



2025 Meat Processor Infrastructure Grant Request for Proposals

Applications must be received by 11:59 p.m. central time on February 24, 2025.

More information on the Meat Processor Infrastructure Grant is available on the DATCP website at <https://datcp.wi.gov/Pages/AgDevelopment/MeatAndLivestockDevelopment.aspx>.

Contact Information:

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Program Overview

The Wisconsin Department of Agriculture, Trade and Consumer Protection's (DATCP) Meat Processor Infrastructure Grant (MPIG) Program strives to grow Wisconsin's meat industry and improve the long-term viability of the livestock sector through services to meat processing facilities. Meat Processor Infrastructure Grants are available to new or existing processors to facilitate changes and expansion to grow harvest capacity and/or increase product throughput.

The Meat Processor Infrastructure Grant Program is authorized by s. 93.68(2), Wis. Stats. Funding for the program is from the appropriation in s. 20.115 (4) (f), Wis. Stats.

This request for proposal (RFP) details all the information needed to apply. Please read through the evaluation criteria when preparing your application.

Available Funds

Funds will be distributed through a competitive review process. Grants will be awarded in amounts up to \$50,000 and for two years in duration. This is a reimbursement grant. Grant funds will not be advanced; awardees must request reimbursement and provide supporting documentation and proof of payment for eligible costs being claimed.

Matching funds are required at 100 percent of the grant award. Matching funds expensed during the project must be documented in the same manner as proof of reimbursable grant expenses.

DATCP reserves the right to partially fund projects or award the full amount of available funds to a single project.

Timeline

Event	Date
RFP is released	January 13, 2025
Applications due to DATCP	February 24, 2025 (11:59 p.m.)
Applications scored and selected by review committee	March 24, 2025
Selected applications notified by DATCP	March 31, 2025
Approval letters issued by DATCP	April 7, 2025
Anticipated executed contract	April 21, 2025
Anticipated project start date	May 1, 2025
Project end date (all projects must conclude no later than)	April 30, 2027

Eligible Applicants

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

- Operate a DATCP or United States Department of Agriculture-licensed meat processing facility located in Wisconsin and be engaged in livestock harvesting or

further meat processing.

- A meat processing facility is defined in s. 93.68(1), Wis. Stats., as “a plant or premises where animals are slaughtered for human consumption, or where meat or meat products are processed.”
- Rendering plants are not eligible for this program.
- Have a project that will increase harvest capacity, either directly or by increasing meat product production that increases harvest capacity upstream in the supply chain. Priority may be given to projects that directly increase harvest capacity.
- Have no outstanding state or federal penalties or violations and be in good standing with Wisconsin Department of Revenue, Wisconsin Department of Financial Institutions, DATCP and USDA Food Safety and Inspection Service.
- DATCP employees and their immediate family members (parents, siblings, spouses, and children) are not eligible to receive grants.
- Preference may be given to applicants who do not have an open grant with DATCP’s Division of Agricultural Development (DAD) as of the close of the application period. DATCP DAD grant programs include Dairy Processor Grant, Meat Processor Infrastructure Grant, Specialty Crop Block Grant, Buy Local Buy Wisconsin, and the Resilient Food Systems Infrastructure Grant.

Eligible Projects

The DATCP Meat Processor Infrastructure Grant is designed to provide access to services and resources for proposed meat processing facility projects that grow or develop the current business’s harvest or throughput capacity, improve production or profitability, and/or help the processor address capacity and/or production bottlenecks and challenges. Projects could include multiple aspects from the following areas:

- Increasing the facility’s harvest capacity by 20 percent or more per year.
- Increasing meat or meat product production that shows a benefit to harvest capacity within the supply chain.
- Increasing the facility’s efficiency.
- Improving the competitive position of the Wisconsin meat sector.
- Creating employment in the Wisconsin meat sector.

Budget and Expense Detail

Eligible Expenses (including but are not limited to):

- Operating expenses and professional services costs directly related to the grant project, including expenses for facility expansion, engineering, architectural design, construction, food safety advisory services, equipment, and equipment installation.

Ineligible Expenses (including but are not limited to):

- Administrative or overhead costs not direct costs of the grant project.
- Real estate purchases.
- Repayment of loans or mortgages.
- Rent or contract payments for time periods extending beyond the term of the grant contract.

- Administrative or overhead costs that are not direct costs of the grant project.
- Advertising expenses.
- Legal fees.
- Lobbying, fundraising, or other political activity.
- Travel costs, lodging, meals, or per diems.
- Any costs incurred by any firm for work performed in the preparation of and production of a proposal or for any work performed outside of the contract period.

Matching Funds

- Matching funds are required at 100 percent of the grant request (e.g., \$25,000.00 grant request would require \$25,000.00 minimum in matching funds for a total project budget of \$50,000.00). Matching funds must also be eligible project expenses. Items not included in the submitted budget are not eligible for match.

Application Submittal

The application form is located on the DATCP website at:

<https://datcp.wi.gov/Pages/AgDevelopment/MeatAndLivestockDevelopment.aspx>.

Applications must be received by 11:59 p.m. central time on February 24, 2025. Emailed applications should be sent to DATCPDADGrants@wisconsin.gov. Mailed applications should be sent to:

ATTN: Brian Williams/Division of Ag Development

2811 Agriculture Dr

PO Box 8911

Madison, WI 53708-8911

If you do not have computer access to download and complete the application, contact Brian Williams at 608-590-7239.

Applications received after the deadline will not be considered for funding. The Wisconsin Department of Agriculture, Trade and Consumer Protection encourages submitting proposals early to ensure they are received prior to the deadline. Incomplete applications with unanswered questions or missing letters of commitment may not be considered for funding.

Review Process and Evaluation Criteria

This is a competitive grant. Each application will be reviewed by a committee and will receive a rating based on scoring criteria outlined in the Evaluation Criteria detailed below, with the maximum score of 100 points. The rating score will determine the proposals to be funded.

Preference may be given for proposals that:

- Demonstrate an industry-wide benefit.

- Increase animal harvest benefitting multiple Wisconsin producers/farmers.

DATCP may require additional information and/or an establishment visit to review the proposed project.

Evaluation Criteria

Grant Application (up to 10 points)

- Does the submitted proposal comply with DATCP's request for proposals?
- Is the project well organized, thought out, and explained in a way that makes sense and sounds like it can be carried out successfully?
- Do the person(s) listed have the qualifications to carry out the project as proposed?

Statement of need (up to 35 points)

- How well does the proposed project support the program objectives of:
 - Increased slaughter capacity of 20%
 - Increased meat processing throughput
 - Increased efficiency in processing facility
 - Improves competitive position of the WI meat sector
 - Creates employment in the meat sector
- How well does the Project Summary describe an increase in harvest or processing capacity?
- Is the proposed project viable, important, and timely?

Activities and Outcomes (up to 25 points)

- Does the project make sense? Do the activities fit the project purpose?
- Do the outcomes fit the project activities and show that the project met the need or purpose?
- How well do activities result in at least one positive outcome of the grant:
 - Facilitate operational changes to the establishment that increases overall capacity
 - Expands animal holding capacity, harvest capacity and processing capacity

Budget (up to 20 points)

- How well does each item in the budget relate to the described project?
- Is each item necessary to achieve the outcome? How reasonable are costs for each item?
- Is total amount justifiable for the return on investment?
- Does the applicant have the financial capacity to provide required matching funds and complete the proposed project?

Extra Points (up to 10 points)

How much industry-wide benefit does the project provide?

Grant Recipient Requirements

Contracts

DATCP will develop a contract for each funded project, which will be signed by DATCP and the recipient. **No funding commitment is final, and no project may begin incurring expenses, until the contract is signed by the grant recipient and DATCP.** The grantee may be asked to provide additional information to finalize the details of the contract's work plan, timeline, budget, and implementation plan beyond the grant application information.

Grant contracts must be signed and returned to DATCP within 30 days of receipt. Failure to submit an executed copy of the contract within 30 days of receipt may result in the loss of

awarded grant funds, unless the delay is approved by DATCP.

Payments

This is a reimbursement grant. Payments will be made following DATCP's receipt of an invoice documenting expenses incurred by the grantee. Requests for reimbursement must be submitted on the Request for Reimbursement cover sheet provided by DATCP. To receive reimbursement, grantees must clearly outline costs being claimed, provide supporting documentation and proof of payment (e.g., copies of invoices with cleared checks, timesheets, etc.). Matching funds must be documented in the same manner as reimbursable expenses.

An amount of 25 percent of the grant award will be held as a grant final payment. The final payment will be made upon DATCP receipt of the final reimbursement request and final report, DATCP approval of the final report, and proof of a meat processing license issued by DATCP or the United States Department of Agriculture.

Pre-Award Costs

DATCP will not reimburse any costs incurred by any firm for work performed in the preparation and production of an application or any work performed prior to the start of the project's Performance Period listed in the contract, including any costs incurred by any firm for work performed in the preparation and production of a proposal.

Reporting Requirements

Each approved grant recipient must submit semi-annual performance reports (each December and June) and one final performance report. DATCP will provide grant recipients with report templates. DATCP reserves the right to modify reporting requirements during the course of the project. Reports shall include the following.

Semi-Annual Performance Reports:

- Project status.
- Steps completed in the last 6 months.
- Actions to be completed in the next 6 months.
- Any barriers or issues with the project.

Final Performance Report:

- Brief description of project intent.
- Summary of project accomplishments and outcomes, including the increase in harvest capacity or in meat-product production that increased harvest capacity in the supply chain, and efficiencies gained.
- Other insights from project execution.

Applicants who do not submit reports on time, and/or submit incomplete reports, may be required to return all previously disbursed funds to DATCP and/or may be removed from future funding opportunities.

In addition, DATCP reserves the right to conduct follow-up surveys of funded projects in order to

determine long-term impacts of the program.

DATCP reserves the right to modify reporting requirements during the course of the project.

Record Requirements

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with DATCP, receipts, invoices, and copies of all reports and documents associated with the project. The grantee shall retain all data and other records relating to the acquisition and performance of the Grant Award Agreement for a period of four years after the completion of the contract. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records.

Monitoring

DATCP reserves the right to monitor grant recipients' performance to ensure that work is progressing within the required period and that fiscal procedures are followed accurately and appropriately. Monitoring may include site visits and review of recipients' financial records related to grant-funded activities. The Department reserves the right to monitor recipients' performance after the project's conclusion or the contract's expiration.

Open Records

Applications submitted for funding and all related contracts and reports shall be subject to disclosure under the Public Records law. If the grant applicant or recipient requests any information submitted to DATCP be deemed a trade secret, the document should be labeled using "trade secret" and the requested status should be noted to DATCP when the document is submitted. DATCP will notify the grant recipient if a public records request is made for the information claimed to be trade secret by the grant recipient. Such information may be kept confidential by DATCP only as authorized by law. See section 19.36(5), Wis. Stats.

Budget Adjustments

If a substantial change (10% or greater of a budget category) in the budget is needed during the project period, a written request must be made to DATCP to reallocate budget funds between budget categories. The total budget amount cannot be adjusted.

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 or recoup any payments when contract conditions are not met or if the recipient submits false or misleading information to the department.
- Partially fund applications.
- Modify reporting requirements during the course of the project.
- Share program report data and success stories with USDA and on DATCP and WI-LFPA websites and social media channels.
- Conduct a follow-up survey of funded projects in order to determine long-term impacts of the project.