



Applying for the RFSI Infrastructure Grant – Financial Support and Match Requirements

JOB AID

RFSI grants 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 agricultural producers. Continue reading to learn more about the Infrastructure Grant financial support options and match requirements.



Purpose

The purpose of this job aid is to provide an overview of the financial support and match requirements for the RFSI Infrastructure Grant.

In this document, we will cover the following topics:

- RFSI Infrastructure Grant Matching Funds Requirements
- RFSI Infrastructure Grant Financial Support Overview
- RFSI Infrastructure Grant Budget



Learning Objectives

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

- Understand matching fund requirements.
- Explore financial support options.
- Apply learnings to complete the matching fund requirements for the RFSI Infrastructure Grant.

RFSI Infrastructure Grant Matching Fund Requirements

Matching Fund Requirements



Infrastructure grant recipients are required to contribute **50%** of the total proposed project cost as a match to federal funding. This applies to all applicants, except for those who qualify for a reduced match.



The required match contribution is reduced to **25%** of the project cost for historically underserved farmers and ranchers, or for other businesses that qualify under SBA categories of small disadvantaged business, women-owned small business, or veteran-owned small business.

- If eligible for a 25% match, complete the Self-Certification in the Matching Funds section of the application to indicate eligibility.

Requirements for both matches

- Each application **must** include the total amount of matching funds and how it will specifically align with the requested funding.
- Applicants **must** submit one match verification letter for EACH cash or in-kind resource signed by the matching organization.
- Applicants should use the Suggested Match Verification Template Letter available on MDARD's [RFSI website](#).
- All matching contributions **must** be committed or secured at the time an applicant is recommended for an award.
- Review the **Program Guidelines** for more information.

Financial Support

The Michigan Good Food Fund is a lending network for Michigan's farm and food entrepreneurs administered by the Fair Food Network. This financial support resource may help fund the required match.

The Michigan Good Food Fund:

- Provides financing and business assistance to good food enterprises that benefit underserved communities across Michigan.
- Loans range from \$2,500 to \$6 million that can be used for permanent working capital, inventory, equipment purchase, construction, and other uses.



For more information, visit their website at <https://migoodfoodfund.org/>.

RFSI Infrastructure Grant Budget

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

1. After logging into MiAgGrants, click **RFSI Infrastructure** under **My Opportunities** and then click **Proceed** if you are starting a new grant application. If you are progressing on a saved grant application that you already started, click the grant name under **My Tasks**.

MiAgGrants
Michigan Agriculture Grant System

Home Searches Training User

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

Announcements

My Tasks

Initiate Related Document

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
RFSIIP2024Company14	Application	Company	Application in Progress	4/26/2024 4:13:25 PM	

My Opportunities

My Opportunities

Name	Provider	Availability	Description
One-Time Grant 2024	MDARD Provider Org	11/15/2023 11:00:00 PM - Open Ended	
RFSI Equipment	MDARD Provider Org	4/8/2024 3:00:00 PM - 4/7/2025 1:00:00 PM	
RFSI Infrastructure	MDARD Provider Org	4/12/2024 3:00:00 PM - 4/11/2025 11:00:00 PM	
Rural Development	MDARD Provider Org	3/20/2023 12:00:00 PM - Open Ended	

RFSI Infrastructure

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

Proceed **Cancel**

2. After completing all sections under **Application**, scroll down to **Budget**. Click **Matching Funds Self-Certification**. Review and complete the **Matching Funds** section only if you qualify for the **25% graduated match**. Click **Save**.

RFSIIP2024Company14

Application Information

Distressed Communities Index

Project Purpose

Project Beneficiaries

Budget

Matching Funds Self-Certification

Personnel

Fringe Benefits

Travel

Equipment

Supplies

Matching Funds

All eligible entities must provide a 50% match OR a 25% graduated match of the total project cost. See Section 1.5.3 of the Program Scope and Requirements for more information. Applicants signed verification of match commitment from any party, including the eligible entity, who will contribute a match of non-Federal resources to this project.

Self-Certification For Graduated Match

To qualify for the 25% graduated match, the applicant must meet the definition of one of the following groups. See section 1.5.3 of the Program Scope and Requirements for definitions and

- Beginning Farmer or Rancher
- Veteran Farmer or Rancher
- Limited Resource Farmer or Rancher
- Socially Disadvantaged Farmer or Rancher
- Small Disadvantaged Business
- Women-Owned Small Business
- Historically Underserved Farmers and Ranchers

By checking this box, I certify that my entity qualifies for the graduated match reduction of 25%

RFSI Infrastructure Grant Budget

- Click **Personnel** and enter in personnel information including **Name, Level of Effort, Funds Requested, Match Value, and Match Type**. Add in **Personnel Justification** for each individual listed.

Personnel

List the personnel whose time and effort can be specifically identified and easily and accurately traced to Cooperative Agreement activities.

Personnel Name/Title	Level of Effort (% of FTE)	Funds Requested	Match Value	Match Type
Test	10.00	\$ 300.00	\$ 150.00	Cash
Personnel Subtotal		\$300.00	\$150.00	

Personnel Justification

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by clicking the (+) icon. Delete personnel that aren't necessary.

FOR EXAMPLE:
 Personnel 1: Description and justification

- Click **Fringe Benefits** and enter in fringe benefit information including **Name, Fringe Benefit Rate, Funds Requested, Match Value, and Match Type**. Click the (+) icon if more lines need to be added. Click **Save**.

Fringe Benefits

Provide the fringe benefit rates for each of the project's employees described in the Personnel section that will be paid with RFSI funds.

Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested	Match Value	Match Type
		\$	\$	Cash
Fringe Subtotal		\$0.00	\$0.00	

- Click **Travel** and enter in any trip request information including **Trip Destination, Type of Expense, # of Units, Units of Measure, # of Travelers Claiming Expense, Cost per Unit, Match Value, and Match Type**. Enter a **Travel Justification** for each trip. Click **Save**.

Travel

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy. In the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

Trip Destination	Type of Expense	# of Units	Unit of Measure	# of Travelers Claiming Expense	Cost per Unit	Match Value	Match Type
					\$	\$	
Travel Subtotal					\$0.00	\$0.00	

Travel Justification

For each trip listed in the above table, describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

FOR EXAMPLE:
 Trip 1: (Approximate Date of Travel MM/YYYY), justification
 Trip 2: (Approximate Date of Travel MM/YYYY), justification

RFSI Infrastructure Grant Budget

- Repeat for each Budget section, including **Supplies, Construction, Contractual/Consultant, Other,** and **Indirect Costs**. Click **Save** after completing each section.
- Once completed, click **Budget Summary**. Review each **Expense Category, Funds Requested, Match Value,** and **Match Type**. If there are any errors, go back to the applicable section to update and click **Save**. Once the Budget Summary is finalized, check the **box** to verify your summarized budget. Click **Save**.
Note: An error will appear if the Match does not equal 50% or 25%.

Budget Summary

Expense Category	Funds Requested	Match Value	Match Type
Personnel	\$30.00	\$150.00	Cash
Fringe Benefits	\$20.00	\$20.00	Cash
Travel	\$	\$	
Equipment	\$1,000.00	\$500.00	In-Kind
Supplies	\$1,500.00	\$750.00	In-Kind
Construction	\$5,000.00	\$2,500.00	Cash
Contractual	\$	\$	
Other	\$	\$	
Direct Costs Sub-Total	\$7,550.00	\$3,920.00	
Indirect Costs	\$1,000.00	\$500.00	In-Kind
Budget Total	\$8,550.00	\$4,420.00	

Please check to verify your summarized budget.*

- Finally, click **Certification by Authorized Official**. Only the Authorized Official should review and check the box. Click **Save**.

Certification by Authorized Official

Instructions:

- Click **SAVE** to save changes.
- Only an Authorized Official may complete this page.

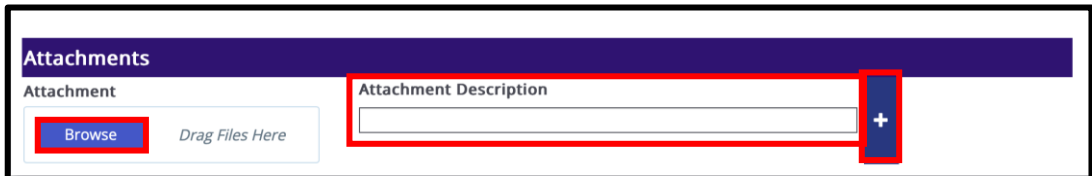
* By saving this page, I certify that I am a designated official for the applicant and that all statements on this application and the attachment hereto are true, complete and accurate to the best of my knowledge.

Authorized Official: _____ Date: _____

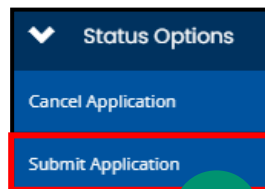
Summary

Upload Attachments and Submit Application

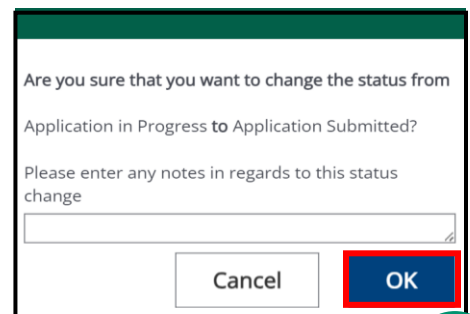
1. Templates for all additional forms can be found on the [RFSI website](#). Upload required attachments (Matching Funds Verification Letter, Environmental Questionnaire, etc.) under **Project Purpose** in the **Attachments** section. Click **Browse** to add the first file. Click **(+)** to add additional attachments. Add a description for all attachments. Click **Save** once information is completed and attachments are uploaded.



2. Once you are ready to submit the application, click **Submit Application**. Review the pop-up, enter any applicable notes, and click **OK** to submit. Once your application is submitted, you will receive an automatic email from the system confirming your application has been received.



2a



2b

Summary

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

- | | |
|--|--|
| <input type="checkbox"/> Review Eligibility and Compliance Information | <input type="checkbox"/> Complete and upload Critical Resources Letter to MiAgGrants |
| <input type="checkbox"/> Review the Project Priorities | <input type="checkbox"/> Complete Application Information section |
| <input type="checkbox"/> Review the USDA Project Scope and Requirements | <input type="checkbox"/> Complete Distressed Communities Index section |
| <input type="checkbox"/> Review the Program Guidelines | <input type="checkbox"/> Complete Project Purpose section |
| <input type="checkbox"/> Complete and upload Matching Fund Letters to MiAgGrants | <input type="checkbox"/> Complete Project Beneficiaries section |
| <input type="checkbox"/> Complete and upload Environmental Questionnaire and Pre-Screening Worksheet to MiAgGrants | <input type="checkbox"/> Complete Budget section |
| | <input type="checkbox"/> Upload letters of support (optional) |

For guidance on completing the other sections of the application and environmental requirements to submit a complete application, please visit the [RFSI website](#).