

Mobile Meat Slaughter Grant Request for Proposals



Submission Deadline: 4:30 p.m. Central Time on October 22, 2021

Program Objective

The Minnesota Legislature appropriated \$500,000 for matching-fund grants to organizations **to acquire, host, and operate a mobile slaughter unit**. The Agricultural Utilization Research Institute, Inc. (AURI) was designated to create and administer a grant program to enable interested Minnesota entities to access these grant dollars. This program aims to benefit the Minnesota livestock industry by supporting education, research, training, and value-added product development.

- The mobile slaughter unit **shall coordinate** with Minnesota state two-year colleges that have meat cutting programs to accommodate education and training as it relates to animal slaughter and processing.
- The mobile unit **may coordinate** with livestock producers who desire to provide value-added meat products by utilizing the mobile slaughter unit.
- The mobile unit **may be used for:**
 - **Research.**
 - **Training** outside of the two-year college system; and
 - **Other activities** that align with industry needs.

Eligible Applicants

Eligible applicants for this program include any Minnesota business entity that can demonstrate intent to benefit Minnesota livestock and commit to collaborating with institutions of higher learning for training purposes. Ideal candidates will have existing relationships and/or show a mutual commitment to work with two-year colleges that have or are developing meat cutting programs and expressed intent to work collaboratively with them.

Eligible Uses of Funds

Grant dollars may be used for:

- Planning, design, building and/or acquisition of a mobile meat slaughter unit.
- Costs associated with hosting and operating the unit, including program design costs, costs to engage staff or acquire expertise sufficient to deliver required programming, coordinating with 2-year colleges, and project management.

Ineligible Uses of Funds

Ineligible uses of grant funds include:

- Legal fees, salaries of existing employees or officers, travel, websites, vehicles, equipment not associated with the mobile slaughter unit, buildings, real estate, slotting fees, packaging design, printing or items relating directly to the costs of full-scale production (Cost of Goods Sold).

Grant Cycle

Initial proposal work plans may not exceed 18 months. A one-time extension may be granted upon request, however all funds must be utilized and disbursed no later than June 30, 2024.

Maximum Award

\$500,000

Minimum Matching Dollars Required

Applicants must provide a minimum of a 1:1 cash match for every grant dollar requested through this program. Acceptable matching fund sources include private, federal or Minnesota State Colleges and Universities funds.

RFP Released: September 14, 2021

Proposals Due: 4:30 p.m. Central Time on October 22, 2021

Grant Decision Communicated: No later than November 12, 2021

Contract Start Date: Negotiated (before June 30, 2022)

Contract End Date: June 30, 2024

Disclaimer: All costs incurred in responding to the Request for Proposal (RFP) will be borne by the responder. This RFP does not obligate the Agricultural Utilization Research Institute (AURI) to award a contract or complete the project.

Proposal Structure and Format

Applicants must submit proposals which address each of the following elements.

Scope of Work Format:

- Cover Letter
- Executive Summary
- Biographies of applicant(s)
- Narrative sections:
 - Organizational Capacity and Relevant Experience
 - Project Description, Design, and Methods
 - Work Plan and Operating Plan that Illustrates a Response to Industry Needs
 - Collaboration Plan with MN 2-year Colleges
 - Community Engagement and Communications
 - Partnerships, Collaboration, and Community Support
 - Performance and Evaluation
 - Budget and Matching Contribution
 - Project Sustainability and Life Beyond the Grant Performance Period
- Letters of support or commitment from collaborators. A minimum of one letter of support must be from a MN two-year college that will be a partner.
- Illustrate how you would measure and report the following performance measures for evaluation purposes.
 - The number of individuals trained
 - The number of clients and/or producers served by the mobile unit
 - The number of days mobile unit is in use for its intended purpose (slaughter and education)
 - Number of animal units (by species) processed
 - The number of jobs created and retained
 - The number of business start-ups resulting from use of mobile unit

- The demographics of individuals benefiting from these efforts with specific reference to diverse populations
- including racial and ethnic communities, including American Indians, LGBTQI communities, people with disabilities, veterans, low-income communities, and rural communities.
- Any additional applicant defined performance measures or ability to perform indicators

Submission Format

Submit completed proposals in .pdf format via email to AURI's Director of Government and Industry Relations, Dan Skogen, at dskogen@auri.org. In the "Subject" line, use this format:

SUBJECT: MMGP- (Name of applicant organization)

What to Expect

Assistance through AURI's Mobile Meat Slaughter Grant Program requires a proposal submission in response to this RFP outlining the proposed scope of work, including expected partners and matching fund commitment. Potential applicants are encouraged to discuss the project with AURI staff prior to completion submission of a proposal. The process involves the following steps:

STEP 1: Discussion between potential applicant and AURI staff regarding project concept.

STEP 2: Applicant prepares and submits a written response to this RFP which addresses all required elements.

Proposals must be submitted **no later than 4:30 p.m. on October 15, 2021**.

STEP 3: AURI reviews and approves awards, based on the completeness of the response; the quality of the proposed scope of work; the proposal's alignment with the program's purpose; applicant's ability to perform.

STEP 4: AURI selects and notifies grant recipients of award. Recipients and AURI enter into a written contractual agreement establishing the terms and conditions of support. Sufficient cash match commitment must be demonstrated prior to contracting.

STEP 5: Recipients submit periodic requests to reimburse major expenses to date and those requests for reimbursement should be accompanied by a progress report to demonstrate progress to date.

STEP 6: Upon project completion, recipient must submit a final written report outlining the activities undertaken and reporting the performance measures which were included in the original proposal as submitted to AURI.

Financial Responsibility of Applicants

At a minimum, applicants to this program must provide a 1:1 cash match for all grant dollars requested. Matching funds may not come from an AURI affiliated program. Matching funds can come from private, federal, or other state sources, such as commitments made by Minnesota State Colleges and Universities.

Agreement to support a project under this program requires AURI and the applicant to enter into a written agreement which establishes the terms and conditions of AURI support. In the event an applicant breaches the written agreement, grant dollars disbursed are subject to immediate repayment in full, plus interest at the rate of interest prescribed by Minnesota Statutes with respect to judgments. Upon successful implementation of an agreement, the applicant will receive a reference guide providing the appropriate reimbursement and reporting requirement information.

During the project, awardees are required to submit to the AURI the following:

1. Progress reports, submitted when requesting disbursement of funds, describing activity to date and documenting match.
2. A final narrative report, including any appendices or materials developed and supporting documentation, describing the work performed and the results obtained.
3. A final financial report of expenses incurred within the scope of the project.

4. Periodically, during or after completion of the project, AURI staff or affiliated parties may contact the applicant to request information regarding implementation, progress, and impact of the project.

Additional Information

Additional information regarding AURI's programs and services may be obtained by contacting the phone number listed below or by accessing AURI's website at auri.org.

AURI Offices: 218-281-7600