

Frequently Asked Questions

Last Updated: October 16, 2020

Q: How will grant applications be evaluated?

A: A review committee composed of both state employee and external subject matter experts has been established by ISDA and will review applications for eligibility, demonstrated need in response to the ongoing COVID 19 public health emergency, project impact on increased livestock and poultry slaughter, expanded meat and poultry processing capacity and/or promotion of worker safety.

Q: Will grants be awarded on a first-come basis?

A: No; all complete and eligible applications received by the application deadline will be reviewed and ranked by the ISDA review committee and will be awarded competitively upon final review by ISDA.

Q: How can I prepare to apply for this grant to make the process easier?

A: Applicants are encouraged to review the application checklist for this grant opportunity which can be found [here](#). The checklist outlines six steps that should be completed before applying for this opportunity through ISDA's online grant portal.

Q: What documents do I need to submit with my application?

A: To complete the application, applicants will need to complete and include a W9 Form found [here](#) and a State of Indiana Vendor Direct Deposit form found [here](#). *Note – all applicants must also request and receive a DUNS number and register as a bidder for the State of Indiana prior to applying. More information can be found on ISDA's website [here](#) to help complete these additional requirements.

Q: Why is personal and banking information (W9 and Direct Deposit Form) required up front with my application, and will this information remain confidential?

A: All selected recipients are required to submit this information prior to receiving any grant with the ISDA. In an effort to expedite timeliness for selected applicants to receive grants under this opportunity, these forms are required up front in the application. Application data is private or nonpublic data until grants are awarded. An entire application, with the exception of personal information including that found in a W9 and financial information found in a Direct Deposit form, becomes public when an agency has completed negotiating the grant agreement with a grantee.

Q: Do I need to submit receipts up front with my application?

A: No; Required documentation (including but may not be limited to: final report detailing the activities completed, detailed listing of expenses and all paid invoices/detailed receipts/proof of payment) for reimbursement will only be accepted by ISDA after successful applicants are selected, notified and have received a fully executed grant agreement for this opportunity with the State of Indiana.

Q: What does it mean that the grant is a reimbursement, and how will grants be reimbursed?

A: No funds are intended to be advanced to grantees under this award. All funds are expected to be provided on a reimbursement basis only. Grant funds would be disbursed after all reporting documentation has been submitted and approved. Grantee are expected submit a claim voucher along with dollar-match justification documentation to receive reimbursement.

Q: How is the 50% match calculated, and what do I need to include to justify that in the application?

A: Under this program grant funds are available to reimburse up to 50% of the total project cost, which means grantees have to find another source or sources to cover the remaining 50% for cash match required for the project. In the application, grantees must denote how much cash match will be applied to the project line item expenses proposed, whether direct or indirect. An example of where the match would be applied directly to one expense is : the project proposes to purchase a new piece of equipment for \$150k and requests a grant of up to \$75k with a denotation that the remaining 50% (\$75k) would be spent by the grantee directly as cash match. An example of where the match would be indirect but eligible would be : the project proposes to purchase a new piece of equipment for \$75k and requests a grant of up to \$75k with a denotation that the required 50% cash match (\$75k) would be provided by the grantee directly in cash match but attributed across other separate but eligible purchases such as facility reconfiguration, on-site employee training, etc. In this second scenario, the grantee must describe clearly how the separate but eligible expenses being claimed as cash match fit into the overall purpose of the program and project. Project expenses can be spread across the eligible reimbursement period from March 1, 2020 – December 30, 2020.

Q: Are new start-ups eligible, and if not, what resources are out there for start-ups

A: New businesses who meet the general eligibility requirements and are operational and licensed by October 19, 2020 can apply for and be considered for this grant opportunity. Start-up meat processor and slaughter facilities that do not fit this criteria are strongly encouraged to leverage other business resource programs such as USDA Rural Development assistance programs for small and very small meat processors which can be found [here](#) and the Indiana Small Business Development Center which provides no-cost 1:1 business counselling to Indiana small businesses and can be found [here](#).

Q: If I'm not an eligible recipient, how can I still leverage this opportunity for my community?

A: ISDA strongly recommends contacting any eligible business in your community who may have been impacted by COVID 19 and encouraging them to apply as needed.

Q: I do business with a licensed meat processing facility in Indiana, but my business does not hold the license directly, am I eligible?

A: You are only eligible if you are the business entity that holds the license.

Q: My business holds a meat processing license to create a value-added product, but I do not slaughter livestock, am I still eligible?

A: Yes. If you hold a meat processing license and are in good standing with USDA or BOAH, have fewer than 500 employees and are located in Indiana you are eligible.

Q: How should I illustrate / justify employee training expenses in my application?

A: Applicants must demonstrate why the employee training is necessary as a result of COVID-19. Applicants must provide employee name/title, total numbers of hours trained and total expense amount per employee.

Q: This is my first time applying for a grant.. where can I find help?

A: While this grant is fairly straightforward, we encourage those looking for assistance to call our office or for more serious needs seek out the help of a grant writer. That is a person or business with experience and knowledge of the grant writing process. Please know that the Indiana State Department of Agriculture does not have a grant writer and cannot recommend one grant writer over another.

Q: We have applied for the DUNS number, but it may take 30 days. Can we still apply if we do not receive the DUNS number timely?

A: A DUNS number will be required to receive a grant from the ISDA. We hope that the turnaround time is much less than 30 days. However, to be as lenient as possible, we would accept an attached PDF of a confirmation page, email etc. which shows the applicant has requested a DUNS prior to submitting the application. This would be uploaded through the upload section of the application. If a grantee in this situation is selected and receives a Notices of Award, it will be contingent on actually receiving the DUNS prior to any grant agreement being entered.

Q: Are expenses eligible if they are paid in full before the December 30 deadline even if execution/delivery does not occur by that time?

A: For a cost to be considered to be eligible, performance or delivery must occur on or before December 30, 2020. If, at the time it enters into a purchase agreement, a company has a good faith belief that delivery can be completed by December 30 as required by the grant, then the expense would be eligible, even if intervening forces out of the company's control ended up delaying delivery until after December 30. The keys would be (i) the good faith belief that delivery would occur before December 30 and (ii) circumstances outside the company's control which prevented that from occurring. If a company can substantiate both of those factors, the purchase should be eligible for reimbursement.

Q: I am a facility processing under a retail exemption and do not directly hold a BOAH or USDA license for meat processing. Do I qualify for this grant?

A: Only existing businesses with fewer than 500 employees and at least one federal or BOAH-regulated livestock processing or slaughter facility located in Indiana are eligible to apply for this grant.