



Indiana State Department of Agriculture

Governor Eric Holcomb

Lt. Governor Suzanne Crouch, Secretary of Agriculture and Rural Development

Don Lamb, Director

Indiana Resilient Food Systems Infrastructure Grant Program

Frequently Asked Questions

1) Can I purchase land or a facility with these funds?

- a. No, the acquisition of actual property (buildings included) is not allowed with grant funds or matching dollars. If you are purchasing land or buildings, they must come from your own source of funding.
- b. The value of the land or buildings you purchased cannot be counted towards matching funds.

2) We want to buy land, but we want to buy it now because it might be gone by the time the grant funding is received. Is this allowable?

- a. Unless you already own the land, it is HIGHLY discouraged for you to purchase land before you are awarded as this can impact your environmental review and either delay your project further or kill your project altogether.

3) I want to purchase a refrigerated box truck. What if the one I quoted for the application is no longer available by the time I am awarded funding?

- a. That is okay, you will be able to purchase one of similar make/ model and price once you are funded. However, you will not be awarded more funding so if the price is over what you have been awarded, you will be responsible for the difference. If the price is lower, the ISDA Grants Team will work with you on possible options when you are set to make the purchase.

4) I want to lease a building. What if the one I quoted for the application is no longer available by the time I am awarded funding?

- a. That is okay, you will be able to choose a new lease for a building that is similar in price/features once you are funded. However, you will not be awarded more funding so if the price is different than what was on your application, you may need to make a budget modification. The ISDA Grants Team will help with this modification.

5) Do I need to include my Certified Mail receipts that I got when sending quotes?

- a. Yes, you may scan all of them in on one page if you would like or take a picture and make it a PDF to include with your final application.

- 6) What if all of my quotes haven't been returned by the time I need to submit the application?**
- It is okay, chose from the ones you have available for your budget in the application. You are not purchasing anything at the time of application and will still have to go through procurement processes once awarded.
- 7) How do I fill out the Critical Infrastructure Letter if I a) own the land myself or b) am looking to lease a property/already lease a property?**
- If you own the land, state in the letter than you own the land, and it will be used for this project as indicated on the template.
 - If you are leasing or looking to lease, please have the letter completed by the landlord. This letter does not lock you in to that property as you will still have to complete the procurement process if you are not currently leasing the land and the environmental review process.
- 8) Can I start the project or make purchases with the matching dollars before I receive the grant funds?**
- It is highly discouraged to start your project prior to having an executed grant agreement as procurement and environmental review procedures will need to be completed prior to release of funds.
- 9) In my construction quote, the contractor included the supplies for the build, do I need to separate these costs out into the "Supply" category on the budget?**
- No, that is all considered construction so you would place the entire quote in the construction portion of the budget.
- 10) We are building a cold storage room in our facility, and we can do it one of two ways. Option 1 is a preconstructed cold storage unit that will be installed as a single unit and Option 2 is to have it assembled on site to fit our specifications. How would we include these options on the budget?**
- Option 1- This would be considered Special Equipment and should be placed into the Special Equipment category of the budget.
 - Option 2- This would be considered construction and should be placed in the Construction category of the budget.
- 11) How do I calculate the Indirect Cost?**
- Add up your Personnel, Fringe, Supplies and Contractual budget categories and take 10% of the total.

12) For Special Equipment, can I add equipment that is less than \$10,000 as long as my total funds requested are \$10,000 or greater?

- a. Yes, but all equipment must be in working order. You cannot purchase items piece by piece that you would then need to put together to make one piece of equipment.

13) Do I need a Critical Infrastructure Letter if I am applying for Special Equipment only?

- a. No, this is for Infrastructure only.

14) How do I provide proof that your organization is compliant with the Indiana Department of Workforce Development and Indiana Department of Revenue?

- a. Department of Workforce Development and Department of Revenue both require logins to access information. If you don't have that then please let us know via email (eh eater@isda.in.gov) and provide the official title of the company and EIN. We can gather the information for applicants that don't have logins.

15) How do I provide proof that your organization is registered with the Indiana Secretary of State?

- a. Secretary of State allows anyone to search a business. Go to: <https://bsd.sos.in.gov/publicbusinesssearch> and type in business name. Needs to have a status of Active.

16) How do I show Sam.gov proof of registration?

- a. For Sam.gov, run the search and download the entity information into a PDF. If that doesn't work to download, a screenshot will work. Will need to be sure that the name of the entity, the UEI, Cage Code and Expiration Date are all visible

17) Where do I upload my W-9 and Indiana Direct Deposit Information?

- a. For the W-9 and Direct Deposit info, you will add those documents in with all of the other documents you will be uploading.

18) I am having trouble opening the application template-

- a. Open the template- you may see a page that says "Please Wait."
- b. Download the page that says "Please Wait" then SAVE the downloaded document.
- c. Open Adobe Reader or Acrobat
- d. From ADOBE, open the saved template document.

19) I a) own my land or I am b) planning to lease land, how do I fill out the Critical Infrastructure Letter?

- a. Fill out the template letter according to the guidance in the updated letter. You will sign the letter yourself.



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- b. Have the landlord of the property you are looking to lease complete the letter. Check the boxes on the letter that indicate you and the landlord understand that the Environmental Review portion must be completed before ANY commitment of the lease can be initiated. The landlord will sign the letter.

20) Where can I find the Environmental Review Checklist?

- a. It will be posted to our website soon!