

Applying for RFSI Equipment Only Grant

JOB AID

RFSI grant opportunities aim to build resilience in the middle-of-the-food-supplychain and strengthen local and regional food systems by creating new revenue streams for Michigan producers. Continue reading to learn more about the Equipment Only Grant.



Purpose

This job aid provides a deep dive of the RFSI Equipment Grant and describes instructions on how to apply.

In this document, we will cover the following topics:

- Equipment Only Grant Overview
- Equipment Only Grant Key Fields



Learning Objectives

By the end of this job aid, the applicant should be able to:

- Define the information needed to complete the Equipment Only Grant application.
- Apply learnings to complete the Equipment Only Grant application.



The Equipment Only Grant offers a simplified application to fund smaller grants for equipment purchases. The Equipment Only option is a Fixed Price Grant, meaning it will fund only equipment purchases and not associated facility upgrades, staffing, or other costs.

The amount awarded will be equal to the cost of the equipment from a minimum of **\$10,000 up to \$100,000**. No match is required for this grant type.

Equipment Only Grant applications should include the following:

Project Narrative

A project narrative describes the overall scope of the project and how it aligns with the program goals and priorities. The narrative must include an estimated increase in production and who will benefit from the overall project.

Equipment Documentation

Include documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by license commercial entities

Awarded Bids At Time Of Award

When soliciting bids for equipment, please ensure that they will be honored at the time of the award, which will be as early as late summer of 2024.

Environmental Pre-Screening Worksheet

This worksheet is used to assess projects and determine the level of environmental review necessary.

Environmental Questionnaire

This questionnaire is used to collect adequate project information to complete a detailed environmental compliance evaluation.



Applying for Equipment Only Grant

Follow the below steps to complete the RFSI Equipment Only Grant in the MiAgGrants system.

 After logging into MiAgGrants using your credentials, click RFSI Equipment under My Opportunities and then click Proceed. You will be directed to the Document Landing Page that shows document details including the document status.

Note: If you are progressing on a saved grant, click the grant name under My Tasks.

Announcements				My Task	s			Initi	iate Related Doci	ument
				> Filter						
				✓ My T	asks					2
				1a Name	Document Type	Organization	Status	Status Date	Due Date	
				RFSIEP-2024- Company-18	Application	Company	Application in Progress	4/30/2024 10:33:39 AM		
				RFSIIP2024Com anv14	p Application	Company	Application in Progress	4/26/2024 4:13:25 PM		
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2. To navigate through the application, use the menu on the left side. Click **Application Information** and confirm the information from your profile. Complete the required fields including **District Information** and **Primary Contact Information**. Once information is completed, click **Save**.

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Home Searches -						🚺 喿 📃 User 2, Training +
RFSIEP-2024-Company 19	-	Application	Information	1		New Note Print Save
✓ Forms 2	а					
Application	u	Application Infor	mation			
Application Information		Name of Applicant/Company	Unique Entity Identifier Number	Phone Number	Email Address	
Distressed Communities Index	2	Company	N/A	(123) 456-7890	Sample123@sample.com	
Project Purpose						
Budget Narrative		Address				
ertification by Authorized		Street	City	State	Zip	
Official L		1234	Sample City	Michigan	12345	
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anding Page		Primary Point of Contact				
Add/Edit People		List the main contact (Authorized Organ	nization Representative) who will be the main	correspondence and is responsible for	signing any documentation should the grant be a	awarded.
Status History		Name	Title	Phone Number	Email Address	
tachment Repository				Next Form		

Note:

To view the required fields, click **Save** prior to entering information. The required fields will be listed in the **Attention** pop up.



Applying for Equipment Only Grant

3. Click **Distressed Communities Index** in the Left Hand Banner. Complete the required fields including **Distress Score 1**, **Applicant Type**, **Project Title**, **Project Start Date**, **Project End Date**, and **Project Summary**. Once information is completed, click **Save** before moving forward.

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RFSIEP-2024-Company- 19	Distressed Communities Index	New Note Print Bave		
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Application	Distressed Communities Index			
Application Information	1			
Distressed Communities Index	Using the <u>instressed communities index Mag</u> , provide the community instress score for the countytes) benehing ito Note: U.S. Territories are not required to submit Distressed Communities index data.	n your project.		
Project Purpose	FOR EXAMPLE: County 1: Enter County name Distress Score 1: Enter County Distress Score County 2: Enter County name Distress Score 7: Enter County Distress Score			
Budget Narrative	County Distress Score			
Certification by Authorized Official				
✓ Tools	+			
Landing Page				
Add/Edit People	Type of Applicant			
Status History	Select Applicant Type:			
Attachment Repository	< Previous Form	Next Form >		

4. Click Project Purpose. Complete the required fields including Operations Identifier, Type of Agriculture Food Products, Scope of Work, and Expected Performance Measures. Upload all required attachments (Equipment Quotes, Environmental Questionnaire, etc.) under the Attachments section. Click Browse to add the first file. Click (+) to add additional attachments. Add a description for all attachments. Click Save once information is completed and attachments are uploaded.

Home Searches •		User 2, Training 🗸 📃
RFSIEP-2024-Company- 22	Project Purpose	New Note Print Save
✓ Forms		
Application	Project Purpose	40
	Operations Identifier	
Distressed Communities Inuc.		
Project Purpose	Provide inner within the Midale of the Supply Chain the requested equipment will be used: Processing	
Budget Narrative	Aggregation	
Certification by Authorized Official	O Distribution	
✓ Tools	Value Added Production	
Landing Page	Other	
Add/Edit People	Type of Agricultural Food Products Processed with the Equipment?	
Status History		
Attachment Repository		
Modification Summary	ttachments	
A	Attachment Description	
4b	Browse Drag Files Here	+



5. Click **Budget Narrative**. Complete the required fields including, **Equipment, Equipment Justification**, and **documentation** for each piece of equipment. Click **Save** before continuing.

Note: All grantees will be responsible for reporting on each piece of equipment and should **only** purchase what they list in the budget narrative.

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RFSIEP-2024-Company- 22	Budget Narrative			New M	Note Print Save
✓ Forms					
Application	Budget Narrative				
Application Information	Please be sure to list and justify all expenses to be covered. If applicable, ensure that you have included Critic	Resources and Infrastructure letter(s) to support the ap	oplication information.		
Distressed Commun 5a	Equipment				
Project Purpose	Describe any special purpose equipment to be purchased under the grant. "Special purpose equipment" suc roasters, or other processing equipment, packing and labeling equipment, or delivery vehicles.	as such as, canners, hulling processors, reverse osmosis	systems, egg packing machine	s, flotation tanks,	
Budget Narrative	Equipment Item	Purchase Price Acquisition Date	Funds Requested		
Certification by Authorized	\$	MM/DD/YYYY	s +		
	Equipment Subtotal \$0.00				
	Equipment Justification				
Landing Page	For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete				
Add/Edit People	equipment that isn't necessary.				
Status History	Equipment 1: Description and justification Equipment 2: Description and justification				
Attachment Repository	Previous Form		Next Form >		-

6. Click **Certification by Authorized Official**. Check the box to certify that you are the designated official for the application. Click **Save** to complete form.

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RFSIEP-2024-Company- 22	Certification by Authorized Official			
✓ Forms	Instructions:			
Application	1. Click SAVE to save changes. 2. Only an Authorized Official may complete this page.			
Application Information	Certification by Authorized Official			
Distressed Communit	* By saving this page, I certify that I am a designated official for the applicant and that all statements on this application and the attachment hereto are true, complete and accurate to the best of my knowledge.			
Project Purpose 0a				
Budget Narrative	Authorized Official: Date:			
Certification by Authorized Official				
✓ Tools				
Landing Page				
Add/Edit People				
Status History				
Attachment Repository	< Previous Form			

Note: Only an Authorized Official may check the box.



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Next Steps to Submit Application

1. When you are ready to submit the application, click **Submit Application**. Review the pop-up, enter any applicable notes, and click **OK** to submit.

	✓ Status Options	Are you sure that you want to change the status from
	Cancel Application	Application in Progress to Application Submitted? Please enter any notes in regards to this status
1 a	Submit Application	change 1b
		Cancel

2. Once your application is submitted, you will receive an automatic email from the system confirming your application has been received. MDARD will review your application and follow up with the decision.

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Summary

Now you should be ready to fill out the RFSI Equipment Only Application!

Use the following checklist to confirm you have successfully completed all required sections of the RFSI Equipment Only Grant application:

Complete Application Information section	Attach Equipment quotes
Complete Distressed Communities Index section	Upload letters of support (optional)
Complete Project Purpose section	Complete and Upload Environmental Pre-Screening Worksheet (AMS-ENV-
Complete Budget Narrative section	Complete and Upload Environmental Questionnaire

