



## Terms and Conditions for Participation in the Ohio Meat Processing Grant Program

The Ohio Meat Processing Grant Program (the “Program”) was created by House Bill 110 of the 134<sup>th</sup> General Assembly to provide grants of up to \$250,000 to Ohio livestock and poultry producers. The grants will be used by successful applicants to improve processing efficiencies, expand or construct facilities at existing sites, assist in training and certification, and improve harvest services for livestock and poultry producers. The program will be administered by the Ohio Department of Development (“Development”).

### Section I: Eligibility Requirements

A business as defined in these Terms and Conditions that meets all the following criteria may submit an application to receive funding from the Program:

- The applicant business is the owner or operator of a meat processing facility located in Ohio.
- The meat processing facility identified in the application was in operation as of July 1, 2021.
- The meat processing facility identified in the application provides processing services for livestock and/or poultry producers.
- The applicant business is a for-profit entity (corporation, LLC, partnership, joint venture, sole proprietor).
- The applicant business is in good standing with the Ohio Secretary of State, the Ohio Department of Taxation, and any other governmental entity charged with regulating the business.

### Section II: Uses of Funds

#### Part 1: Grant-Eligible Project Costs

Program funds can be used to reimburse awarded applicants for the following costs incurred after the date the application was submitted (the “Effective Date”) at the project location identified in the application as long as the costs do not violate state or federal law and are not otherwise specified as “ineligible costs”:

- New/upgraded machinery/equipment.
- New/upgraded technology products.
- Personnel training costs.
- Plant construction/expansion – confinement.
- Plant construction/expansion – processing.
- Plant construction/expansion – refrigeration.
- Food safety certification costs.
- Cooperative interstate shipment program costs.

NOTE: Submitting an application for funding does not guarantee that grant funds will be awarded. Any costs incurred by applicants prior to receiving an award notification will be done at their own risk.

## Part 2: Ineligible Costs

Program funds may not be used for the following expenses:

- Improvements to personal residences, nonfarm commercial property, and any other nonfarm structures.
- Agricultural tractors, motorized vehicles, and other mobile equipment with an internal combustion engine.
- Land purchases.

## Section III: Application Process

Beginning on 10 a.m. Tuesday, December 7, 2021, businesses can apply for the Program at [Development.Ohio.Gov/MeatProcessing](https://Development.Ohio.Gov/MeatProcessing). Businesses will be required to provide the following information to apply:

- 1) Business Tax ID.
- 2) Applicant business name, as registered with the Ohio Secretary of State.
- 3) Applicant mailing address, city, county, state, ZIP.
- 4) Federal or State Meat Processing Registration Number.
- 5) Ohio Secretary of State Registration Number.
- 6) Applicant contact name.
- 7) Applicant contact phone.
- 8) Applicant contact email.
- 9) Facility address.
- 10) Grant-Eligible Project Costs, including documentation to verify costs.
- 11) Total project cost.
- 12) Narrative description of how the applicant will finance the remaining project costs if total costs exceed the grant amount requested, including documentation to verify other sources.
- 13) Narrative description of the project and how grant funds will be utilized to improve the applicant's processing efficiencies, expand existing facilities or construct new facilities, or assist with food safety certification or obtaining cooperative interstate shipment status.
- 14) Narrative description of how the project will improve harvest services for livestock and poultry producers.
- 15) Project timeline, including the date by which all improvements are planned to be completed.
- 16) Current full-time equivalent employees at project location.
- 17) Current total annual payroll of the full-time equivalent employees at project location.

- 18) Anticipated new full-time equivalent employees at project location as a result of the project.
- 19) Anticipated new full-time equivalent employee average wage at project location.

Upon submission of a complete application, including all required attachments, the applicant will receive an email from Development confirming that the application has been received. Submission of a complete application does not ensure the applicant will be awarded Program funds. If funding remains available at the time the application is filed, Development staff will review and score the application to determine eligibility for a grant. Development may, at its discretion, reach out to applicants to verify eligibility, Grant-Eligible Project Costs, or other information submitted by the applicant.

If an application is determined to be incomplete or fails to include all required attachments, it will be rejected. Applicants will not be given the opportunity to cure defects in an incomplete application but will be permitted to reapply by the Program deadline. The resubmitted application will be reviewed in the order it is received.

## Section IV: Award Process

### Part 1: Award Amount

Eligible applicants may be awarded a grant equal to the total Grant-Eligible Project Costs identified in the application or \$250,000, whichever is less.

### Part 2: Distribution of Award Funds

Applications will be reviewed and scored on a first-come, first-served basis. All applications scoring at least 75 out of 100 possible points will be awarded in the order in which they were received until program funding has been exhausted. Any available unused or returned funds will be awarded to the next eligible applicant upon review and scoring.

In accordance with the requirements outlined in House Bill 110 of the 134<sup>th</sup> General Assembly, the following items will be considered by Development in scoring applications as they are received:

- 1) Whether the grant funds will (50 points):
  - a. Improve the applicant's processing efficiencies for livestock and poultry;
  - b. Be used for the expansion or new construction of facilities for the processing of livestock and poultry; or
  - c. Be used for food safety certification or to assist in obtaining cooperative interstate shipment status.
- 2) Whether the grant will improve harvest services for livestock and poultry producers (20 points).
- 3) Project readiness, including availability of funds and proposed project timeline (30 points).

Applicants will be notified of the scoring results once completed if funds remain available. If an application is approved for an award, the applicant will be required to enter into a grant agreement with Development. Failure to execute the agreement within sixty (60) days of receipt of an award notification may result in revocation and reallocation of funds.

## Section V: Disbursement of Funds

Upon execution of a grant agreement with Development and successful registration as a Supplier with the Ohio Office of Budget and Management, applicants will receive an initial disbursement equal to 50% of grant funds awarded. The remaining 50% of grant funds awarded will be disbursed upon receipt by Development of the following supporting documentation verifying that the initial disbursement was spent on Grant-Eligible Project Costs identified in the application:

- Invoices for costs incurred.
- Proof of payment, which may include a canceled check, credit card statement detailing the date and the charge of the expenditure, or an invoice showing payment with a zero balance. Cash receipts are not eligible for reimbursement.
- Serial numbers, unique identifiers, and/or pictures for all equipment purchased using Program funds.

Applicants will have one year from receipt of the second disbursement to provide supporting documentation verifying that the funds were spent on Grant-Eligible Project Costs identified in the application. Any funds received by an applicant that are not spent on Grant-Eligible Project Costs identified in the application may be subject to recapture.

The project described in the application must be completed (Grant-Eligible Project Costs must be incurred and all requests for disbursement must be submitted) no later than thirty-six (36) months after the Effective Date of the agreement.

For more information on obtaining a Supplier ID, visit the Supplier Portal at <https://supplier.ohio.gov>.

## Section VI: Annual Reporting

Meat processing plants receiving an award from this Program are required to maintain the equipment, technology, plant expansion, or new construction in working and serviceable order for a period of five years after the awarding of the grant. Accordingly, awardees will be required to submit annual reports to Development, on a form prescribed by Development, for the five (5) calendar years immediately following

the calendar year in which the award is made. The annual report will be due no later than March 1 after the end of each applicable calendar year. The awardee will be required to provide information such as any processing efficiencies recognized as a result of the grant, the status of expansion/construction projects, food safety certifications and cooperative interstate shipment status, observed improvements to harvest services, jobs and payroll, and any other information requested by Development.

## Section VII: Maintenance of Records

Businesses that receive funds from the Program shall keep records of all specific expenses for which the funds were used for a period of five (5) years after the completion of the project. These records shall include but not be limited to paid invoices, canceled checks, and other documentation acquired when the permissible expense occurred.

Upon request, the business shall provide access to these records to the state of Ohio, its agencies, agents, directors, and/or any party who has contracted with the state for the exclusive purposes of evaluating or ensuring compliance with Program requirements.

At their own expense, the business shall provide photocopies of all requested records to the state or any of the aforementioned parties upon written request of the state within a reasonable time of the request.

Failure to abide by the requirement may result in a demand for the business to repay Program funds to the state of Ohio within thirty (30) days of a written request for repayment.