

2023 Meat Processor Infrastructure Grant- Request for Proposals

The Wisconsin Department of Agriculture, Trade and Consumer Protection's (DATCP) Meat Processor Infrastructure Grant 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.

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. 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

APPLICATION AND FUNDING TIMING

RFP is released	February 8, 2023
Applications due to DATCP	March 17, 2023
Applications scored and selected by review committee	April 7, 2023
Selected applications notified by DATCP	April 21, 2023
Approval letters issued by DATCP	April 26, 2023
Anticipated executed contract	May 12, 2023
Anticipated project start date	June 1, 2023
All projects must conclude no later than	June 1, 2025

PARTICIPANT ELIGIBILITY

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, or the amount of meat product production that will increase harvest capacity upstream in the supply chain.
- 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) and entities with open DATCP grants as of the close of the application period are not eligible to receive grants.

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.

ELIGIBLE EXPENSES

Eligible project expenses include, 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

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.
- Administrative or overhead costs that are not direct costs of the grant project.
- Advertising expenses.
- Legal fees.
- Lobbying, fundraising, or other political activity.
- 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.

APPLICATION REQUIREMENTS AND SUBMITTAL PROCESS

- The application form is located on the DATCP website at: [DATCP Home Meat and Livestock Development \(wi.gov\)](https://www.datcp.wisconsin.gov/meat-and-livestock-development)
- Applications must be emailed to ryand.dunn@wisconsin.gov by 5:00 p.m. on Friday, March 17, 2023.
- If you do not have computer access to download and complete the application, contact Ryan Dunn at 608-590-7239.

PROPOSAL REVIEW 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 this document, Application Scoring Criteria. 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.

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.

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. An amount of 25 percent 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

Progress reports are due every 6 months (December and June) and will include at a minimum:

- 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.

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

- 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.

DATCP also reserves the right to conduct follow-up surveys of funded projects in order to determine long-term impacts of the Meat Processor Infrastructure Grant program.

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.

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 perform site-monitoring visits to any and all grantees to ensure that work is progressing within the required period and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information, as well as site visits.

LIABILITY

DATCP will not be held liable for any costs incurred by any firm for work performed in the preparation and production of a proposal.

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. Section 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 terms are not met.
- Partially fund applications.

APPLICATION SCORING CRITERIA

Evaluation Criteria	How well described?			Points
1. Grant Application	+	✓	-	10 possible
<ul style="list-style-type: none"> • Is the project well organized, thought out, and explained in a way that makes sense and sounds like it can be carried out successfully? 				
2. Statement of need	+	✓	-	35 possible
<ul style="list-style-type: none"> • How well does the project support the program goals of: <ul style="list-style-type: none"> ○ 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 				
<ul style="list-style-type: none"> • How well does the Project Summary describe an increase in harvest or processing capacity? 				
<ul style="list-style-type: none"> • Is the project important and timely? 				
3. Activities and Outcomes	+	✓	-	25 possible
<ul style="list-style-type: none"> • Does the project make sense? Do the activities fit the project purpose? 				
<ul style="list-style-type: none"> • Do the outcomes fit the project activities and show that the project met the need or purpose? 				
<ul style="list-style-type: none"> • How well do activities result in at least one positive outcome of the grant: <ul style="list-style-type: none"> ○ Facilitate operational changes to the establishment that increases overall capacity ○ Expands animal holding capacity, harvest capacity and processing capacity 				
4. Budget	+	✓	-	20 possible

• How well does each item in the budget relate to the described project?				
• Is each item necessary to achieve the outcome?				
• Is total amount justifiable for the return on investment?				
• How reasonable are costs for each item?				
5. Extra Points	+	✓	-	10 possible
• How much industry-wide benefit does the project provide?				
TOTAL				100 possible

Signed as required by Wis. Admin. Code § ATCP 161.44(2)(a):



February 1, 2023

Aileen Switzer
Deputy Secretary

Date