



Applying for RFSI Equipment Only Grant

JOB AID

RFSI grant opportunities aim to build resilience in the middle-of-the-food-supply-chain 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.

Introduction



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.

Equipment Only Grant Overview

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:

- 1 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.
- 2 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
- 3 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.
- 4 Environmental Pre-Screening Worksheet**
This worksheet is used to assess projects and determine the level of environmental review necessary.
- 5 Environmental Questionnaire**
This questionnaire is used to collect adequate project information to complete a detailed environmental compliance evaluation.

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

1. 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**.

The screenshot shows the MiAgGrants user interface. On the left, the 'My Opportunities' section has a red box around the 'RFSI Equipment' entry, labeled '1a'. On the right, the 'My Tasks' section has a red box around the 'RFSI Infrastructure' entry, labeled '1b'. A modal window titled 'RFSI Infrastructure' is open, displaying the following information:

- Provided By: MDARD Provider Org
- Provided To: Company
- Application Availability Dates: 4/12/2024 3:00:00 PM - 4/11/2025 11:00:00 PM
- Due Date: 4/11/2025 11:00:00 PM

A red 'Proceed' button is visible at the bottom right of the modal window.

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**.

The screenshot shows the 'Application Information' form in the MiAgGrants system. The left sidebar menu has 'Application Information' highlighted with a red box, labeled '2a'. The main form area has a red box around the 'Application Information' section, labeled '2b'. The 'Save' button in the top right corner is highlighted in red.

The 'Application Information' section includes the following fields:

- Name of Applicant/Company
- Unique Entity Identifier Number
- Phone Number
- Email Address
- Address (Street, City, State, Zip)
- Primary Point of Contact (Name, Title, Phone Number, Email Address)

Note:

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

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- 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.

3a **3b**

- 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.

4a **4b** **4c**

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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.

The screenshot shows the MiAgGrants Michigan Agriculture Grant System interface. The left sidebar contains a menu with 'Budget Narrative' highlighted in red and labeled '5a'. The main content area is titled 'Budget Narrative' and contains a table for 'Equipment' with columns for 'Equipment Item', 'Purchase Price', 'Acquisition Date', and 'Funds Requested'. The table has one row with a subtotal of \$0.00. A red box highlights the 'Equipment' section, labeled '5b'. The 'Save' button in the top right is also highlighted in red.

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.

Note: Only an Authorized Official may check the box.

The screenshot shows the MiAgGrants Michigan Agriculture Grant System interface. The left sidebar contains a menu with 'Certification by Authorized Official' highlighted in red and labeled '6a'. The main content area is titled 'Certification by Authorized Official' and contains a checkbox labeled '6b' with the text: '* 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.' The 'Save' button in the top right is also highlighted in red.

Summary



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.

The image shows two parts of a web application interface. On the left, a 'Status Options' dropdown menu is open, with 'Submit Application' highlighted in red and labeled '1a'. On the right, a confirmation dialog box is shown, asking 'Are you sure that you want to change the status from Application in Progress to Application Submitted?'. It includes a text area for notes and 'Cancel' and 'OK' buttons, with 'OK' highlighted in red and labeled '1b'.

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.

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:

- | | |
|--|--|
| <input type="checkbox"/> Complete Application Information section | <input type="checkbox"/> Attach Equipment quotes |
| <input type="checkbox"/> Complete Distressed Communities Index section | <input type="checkbox"/> Upload letters of support (optional) |
| <input type="checkbox"/> Complete Project Purpose section | <input type="checkbox"/> Complete and Upload Environmental Pre-Screening Worksheet (AMS-ENV-A) |
| <input type="checkbox"/> Complete Budget Narrative section | <input type="checkbox"/> Complete and Upload Environmental Questionnaire |