



Meat Processing Infrastructure Program Request for Proposals (RFP)

1. Grant Summary

1.1 Overview

The Meat Processing Infrastructure Program (MPIP) is administered by the New Hampshire Department of Agriculture, Markets & Food (DAMF).

The grant provides funding for infrastructure investments for local farmers and meat and poultry processing facilities to increase capacity and efficiencies of the meat and poultry processing industry within the state. The goal of the grant program is to alleviate impacts of COVID-19 on the local meat and poultry processing industry by supporting increased capacity, labor saving efficiencies, and encouraging value-added products through capital investments and other related infrastructure improvements.

1.2 Funding availability

MPIP will award up to \$750,000 through a competitive review process. The maximum individual grant award will be \$200,000 and the minimum will be \$1,000. There will be one round of funding.

1.3 How to apply

This request for proposals will be released on December 1, 2022. A question period for the RFP will be open until December 22, 2022. Responses to those questions will be posted by January 5, 2023. All applications must be electronically submitted by **4:00 pm on January 27, 2023** using the application template provided [here](#) (fillable pdf) or [here](#) (word). Award notifications will be made no later than February 17, 2023.

Additionally, four (4) printed copies of the application must be received in our office no later than 4:00 pm on January 30, 2023.

Mail to:
Meat Processing Infrastructure Program
NH Dept. of Agriculture, Markets & Food
PO Box 2042
Concord, NH 03302-2042

Or deliver to:
Meat Processing Infrastructure Program
NH Dept. of Agriculture, Markets & Food
25 Capitol St. (Second Floor)
Concord, NH 03301

1.4 Inquiries

All inquiries concerning the RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted via email to the following RFP designated Point of Contact:

Josh Marshall, Director, Division of Agricultural Development
New Hampshire Department of Agriculture, Markets & Food
Joshua.k.marshall@agr.nh.gov

Inquiries must be received no later than December 22, 2022. The subject of the email should state the following: MPIP RFP 2022.

2. Grant Eligibility

To be eligible for funding, applicants and projects must meet the following minimum requirements:

2.1 Eligible applicants

2.1.1 Applicants must:

- Be a new or existing New Hampshire based meat processing facility, farm, or business that provides slaughter, processing, or custom butchering services.
- Be in good standing with the State of New Hampshire.

2.1.2 Examples of applicants:

- USDA Inspected Meat or Poultry Processing Facility
- Custom Exempt Meat or Poultry Processing Facility
- Custom Butcher Facility

2.2 Eligible projects

2.2.1 Projects must:

- Utilize grant funds primarily to improve efficiency and/or capacity for meat and poultry processing in New Hampshire.
- Not begin before grant agreement is signed by all parties and has reached its start date.
- Be proposed and reasonably expected to be completed within 12 months of Governor and Executive Council approval. Any extension due to unforeseen circumstances must be approved by DAMF and the Governor and Executive Council.

2.2.2 Project examples include, but are not limited to:

- Purchase and installation of equipment such as
 - Band saw
 - Convection oven
 - Skinning machine
 - Smokehouse
 - Mixer grinder
 - Vacuum packaging equipment
 - Walk-in cooler
 - Livestock slaughter equipment
 - Livestock handling equipment (to accommodate holding a larger number of animals in a humane manner)
- Purchase of mobile processing units designed for either poultry or beef
- Purchase and installation of equipment or physical improvements to a processing facility to reduce food safety risks

2.3 Ineligible projects

2.3.1 Ineligible project examples include, but are not limited to:

- Expenditures incurred before the grant agreement is signed by all parties
- Land purchases
- Owner or employee wages and benefits
- Construction or expansion of a restaurant or grocery store
- Advertising and public relations costs

2.4 Matching Funds

The MPIP features a matching funds component, whereby applicants will contribute 15% of the total project costs. Other state or federal grant funds cannot be used as matching funds. The 15% matching funds can be sourced through financing.

3. Application Review Process

3.1 Review Process

All eligible applications will be reviewed by a diverse selection committee including DAMF staff. Recipients will be chosen on the merits of the project as put forth in the application. Selection will be determined as funding allows, based on how well the application meets the following:

- Does the application meet all the submission requirements?
- Does the project increase capacity and/or efficiencies of the meat and poultry processing industry within the state?
- Does the application have a well-constructed budget to show in the highest detail possible how funds are to be expended and meet the 15% matching fund requirement?

Applications will be scored using a prepared score sheet that assigns points to various categories as follows, with a maximum score of 100 points:

<u>Score sheet</u>	<u>Max points</u>
Application meets submission requirements	20
Clearly stated support of MPIP goal	30
Clear and concise budget	20
Demonstrates value to NH meat and/or poultry processing industry	30

Awards will be made within the constraint of available funds; consequently, awards may not be made to all qualifying proposals. In addition, DAMF reserves the right to make partial awards and/or award grants to lower-ranked proposal(s) if there are insufficient funds remaining to award the amount requested in a higher-ranked proposal.

The Commissioner of DAMF will review the committee recommendations and be responsible for final award decisions. DAMF shall submit grant agreements to the Governor and Executive Council for approval.

3.2 Rights of the Agency in Accepting and Evaluating Proposals

DAMF reserves the right to:

- Make independent investigation in evaluating proposals;
- Request additional information to clarify elements of a proposal;
- Waive minor or immaterial deviations from the RFP requirements, if determined to be in the best interest of the State;
- Omit any planned evaluation step if, in the agency's view, the step is not needed; and
- At its sole discretion, reject any and all proposals at any time

4. Application Format

4.1 Contact information

4.1.1 Applicant information

- Point of contact name
- Point of contact telephone
- Point of contact email
- Business/organization name
- Business/organization mailing address
- Business/organization county
- Business/organization telephone

4.1.2 Authorized representative (AR)

Person authorized to sign contracts on behalf of business/organization (If different from above please provide the following)

- AR name
- AR title
- AR telephone
- AR email

4.2 Project summary

4.2.1 Grant request

- Project name
- Total project cost
- Matching funds
- Grant request
- Expected project start date
- Expected project end date

4.2.2 Project description

Provide a brief description of your project outlining what you plan to purchase and why. How will your project support the goals of increased capacity, supporting labor saving efficiencies, and/or encouraging value-added products in New Hampshire's meat and poultry processing industry?

4.2.3 Business/organization description

Provide a brief description of your business/organization and its role in the meat or poultry processing industry in New Hampshire.

4.3 Budget

- Budget summary
- Equipment
- Supplies
- Contractual

5. Disbursement of Funds

Award recipients will be required to sign an official State of New Hampshire agreement with DAMF indicating their commitment and responsibilities toward completing their MPIP project in a manner consistent with State of New Hampshire policies and all applicable state and federal laws and regulations. Recipient businesses must be registered as a vendor with the NH Secretary of State before final approval can take place. DAMF is authorized to view all project details and documentation to certify the project as complete. Disbursement will issue after awardee submission of invoices and supporting documentation for all equipment, supplies, and/or contractual work completed as approved by DAMF.

6. Reporting

Upon completion of MPIP project, awardee will submit a written final report to DAMF describing the project results and how funding through MPIP supported increased capacity, labor saving efficiencies, and/or encouraged value-added products.

7. Terms and Conditions

7.1 Amendment or cancellation of RFP

This RFP does not constitute an offer. DAMF reserves the right to amend or cancel this RFP at any time.

7.2 Public disclosure

By submitting a proposal, the proposer acknowledges that DAMF is subject to the Right-to-Know Law, RSA Chapter 91-A. Accordingly, information submitted as part of a proposal may be subject to public disclosure unless otherwise exempt. Information relating to grant applications or proposals shall remain confidential until the grant agreement is approved by the Governor and Executive Council, or, if the grant contract does not require approval from the Governor and Executive Council, until the effective date of the grant agreement. RSA 91-A; RSA 21- G:37, VII.

Business financial information, confidential information, such as personally identifiable information, proprietary information such as trade secrets, financial models and forecasts, and proprietary formulas, are categories of information that may be exempt from public disclosure. RSA 91-A:5, IV. If any part of its proposal contains information that a proposer asserts is exempt from public disclosure, the proposer must specifically identify all relevant text as confidential.

7.3 Grant terms and award

Any grant awarded as a result of this RFP process is contingent upon approval of the agreement by Governor and Executive Council of the State of New Hampshire upon continued appropriation of funding. Subsequent amendments to the grant agreement are subject to approval by DAMF and the Governor and Executive Council.