



**Indiana Meat Processing Expansion and
Development Grant Program
Quick Start Guide**
Updated September 2020

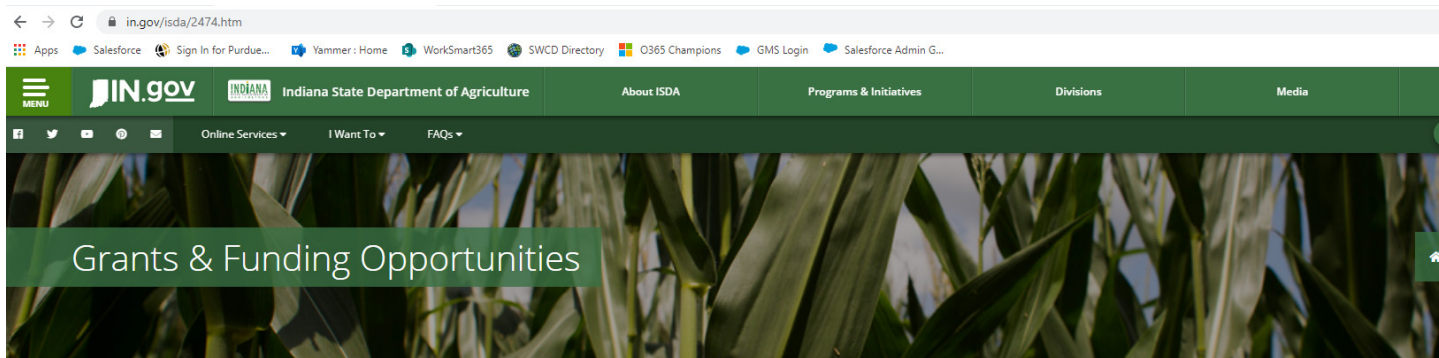
Welcome to the ISDA Grants Management Portal

Welcome to the Indiana State Department of Agriculture Quick Start Guide for Indiana Meat Processing Expansion and Development Grants. This guide is intended to serve as a resource for grant applicants to help navigate the new online grants management portal. If you have any questions about the portal or need technical assistance, please contact Leah Harmon.

Leah Harmon
Director of Information Systems
lharmon2@isda.in.gov
317-607-4127

Accessing the ISDA Grants Management Portal

To access the portal, use the link on the [ISDA Grants and Funding Opportunities](#) page or go directly to <https://indianaegms.force.com/Grants/>. The portal is accessible on most common internet browsers; however, it is not compatible with Internet Explorer. ISDA recommends using Chrome, if possible.



ISDA Grants

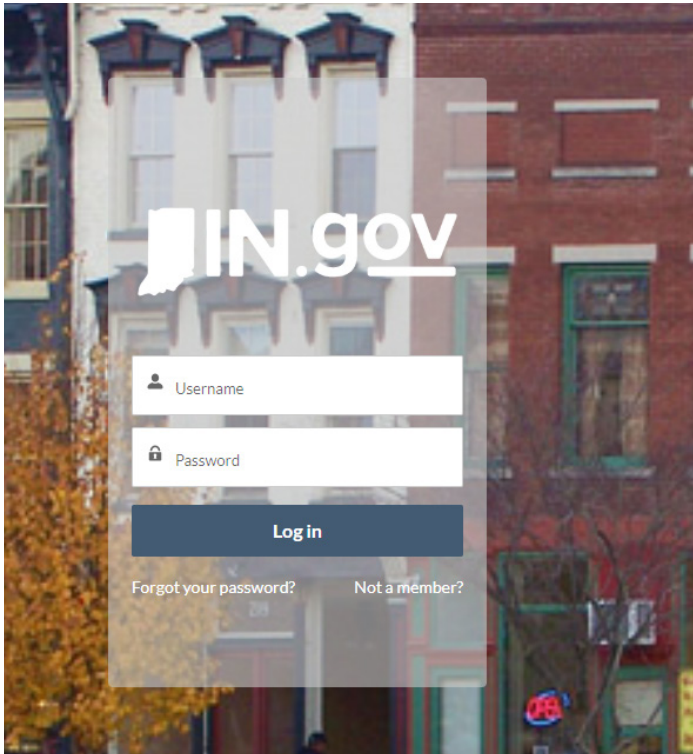
Beginning in 2020 all grant applications received by ISDA must be submitted utilizing the online grants management portal. If you have questions about the portal or need assistance to create an account, please contact Leah Harmon at lharmon2@isda.in.gov or 317-607-4127.

- [ISDA Grants Management Portal](#)

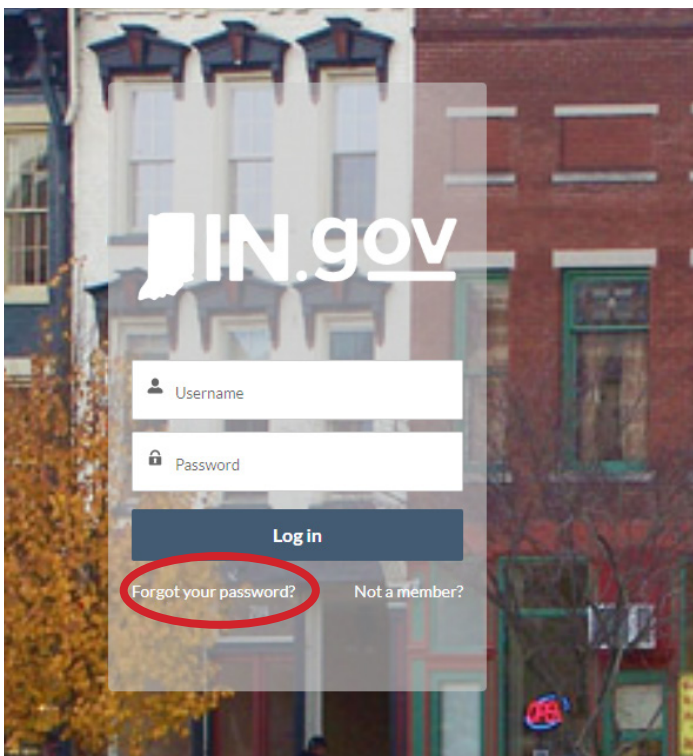
All applications for ISDA grants must be accompanied by a W-9 and Direct Deposit Authorization form:

- [IRS W-9 Form](#)
- [Direct Deposit Authorization Form](#)

Accessing the Portal for the First Time



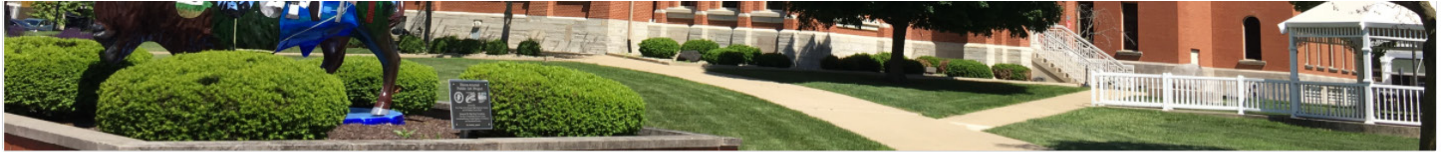
ISDA will create accounts for all users. Please email Leah Harmon at lharmon2@isda.in.gov to request an account. Once your account is created, you will receive a welcome email asking you to create a password. After your account is created, you will use your user name and password to login.



If you forget your password, click on “Forgot you password?” in the lower left to reset it.

Accessing IMPED Grants

Once you have logged into your account, you will be directed to the portal home page. There, you will select the Indiana Meat Processing Expansion and Development Program link under ISDA.



Welcome to Indiana Grants Management!



State Department of Agriculture Programs

[Indiana Meat Processing Expansion and Development Program](#)

[Livestock Grant Program](#)
[SCBG Program](#)



Office of Community & Rural Affairs Programs

[Community Development Block Grants](#)
[Community Development Block Grants v2](#)
[Disaster Recovery](#)
[Historic Renovation Grant Program](#)
[Hometown Collaboration Initiative](#)
[Indiana Main Street Program Application](#)
[Indiana Site Certified](#)
[Next Level Connections](#)
[Quick Impact Placebased \(QIP\) Grant](#)
[Stellar Communities Programs](#)



Office of Tourism Development Programs

[Destination Development](#)

Creating an Application

After you click on the Indiana Meat Processing Expansion and Development link, you will be directed to the landing page to create an application. You will see a blue begin button. Click on it to start a new application. Applications do not need to be completed in one session. The form saves dynamically as you go. You can come back to an application in progress at any time.



Indiana Meat Processing Expansion and Development

The Indiana State Department of Agriculture (ISDA) is seeking applications for grants to support Indiana meat processing facilities to increase capability to meet demands brought on as a result of the COVID 19 public health emergency.

The grant is based on the need to increase capacity and resilience of Indiana's local food supply chain and to address meat shortages at retail locations within Indiana. The program will reimburse up to 50% of eligible expenses, with a maximum award of \$150,000. Grant applications should be made for eligible capacity-related costs incurred from March 1, 2020 through December 30, 2020. To be eligible for a grant under this program, the applicant must represent an existing federally inspected, state-inspected Cooperative Interstate Shipping or custom-exempt processing plant licensed in good standing by the USDA or the Indiana State Board of Animal Health (BOAH) and employing fewer than 500 employees.

PROGRAM INFORMATION

Total Funds: Governor Holcomb appropriated \$4 million in federal funds to the Indiana State Department of Agriculture to support Indiana meat processors available under the CARES ACT, section 601 (a) of the Social Security Act as added by 5001 of the Coronavirus Aid, Relief, and Economic Security.

Grant Purpose: The Indiana Meat Processing Expansion & Development Grant was created to support Indiana meat processing facilities, with fewer than 500 employees, to address supply chain disruptions and mitigate health and environmental impacts as a result of the COVID 19 public health emergency. Projects should aim to improve food supply resilience through increasing livestock or poultry slaughter, expanding meat or poultry processing capacity or promoting worker safety.

Application and Award Timeline:

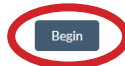
- *Grant Applicant Due Date* - Applications must be received by the ISDA no later than October 12, 2020 by 12:00pm Eastern Standard Time.
- *Anticipated Notice of Award Date* - Anticipated the week of October 19, 2020.
- *Anticipated Date to Receive Finalized Grant Agreement* -

*These anticipated dates are subject to change, and any changes will be posted to the ISDA grants page associated with this opportunity.

Project Completion: Successful applicants must provide all required documentation for reimbursement no later than December 30, 2020. Required documentation includes 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.

The ISDA will establish a review committee that 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, or promotion of worker safety. Applicants will receive written approval and notice of award amount from the ISDA once the review process is complete and applicant eligibility is verified. ISDA reserves the right to modify grant awards if total eligible applicant reimbursable expenses exceed the appropriated \$4 million program cap.

The time frame to submit for this program is currently open, please click the button below and follow the onscreen wizard to complete the application.



Resuming an Application in Progress

When you log into the portal after creating an application, you will be prompted to resume an open application. In order to ensure that any previously entered data is saved, you should resume an open application rather than beginning a new application. You may also view open applications in the My Grants tab in the top navigation bar.



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You currently have an open application.
Would you like to go there now?



Or would you like to open a new application?



Entering Application Data

To begin entering data, click begin in the top right corner of the application summary view. You may also click on any section title to go directly to that section.

Home My Grants Account Details Reports Go to IN.gov

INDIANA STATE DEPARTMENT OF AGRICULTURE ISDA Grant Programs Application

Home

	Completed
Navigation	Completed
Applicant Information	
Project Summary/Scope of Work	
Budget	
Supporting Documentation Upload	Optional
Affirmation	

Begin

Sections may be completed in any order and the application will save as data is entered. When a section has been completed a green check mark will appear in the completed column.

Home My Grants Account Details Reports Go to IN.gov

INDIANA STATE DEPARTMENT OF AGRICULTURE ISDA Grant Programs Application

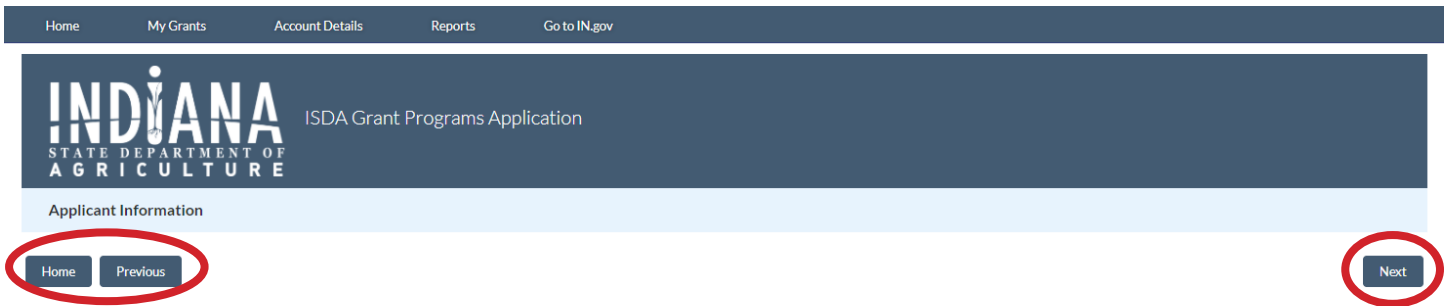
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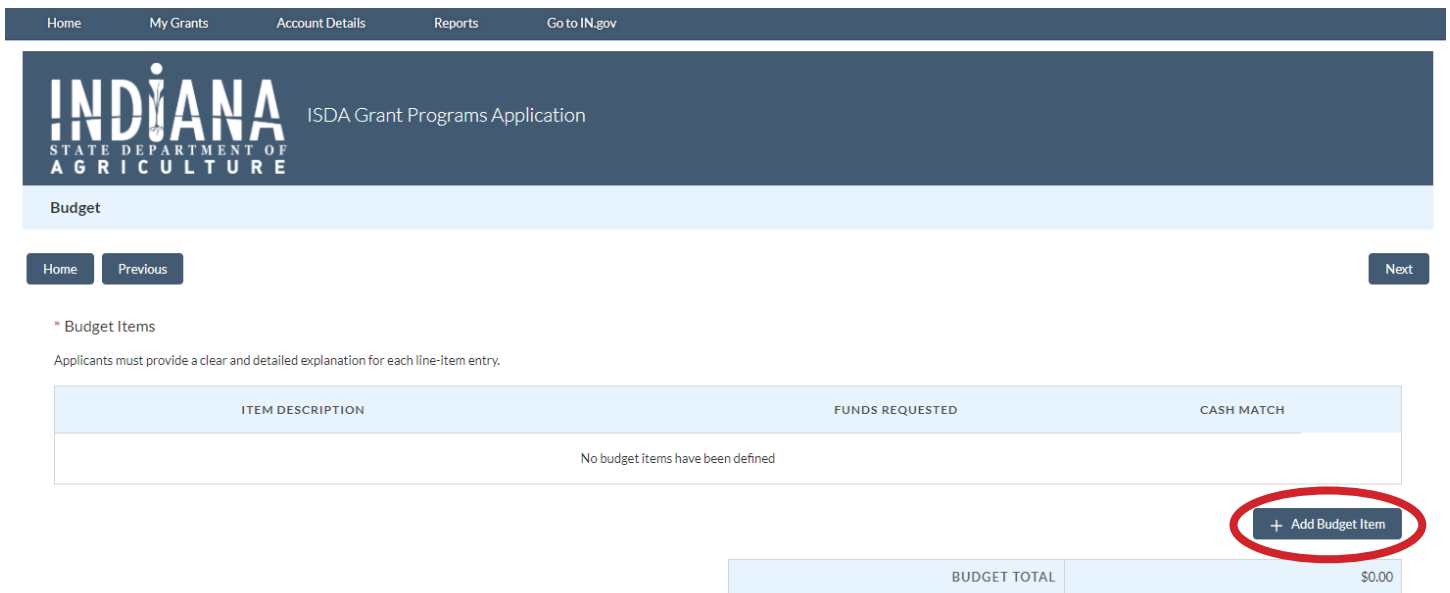
Navigation

To navigate within the application use the Home, Previous, and Next buttons that appear on both the top and bottom of each screen.



Adding Contacts and Budget Items

In certain sections of the application, you will be prompted to add items. Click on the button to enter information. These buttons appear in the Applicant Information and Budget sections.



Adding Supporting Documentation

You may upload up to 3 files of supporting documentation in the upload section. You can browse files from the menu or drop them directly into the page.

Home My Grants Account Details Reports Go to IN.gov

INDIANA STATE DEPARTMENT OF AGRICULTURE ISDA Grant Programs Application

Supporting Documentation Upload

Home Previous Next

Upload your completed [Direct Deposit form](#) and [W-9](#). These documents are not required at the time of application but are required once a grant is awarded. Submitting them with the application will expedite the grant agreement process.

Upload Files Or drop files

Signing the Application

Click inside the signature box and draw a signature using your mouse. You may also use your finger if you are using a touch screen. Be sure to save your signature.

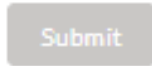
4. I understand that submitting false or misleading information in connection with this application may result in the applicant being found ineligible for financial assistance under the X Grant Program. I further understand that receiving public funds as a consequence of false representations constitutes an act of fraud.
 5. I am not (i) an employee of the ISDA, (ii) a state-wide elected official, or (iii) a spouse or dependent child of any of the above who has a substantial interest in the processing facility entity applying. Substantial interest is defined as ownership by the individual, the individual's spouse, or the individual's dependent children, whether singularly or collectively, of ten percent or more of the processing facility.
 6. The applicant or owner of the applicant is not presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal or State department or agency, or presently involved in any bankruptcy.
 7. To my knowledge, there is no person who is actively engaged in the management of the applicant who has been convicted of a felony, is currently under indictment for a felony, or is currently on parole or probation.
 8. There are no pending or threatened liens, judgements, or material litigation against the applicant or any person who is engaged in the management of the applicant that would have a material impact on the viability of the applicant.
 9. The applicant is seeking this grant to reimburse only those expenses incurred as result of COVID-19, and all requested expenses were incurred after March 15, 2020.
 10. I understand the X Grant funds will be provided as reimbursement only, up to X% of eligible expenses, and the ISDA reserves the right to modify award amounts based upon funding availability.
 11. I understand that expenses that have been or will be reimbursed by insurance or federal, state, or local dollars are not be eligible expenses for the X Grant.
 12. Successful applicants must complete the project detailed in the application and submit all documentation by December 30, 2020. Required documentation includes 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.
 13. Reimbursements will only be completed once all required documentation has been received. Failure to submit the required documentation by December 30, 2020 will result in the forfeiture of grant award.
 14. The processing facility will retain all documentation relating to the program for at least five years from the date of program closeout and agrees to comply and assist in providing any requested documentation within that five-year period.
 15. The eligible processing facility agrees that ISDA may conduct audits, check references, and conduct site inspections at any time during the project period and/or throughout the records retention time period.
 16. I understand application data is private or nonpublic data until grants are awarded. An entire application becomes public when an agency has completed negotiating the grant agreement with a grantee. You do not have to provide the information requested on the application form. However, if you do not, we will not be able to consider your grant request. The only people who will have access to your data during the time that it is protected are those permitted access by law, by your written consent, by a court order, or by department employees whose job duties require access.
- I certify that I have examined the application submitted to the ISDA for the X Grant, and to the best of my knowledge that the information in this application is correct and that I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter into a grant contract. I hereby agree to comply with the requirements of the program as specified above.

Save Clear

Submitting an Application

When all sections have been completed, the submit button on the signature page will change from gray to blue.

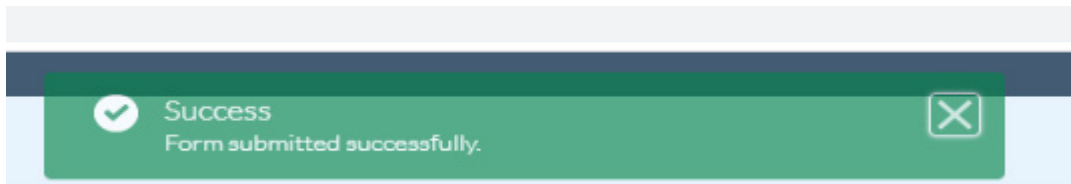
Not Ready to Submit



Ready to Submit



When you click the submit button, a banner will appear at the top of the page saying that the form was successfully submitted. At this point your application is locked. No information can be changed. Please ensure all information is complete and correct before you hit submit.



Error Messages

The application form will inform you of required information that has not yet been entered. You cannot submit an application until all of these errors have been corrected. A listing of all required fields can be found on the signature page.



Need a Printable Version of your Application?

There is not easy way for a IMPED applicant to create a printable version of their application. If you need one, contact Leah Harmon.