



# THE 2023 PRODUCE SAFETY MINI-GRANT APPLICATION

## GRANT REQUEST FOR PROPOSAL

### AMOUNT AVAILABLE

The Produce Safety Program has approximately \$26,400 to distribute via this mini-grant. Funding comes from the United States Department of Agriculture (USDA) Specialty Crop Block Grant (SCBG).

This grant provides reimbursement up to \$800 per farm. No matching funds from the applicant are required.

### WHO CAN APPLY?

Minnesota produce farmers that sell one or more of the following crops: Leafy greens, apples, berries, carrots, cucumbers, garlic, green beans, herbs, melons, microgreens, mushrooms, onions, peppers, sprouts, summer squash/zucchini, tomatoes.

### WHAT EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT?

Expenses related to improvements in on-farm food safety systems including

- 1) water testing for generic E. coli and/or
- 2) other on-farm food safety improvements. Below is a list of items eligible for reimbursement.

Water testing for generic E. coli <sup>^</sup>	Plastic or paper liners	Harvest collection tools	Market containers
Supplies to build or purchase a portable handwashing station	Supplies to build or purchase a portable produce washing station	Sanitizer used for wash water and food contact surfaces	Consultation fees for developing an on-farm food safety plan
Canvas bags	Harvest totes	Carts and pull wagons	Waxed boxes

<sup>^</sup> **Pre-harvest water:** Must be a quantitative testing method for generic E. coli. **Post-harvest water:** Can be presence/absence or quantitative testing method for generic E. coli.

Reimbursement Type	Timeframe	Required Documentation
Past	January 1, 2022 – March 25, 2023	Proof of purchase with application
Planned	March 26, 2023 – July 14, 2023	Proof of purchase after grant approval for reimbursement
Past and Planned	January 1, 2022 – March 25, 2023 AND March 26, 2023 – July 14, 2023	Proof of purchase with application AND Proof of purchase after grant approval for reimbursement

*Receipts that have previously been reimbursed with Mini-Grant funds are not eligible for additional reimbursement.*

### FUNDING PRIORITIES

All Minnesota produce farmers that sell one or more of the crops listed above are eligible to apply. If more applications are received than can be funded, funding will be prioritized for socially disadvantaged farmers, as well as farms that have engaged with the Produce Safety Program through training, the Grower Questionnaire, and/or inspections.

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## HOW TO APPLY

- Applications are due by **March 25, 2023 at 11:59 p.m.** Central Time.
- The application can be completed
  - » online [www.mda.state.mn.us/minigrant](http://www.mda.state.mn.us/minigrant), or
  - » With a paper form.
- Submit application by:
  - » Email (received by 3/25): [ProduceSafety.MDA@state.mn.us](mailto:ProduceSafety.MDA@state.mn.us)
  - » Mail (postmarked by 3/25) to: Minnesota Department of Agriculture  
Attn: Produce Safety Program  
625 Robert Street North  
Saint Paul, MN 55155

## WHAT DO I NEED TO INCLUDE WITH MY APPLICATION?

- Answer all the questions that have an asterisk symbol (\*) indicating they are required. Note that answering additional questions may help you earn more points on your application.
- If you are applying for past expenses you must include:
  - » Documentation that verifies what was purchased, when it was purchased, and how much is required for reimbursement.
- If you have attended an applicable produce safety training and want to receive points for that as part of your application you must include:
  - » A certificate of attendance for a Food Safety Modernization Act (FSMA) Produce Safety Rule Grower Training or a Good Agricultural Practices (GAPs) training offered by the University of Minnesota Extension

## WHAT SHOULD I EXPECT AFTER I APPLY?

- Award notices will be sent in April 2023
- In order to receive payment, awardees will be required to:
  - » Return a completed Internal Revenue Service (IRS) W-9 OR already be registered as a vendor within SWIFT (State Wide Integrated Financial Tools)
  - » Submit documentation that verifies what was purchased, when it was purchased, and the total cost – if the awardee applied for future expenses and that documentation was not previously provided because it did not yet exist.

## QUESTIONS

- » For questions, please contact the Produce Safety Program via email at [ProduceSafety.MDA@State.mn.us](mailto:ProduceSafety.MDA@State.mn.us) or call 651-539-3648.
- » Questions about the grant must be submitted by March 16, 2023 at 4:00pm.
- » All questions asked will be added to a list of regularly updated Mini-Grant Questions and Answers. This list is available on our website ([www.mda.state.mn.us/minigrant](http://www.mda.state.mn.us/minigrant)) or by request.

# THE 2023 PRODUCE SAFETY MINI-GRANT APPLICATION

## PRIVACY NOTICE

The data you supply on this form will be used to assess your eligibility for the Minnesota Department of Agriculture (MDA) Produce Safety Mini-Grant. Applying 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.

Applicant data is initially classified by the Minnesota Data Practices Act as private or nonpublic. Some or all of the data will become public at various points of the application process, as detailed below, unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those parties authorized by state or federal law, including MDA staff and contractors with a valid work assignment that requires access to the data, parties authorized by the applicant or by a valid court order, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, MDA may also share the data with law enforcement and the Minnesota Office of the Attorney General.

Per Minn. Stat. 13.599:

- Names and addresses of grant applicants, and amount requested will be public data after all applications are opened.
- All remaining data in the applications (except trade secret information, see below) becomes public data after the evaluation process is complete and 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 and all grant agreements have been fully executed.
- Trade secret information (as defined in Minn. Stat. § 13.37) is classified as nonpublic data. To protect data submitted as part of this application as trade secret information, the applicant must, at a minimum:
  - (a) identify the specific formula, pattern, compilation, program, device, method, technique or process that applicant believes legally qualifies for trade secret classification;
  - (b) demonstrate that the information is subject to efforts by applicant that are reasonable under the circumstances to maintain the information's secrecy; and
  - (c) provide an explanation of how the information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
- 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" or "copyright" will be classified as such. If the MDA determines that data does 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.

# THE 2023 PRODUCE SAFETY MINI-GRANT APPLICATION

## APPLICANT INFORMATION

Answer all the questions that have an asterisk symbol (\*); these are required for a complete application.

First Name*:		Last Name*:	
Farm or Company Name*:			
Email:		Phone:	
Mailing Address*:			
City*:	State*:	Zip*:	County*:
Farm Location (if different than mailing address)			
City:	State:	Zip:	County:
What is the best way to contact you?*	Mail	Email	
<b>Additional Contact Info (optional)</b>			
If you would like an additional person to be contacted with updates on your application, please share their contact information here. This could include someone else from your farm business or someone who has helped you fill out the application if you would like their continued assistance.			
First Name:		Last Name:	
Farm or Company Name:			
Email:		Phone:	
Does your farm grow and sell one or more of the following crops?*      Yes      No			
Leafy greens, apples, berries, carrots, cucumbers, garlic, green beans, herbs, melons, microgreens, mushrooms, onions, peppers, sprouts, summer squash/zucchini, tomatoes.			

What type of reimbursement are you applying for? I am applying for reimbursement of:\* (select one)

Expense Type	Timeframe	Required Documentation
Past	January 1, 2022 - March 25, 2023	Proof of purchase with application
Planned	March 19, 2023 - July 14, 2023	Proof of purchase after grant approval for reimbursement
Past and Planned	January 1, 2022 - March 18, 2023 AND March 19, 2023 - July 14, 2023	Proof of purchase with application AND Proof of purchase after grant approval for reimbursement

How much funding are you requesting\*? (\$800 maximum) \$

*Receipts that have previously been reimbursed with Mini-Grant funds are not eligible for additional reimbursement.*

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## Expenses

What type of expenses are you seeking to have reimbursed with mini-grant funds? (select all that apply)

Water testing for generic *E. coli*

Plastic or paper liners

Harvest collection tools

Market containers

Supplies to build or purchase a portable handwashing station

Supplies to build or purchase a portable produce washing station

Sanitizer used for wash water and food contact surfaces

Consultation fees for developing an on-farm food safety plan

Canvas bags

Harvest totes

Carts and pull wagons

Waxed Boxes

Please provide further information about the item(s) you plan on purchasing\*:

## Past Expenses Only

Submit documentation that identifies:

- 1) the date of purchase,
- 2) item(s) purchased (water testing must indicate the methods used; for example, SM 9223B)  
and
- 3) that the item(s) were paid for and how much.

Failure to provide proof of purchase could result in the denial of your grant application. If there is sensitive information on the documents, please cover, remove, or redact it before making copies of your documents. We do not need to know your bank account or credit card information. A copy of water test results are not required.

# THE 2023 PRODUCE SAFETY MINI-GRANT APPLICATION

All complete applications that meet minimum eligibility requirements will be considered and are automatically awarded 50 points. Completing the supplemental questions below, designed to prioritize funding decisions, can provide additional points. Maximum point values are indicated for each question. Points are not awarded when No, N/A, or Choose not to answer is selected. Please be sure to sign off on the certification statement at the bottom of this section, even if you do not answer the other questions in this section.

## Previous Mini Grant Applicant

Did your farm apply for the Produce Safety Mini Grant in 2022 and receive a denial notice due to unavailable funding?

Yes (5 Points)      No      Choose not to answer

## Farm Food Safety Training Information

Have you, or a responsible party associated with your farm, attended one of these trainings?

- Food Safety Modernization Act (FSMA) Produce Safety Rule Grower Training (approx. 8 hours), and/or
- a Good Agricultural Practices (GAPs) training of at least a half-day (3+ hours), offered by the University of Minnesota Extension

If yes, provide the name of the attendee below and submit a copy of the certificate of attendance with your application.

FSMA Produce Safety Rule Grower Training

GAPs Training

Attendee First Name:	Attendee Last Name:
Date attended Training:	Location of Training:

**NOTE:** We accept scanned or photographed copies of the certificate of attendance. If you do not have your FSMA Grower Training certificate of attendance, please contact us at [ProduceSafety.MDA@state.mn.us](mailto:ProduceSafety.MDA@state.mn.us) or 651-539-3648. For your GAPs Training certificate of attendance please contact Annalisa Hultberg at [hultb006@umn.edu](mailto:hultb006@umn.edu) or 612-625-1951.

## Produce Commodities Grown

Does your farm grow one or more of the following commodities: leafy greens, microgreens, berries, melons, sprouts, tomatoes?

Yes (5 Points)      No      Choose not to answer

## Grower Questionnaire

Has your farm filled out the Grower Questionnaire from the Minnesota Department of Agriculture in any year between 2019 – 2023? *The Grower Questionnaire asks questions to determine your farm's FSMA Produce Safety Rule status.*

Yes (5 Points)      No      Choose not to answer

You can complete the Grower Questionnaire online or request a paper copy if you'd like to complete it at this time.

## Produce Safety Rule

Is your farm considered "covered" under the Produce Safety Rule?

Yes (12.5 Points)      No      Choose not to answer

If you are unsure whether you have already completed the Grower Questionnaire or have further questions about your farm's Produce Safety Rule status, please contact us at [ProduceSafety.MDA@state.mn.us](mailto:ProduceSafety.MDA@state.mn.us) or call 651-539-3648.

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## Demographic Information

Does the ownership of the farm business identify as **Socially Disadvantaged**?

*A **Socially Disadvantaged** farmer is a farmer who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program*

Yes (**12.5 Points**)      No      Choose not to answer

Have all of the farm's principal operators been involved in the farm's operations for less than 10 years?

*This applies to new farms only, not change of ownership in multi-generational farms.*

Yes (**5 Points**)      No      Choose not to answer

## Required Certification Statement

I certify that all information provided in the **Produce Safety Mini-Grant Application** is, to the best of my knowledge and understanding, true and accurate.\*