their satisfaction the business plan and their willingness to finance this dairy farm?	<input type="checkbox"/>	<input type="checkbox"/>
Have the applicant(s) declared all of their family relationships with any owners of, or signing authorities of, operating dairy farms in Alberta:	<input type="checkbox"/>	<input type="checkbox"/>

**Declaration:** The undersigned certify the information contained in this application is complete, true, and correct in all respects.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Application Form (Continued)

I, \_\_\_\_\_, authorize Alberta Milk, its agents or assigns, to use my name, photographs, and general information about me upon acceptance into the NEAP. I understand that this information may be used in advertising, public relations, or marketing materials. Under no circumstances will Alberta Milk share confidential information, such as income, address, or contact information with third parties because of this authorization. I understand that I may withdraw this permission at any time by contacting Alberta Milk. If I withdraw this permission during my participation in the NEAP, it will be considered a request to exit the NEAP, and as such, I will cease to receive the benefits this program confers.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Any individuals who have a strong personal objection to having images of himself or herself taken or used in this manner, but who wish to apply for this program nonetheless, should contact Alberta Milk. In exceptional circumstances, this requirement may be waived at the discretion of Alberta Milk staff.

### How to submit your application

1. Completed applications can be submitted via E-mail (preferred) as attachment in Portable Document Format (PDF) to [NewEntrant@albertamilk.com](mailto:NewEntrant@albertamilk.com)
2. Alternatively, printed and bound copies could be mailed in to Alberta Milk's office at the address below or submitted in-person at the reception.

Attn: New Entrant Coordinator  
Alberta Milk  
1303-91 Street SW.  
Edmonton, AB. T6X 1H1

## Application Review Scorecard

To assist the individuals evaluating the applications to determine which applicants are best suited for acceptance into the NEAP, this scorecard is provided to each person evaluating the applications. The use of this scorecard by individuals evaluating the applications is optional.

1. Based on the Description of Operations, provide a score for each of the following:

- a) The applicant(s) have a strong vision for their dairy farm and have clearly demonstrated their passion for the dairy industry.

Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
0	1	2	3	4

- b) The applicant(s) level of experience with operating a dairy business appears to be:

Very Low	Low	Medium	High	Very High
0	1	2	3	4

- c) The applicant(s) have carefully outlined their plan for day-to-day operations, including which team members will be doing which tasks.

Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
0	1	2	3

- d) The applicant(s) have a mentor with applicable experience.

No	Yes
0	2

- e) The applicant(s) will receive other sources of income while starting their dairy farm.

No	Yes
0	2

- f) The applicant(s) are committed to employing multiple information management systems.

No	Yes
0	2

2. Based on the Description of Facilities, provide a score for each of the following:

- a) The applicant(s) have provided an adequate description of the farm and its location.

No	Yes
0	2

- b) The applicant(s) planned facilities appear to be appropriate.

No	Yes
0	2

3. Based on the Two-Year Business Plan, provide a score for the following:

- a) Based on the applicant(s) projection of expenses and income, as well as the information provided in the balance sheets and cash flow statements, the dairy farm appears to be financially viable.

Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
0	1	2	3	4

4. Based on the Ten-Year Business Plan, provide a score for each of the following:

- a) The applicant(s) have set targets that appear to be achievable.

No	Yes
0	2

- b) The applicant(s) have demonstrated their intention to grow their dairy farm and will be able to transition off the New Entrant program smoothly.

Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
0	1	2	3

5. Based on the Risk Mitigation Plan, provide a score for each of the following:

- a) The applicant(s) have accurately identified the risks of starting a new dairy farm (both internal and external) and have placed reasonably accurate ratings according to probability and potential impact.

Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
0	1	2	3

- b) The applicant(s) have provided appropriate risk mitigation strategies where applicable.

Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
0	1	2	3

6. Other questions:

- a) The applicant(s) applied for this program last year but were not accepted at that time.

No                      Yes

0                        1

- b) The applicant(s) have received some applicable post-secondary education.

No                      Yes

0                        1

- c) The applicant(s) have reviewed: The Dairy Code of Practice from the National Farm Animal Care Council; The Canadian Quality Milk Program Reference Manual from Dairy Farmers of Canada; The Alberta Milk Producer Policy Handbook; and the Environmental Manual for Livestock Producers in Alberta from Alberta Agriculture and Rural Development.

No                      Yes

0                        2

Total Score \_\_\_\_\_ (Maximum Score 40)