



## **Grow Wisconsin Dairy Processor Grants**

Part of the Grow Wisconsin Dairy Initiative at the Wisconsin Department of Agriculture, Trade and Consumer Protection

### **Request For Proposals (RFP)**

**Applications Due: April 14, 2017**

Contact Information:

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Grow Wisconsin Dairy Processor Grant materials are available on the DATCP website

[https://datcp.wi.gov/Pages/Growing\\_WI/DairyDevelopment.aspx](https://datcp.wi.gov/Pages/Growing_WI/DairyDevelopment.aspx)

## **INTRODUCTION**

The Grow Wisconsin Dairy Processor Grant, as part of the Grow Wisconsin Dairy Initiative, strives to improve the long-term viability of Wisconsin's dairy industry through services to create continued demand for Wisconsin milk. The Grow Wisconsin Dairy Processor Grant is available to processors to facilitate operational changes, improve profitability and foster innovation and economic growth.

## **AVAILABLE FUNDS**

Funds will be distributed through a competitive review process. Grants will be awarded for projects up to **\$50,000** for projects up to two years in duration.

## **APPLICATION AND FUNDING TIMING**

RFP is released	March 15, 2017
Applications due to WI DATCP	April 14, 2017
Applications scored and selected by review committee	May 15, 2017
Selected applications notified by WI DATCP	May, 2017
Approval Letters Issued by WI DATCP	May, 2017
Anticipated project start date	June 1, 2017
All projects must conclude no later than	December 31, 2019

## **ELIGIBLE PARTICIPANTS**

Applicants must satisfy the following criteria to be deemed eligible for funding under the GWD Grant Program. An applicant must:

- Operate a licensed dairy processing plant engaged in pasteurizing, processing or manufacturing milk or dairy products that is, or will be located in WI,
- Have a project(s) that will make operational improvements, improve profitability, and/or involve a new process or innovation,
- Have no outstanding state penalties or violations and be in good standing with Wisconsin Department of Financial Institutions,
- Employees of Wisconsin DATCP and immediate family members (i.e. mother, father, brother, sister, spouse, and children) are not eligible to receive a grant.

## **ELIGIBLE PROJECTS**

The Grow Wisconsin Dairy Processor Grant is designed to provide access to services and resources for proposed dairy processing plant projects that enhance or develop the current business, solve an existing problem or concern at the plant, improve production or profitability, and/or help the processor innovate. Focal areas for the grant are highlighted below. Projects could include multiple aspects from the following areas.

- Dairy plant modernization and expansion efforts to provide assistance with professional services costs related to: siting, engineering, design, layout of new facilities or production lines.
- Food safety: consulting services to help pass a food safety audit or certificate needed to meet a customer driven market requirement.
- Training of plant staff on food safety requirements, new technology, etc.

- Assistance for related professional services and consultants: developing new processes, wastewater treatment or handling, new uses for whey, or other innovations.
- Other dairy processing projects may be considered.

### **ELIGIBLE EXPENSES**

Eligible project expenses include, but are not limited to:

- Operating expenses, including expenses for salaries and wages, contract and consulting services, and \*travel. (\*all travel reimbursements must follow state rate requirements.)
- Training costs to improve employee skills (eg. food safety, skills for operating new technology)
- Equipment rental.
- The purchase of supplies whose full value is ordinarily depreciable within one year and costs less than \$5000 (software, etc.).

### **INELIGIBLE EXPENSES**

Ineligible expenses include:

- Real estate purchases.
- Repayment of loans or mortgages.
- Rent or contract payments for time periods extending beyond the term of the grant contract.
- Equipment purchases, construction, or capital expenses (items whose cost is \$5000 or more and depreciates over more than one year).
- Administrative or overhead costs that are not direct costs of the grant project.
- Marketing expenses
- Lobbying, fundraising, or other political activity

### **MATCHING FUNDS**

Matching funds are required at 20% of the grant request as part of proposal review. Matching funds expensed during the project must be documented in the same manner as proof of reimbursable grant expenses.

### **APPLICATION REQUIREMENTS AND SUBMITTAL PROCESS**

- The application form is located on the DATCP website at:  
[https://datcp.wi.gov/Pages/Growing\\_WI/DairyDevelopment.aspx](https://datcp.wi.gov/Pages/Growing_WI/DairyDevelopment.aspx)
- Applications must be emailed to [juli.speck@wisconsin.gov](mailto:juli.speck@wisconsin.gov) by 5:00pm on Friday, April 14, 2017.
- If you do not have computer access to download and complete the application, contact Juli at 608-224-5134.

### **PROPOSAL REVIEW CRITERIA**

This is a competitive grant process. Each application will be reviewed by a committee and will receive a rating based on scoring criteria outlined in the *Application Ranking Criteria Information* section of this document. The rating score will determine the proposals to be funded. Additionally, proposals must meet the following criteria:

1. One of the following objectives of the program must be met:
  - Facilitate operational changes to the dairy processing plant,
  - Improve profitability of the dairy processing plant,
  - Improve the technical knowledge capacity at the dairy processing plant,
  - Model a new process or innovation in dairy processing, or
  - Demonstrate or test a system to address dairy plant waste water management.
  
2. Be a licensed dairy processor that is, or will be located in WI

DATCP may require additional information and/or a plant visit to review the proposed project.

**Preference** may be given for proposals that:

- demonstrate an industry-wide benefit, or
- involve a new process or show innovation.

### **APPLICATION RANKING CRITERIA**

- The extent to which a proposed project will benefit the dairy industry.
- Whether the proposal complies with DATCP's request for proposals.
- Whether the proposed project meets the standards prescribed in this emergency rule.
- The viability of the proposed project.
- The management and technical qualifications of the grant applicant.
- The qualifications of the persons who will carry out the project.
- The financial capacity of the grant applicant to complete the project as proposed.
- The adequacy of the project plan and budget.
- Whether the grant proposal adequately identifies the nature of project expenses to be reimbursed under the proposed grant.

### **CONTRACTS**

DATCP will develop a contract for each funded project. **No funding commitment is final and no project may begin incurring expenses until the contract is signed by the grant recipient and DATCP.** Included with the contract, Appendix A will be completed by the grantee to finalize the details of the work plan, timeline, budget, company/consultant doing work, and implementation plan.

### **PAYMENTS**

Payments will be made following DATCP receipt of an invoice documenting expenses incurred by the grantee. An amount of 20% of the grant award will be held as a grant final payment. The final payment will be made upon submission of a final invoice and DATCP approval of a written summary report of the project. Invoices must include receipts or other proof of payment.

### **REPORTING REQUIREMENTS**

DATCP reserves the right to modify reporting requirements during the course of the project. Reporting requirements will be based on the duration and actions of the project and work plan.

An end of project summary will be required of grantees. This summary report will include a minimum of:

- Brief Description of project intent
- Summary of project accomplishments and outcomes
- Other insights from project execution.

In addition to this summary report, DATCP reserves the right to conduct follow-up surveys of funded projects in order to determine long-term impacts of the Grow Wisconsin Dairy Initiative and Grow Wisconsin Dairy Processor Grant program.

### **LIABILITY**

DATCP will not be held liable for any costs incurred by any firm for work performed in the preparation of and production of a proposal or for any work performed prior to the formal execution of a contract.

### **OPEN RECORDS**

Proposals submitted for funding and all related contracts and reports shall be subject to disclosure under the Public Records law. Public Records law does protect against the sharing of personally identifiable information. The grant applicant or recipient must clearly mark any information deemed a 'trade secret' that is included in the proposal, progress reports or final reports as "Confidential – Trade Secret – Not For Public Disclosure" at the time of submission. The Department shall notify the Grant Recipient if a public records request is made for the information claimed to be trade secret by the Grant Recipient. The Grant Recipient may then proceed to obtain judicial protection for the information. Such information may be kept confidential by the Department only as authorized by law (see s. 19.36(5), Wis. Stats.)

### **OTHER CONSIDERATIONS**

All proposals submitted in response to this RFP become the property of DATCP. DATCP reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use materials produced under this grant agreement. DATCP also reserves the right to:

- Post funded proposals, summary reports and survey findings to the DATCP website
- Reject any or all proposals received
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant
- Clarify the scope of this program, within the RFP requirement and with appropriate notice to potential applicants, to best serve the interests of the State of Wisconsin
- Amend program specifications after their release, with appropriate written notice to potential applicants
- Require a good faith effort on part of the project sponsor to work with DATCP Subsequent to project completion to develop or implement project results in Wisconsin
- Withhold any payments when contract conditions are not met.
- Partially fund applications.