

Indiana Meat Processing Expansion & Development Grant Program



Projects should aim to improve food supply resilience through increasing slaughter, expanding meat processing capacity and/or promoting worker safety. The program as administered will reimburse up to 50% of eligible expenses, with a maximum award of \$150,000. Following federal guidance, grants would only reimburse eligible costs incurred from March 1, 2020 through December 30, 2020. Applicants must demonstrate how they were negatively impacted by COVID 19 and justify how their proposed project and expenses are related to the pandemic.

Who is eligible?

Existing businesses with fewer than 500 employees and at least one federal or BOAH-regulated livestock processing or slaughter facility located in Indiana.

Who is ineligible?

New businesses not operational and licensed by October 19, 2020.

Businesses not in good standing with USDA and/or BOAH.

Anticipated Timeline:

Applications are due to ISDA no later than October 19, 2020 by 11:59pm Eastern Daylight Time.

- Notice of Award Date - Anticipated the week of October 26, 2020.
- Date to Receive Grant Agreement for Signature - Anticipated the week of November 16, 2020.
- Final Report/Documentation Required for Reimbursement - Due to ISDA on or before December 30, 2020.

These anticipated dates are subject to change, and any changes will be posted to the [ISDA grants page](#).

Eligible expenses may include, but are not limited to:

- Purchase / upgrade of equipment, infrastructure or technology, including installation.
- Facility reconfiguration including labor and materials for changes necessary to meet social distancing guidelines.
- Costs associated with COVID 19 sanitation and worker safety.
- Rental of facilities or equipment necessary to expand capacity or facilitate social distancing.
- On-site employee training.
- Other business adaptation and diversification activities.

Ineligible expenses may include, but are not limited to:

- Expenses that have been or will be reimbursed under any other federal, state or local government funding source.
- Expenses that have been or will be reimbursed by insurance.
- Land acquisition or lease.
- New plant construction or acquisition.
- Wages (non-reconfiguration labor, etc.).
- General repairs.

The applicant must explain how all expenses are necessary to expand capacity or promote health and safety.

How to apply:

- All proposals must be submitted via the ISDA Grants Management System (GMS) located on isda.in.gov.
- To request a GMS account, please email Leah Harmon at lharmon2@isda.in.gov.
- Required documents include an IRS W9 form, a State of Indiana Direct Deposit form, a DUNS number and to register as a bidder with the State of Indiana, see [ISDA.in.gov](https://isda.in.gov) for more info.

For more information:

- Please check the [ISDA grants page](#) associated with this opportunity for a GMS quick start guide and an updated Frequently Asked Questions document.
- For more information, contact ISDA directly via phone at 317.232.8770 or via email at ISDAGrants@isda.in.gov.

Indiana Meat Processing Expansion & Development Grant Program Application Guidance



Information for each section should be specific and brief. Incomplete project applications may be disqualified and returned to the proposing organization without review. Each proposal should fully answer all questions and include the following information.

Project Summary/Scope of Work

Project Description


Identify factors that limit production capacity or efficiency. What do you plan to do to address these factors? Address how demands on labor, management, etc. caused by increased production will be handled. When will your project be completed?

Describe your processing capacity as of March 2020 and expected processing capacity after improvements.

Provide a description of your operational capacity prior to March 2020. Include processes, species, capacity per week or year, number of shifts and employees, etc. Explain how COVID 19 has affected your operation. How will the improvements impact: a. Volume? (example; # of head or pounds per unit of time) b. Efficiency? (example; # of head or pounds per man hour).

Describe how the funds will be utilized and how funds will help meet project priorities.

Provide a description of how items purchased with grant funds will help meet capacity demands.

 **Note:** Please describe clearly how COVID 19 has negatively impacted your business and how your proposed project relates.

Budget

Budget Items - Provide a clear and detailed explanation for each line-item entry.

For each line item listed, justify why the expense is related to COVID 19 and describe how the expense will be used to expand capacity or promote health and safety. Cash match must denote whether applied to the line item expense or, if not, provide a description of the separate eligible expense and how it fits into the overall purpose of the program.

FOR EXPENSES LIKE EQUIPMENT, MATERIALS & INFRASTRUCTURE IMPROVEMENTS: Describe separately all major equipment to be purchased under the grant. Also describe any infrastructure improvements for the project.

FOR EXPENSES LIKE CONTRACTUAL: Contractual costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. Include each contractor separately, detailing name, hourly/flat rate and overall cost.

FOR EXPENSES LIKE PERSONNEL TRAINING: List the organization's employees whose time and effort can be traced to project activities. List current Name/Title of each employee.

FOR ALL OTHER EXPENSES: Include any expenses not covered in any of the previous categories. Be sure to break down costs into cost per unit. Expenses in this section include, but are not limited to, rental expenses, etc.

Example Eligible Expenses Include, But Are Not Limited To:

- Purchase or upgrade of equipment, infrastructure or technology/software that allows the facility to increase processing capacity or business resilience to accommodate increased demands from COVID 19, including installation. For example, this could include building construction needed to hold additional livestock, new equipment or cold storage, etc.
- Facility upgrades that may help a custom-exempt plant prepare to become a state-inspected facility or to qualify for the Cooperative Interstate Shipment program or federal inspection.
- Facility reconfiguration including labor and materials for changes necessary to meet social distancing guidelines, as well as costs associated with COVID 19 sanitation and worker safety supplies such as additional PPE, hand sanitizer, shielding and partitions, employee prescreening equipment, face coverings, etc.
- Rental of facilities or equipment necessary to expand capacity or facilitate social distancing (mobile slaughter units are ineligible)
- On-site employee training or equipment that will expand worker safety, food safety, certification(s), animal throughput, processing capacity, the amount or type of products produced or processing speed.
- Other business adaptation and diversification activities.