

**GOOD FOOD ACCESS PROGRAM EQUIPMENT AND PHYSICAL IMPROVEMENT GRANT
2019 Request for Proposals**

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All proposals must be received by the Minnesota Department of Agriculture (MDA) no later than 4:00 pm CST on January 17, 2019.

Grant applications are submitted through our online system. The application is accessed through a link on the MDA Good Food Access Program (GFAP) website at www.mda.state.mn.us/grants/grants/gfapequipmentgrant.

If you cannot apply using this process, you may submit an application by email.

The MDA anticipates awarding up to \$150,000 through this GFAP Equipment and Physical Improvement Grant Request for Proposals. Grant funds may be used for equipment purchases and physical improvement projects. The maximum award is \$50,000 and the minimum award is \$2,500.

For questions about the grant program or completing the application, please contact:

Ashley Bress

Ashley.Bress@state.mn.us

Minnesota Department of Agriculture, Marketing and Development Division

625 Robert Street North, St Paul, MN 55155

MDA Grants Line: 651-201-6500

BACKGROUND AND PROGRAM GOALS

The Good Food Access Program (GFAP) was established to increase the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables, for underserved communities in low-income and moderate-income areas. These goals will be accomplished by providing financial and technical support and supporting sustainable public-private projects to open, renovate, or expand the operations of grocery stores and small food retailers; expanding access to credit and reducing barriers to investment in underserved communities in low- and moderate-income areas; and to provide technical assistance, primarily for small food retailers with demonstrated need.

The goal of the GFAP Equipment and Physical Improvement Grant is to increase sales of affordable, nutritious, and culturally appropriate foods to underserved communities, thereby increasing consumption of such foods by residents in the identified communities. The MDA is providing competitive grants to stimulate the sales of such foods to consumers by assisting grocery stores and small food retailers in making physical improvements and purchasing equipment.

The GFAP Advisory Committee advises the Commissioner of Agriculture on managing the program, establishing program criteria, establishing project eligibility guidelines, establishing application processes and additional selection criteria, establishing annual monitoring and accountability mechanisms, facilitating leverage of additional public and private investments, and promoting the program statewide. The MDA drafted this RFP in cooperation with the GFAP Advisory Committee.

ELIGIBLE APPLICANTS

- For profit and not for profit grocery stores and small food retailers, See DEFINITIONS (page 4), engaged in the sale of nutritious and culturally appropriate foods, including fresh fruits and vegetables, that are located in or serve a census tract designated as a Food Desert or who serve a substantial subpopulation, such as the elderly or disabled, in a low- or moderate-income census tract who have low super market access.
- Multi-site proposals are encouraged. It is not imperative that a final list of sites be predetermined; however, all sites receiving benefit under this program must meet all requirements and be pre-approved by the MDA.
- Organizations may apply on behalf of and act as fiscal agents for other eligible applicants.
- All applicants must be in good standing with the State of Minnesota (no back taxes owed, no defaults on Minnesota State-backed financing for the last 7 years, acceptable performance on past MDA grants, and in compliance with current State regulations).
- Eligible organizations serving sovereign nations are eligible and encouraged to apply.

If submitting a proposal on behalf of one or more eligible organizations, the applicant must:

- Provide letters of support from the eligible entities that they represent that clearly describes the benefit of the grant project to their organization.
- Clearly identify these eligible entities and focus the application on their business.

Retailers receiving equipment or making physical improvements under this RFP must agree with the following conditions for a period of at least five years:

- Accept Supplemental Nutrition Assistance Program (SNAP) benefits;
- Apply to accept Special Supplemental Nutrition Assistance Program for Women, Infants, and Children (WIC) benefits, and if approved accept WIC benefits;
- Comply with all data collection and reporting requirements established by the commissioner;
- Promote the hiring, training, and retention of local or regional residents from low-income and moderate-income areas that reflect area demographics, including communities of color; and
- Except for small food retailers, as defined, allocate at least 30 percent of retail food space for the sale of affordable, nutritious, and culturally appropriate foods, including fruits and vegetables, low-fat and nonfat dairy, fortified dairy substitute beverages such as soy-based or nut-based dairy substitute beverages, whole grain-rich staple foods, meats, poultry, fish, seafood, and other proteins, consistent with nutrition standards in national guidelines described in the current United States Dietary Guidelines for Americans.

Organizations applying on behalf of eligible applicants, must receive written assurance from subawardees that they will comply with these stipulations prior to receiving equipment or physical improvements under this grant. These assurances must be sent to the MDA prior to site approval; the MDA will confirm SNAP and WIC requirements with the appropriate implementing organization.

School districts that purchase processing equipment to increase purchasing of locally produced food are not eligible for a grant under this proposal but are eligible for our AGRI Farm to School grant. Please contact Lisa Sawyer at Lisa.Sawyer@state.mn.us for information about our AGRI Farm to School Grant.

For-profit businesses, non-profit organizations, schools, local government entities, and Native American tribal communities interested in equipment/physical improvements or dedicated staff/contractor time to stimulate urban youth agricultural education and/or urban agriculture community development are not eligible for such assistance under this grant program. Those projects are eligible under our AGRI Urban Agriculture Grant. Please contact Erin Connell at Erin.Connell@state.mn.us for more information about our AGRI Urban Agriculture Grant.

Individuals (farmers) or businesses, agricultural cooperatives, local government entities that are significantly focused on the processing of Minnesota agricultural commodities are encouraged to apply to AGRI Value Added Grant Program. Please contact Julie LaClair at Julianne.Laclair@state.mn.us for more information on our AGRI Value Added Grant.

Note: MDA employees and their spouses are not eligible for this grant.

ELIGIBLE LOCATIONS

Projects must be located in or serve a census tract designated as a Food Desert or must serve a substantial subpopulation, such as the elderly or disabled, in a low- or moderate-income census tract who have low supermarket access. Follow these steps to determine if your project is in an eligible area:

Determine the location's census tract by:

- Visiting the American FactFinder website at <https://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>.
- Selecting the blue "Geographies" rectangle on the left-hand side of the page.
- Selecting the "Address" tab and enter your address after the Geographies box pops up. Press Go.
- Under "Geography Name" your census tract number will be listed.

Open the Good Food Access Eligible Areas file on the GFAP website at www.mda.state.mn.us/grants/grants/gfapequipmentgrant. Locate the census tract number under the applicable county. If the census tract is on the file, your location is eligible based on its designation as a Food Desert or Low- or Moderate-Income area.

If you do not find your census tract number(s) within the Eligible Areas, you may check the Ineligible Areas file to confirm that the location is not eligible for this program.

ELIGIBLE GRANT PROJECTS AND EXPENSES

Eligible grant projects are the purchase and installation of equipment and the costs incurred to make physical improvements. Up to 100% of the total project cost may be reimbursed with grant funds, with a maximum grant award of \$50,000 and a minimum grant award of \$2,500. Applicants may request up to 50% of the award as an advance; all other amounts will be reimbursed after the project is completed to the State's satisfaction.

Expenses may not be incurred until after a grant contract has been fully executed. Successful applicants should anticipate having contracts available to them around March 15, 2019. All expenses must be incurred and paid for by April 30, 2020; applicants may request an extension until June 30, 2021 for approval by the State.

To be eligible, the project needs to be used to increase the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables in food deserts and low- and moderate-income areas.

Potential projects may include, but are not limited to, retail display coolers and freezers, storage coolers and freezers, shelving, mobile food trucks, permanent infrastructure at farmers markets, architectural work, and costs associated with the installation of equipment of physical improvements. Other ideas may be proposed.

Ineligible Expenses

- Operating costs
- Costs incurred prior to notification of award
- Training and workshop fees

- Advertising and public relations
- Bad debts – Including uncollectible accounts and other claims, related collection costs, and related legal costs
- Donated or volunteer (in-kind) services. While these may be furnished to an applicant by professional and technical personnel, consultants, and other skilled and unskilled labor, the value of these services is not reimbursable either as a direct or indirect cost
- Donations, in kind contributions, including property, and services, made by the applicant, regardless of the recipient
- Entertainment, amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, alcohol and gratuities)
- Fines, penalties and other settlement expense resulting from violations (or alleged violations) of, or failure of the applicant to comply with, Federal, State, local, or Indian tribal laws and regulations
- Fundraising including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used
- Indirect costs (expenses of doing business that are not readily identified within the project, but are necessary for the general operation of the organization and the implementation of proposal related activities)
- Investment management costs, including costs of investment counsel and staff, and similar expenses incurred to enhance income from investments
- Land and building purchases
- Lobbying – including costs of membership in organizations substantially engaged in lobbying
- Political activities

DEFINITIONS

Farmers' Market: an association of three or more persons who assemble at a defined location that is open to the public for the purpose of selling directly to the consumer the products of a farm or garden occupied and cultivated by the person selling the product.

Food Hub: a centrally located facility with a business management structure that facilitates the aggregation, storage, processing, distribution, marketing, and sale of locally or regionally produced food products, and which may include a small-scale retail grocery operation.

Grocery Store: a for-profit, not-for-profit, or cooperative self-service retail establishment that sells primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also sell household products, sundries, and other products. It includes a supermarket or large-, mid-, or small-scale retail grocery establishment and may include a mobile food market or a delivery service operation.

Mobile Food Market: a self-contained for-profit, not-for-profit, or cooperative retail grocery operation located in a movable new or renovated truck, bus, or other vehicle that is used to store, prepare, display, and sell primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also be used to sell a nominal supply of cooking utensils and equipment and other household products and sundries.

Small Food Retailer: a small-scale retail food outlet, other than grocery store, as defined. It includes, but is not limited to, a corner store, convenience store, farmers' market, mobile food market, and a retail food outlet operated by an emergency food program or food hub.

REVIEW PROCESS

Proposals submitted will be screened by the MDA staff for applicant eligibility. Proposals submitted by ineligible applicants will not be forwarded to reviewers.

Proposals that involve retailers not currently accepting SNAP and/or WIC will be forwarded for review. Grant contracts may be awarded to these applicants, but the applicant will not receive reimbursement for project expenses until the retailer is authorized to accept SNAP and has applied to accept WIC.

Eligible proposals will be reviewed by a committee composed of MDA staff and external reviewers using the Evaluation Profile found on page 7. Reviewers may recommend the partial funding of a project. The review committee's

recommendations are forwarded to the Commissioner of Agriculture. The review committee and Commissioner may use rural/urban and geographic diversity when making their recommendations and decisions.

Applicants, both successful and unsuccessful, will be notified in writing approximately six to eight weeks following the proposal deadline. Unsuccessful applicants may receive reviewer comments upon request.

If your application is not funded, it will not be carried forward for consideration in the next round if available. You may revise and submit a new application for consideration during the next round of funding if available.

GRANTEE RESPONSIBILITIES AND RECORD KEEPING

Grant Award Agreement and Payment

Upon approval of an application and prior to beginning work on the GFAP Equipment and Physical Improvement Grant and receiving reimbursements, the applicant is required to do the following:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the State's accounting system.
- Complete a Revenue 185 form that allows the MDA to check for state tax status.
- If the award is \$25,000 or more, submit a financial statement such as an internal balance sheet, a recent certified financial audit, or an IRS Form 990.
- Sign a Grant Award Agreement indicating their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the progress of the project.

Grant Award Agreements must be signed by the applicant's Authorized Representative and returned to the MDA within 60 days of receipt. Failure to submit the signed agreement may result in loss of the grant award.

To receive grant payments, grantees must provide a progress report, proof that grant project work has been done by submitting details of each purchase on receipts or invoices, proof that the vendors have been paid and proof that the retailer accepts SNAP and has applied to accept WIC. Upon completion of the grant project, submission and approval of a final progress report will be required to receive the final payment. The MDA will also perform monitoring visits of all grantees with awards of at least \$25,000 before a final payment is approved; other grantees may receive monitoring visits at the discretion of the MDA. Follow-up surveys are required to help us determine the long-term impacts of the grant.

Bidding Requirements

All funded applicants will be required to abide by the State's bidding requirements for larger purchases. A detailed list of the State's bidding requirements can be found online at www.mda.state.mn.us/grantbidreqs.

Reporting Requirements

Follow-up surveys are needed to help us determine the long-term impacts of the grant program and to comply with statutory requirements. Grantees are required to complete periodic follow-up surveys for up to five years after they have received their award.

At minimum, surveys will include questions about leveraged funding, amounts of sales via the Supplemental Nutrition Assistance Program (SNAP) and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), retail square footage, sales of fresh fruits and vegetables, and job creation. Dollar amounts of sales via the Supplemental Nutrition Assistance Program (SNAP) and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) may be requested directly from implementing agencies.

The MDA reserves the right to modify reporting requirements during the course of the project. Information submitted in any report is a public record. If the grant recipient considers any information in the report to be trade-secret protected, the grant recipient may request that trade-secret information be kept confidential and must specifically label that information. The MDA shall notify the grant recipient if a public records request is made for the information claimed as protected by the grant recipient.

DATA COLLECTION

The data collected from this proposal will only be used in support of the 2019 GFAP Equipment and Physical Improvement Grant unless you provide consent to use the data for other GFAP related activities. You are not required to provide the MDA with the data requested in this grant proposal application; however, failure to do so will result in the MDA's inability to process your 2019 GFAP Equipment and Physical Improvement Grant proposal.

While the proposals are being received and reviewed, only people with a need to access your data in support of your 2019 GFAP Equipment and Physical Improvement Grant proposal will have the authority to access the data you provide here unless you give the MDA informed consent to release the data, a court orders the release of the data, or a legislative auditor requests to review the data.

After all the proposals have been reviewed and the grantees determined, all the information in the proposal will become public data unless otherwise protected by law.

CONFLICTS OF INTEREST

The state will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minn. Stat. §16B.98 and Conflict of Interest Policy for State Grant-Making.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the MDA due to competing duties or loyalties
- a grantee or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

AFFIRMATIVE ACTION AND NON-DISCRIMINATION POLICY

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. Minn. Stat. §363A.02. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500.

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

AUDITS OF PROJECT

Per Minn. Stat. §16B.98 Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

VOTER REGISTRATION REQUIREMENT

The grantee will comply with Minn. Stat. §201.162 by providing voter registration services for its employees.

PROPOSAL INSTRUCTIONS

Assistance and Support

Applicants may submit questions regarding the RFP to Ashley Bress using the contact information below. Questions must be received by January 10, 2019. Responses to all questions will be posted in the GFAP website at www.mda.state.mn.us/grants/grants/gfapequipmentgrant.

Submission Procedures

All proposals must be received by the MDA no later than 4:00 pm CST on January 17, 2019.

Grant applications are submitted through our online system. The application is accessed through a link on GFAP website at www.mda.state.mn.us/grants/grants/gfapequipmentgrant.

If you cannot apply using this process, you may submit an application by email. The MDA is not responsible for problems resulting in the MDA not receiving a proposal on time. It is the responsibility of the responder to ensure that any email submittals are received by the MDA before the deadline.

Answer all questions completely within the specified character or page limits. Use 12 point font, single spaces, within one inch page margins.

Contact Information

All proposals will receive confirmation of receipt via email within one week. If you have questions concerning the proposal process, please email **Ashley Bress** (See page 1 for contact information).

EVALUATION PROFILE

FOR GOOD FOOD ACCESS PROGRAM EQUIPMENT AND PHYSICAL IMPROVEMENT GRANT

Criteria	Maximum Score
Demonstrates a viable plan for long-term sustainability, including the ability to increase the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables, for underserved communities in low-income and moderate-income areas	20
Demonstrates the capacity to successfully implement the project	15
Demonstrates community engagement in and support for the project	10
Demonstrates commitment to participate in state and local initiatives to educate consumers on nutrition and promote healthy eating and healthy weight	5
Demonstrates that the project will have positive economic and health impacts on underserved communities, including creation and retention of jobs for local or regional residents from low-income and moderate-income areas that reflect the area demographics, including communities of color	10
Demonstrates that the project requires an investment of public support to move forward, build capacity, create community impact, or be competitive	10
Work Plan <ul style="list-style-type: none"> • Work plan is thorough and realistic. • All required deliverables will be started after notification of the award and completed by April 30, 2020. • A detailed description of each step of the grant project including estimated dates is provided. 	10
Budget and Cash Match <ul style="list-style-type: none"> • Budget table and budget narrative are consistent. • Budget narrative clearly details all project costs. • Budget narrative clearly explains source and amount of applicant's funds (cash match). • Budget is cost effective and appropriate amounts are backed by quotes or other sources. 	15
Demonstrates commitment to increasing sales from Minnesota agricultural producers	5

GFAP EQUIPMENT AND PHYSICAL IMPROVEMENT GRANT PROPOSAL (P.1 OF 6)

APPLICANT INFORMATION

Name of Applicant and Contact Person _____

Name of Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Cell Phone Number _____

Email _____

State House District(s) Served by Project _____

(This information can be found at www.leg.state.mn.us/leg/districtfinder.aspx.)

Does your business have a parent company? Yes No

If yes, please identify the company name and address.

Name of Business _____

Mailing Address _____

City _____ State _____ Zip _____

ELIGIBILITY

Please answer each of the following questions. You must respond "Yes" to at least one of the first two questions to be eligible to apply for this grant.

1. Applicant is a Minnesota grocery store or small food retailer engaged in the sale of nutritious and culturally appropriate foods. Yes No
2. Applicant is applying on behalf of one more eligible applicants. Yes No
3. I have the authority to apply for this grant based on my relationship with the Applicant Organization. Yes No
4. I agree that no work has started on the proposed project nor will start until notified of award. Yes No
5. I am in good standing with the State of Minnesota (no back taxes owed, no defaults on Minnesota State backed financing for the last seven years, in compliance with current State regulations, and acceptable performance on past MDA grants). Yes No

GFAP EQUIPMENT AND PHYSICAL IMPROVEMENT GRANT PROPOSAL (P. 2 OF 6)

Do you agree to comply with the following conditions for a period of at least five years? If applying on behalf of eligible applicants, you must agree to make these requirements of each eligible applicant before a subaward is made.

- Accept Supplemental Nutrition Assistance Program (SNAP) benefits Yes No
- Apply to accept Special Supplemental Nutrition Assistance Program for Women, Infants, and Children (WIC) benefits, and if approved accept WIC benefits Yes No
- Comply with all data collection and reporting requirements established by the commissioner Yes No
- Promote the hiring, training, and retention of local or regional residents from low-income and moderate-income areas that reflect area demographics, including communities of color Yes No
- Except for small food retailers, as defined, allocate at least 30 percent of retail food space for the sale of affordable, nutritious, and culturally appropriate foods, including fruits and vegetables, low-fat and nonfat dairy, fortified dairy substitute beverages such as soy-based or nut-based dairy substitute beverages, whole grain-rich staple foods, meats, poultry, fish, seafood, and other proteins, consistent with nutrition standards in national guidelines described in the current United States Dietary Guidelines for Americans Yes No Not Applicable

How did you hear about the Good Food Access Program? Please check all that apply:

- MDA website
- Word of mouth
- Notification from another organization *(Please list organization name)* _____
- Tradeshow *(Please list which tradeshow)* _____
- I have previously applied
- Press release
- Email notification
- Other _____

Project Start Date _____ Project End Date _____

Project Name _____

May the MDA share your contact information and a summary of your proposal with program partners and technical assistance providers if your proposal is not funded? Funded proposals are automatically considered public information. If there are any parts of your proposal that you would not like shared, you must indicate the specific content that is a trade secret. Yes No

GFAP EQUIPMENT AND PHYSICAL IMPROVEMENT GRANT PROPOSAL (P. 3 OF 6)

OVERVIEW OF APPLICANT

(If applying on behalf of one business, complete the questions below; if applying on behalf of multiple businesses or locations, complete the table.)

Business Name _____

Address _____

Most recently completed fiscal year's gross revenue was:

- The retailer(s) was not in business
- <\$50,000
- \$50,000 – \$750,000
- >\$750,000

TYPE OF ENTITY

Select the option that best describes your business. See **Definitions** (page 4) for more information.

- Grocery Store
- Corner Store
- Convenience Store
- Farmers' Market
- Mobile Food Market
- Retail Food Outlet operated by an Emergency Food Program or Food Hub
- Other "small food retailer" (Please specify) _____

ELIGIBILITY OPTION

Each location where equipment is installed or physical improvements are made must be in a food desert or in a low- or moderate-income area with a substantial subpopulation that has low supermarket access. (Refer to "Eligible Locations" section for details on determining if the project is located in a Food Desert or or serves residents of a low-income or moderate-income area.

Is the retailer located in a food desert? Yes No

If no, explain how the retailer serves a low- or moderate-income census tract that includes a substantial population of residents with low supermarket access and explain how the project will target residents with limited access. (1,200 characters, including spaces)

What census tracts are impacted by this project? Include the name of the county where the census tract is located.

Current Square Footage of Food Retail Space _____

Estimated Square Footage of Food Retail Space after Project Completion _____

If applying on behalf of multiple store/market locations, please download the table, complete, and upload to your application

You may attach an additional page if necessary. Complete **Appendix** (page 14) if applying on behalf of multiple retailers.

GFAP EQUIPMENT AND PHYSICAL IMPROVEMENT GRANT PROPOSAL (P. 4 OF 6)

PROPOSAL SUMMARY

Include a description of the project and goals to be accomplished. The summary of this proposed project must be suitable for dissemination to the public. *(1,200 characters, including spaces)*

Total Project Costs _____ Grant Amount Requested _____

BUSINESS/ORGANIZATION OVERVIEW

Describe the business(es)/organization(s) capacity to implement the project. Include information such as years of experience in retail, years at the location(s), other experience in the food business, community support, organizational strengths, and any other information to demonstrate your organization’s ability to execute your project. *(2,400 characters, including spaces)*

Describe the business(es)/organization(s) current capabilities to provide nutritious, affordable, culturally appropriate foods to consumers. *(2,400 characters, including spaces)*

INVESTMENTS

Describe your organization’s investments (monetary or non-monetary) into the project. If working with partners on the project, you may also include information about their investments (monetary or non-monetary). If contributing a cash match to the project, indicate the source of the funding. *(2,400 characters, including spaces)*

WORK PLAN

Complete the following table. You should include the steps that you will take to successfully complete your project. For example, you might include target dates for requesting quotes, installing and testing equipment, and full launch of the equipment. Not all areas will apply to all projects. You may add additional lines or pages as necessary.

Timeframe	Description of Task/Action Item	Responsible Party
Example: February 2019	Order Cooler	Store Owner

GFAP EQUIPMENT AND PHYSICAL IMPROVEMENT GRANT PROPOSAL (P. 5 OF 6)

BUDGET TABLE

Complete the following table. You may add additional lines or pages as necessary.

Item	Quantity	Cost Per Unit	Total Amount	Source of Estimate

BUDGET NARRATIVE

Respond to the following prompts. (3,000 characters, including spaces)

- Detail how the funds will be used and justify each expense listed in the Budget Table.
- Explain how the expenses outlined in the Budget Table will enable you to offer and sell more nutritious, affordable, and culturally appropriate foods.
- Explain sources of funds for any ongoing maintenance of equipment.
- Describe the necessity for grant funding to complete this project.
- The MDA normally does not provide cash advances for grant projects. However, if retailers who are already authorized to accept SNAP and have applied to accept WIC benefits would like to receive up to 50 percent of the total award as an advance, please justify the need for upfront funding. Note that any cash advance that violates the terms of the grant agreement or not adequately used to support the approved project, will need to be repaid.

GFAP EQUIPMENT AND PHYSICAL IMPROVEMENT GRANT PROPOSAL (P. 6 OF 6)

EXPECTED OUTCOMES

Complete the following table. We recommend that you review sales records.

If the retailer(s) was not in business prior to the grant project, you may enter zeroes in the first column.

Sales of...	Actual Measure in Most Recently Completed Fiscal Year	Estimated Measure in 1st Fiscal Year after Completion of Grant Project	Estimated Measure in 2nd Fiscal Year after Completion of Grant Project
Fresh Fruits	\$	\$	\$
Canned/Frozen Fruits	\$	\$	\$
Fresh Vegetables	\$	\$	\$
Canned/Frozen Vegetables	\$	\$	\$
Grains/Flour	\$	\$	\$
Meat/Poultry	\$	\$	\$
Seafood	\$	\$	\$
Plant-based protein items such as beans, seeds, and nuts	\$	\$	\$
Eggs	\$	\$	\$
Fluid Milk	\$	\$	\$
Other Dairy	\$	\$	\$
Other Products	\$	\$	\$

How will the proposed project lead to continued increased sales of Minnesota grown or raised foods?
 (2,400 characters, including spaces)

LETTERS OF SUPPORT

Letters of support are not required for most applications but are strongly recommended. The letters will help you demonstrate support for your project and may boost your application's evaluation score.

- Community-based organizations or units of local government engaged in healthy eating activities
- Local producers and/or distributors of foods sold
- Financial institution or other organization that will be used for the balance of the funding
- Applications submitted on behalf of one or more other organizations must include at least one letter from an intended subawardee.

MARKETING AND DEVELOPMENT DIVISION MDA GRANTS LINE: 651-201-6500

GFAP EQUIPMENT AND PHYSICAL IMPROVEMENT GRANT PROPOSAL – APPENDIX

Business Name	Address City, Zip	Census Tract	Type of Upgrade	Type of Retailer	Type of Eligible Area	Current Square Footage of Food Retail Space	Estimated Square Footage of Food Retail Space after Project Completion	Most Recently Completed Fiscal Year's Gross Revenue	If serving a low- or moderate-income area, explain how the project will target individuals with low access.
Example: Dave's Market	625 Robert St N St Paul 55155	428	Cooler	Farmers' Market	Food Desert	2000	2030		