

Rapid Response Mini-Grant for Livestock Processing

2021 Request for Proposals, Round 2

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Table of Contents

Grant Summary	3
Application and Award Details	3
Timeline and Deadlines for Grant Program	3
How to Submit Questions	3
Grant Eligibility	4
Eligible Applicants	4
Eligible Expenses	4
Matching Funds	5
Application Review Policies	6
Privacy Notice and Data Classification	6
Requirements for Grant Recipients	7
Grant Award Agreement and Payments	7
Bidding Requirements	7
Affirmative Action and Non-Discrimination Policy	7
Application Questions.....	8
Applicant Information	8
Budget	9
Workplan.....	9
Outcomes	10

Grant Summary

Application and Award Details

The Minnesota Department of Agriculture's (MDA) AGRI Rapid Response Mini-Grant for Livestock Processing is intended to assist processors and certain producers in responding to market issues caused by COVID-19. The program aims to increase slaughter, processing, and storage capacity for livestock products until existing markets return or new markets are developed. During the first round of grants, we awarded \$208,000. We anticipate awarding another \$150,000 in the second round. Eligible entities may apply for a minimum of \$1,000 up to a maximum \$5,000 in grant funding.

Round 2 is only open to eligible applicants who did not receive funding during the spring/summer (first) round or who were not awarded the full \$5,000.

Funding for this round is available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Timeline and Deadlines for Grant Program

Applications will be accepted until November 30, 2020 or until all funds are depleted, whichever comes first, on a first-come, first-served basis. Incomplete applications will not be considered; applications will not be added to the funding queue until all the application is complete. We will not consider late applications. Applications must be submitted through our [online application system](#). Applicants are also encouraged to email an [IRS Form W-9](#) to Courtney VanderMey when submitting an application.

The MDA is not responsible for any technical or logistical problems resulting in the MDA not receiving the application on time. It is the responsibility of the applicant to ensure that submission is received by the MDA before the deadline.

After applications are received and reviewed, a grant contract will be drafted between the State of Minnesota and the eligible organization. Grant funds can be used to cover expenses incurred after March 2, 2020; however, any funds that are spent prior to the execution of the grant contract are at the risk of the applicant. Projects must be completed by November 30, 2020, which means that all equipment and improvements must be paid for by that date.

How to Submit Questions

Direct questions about the grant program, completing the application, or additional accommodations to:

Courtney VanderMey
courtney.vandermey@state.mn.us
Minnesota Department of Agriculture
625 Robert St N
St. Paul, MN 55155-2538

Grant Eligibility

Eligible Applicants

Grants are available to processors of meat, poultry, eggs, and milk located in Minnesota and Minnesota livestock producers who need storage capacity for processed products until existing markets return or new markets are developed. Processors/producers must be in operation when their application is submitted. Meat processors must fit into one of the following four categories:

- USDA inspected slaughter and/or processing plants that are adding capacity
- State Equal-To slaughter and/or processing plants that are adding capacity
- Licensed custom-exempt slaughter plants that are adding Equal-To slaughter
- Licensed custom exempt slaughter plants that are adding capacity

In addition, applicants must:

- Be in good standing with the State of Minnesota.
 - No back taxes owed.
 - No defaults on Minnesota State-backed financing for the last seven years.
 - Acceptable performance on past MDA grants.
 - Compliant with current state regulations.
- Currently reside in Minnesota or be authorized to conduct business in Minnesota.
- Not be an employee or spouse of an employee of the MDA.

Businesses that received funding during the first round of funding are not eligible to re-apply unless their award was less than \$5,000. If the award was less, the applicant may apply for the difference between \$5,000 and their awarded amount.

Eligible Expenses

Expenses must make immediate impact on the State's capacity to process or store Minnesota-raised livestock, poultry, milk, and eggs.

Project examples include but are not limited to:

- Cooler walls and refrigeration units
- Contractor costs and materials for installation of approved equipment, including plumbing, drainage, venting, and electrical work
- Temporary cold storage including rented commercial space or refrigerated trucks
- Portion cutters
- Slaughter equipment such as cradles, saws, hooks, scalders, or sinks
- Equipment or facilities to accommodate holding of larger number of animals in a humane manner (fences, gates, chutes)

General operating expenses (such as salary, fringe, and supplies) are **not** eligible.

Matching Funds

Grant funding requires a 1:1 match. Matching funds can be in the form of cash, loans, other grants, or liquid capital assets dedicated to the project. However, other state funds, such as an AGRI Value-Added Grant, cannot be used for the matching funds. State funds are obtained through the budgeting process of the Minnesota Legislature or granted by a State agency.

Application Review Policies

Privacy Notice and Data Classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under the Rapid Response for Livestock Processing Program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited by law to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant or by a valid court order, and other entities authorized by state or federal law, including Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement.

Per [Minnesota Statute 13.599](#):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in application responses (except trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will be public data after the evaluation process is completed.
- Trade secret information (as defined in [Minnesota Statute 13.37](#)) is classified as private or nonpublic. In order for an applicant to protect data submitted as part of this application as trade secret information, the applicant must identify the specific formula, pattern, compilation, program, device, method, technique or process that the applicant wishes to protect, and provide an explanation of the economic value of keeping the data from being generally known to other persons. Determining what constitutes trade secret information is ultimately the responsibility of the MDA, and the MDA cannot guarantee that data marked by an applicant as trade secret information or marked "confidential" will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, that data will be available to the public unless the applicant secures a court order saying otherwise.

Requirements for Grant Recipients

Grant Award Agreement and Payments

Upon approval of an application and receiving reimbursements, the applicant is required to do the following:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the State's accounting system, and submit other required documentation within 30 days of award notification; and
- Sign a Grant Award Agreement indicating their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the progress of the project. The grant award document must be signed within 30 days of being sent to the grantee.

Grant funds are dispersed on a reimbursement basis. All grantee requests for reimbursement must correspond to the approved grant budget. To receive grant payments, grantees must provide proof that grant project work has been done by submitting details of each purchase on receipts or invoices, and proof that the vendors have been paid. Annual progress reports are required to be submitted during the duration of the project.

Bidding Requirements

All funded applicants will be required to abide by the state's bidding requirements for larger purchases. See a detailed list of the state's [bidding requirements](#) for details.

Affirmative Action and Non-Discrimination Policy

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([Minnesota Statute 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

Application Questions

Applicant Information

Contact Information

- Applicant Name
- Organization Name
- Organization Mailing Address
- Organization Telephone
- Organization Email

Authorized Representative

If awarded a grant, the person that will sign the Rapid Response Mini-Grant for Livestock Processing contract for this organization:

- Name
- Telephone
- Email

Eligibility

Confirm that the following statements apply to your organization:

- The organization is in good standing with the State of Minnesota. (No back taxes owed, no defaults on Minnesota State backed financing for the past seven years, in compliance with current state regulations, and acceptable performance on past MDA grants.)
- Your organization is in Minnesota or authorized to conduct business in Minnesota.
- No one involved in the project or the application for the grant is an employee or spouse of an employee of the MDA.
- No work has started on the proposed project nor will start until notified of the award.

Please select which of the following categories describes your business:

- Livestock producer with storage needs
- USDA inspected processing plant
- State Equal-To processing plant
- Licensed custom-exempt processing plant
- Egg producer with opportunities for expansion to meet local needs
- Dairy processor with opportunities for expansion to meet local needs

If you are a licensed custom-exempt processing plant, please explain your plans to establish Equal-To processing or to expand your current custom exempt operations. *(1,000 characters, including spaces)*

Budget

- Total Project Cost
- Total Grant Request (up to 50% of the Total Project Cost; maximum of \$5,000, minimum of \$1,000)

Please complete the following budget table indicating the purchases you anticipate making. Each expense must increase your processing/storage capacity. Only expenses incurred **after March 2, 2020 and before November 30, 2020** are eligible for reimbursement. The budget table will be reviewed by the MDA and incorporated into the grant contract.

Item	Quantity	Cost/Unit	Total Costs	Source of Estimate

Budget Narrative

Justify your budget and explain how you plan to pay for your project. *(2,000 characters, including spaces)*

- Explain how the equipment and services in the budget table will help you process more Minnesota agricultural products into value-added products or diversify/expand your market outlets in response to COVID-19 related market issues.
- Explain how you plan to pay for your project (financing, other grants, private investment, personal investment, or organization funds, etc.). Other State funds cannot be used to provide the funding used to pay for this project.

(Optional) Submit documentation showing project costs and ability to pay for the project, such as:

- Quotes or estimates from businesses for equipment or services.
- Letters of commitment written by financial institutions or other organization that will be providing funding through loans or credit.
- Bank statements showing enough cash reserves to fund project.

Workplan

Please complete the following workplan to outline the steps you will take to purchase the items listed in the budget table and increase processing capacity. Projects must be completed and paid for by November 30, 2020.

Date	Task	Responsible Individual

Outcomes

How will this project increase the processing/storage capacity of your business and/or how will it diversify your business lines to increase sales of Minnesota meat, poultry, eggs, or dairy products? *(1,500 characters, including spaces)*

Slaughter Facilities:

How many additional head of livestock do you anticipate being able to process on a weekly basis as a result of this project?

Species	Additional Processed
Beef	
Hogs	
Chicken	
Turkey	
Goat	
Sheep	
Other:	

Other Types of Facilities:

How much additional production or capacity do you anticipate being able to process on a weekly basis as a result of this project? *(100 characters, including spaces)*