



Applying for the RFSI Infrastructure 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 agricultural producers. Continue reading to learn more about the Infrastructure Grant.



Purpose

The purpose of this job aid is to provide an overview of the Resilient Food Systems Infrastructure (RFSI) Grant and provide instructions on how to apply.

In this document, we will cover the following topics:

- Infrastructure Grant priorities and overview
- Infrastructure Grant and key fields
- Additional Forms



Learning Objectives

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

- Understand the priorities Infrastructure Grants must be used for.
- Define the information needed to complete the Infrastructure Grant application.
- Apply learnings to complete the Infrastructure Grant application.

Infrastructure Grant Overview

Overview

Before we dive into the RFSI Infrastructure Grant application, we will highlight key qualifying information and criteria:

- All eligible entities **must provide** a 50% match *OR* a 25% graduated match reduction with a total project cost.
- The Infrastructure Grant has a **maximum amount of \$475,000**.
- The USDA intends for the RFSI program to focus funding Infrastructure Grant activities that:

Expand capacity for processing, aggregation, and distribution of agricultural products to create more and better markets for producers

Modernize manufacturing, tracking, storage, and information technology systems or processing and manufacturing equipment

Enhance worker safety through adoption of new technologies or investment in equipment or facility improvements

Improve the capacity of entities to comply with federal, state, and local food safety requirements

Modernize or expand an existing facility (including expansion and modifications to existing buildings and/or construction of new buildings at existing facilities)

Develop, customize, or install equipment that reduces greenhouse gas emissions, increases efficiency in water use, and/or meets USDA's climate action goals

Improve operations through training opportunities

Support construction of a new facility

Construction of wastewater management structures

- Besides the Infrastructure Grant, there is one other option, which is the Equipment Only Grant. An applicant can **only apply** for one type of grant.
- To learn more about the available RFSI grants, eligibility, and compliance requirements, please visit the [Resilient Food Systems Infrastructure Grant Opportunity](#) website.

Note:

Funding projects that address building a more resilient food system across the state will be prioritized. To see a full list of priorities, please review the [Program Guidelines](#).

Infrastructure Grant Key Fields

Follow the 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**.

The screenshot shows the MiAgGrants Michigan Agriculture Grant System dashboard. The 'My Opportunities' section contains a table with the following data:

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 Grant 2024	MDARD Provider Org	3/20/2023 12:00:00 AM - Open Ended	

The 'My Tasks' section shows a table with the following data:

Name	Document Type	Organization	Status	Status Date	Due Date
RFSIIP2024-Company14	Application	Company	Application in Progress	4/26/2024 4:15:35 PM	

The 'RFSI Infrastructure' task detail view shows 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

Buttons: Proceed, Cancel

2. The **Document Landing Page** shows application details including the status.

The Document Landing Page for RFSIIP2024Company26 displays the following information:

Instructions:
• View document details.

Template	Instance	Process	
RFSI Infrastructure - Proposal	RFSI Infrastructure	Application	
Document Name	Document Status		
RFSIIP2024Company26	Application in Progress		
Organization	Your Role	Period Date	Due Date
Company	Authorized Official	4/12/2024 3:00:00 PM	4/11/2025 11:00:00 PM
		4/11/2025 11:00:00 PM	PM

Infrastructure Grant Key Fields

- On the left-hand side, click **Application Information**. Contact information will be auto-filled from your profile. Click **Save** to see the required fields in the **Attention** pop up. Complete the required fields including **Primary Point of Contact**, **Mailing Address**, and **District Information**. Once information is completed, click **Save** to move forward. If there are errors, fix them before moving forward.

- Click **Distressed Communities Index**. Complete the required fields including **Distress Communities Index**, **Type of Applicant**, **Project Title**, **Project Start Date**, **Project End Date**, and **Project Summary**. Once information is completed, click **Save** to move forward. **Note:** To see required fields, click **Save** and the fields will be listed under **Attention**.

Infrastructure Grant Key Fields

- Click **Project Purpose**. Complete the required fields including **Project Purpose**, **Project Issue Description**, and at least one **Objective**. Upload required attachments (Matching Funds Verification Letter, 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.

5a highlights the **Project Purpose** form section in the left sidebar.

5b highlights the list of checkboxes under **Applicant Project Type**.

5c highlights the **Attachments** section, including the **Browse** button and the **Attachment Description** input field.

5d highlights the **Save** button in the top right corner.

- Click **Project Beneficiaries**. Complete the required fields including **Number Beneficiaries**, **Project Beneficiaries**, **External Stakeholders Description**, and all **External Performance Measures**. Once information is completed, click **Save** to move forward.

6a highlights the **Project Beneficiaries** form section in the left sidebar.

6b highlights the checkboxes under **Does this project directly benefit**.

6c highlights the **Save** button in the top right corner.

Note: For important information on the **Budget** section, please refer to the Applying for RFSI Infrastructure Grant - Financial Support and Match Requirements job aid and video on the [RFSI website](#).

Summary

Next Steps

Now you are ready to begin the RFSI Infrastructure Grant Application! For next steps, please refer to the Financial Support and Match Requirements, and Environmental, Job Aids and Videos for additional information required for the RFSI Infrastructure Grant.

Please see below for an overview of what needs to be submitted:

1

Financial Support

- The Michigan Good Food Fund is a financial support resource that may help fund the required match.
- Please refer to the Financial Support and Match Requirement Job Aid for further details.

2

Matching Funds

- The Matching Funds form is required in the Budget section of the RFSI Infrastructure Grant Application.
- The Matching fund letters need to be completed and uploaded into MiAgGrants.

3

Environmental

- The Environmental Questionnaire and Pre-Screening Worksheet need to be completed and uploaded into MiAgGrants.

There are several documents that are required to accompany your application including the Matching Funds Verification Letter, Critical Resources Letter, Environmental Questionnaire, and Pre-Screening Worksheet. Templates can be found on the [Resilient Food Systems Infrastructure Grant Opportunity](#) website.

Summary

Use this 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) |