Local Food System Infrastructure Grant Webinar

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Webinar Agenda

1. Introduction
2. Grant Overview
3. Funding Amounts
4. Funding Priorities
5. Allowable and Disallowed Costs
6. How to Apply
7. Example Expenses
8. Q&A
9. Closing
Introduction: Part 1/2

WSDA Mission: Through **service, regulation, and advocacy**, the Washington State Department of Agriculture (WSDA) supports the viability and vitality of agriculture while protecting consumers, public health, and the environment.

**Assure** the safety, integrity, and availability of the food supply.

**Manage** the registration, distribution, use, and disposal of pesticides and fertilizers.

**Protect** the state’s natural resources through the prevention and control of plant and animal diseases.

**Support** the marketing of the state’s agricultural products at the local, national, and international level.
**Introduction: Part 2/2**

**WSDA Regional Markets Program** supports the economic viability of small and direct marketing farms and increases the availability of Washington grown products in schools, institutions, and on tables throughout our state.

- Technical Assistance
- Market Access & Development
- Partnerships & Promotions
- Resources & Publications
- Outreach & Education
Local Food System Infrastructure Grant Background & Purpose:
The Washington State Legislature allocated funding from the coronavirus state fiscal recovery fund for grants to support local food system infrastructure, supply chains, and market access for farms, food processors, and food distributors.

Grant funds will be used for post-harvest activities that
1. Rebuild food supply chains by strengthening the capacity and resilience of local food infrastructure,
2. Assist small businesses to recover by improving their ability to gather, process, move, and store Washington-grown foods in Washington, and
3. Assist small agricultural producers to recover by fostering the creation and sale of value-added products in local markets.
All the information in the presentation can be found on the WSDA website at:

agr.wa.gov/services/grant-opportunities

Click through to the Local Food System Infrastructure Grant

> Be sure to read the Grant Guidelines before you fill out the application. <

You may also review the Sample Grant Beneficiary Agreement.
Grant Overview: Part 3/4

Who Can Apply:

1. **Owner-operated farms or ranches** in Washington with less than $1 million in average annual gross cash farm income that sells some portion of their products in Washington state (or within 250 miles of the farm).

2. **Businesses** with less than $5 million dollars in average annual revenue, and fewer than 200 full time employees, whose primary function is to gather, process, manufacture, move, store, or sell Washington foods grown, caught, or raised in Washington (or within 250 miles of the farm where the products originated).

3. **Non-profit, tribal, or local government entities** that are directly enabling small and midsize Washington farms and ranches to access or improve aggregation, processing, and distribution of their products in Washington (or within 250 miles of the farm), or otherwise directly enabling their access to markets within Washington (or within 250 miles of the farm).
Grant Overview: Part 4/4

Timeline:

• Application Portal Opened: July 14th, 2022

• Application Portal Closes: August 10th, 2022 11:59 pm PST

• Awards Announced: September 2022

• Grant Project Period: From date of signed contract until - June 30th, 2023. Projects must be completed with all funds spent and all purchased goods and services received by June 30th, 2023
## Funding Amounts: Part 1/2

<table>
<thead>
<tr>
<th>Project Size</th>
<th>Grant amount</th>
<th>Grant project timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Projects</td>
<td>$15,000 to $250,000</td>
<td>Mid-Sept. 2022 to June 30, 2023</td>
</tr>
<tr>
<td>Large Projects</td>
<td>$250,001 to $1,000,000</td>
<td>Mid-Sept. 2022 to June 30, 2023</td>
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</table>

There is no requirement for matching funds.
This is a reimbursement style grant:

• Grant beneficiaries will not receive up-front payment.

• Grant beneficiaries will make approved purchases and payments and then submit reimbursement invoices for those costs to WSDA.

• WSDA reimburses (pays back) approved costs.
Allowable and Disallowed Costs: Part 1/2

Allowable expenses must directly support the project purpose of improving local food system infrastructure, supply chains, and market access.

Expenses may include:
- business, financial, or feasibility planning for post-harvest activities
- equipment, facility, and technology improvements,
- food safety planning and improvements
- workforce training and development
- start-up operating costs that directly support completion of the project
Disallowed Costs include:

• **Pre-harvest expenses** (e.g. soil amendments, livestock or other ag. inputs)
• Land or real estate acquisition
• On-going operating costs that do not directly support completion of the proposed project
• Costs incurred and/or payments made prior to the grant agreement start date
• Costs incurred and/or payments made after June 30, 2023.
• Expenses that have been or will be reimbursed under any other federal, state, or local government funding
• Expenses that have been or will be reimbursed by insurance
• Illegal activity under federal or state law or regulation
This is a competitive grant. Applications will be evaluated based on:

**Support for Grant Purpose (60%)**: Proposed project:
- Strengthens and builds resiliency into Washington food supply chains with infrastructure capacity,
- Improves market access for food producers,
- Supports small business viability (including your own), and
- Benefits Washington consumers with more options to buy locally produced products.

**Achievability (40%)**: Proposed project is clear, reasonable, well-researched, and achievable on the project timeline.
Priority consideration for grant funds will go to:

- Small farms and ranches with less than $350,000 in average annual gross cash farm income
- Small businesses other than farms or ranches with less than $500,000 in average annual revenue
- Projects that directly serve multiple small farms or ranches with infrastructure owned by, managed by, and/or tailored to the needs of small farms or ranches.
1. Select the “APPLY HERE” button on the grant website and then “Sign Up” and create a “Profile” within the WSDA grant portal

2. Register in the System for Award Management (SAM) at: www.SAM.gov

3. Sign in to the Grant Portal to:
   a. draft answers to application questions
   b. prepare your work plan/budget
   c. certify your application
   d. Select the “Submit button” before August 10th, 2022, at 11:59pm PST

agr.wa.gov/services/grant-opportunities
How to Apply 2/2

Registering in the System for Award Management (SAM) is a process that can take a couple weeks.

If you need help registering for SAM please let me know OR reach out to support from WASHINGTON PTAC
https://washingtonptac.org/about-ptac/

https://sam.gov/content/entity-registration
There are **three application sections** to complete:

1. Application Questions
2. Work Plan and Budget
3. Application Certification
Application Overview: Part 2/5

Application Questions:
1. Contact Information
2. Eligibility Check
3. Organization Overview
4. Project Proposal
Application Overview: Part 3/5

Work Plan and Budget:
1. Describe the activity or item that will be purchased
2. Who will be responsible for this purchase
3. Estimated date when the work will be completed?
4. Cost (quoted or estimate)
5. Is this activity or item a high priority?

Add Additional Workplan/Budget Item

☐ Check Here

Grant Request Total:

$ 0.00
Application Certification:

1. Checklist of certifications to make sure WSDA and applicants are all on the same page
Application Submission:
1. When all 3 sections of the application are marked “complete” you can select the green “Submit” button
Example Eligible Expenses include but are not limited to:

**EQUIPMENT**: Purchase, repair and installation, of equipment used for post-harvest packing, processing, or distribution of Washington agricultural products to Washington markets, such as:

- Post-harvest food processing and manufacturing equipment (e.g. cutting equipment, mixers, grinders, blenders, IQF equipment, dehydrators, ovens)
- Packaging equipment (e.g. sealing, bagging, boxing, weighing, labeling)
- Handling and storage equipment (conveyors, carts, shelving, tables, product moving, sorting, and storage equipment)
- Waste management equipment
- Operating costs that directly support equipment or technology improvements
Example Eligible Expenses include but are not limited to:

**PLANNING or WORKFORCE DEVELOPMENT:** Professional services, consulting fees, staffing costs, and expenses related to

- Business, financial, or feasibility planning for post-harvest activities;
- Food safety planning (e.g. HACCP plan);
- Staff training expenses (e.g. operating skills, food safety practices);
- Workforce recruitment or development costs;
- Feasibility studies or market analysis surveys;
- Public or open-source resource development for farmers, ranchers, processors, distributors and other local food supply chain businesses
- Grant writing;
- Cooperative business development and planning
Example Eligible Expenses include but are not limited to:

**FACILITY IMPROVEMENTS:** Construction costs for facility modification, repair, renovation or expansion;*
Design or engineering costs;
Permitting costs.
Utility upgrades (including water, ventilation, electric, heat, refrigeration, freezing, and waste or waste-water management)
Grounds improvements (graveling, concrete slabs, cover, drainage)
Operating costs that directly support facility improvements
Q & A
Thank You, Next Steps, and Contact:

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Register for upcoming Q&A sessions on the grant website:
agr.wa.gov/services/grant-opportunities