

# IMPEC Grant Guidance for Grantees

## Overview

In September 2020, the North Carolina General Assembly (H.B. 1105) allocated additional funding to stimulate North Carolina commerce by increasing small-scale meat and seafood processing efficiency and capacity. This initiative is funded by federal appropriations under section 601(a) of the Social Security Act section 5001, through the "CARES Act" and is administered by the North Carolina Department of Agriculture and Consumer Services' Research Stations Division. This program will service and continue the Department's "Got to be NC" effort. The bill specifically requires participating facilities to generate meat products that enter the commerce stream.

## Project Funding

Funding is for projects or activities not currently being funded by a state or federal grant and cannot be used to substitute for existing funds.

**Grant Eligibility shall be limited to meat and seafood processing facilities that meet either of the following requirements (A or B):**

**A.** Meets both 1 and 2

1. The plant contracts with independent livestock producers to process animals owned by the producers, and -
2. The United States Department of Agriculture (USDA) contracts with Department inspectors to conduct federal inspection activities authorized by the Talmadge-Aiken Act of 1962 (7 U.S.C. § 1633) at the plant, the plant is otherwise regulated by the USDA, FDA or the plant is a State-inspected facility;

or

**B.** Is a catfish aquaculture operation that raises and processes catfish.

## Federal and State Grant Contract Requirements

The following are Federal and State requirements for grant applicants and grantees of a North Carolina Department of Agriculture & Consumer Services (NCDA&CS) grant. Applicants awarded a grant will enter into a grant contract with the NCDA&CS. There are stringent expense restrictions and reporting requirements which if followed diligently are not difficult to managing a grant project. Applicants should be diligent in preparing their grant proposal thoroughly and accurately and be prepared to fulfill all the requirements if awarded a grant. Failing to fulfill the application requirements will disqualify an application. Failing to fulfill the grant contract and reporting requirements may result in the termination of the contract or non-payment of project expenses.

## Organization History Receiving >\$750,000 in Federal Funding

Organizations which have received >\$750,000 in Federal funding in the prior fiscal year are

required to provide a copy of, or link to, that year's audit as posted to the Federal Audit Clearing House: <https://harvester.census.gov/facweb/>

### **Data Universal Number System (DUNS) Requirement**

All grant applicants and grantees are required to have and maintain a DUNS number. A DUNS number is a nine-character code that identifies your organization and is a tool of the federal government to track how federal money is distributed. To acquire a DUNS number, visit this Web site: <http://fedgov.dnb.com/webform/displayHomePage.do>

### **System for Award Management (SAM) Requirement**

All grant applicants and grantees are required to have and maintain a Federal Award Management Registration (SAM). To obtain a SAM registration go to: [SAM Registration Help Desk](#).

### **Grant Project Budget**

Funding is for projects or activities not currently being funded by another grant program. Funds shall be used for facility expansion, fixtures, on-site training or equipment that will expand animal throughput, processing capacity, the amount or type of products produced or processing speed. Funds may not be used to establish new plants.

#### Indirect (administrative) Costs

Indirect costs are administrative costs associated with managing a grant project. Grant funds for Indirect Costs are not permitted however they can be used as a match expense.

#### Equipment & Infrastructure

The cost to purchase equipment, infrastructure and information technology equipment (including information technology systems) are an eligible expense. A per unit cost of \$5,000 or more requires preauthorization from the NCDA, IMPEC program. If fixtures or equipment purchased with funds provided by this grant is disposed of during a period of time as the NCDA may specify following the date the fixtures or equipment is placed in service, the grant recipient shall repay to the NCDA a proportionate share of the grant funding received as the NCDA may specify. For more information regarding equipment purchasing requirements can be found at; [§ 200.33 Equipment](#) and [§200.439 Equipment and other capital expenditures](#).

Grantees will be required to submit photos, serial numbers or unique identifiers for all equipment purchased through this program.

### **Match**

Recipients shall provide matching funds for the grant in the amount of one dollar (\$1.00) from nongrant sources for every two dollars (\$2.00) provided by the grant. Matching funds with Cash, In-Kind services or Donated Goods and Services must come from non-federal and/or State sources. Matching funds for this project may not be used as a match for any other federal or state cost-share project.

Cash Match – Grant project expenses paid by the grantee.

In-Kind Match – Grant project expenses such as equipment used and personnel or volunteers working on the project.

### **Ineligible Grant & Match Expenses**

- Funds to establish new plants.
- Any expenses incurred *before July 1, 2020 or after December 30, 2020*.
- Any expense not part of an *approved* budget.
- Costs associated with *preparing* the grant application.
- Salaries of current staff, although they may qualify as match.
- General overhead and administration charges (Indirect), although they may qualify as match.
- Expenses not supported by proper documentation.
- Cash Funds used to satisfy match of other federal grants cannot be claimed as match for this grant.

### **Competitive Bidding for Products & Services**

Procurement of all products and services shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Further requirements can be found in OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any sub-award must follow the regulations found in 2 CFR 200.330 through.332.

### **Grant Payments are made on a Reimbursement Basis**

For each reimbursement request, 80% of approved expenditures will be reimbursed to the grantee and 20% will be withheld until the project is completed. The 20% withholding will be billed on the final reimbursement request and paid if all required documentation, interim reports and the final report are received. No reimbursements can be made for expenditures dated before July 1, 2020 or after December 30, 2020. All matching contributions must also be made during this period.

### **Grant Reimbursement Documentation**

Grantees must provide documentation proving all Grant Fund and Match expenses and proof of payment of those expenses. Grantees must use IMPEC Grant reporting forms which can be found at [the NCD&CS website](#). The following table summarizes the requirements.

### **Expense & Match Documentation Requirements**

<b>Activity</b>	<b>Proof of Expense</b>	<b>Proof of Payment</b>
Employee & Equipment Time	Employee/Equip Time Sheet signed by employee/supervisor	Cleared Check or Payroll Time Report
Goods Purchased or Services Rendered	Invoice	Cleared Check

## Grant Contract Requirements

Grantees must comply with all applicable state and federal regulations. Project records must:

- comply with generally accepted accounting principles;
- document allowable costs;
- be supported by source documentation such as canceled checks, paid bills, payrolls, time and attendance records and contracts; and
- be **maintained for 5 years** following the end of the contract period.

NC Department of Agriculture & Consumer Services contract forms are required to initiate all funded projects. ALL applicants are referred to the federal administrative standards, cost principles and auditing standards for more information.

## NC Pandemic Recovery Office (NCPRO) reporting requirements:

All Grantees are required to submit NCPRO Forms C-1 Covid-19 Grant Project Status Report and NCPRO Form C-2 Coronavirus Grant Monthly Reimbursement Request to [Allison.medlin@ncagr.gov](mailto:Allison.medlin@ncagr.gov). These forms will be made available during the contract process.

## Grant Recipient Recognition at Events & on Publications

All materials produced and events held as part of the grant funding **must** recognize the funding support of this program by including the following statement, or alternate acknowledgement **pre-approved** by the NCDA&CS:

**“Funding for this project was provided in part through “Got to be NC” and IMPEC grant from the North Carolina Department of Agriculture and Consumer Services.”**

## Acknowledge Letters

Grantees are encouraged to compose and send a letter to their respective NC House Representative and NC Senator. The letters should be designed to inform our leadership of the receipt of the grant funds as part of HB1023 administered by the NCDA&CS, and highlight the Impact the IMPEC grant program has had on their community.

## Non-Discrimination

The U.S. Department of Agriculture (USDA) and NCDA&CS prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status (Not all prohibited bases apply to all programs). Persons with disabilities who require alternate means of communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at 202-720-2600 (voice and TDD).

- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-A, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

## Proposal Review Criteria

Proposals will be reviewed by a committee of NCDA&CS personnel and other volunteer members. Members will score each proposal on the following criteria and the highest scoring projects will be awarded a grant based on project merit and available funding.

- ☐ **Operation Narrative** – Does the Operation Narrative describe the plant’s existing processes, species, capacity and labor force?
- ☐ **Project Summary & Timeline** – Are limiting factors identified and described? Are the planned improvements consistent with the limiting factors? Are impacts on capacity and efficiency reasonably estimated? Are the economic impacts positive and substantial? Is the timeline for accomplishing each activity appropriate?
- ☐ **Expected Measurable Outcomes** – Does the overall goal address increasing capacity and efficiency? Are there relevant valid measures of progress? Are there reasonable benchmarks to measure progress through time? Are the targets for success in keeping with the timeline?
- ☐ **Line Item Budget Narrative** – Are the proposed budget items realistic for accomplishing the project’s objectives? Is the total amount requested reasonable and appropriate? Are matching cash/in-kind contributions included?
- ☐ **Project Oversight** – Does the applicant define who will oversee the project activities? Does the plan ensure proper oversight?

## APPLICATION DEADLINE 5:00 pm, October 12, 2020

**Send (USPS, FedEx or UPS) or hand-deliver** 2 original binder clipped hardcopies of your proposal consisting of:

1. **Grant Application Cover** (signed in blue ink by an authorized representative of the agency or organization)
2. **Project Template**
3. **Project Timeline**
4. **Line Item & Budget Worksheet**

**Addressed to:**

**NCDA&CS/IMPEC  
Oxford Tobacco Research Station  
300 Providence Rd.  
Oxford, NC 27565**

**A digital PDF should be emailed to: [Allison.medlin@ncagr.gov](mailto:Allison.medlin@ncagr.gov)**