



**Heartland Port Authority of Central Missouri**  
**Board of Commissioners**

Tuesday, January 8, 2019 7:30am

## **Tentative Agenda**

1. Roll Call
2. Approval of Agenda
3. Approve Minutes
4. Public Comments
5. Old Business
6. New Business
  - a. Bank Account
  - b. MASBDA Grant
  - c. Management Activities
7. CLOSED SESSION: Pursuant to Section 610.021(2), RSMo, the Chair will entertain a motion to go into Closed Session to discuss leasing, purchase or sale of real estate (Action by Roll Call Vote).
8. Adjournment

Board of Commissioners Meeting  
Wednesday, November 28, 2018 7:30am.  
Arthur P. Grimshaw Board Room

**PRESENT:**

**BOARD:**

Rick Mihalevich	Roger Schwartz	Gary Wheeler
Roger Fischer	Jim Jordan	
Calvin Broughton	Doug Mertens	
Hank Stratman	Kris Scheperle	

**STAFF:**

Randy Allen, Missy Bonnot, Duane Schreimann

**REGULAR BUSINESS:**

**1. WELCOME AND INTRODUCTIONS:** Randy Allen

Randy Allen, President/CEO of the Jefferson City Area Chamber of Commerce welcomed the Board of Commissioners and the Board introduced themselves. Duane Schreimann, agreed to serve as temporary chair of the meeting until a Chairman was elected with no objection.

**2. ELECTION OF BOARD OF COMMISSIONERS OFFICERS:** Duane Schreimann

Chairman- Duane asked for nominations. Roger Fischer nominated Rick Mihalevich. Doug Mertens made the motion to elect by acclamation and Jim Jordan seconded. Motion passed.

Chairman Rick Mihalevich asked for nominations for Vice Chairman. Jim Jordan nominated Roger Fischer. Doug Mertens made the motion to elect by acclamation and Roger Schwartz seconded. Motion passed.

Chairman Rick Mihalevich asked for nominations for Secretary. Gary Wheeler nominated Kris Scheperle. Jim Jordan made the motion to elect by acclamation and Doug Mertens seconded. Motion passed.

Chairman Rick Mihalevich asked for nominations for Treasurer. Gary Wheeler volunteered to serve. Kris Scheperle made the motion to elect by acclamation and Roger Fischer seconded. Motion passed.

**3. RATIFY BY-LAWS FROM PORT AUTHORITY APPLICATION:** Chairman Mihalevich

The Board reviewed the By-Laws. Roger Fischer made the motion to adopt the By-Laws as proposed and Doug Mertens seconded. Motion passed.

**4. AGREEMENT WITH JEFFERSON CITY AREA CHAMBER OF COMMERCE FOR ADMINISTRATIVE DUTIES:** Chairman Mihalevich

The Board of Directors discussed the proposed agreement with the Jefferson City Area Chamber of Commerce to provide Professional Services to the Heartland Port Authority. The Agreement proposes contracting with the Chamber starting January 1, 2019 to December 31, 2019 then on a month to month basis thereafter. The Heartland Port Authority would compensate the Chamber \$25,000 per year and the annual payment would be July 15, 2019. In addition, the Jefferson City Area Chamber of Commerce would also be the custodian of meeting records. Gary Wheeler, out of professional courtesy asked the Chamber staff to step out of the room.

After much discussion, Gary Wheeler made the motion to table the Agreement for professional Services Duties. Kris Scheperle seconded.

Chamber staff returned to the meeting and discussed duties they would perform for the Heartland Port Authority.

The group suggested adding language to the Agreement to include: soliciting letters of interest and/or intent as a priority. Also adding: other services the parties may agree.

Chairman Mihalevich asked the Board to vote on the motion to table the Agreement for Administrative Duties. Motion did not pass. Chairman Mihalevich asked the Board to vote on the motion to not table the Agreement for Professional Services. Motion passed.

Board of Commissioner Kris Scheperle had a previous engagement and excused himself early from the meeting and did not participate in the vote.

Hank Stratman made a motion to contract with the Chamber to provide Professional Services to the Heartland Port Authority of Central Missouri including the modifications discussed. Gary Wheeler seconded. Motion passed.

Calvin Broughton made a motion for Missy Bonnot with the Jefferson City Area Chamber of Commerce to be the Custodian of Records. Doug Mertens seconded. Motion passed.

**5. MISSOURI PORT AUTHORITY ASSOCIATION (MPAA) MEMBERSHIP:** Chairman Mihalevich

The Jefferson City Area Chamber of Commerce joined the MPAA on behalf the Port Authority to be able to participate and attend the Fall MPAA meeting. Roger Schwartz made the motion to ratify MPAA membership. Calvin Broughton seconded. Motion passed.

**6. PORT AUTHORITY APPLICATION:** Chairman Mihalevich

The Jefferson City Area Chamber of Commerce submitted the Port Authority Application in August 2018. MoDot Highways and Transportation Commissioner approved the Heartland Port Authority of Central Missouri in September 2018. The final application was provided to the Board of Commissioners.

**7. BUILD GRANT APPLICATION:** Chairman Mihalevich

The City of Jefferson on behalf of the Heartland Port Authority of Central Missouri applied for a BUILD grant through the Federal Government in August. As part of the grant criteria, a governmental entity had to be the applicant. The City of Jefferson submitted the application for \$989,000 and including a 20% match which is required. This money would be used for preliminary design work for the Port Site. The grants are scheduled to be announced in December 2018.

**8. PROCESS TO ACQUIRE SOUTH SITE FROM STATE OF MISSOURI:** Chairman Mihalevich

The proposed site for the Port on the south side of the Missouri River is a 16-acre parcel of land owned by the State of Missouri. In order for the land to be owned by the Port Authority, the State of Missouri would have to convey the land to the Heartland Port Authority of Central Missouri. The process would include working with our local legislators and propose legislation for upcoming session that starts in January 2019. After discussion, Roger Schwartz made a motion to ask the Jefferson City Area Chamber of Commerce to pursue legislation to have the parcel of land to conveyed to the Heartland Port Authority. Doug Mertens seconded. Motion passed.

**9. EXECUTION OF OATH OF OFFICE:** Duane Schriemann

Duane discussed the Oath of Office and document and asked the Board sign the document before the end of the meeting. Angi Baugher, Chamber Staff and a Notary Public, will notarize the documents at the conclusion of the meeting.

**10. OTHER BUSINESS:** Chairman Mihalevich

Chairman Mihalevich asked the Board to review the Board roster and make any changes needed. Gary Wheeler asked if the Board would be interested in pursuing a grant through the Small Business Development Authority with Department of Agriculture to assist with addition research for the feasibility of the Port for a maximum for \$200,000. The Chamber of Commerce will contact Gary and his staff for more information and begin gathering information. Duane Schriemann discussed at some point the Board of Commissioners should consider hiring legal representation that has Port expertise.

**11. FUTURE MEETINGS:** Chairman Mihalevich

The Board discussed future Board meeting dates and determined the best date would be the third Tuesday of the month and the meeting will be held at the Jefferson City Area Chamber of Commerce Building, 213 Adams Street at 7:30am.

**A motion to adjourn was made by Roger Fischer and seconded by Jim Jordan.**

Minutes submitted by:  \_\_\_\_\_

Missy Bonnot, Director of Economic Development  
Jefferson City Area Chamber of Commerce

## **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT FOR PROFESSIONAL SERVICES contract, hereinafter referred to as "Agreement", made and entered into this 28th day of November, 2018, by and between the HEARTLAND PORT AUTHORITY OF CENTRAL MISSOURI, a political subdivision of the State of Missouri, hereinafter referred to as "Port Authority" and THE JEFFERSON CITY AREA CHAMBER OF COMMERCE, a not-for-profit organization registered in the State of Missouri, hereinafter referred to as the "Chamber of Commerce". WHEREAS, the PORT AUTHORITY is a political subdivision of the State of Missouri and has the power and authority to enter into contracts, and; WHEREAS, the JEFFERSON CITY AREA CHAMBER OF COMMERCE is a not-for-profit organization registered in the State of Missouri, and has the power and authority to enter into contracts,

### **NOW THEREFORE, IN CONSIDERATION OF THE PREMISES AND AGREEMENTS HEREIN SET FORTH, THE PARTIES HEREBY AGREE AS FOLLOWS:**

For the period of January 1, 2019 to December 31, 2019 and on a month to month basis thereafter until such time as a new agreement is negotiated, the Port Authority hereby retains the professional services of the Chamber of Commerce under the terms and conditions hereof;

#### **SERVICES TO BE PROVIDED BY CHAMBER OF COMMERCE**

- Provide implementation services as they relate to the Port Authority's planned development in conjunction and in cooperation with all other appropriate parties;
- Complete all administrative tasks as required by the Missouri Department of Transportation (MoDOT) administrative grant-in-aid;
- Complete and compile all documentation necessary for application to MoDOT for the administrative grant-in-aid;
- Record and maintain all financial transactions for the Port Authority;
- Prepare and administer any appropriate grant, loan applications and awards as they relate to the implementation of the Port Authority's planned development;
- Work as a liaison on behalf of the Port Authority in gaining the necessary information and support for port development from community officials, area business groups and all other appropriate parties;
- Provide marketing assistance to support business attraction efforts, to include soliciting letters of interest and/or intent as a priority

- Coordinate activities with and provide support to the Port operator, and/or tenants of the Port facility;
- Assist in land acquisition negotiations when needed;
- Negotiate costs on behalf of the Port Authority for all other services rendered;
- Other support to promote the mission of the Heartland Port Authority of Central Missouri.
- Such other services as the parties may agree.

### **COST OF SERVICES**

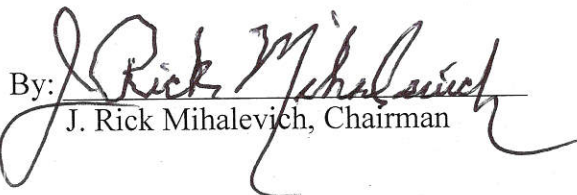
In consideration of the above services, the Port Authority agrees, subject to the availability of grant funds, to pay as compensation to the Chamber of Commerce the sum of twenty-five thousand dollars (\$25,000.00) per year. Such payments to be made in one annual payment on July 15, 2019. At the request of the Port Authority, the Chamber of Commerce shall provide an annual report no later than 60 days after conclusion of the Agreement on activities and services pertaining to the compensation pay under this Agreement.

### **CHANGES IN AGREEMENT**


This Agreement may be altered or amended by written consent by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement or caused this Agreement to be executed by their respective officers thereunto duly authorized as of the 28<sup>th</sup> Day of November, 2018.

### **HEARTLAND PORT AUTHORITY OF CENTRAL MISSOURI**

By:   
J. Rick Mihalevich, Chairman

### **JEFFERSON CITY AREA CHAMBER OF COMMERCE**

By:   
Randall G. Allen, President and CEO

# MASBDA

## Missouri Value-Added Grant Program

Applications are accepted on a continual basis and funded twice a year, in January and July.\*

**OBJECTIVE:** Missouri Agricultural and Small Business Development Authority's (MASBDA's) objective for this program is to provide grants for the creation and development of rural agricultural businesses that add value to Missouri agricultural products and aid the economies of rural communities.

An agricultural product is defined as: "An agricultural, horticultural, viticultural, or vegetable product, growing of grapes that will be processed into wine, bees, honey, fish or other aquacultural product, planting seed, livestock, a livestock product, a forestry product, poultry or a poultry product, either in its natural or processed state, that has been produced, processed, or otherwise had value added to it in this state."

MASBDA will consider grant applications for value-added agricultural business concepts that:

- result in the development, processing and marketing of new or expanded uses of agricultural products; and
- foster agricultural economic development in Missouri's rural communities.

**\*To be considered for January, 2019 funding, applications must be received no later than October 1, 2018.**

**\*To be considered for July, 2019 funding, applications must be received no later than April 1, 2019.**

\*If this funding schedule should change, applicants will be notified.

Missouri Agricultural and Small Business Development Authority  
(MASBDA)  
PO Box 630  
Jefferson City, MO 65102  
573-751-2129  
Fax: 573-522-2416  
e-mail: [masbda@mda.mo.gov](mailto:masbda@mda.mo.gov)

**MASBDA**  
**Missouri Value-Added Grant Program**

**Guidelines and Application Format**

Applications will be considered which address:

**I. KEY FEASIBILITY CONSIDERATIONS**

1. Technical Feasibility
  - a. If the technical feasibility of the concept has already been proven, applicant must provide proof if requested by MASBDA.
2. Economic Feasibility
  - a. Information on similar projects that are under way
  - b. Availability of inputs (raw products)
  - c. Reliability of inputs (raw products)
  - d. Optimal capacity of value-added product production based on the identified targeted market niche
  - e. Environmental, regulatory, and infrastructure requirement
3. Market Feasibility
  - a. Identify targeted markets
  - b. Potential demand for the value-added product (volume)
  - c. Stability of the market
  - d. The consumer, and what consumer need the product will meet
  - e. Competitors currently in the marketplace
4. Financial Feasibility
  - a. Availability and source of financing
  - b. Reliability of available financing
5. Management Feasibility
  - a. Availability of inputs (labor)
  - b. Reliability of inputs (labor)
  - c. The management, marketing, and engineering expertise that will be needed to make the project successful

**II. MARKETING STUDY**

Upon the authority's determination of feasibility, a marketing study which builds upon the information obtained from the feasibility study will be considered. The marketing study must provide a **much more detailed** analysis of:

- Targeted market niche
- Product or services description
- Product demand
- Customer
- Product pricing
- Competition
- Market trends
- Marketing strategies
- Product distribution, and
- Comparison of potential revenue from the identified market with the costs of goods sold thus coming up with the gross profit potential for the business



### III. CREATION AND DEVELOPMENT OF A VALUE-ADDED AGRICULTURAL BUSINESS CONCEPT

Other requests for expenses directly related to the creation and development of a value-added agricultural business concept may be considered by the authority upon demonstration of feasibility and potential profitability. Such expenses include, but are not limited to legal consultation for business structure, development of a business plan or prospectus, and pre-construction and pre-operational consultation.

Applicants may apply for all eligible phases (feasibility, marketing, legal, business, consulting, etc.) at one time with each phase being contingent upon successful completion and with favorable results of the previous phase. The applicant may also apply for each phase one at a time.

Only expenses incurred after the date of grant award and within three years from the time of application approval will be paid.

#### RESTRICTIONS:

**The grants are NOT intended for production expenses, operational expenses or capital expenditures. The program does not provide funds for:**

- a) business start-up, except as detailed above,
- b) business expansion, unless qualified on the basis of program criteria,
- c) paying off existing debt,
- d) substituting existing efforts or research already under way,
- e) covering institutional overhead costs,
- f) production costs,
- g) operational costs such as payroll, utilities, inventory, insurance, advertising,
- h) implementing feasibility studies, marketing studies, marketing plans, or business plans except as detailed above,
- i) marketing or advertising expenses
- j) salaries/fringe benefits of those involved in the grant project,
- k) buying land, buildings, equipment, construction, or general contractor,
- l) product research and development,
- m) application fee or grant writing expenses (May be included as an in-kind match).

**Project management or general construction contractor may not be funded with MASBDA funds; however if project management expense is funded by the grant recipient, that expense will be eligible toward the 10% cash match requirement and must be included on Attachment C, the Project Budget Summary. Proof of payment will be required.**

#### ELIGIBILITY REQUIREMENTS:

1. Eligible applicants must be an individual(s) who is at least 18 years of age and a legal Missouri resident. Applicant may also be a group of individuals, business or organization related to agriculture whose proposed value-added agricultural business concept is based in Missouri.

**Preference will be given to grant requests initiated by a group (more than one) of Missouri producers who have clear knowledge and oversight of the plan of work. Note: if the applicant is a group or steering committee, please include a listing of members, biographical information and direct role in the grant-funded project.**

**Preference will also be given to innovative-type projects that do not duplicate projects or efforts already underway.**

2. Eligible applicants must use grant funds to achieve approved grant proposal objectives. Applicants (along with proposed subcontractors) must demonstrate a proven ability to carry out all elements of the proposed project. Applicants must define the subcontractor's responsibilities and show that the subcontractor is willing and able to perform.

**A written Request for Proposal (RFP) must be included in the grant proposal along with subcontractor's response to the RFP (not included in the 15 page limit). The response must include a detailed budget breakdown of the bid (travel, full description and objectives of each phase of work, named individual contractors and subcontractors, etc.).**

**Grant recipients will be required to submit copies of signed contracts, including a detailed budget, with all subcontractors working on the MASBDA-funded project.**

**ALL CHANGES TO CONTRACTS AND/OR BUDGETS AS PRESENTED IN THE GRANT APPLICATION MUST RECEIVE PRIOR APPROVAL FROM MASBDA BEFORE PAYMENT OF INVOICES WILL BE APPROVED.**

3. Eligibility will not be determined or otherwise affected by any consideration of race, religion, sex, creed, color or residence, other than that the individual borrower must be a legal Missouri resident, and
4. Grant recipients must be able to provide proof of citizenship, identity, residence and proof of enrollment in E-verify, the federal work authorization program.

#### **EVALUATION AND FUNDING CRITERIA:**

**Proposals will be selected on a competitive basis.** Each proposal will be evaluated and rated within a framework of 100 maximum points using the following criteria:

##### ***AGRICULTURE ECONOMIC DEVELOPMENT POTENTIAL (45 points possible)***

The grant program's objective is to create a positive economic impact in rural communities through the creation, development, and operation of businesses involved in adding value to agricultural products. Preference will be given to proposals which provide greater benefits to Missouri's agricultural producers or foster greater use of Missouri agricultural products. This category will be evaluated in terms of: 1) economic development potential for a Missouri rural community and direct economic impact to Missouri's agricultural producers; 2) developing or expanding markets for a Missouri agricultural product; 3) potential for creating new jobs; and 4) capital investment. Preference will be given to projects demonstrating the potential for near-term development of a value-added agricultural business concept.

When the proposal requires specific validation that cannot possibly be carried out in rural Missouri, consideration will be given to the development and commercialization of the results of the proposal, with the same rural emphasis.

##### ***CREDIBILITY AND MERIT (25 points possible)***

The qualifications of the project's principals and subcontractors are critical to the success of each application, as is the scientific and technical merit of any proposed project. MASBDA will judge each proposal for its perceived feasibility, both technical and commercial. The relative ability and technical qualifications of the project principals and subcontractors is a *key consideration*. An application with substantial market and near-term commercial potential, product/process development that is innovative, and has commercial feasibility will be favored more than one with little perceived economic impact. Additionally, for projects related to validation of the near term use of an agricultural product in a value-added processed product, applicants must submit a summary of a literature search relevant to the project, including sources.

**NOTE: Projects involving the future need for attracting members, investors, and lenders are strongly encouraged to consider subcontracting with a qualified, independent third party in conducting the necessary feasibility studies, marketing studies, etc.**

Applications and anticipated project results should demonstrate a reasonable and feasible work plan and time frame for completion. Again, potential for timely application of results, near-term commercial application and/or widespread use of the project results will be major considerations.

***MATCHING FUNDS (10 points possible)***

**A minimum 10% CASH match is required and must be documented by proof of payment in each approved budget category “Contributed Cash Match” as shown on Attachment C Project Budget Summary before the final grant funds can be disbursed.** Applicants will be awarded points for any matching funds. Both cash and in-kind matches will be considered; more value will be placed on cash matches than on in-kind, above the 10% required cash match.

**Cash Match: “Cash that is contributed by the producer group specifically toward the cost of the project in categories funded by the Value-Added Grant as detailed in Attachment B of the application.” The Confirmation of Cash Contribution statement included on Attachment B must be completed. As noted above, the expense of project management by an unrelated third party paid for by the grant recipient can be accepted toward the cash match requirement.**

**In-Kind Match: “Non-cash contributions such as services, property, equipment, etc. toward the cost of the entire project.”**

Projects will be evaluated on the basis of the level of funding commitment from the applicant and other private or public sources. In-kind matches may be in the form of in-kind services such as land, labor, equipment, and facilities and detailed in the application. The MASBDA application fee and any grant writing expenses qualify as “Indirect Cost” and may be shown as an in-kind match expenditure. The MASBDA administration fee qualifies as an internal cash match expenditure only if it is paid by the applicant.

Applications with matching funds from other sources must show the source’s approval before MASBDA will release grant funds. Grants may be contingent upon proof that matching funds have been allocated to the proposal.

***MERIT (20 points possible)***

Each authority commissioner may award up to 20 additional points per proposal. These points are based largely on individual judgment of proposal’s likely success.

*A project must score at least an average of 60 points to be considered for a grant.*

**FUNDING LEVEL**

The maximum cumulative grant to any individual, groups of individuals, businesses or organizations related to a value-added rural agricultural business concept is \$200,000. Requests for funds must be justified with respect to the scope of the project. Projects involving multi-years will be considered, and if funded, are subject to an annual review for funding renewal.

**MULTIPLE PROPOSALS**

Multiple applications from the same applicant will be considered if each application covers distinctly different projects. Applications that have been submitted to other state grant programs may also be considered.

## **TIMELINE**

Applications are accepted on a continual basis and are funded twice a year, in January and July.

\*To be considered for January, 2019 funding, applications must be received no later than October 1, 2018.

\*To be considered for July, 2019 funding, applications must be received no later than April 1, 2019.

\*If this funding schedule should change, applicants will be notified.

Applicants will be notified by telephone if their application scored high enough (at least an average of 60 points on the 100 point evaluation criteria) for an interview before the Missouri Agricultural and Small Business Development Authority board. Interviews will be in January and July of each year. This timeline is tentative and may be adjusted.

## **FEES**

1. A nonrefundable application fee will be due with each application. The fee will be \$150 for grant application requests totaling \$25,000 or less and \$300 for requests totaling over \$25,000 as shown on Attachment C, Project Budget Total.

2. For funded grants, a MASBDA ten (10) percent grant administration fee is due as shown on Attachment C, Project Budget. The fee is due when the Grant Agreement is signed. The MASBDA grant administration fee may be included as part of the applicant's grant request, or if paid by the applicant, may be shown as part of the applicant's internal cash match.

## **APPLICATION REQUIREMENTS**

The application provides evaluators with a written document describing an activity that has a sound approach and merits financial support. Proposed projects must adhere to the objectives identified in these guidelines. Each application must be limited to one project. Applicants may submit separate applications for distinctly different projects. **Applications must be no more than fifteen (15) pages long (including cover letter, ONE PAGE FREE STANDING EXECUTIVE SUMMARY, all attachments, resumes, letters of intent and endorsements) and conform to the application format as described. RFPs and bid responses are required, but will not be included in the 15 page limit.**

**Margin Requirement:** Not less than one inch margins.

**Font Requirement:** Not less than a 12 pitch font.

**NO STAPLES or binders:** All applications must be bound by paper clip or binder clip.

**Proposals exceeding fifteen pages will be rejected. Promotional materials, product samples, and unrelated materials are discouraged. No exceptions will be granted. Incomplete applications will not be considered.**

**PLEASE NOTE:** Faxed or e-mailed applications will be accepted. However, the original and **ten (10)** accompanying copies and application fee **MUST** be received by overnight delivery no later than the next business day. Fax number: (573)522-2416

E-mail address: [masbda@mda.mo.gov](mailto:masbda@mda.mo.gov)

**Hard copy applications arriving late will NOT be considered.**

Applications will be judged principally on how they conform to the grant intent, objectives, criteria and the proposal's cost effectiveness. As part of the evaluation, a meeting with applicants and/or a visit to the applicant's operation may be necessary.

#### APPLICATION FORMAT

**NOTE:** A grant proposal must be submitted in the following format – not to exceed 15 pages – including cover letter, executive summary, resumes, letters of intent, all attachments, and endorsements. (RFP's and bid responses are not included in the 15 page limit.)

#### I. COVER PAGE - APPLICANT INFORMATION:

Project Name(s):

Sponsoring Group/Steering Committee Name:

Contact person:

**Mailing Address:**

**Physical Address** (if different than mailing address):

City, State, Zip:

County:

Phone:

Cell Phone:

Fax:

Email:

Total Cost of Project: \$

Grant Application Amount: \$

Project Co-Sponsor(s) (if any):

Project Start-Up Date:

Project Completion Date:

List of producer members:

(required if applicant is a group or steering committee)

#### II. ONE PAGE FREE STANDING EXECUTIVE SUMMARY

Provide a summary, not to exceed one page, of the project as it relates to:

- identification of the problem, or need,
- identification of the opportunity for improving on the problem or addressing the identified need,
- the agricultural product and process to be used,
- the project objectives,
- a brief description of the work plan,
- specific use of grant funds,
- the end product that will result if the proposed project is funded and
- the expected economic impact and the intended location of the impact after proposed project is completed.

**Suggestion: This executive summary should be written after completing Sections III. – IX. below.**

#### III. IDENTIFICATION OF NEED

Clearly describe the problem, the need and the opportunity for addressing the problem.

For validation of process/product development projects, include a description of the project's relationship to previous work done in the process/product development area. In addition, applicant must submit a summary of the literature search relevant to the project, including sources.

#### IV. STATEMENT OF OBJECTIVES

Provide a clear, concise description of the project objectives. Describe specifically what is to be accomplished and identify the geographic area impacted by funding this project. A description of the project's agriculture economic development potential should be included. The economic development potential for a Missouri rural community and direct economic impact to Missouri's agricultural producers through the development, processing or marketing of new or expanded uses of an agricultural product must be described. Consistency with the program evaluation and funding criteria listed in these guidelines is critical.

#### V. EXPECTED RESULTS AND APPLICABILITY TO DEVELOPMENT

This section should clearly describe:

- scientific and technical merit of the project,
- project specific qualifications of the project's principals and any subcontractors,
- potential for direct near-term commercial application of project's results,
- the anticipated results or outcome of the proposed project,
- what impact the project will have on Missouri's agricultural producers,
- what impact the project will have to a rural community's economy,
- job creation potential, and
- capital investment.

In addition to a written presentation of findings and recommendations at the completion of the project, expected results may be demonstrated in a number of ways including, but not limited to, one or more of the following:

- a new business enterprise or service involved in value-added
- a new value-added processed agricultural product or an improved process
- analysis of economic, scientific or production feasibility for specific enterprise, organization or development project

**NOTE:** The program places an emphasis on developing products that will result in timely application of results and in direct commercial application. It is essential that economic benefits to a rural community and multiple agricultural producers be identified and quantified as much as possible.

#### VI. PLAN OF WORK

This section should provide a detailed plan of work, including:

- description of key personnel
- list of producers who are project team members, consultants, subcontractors and other professional assistants and their qualifications, and level of involvement in the project resumes, no longer than two pages per person.
- outline of how the proposed project is to be carried out, tasks to be performed and person(s) responsible
- timetable for each project task, completion dates, including implementation time, completion and deadline for final report
- location of project tasks
- critical risks or concerns that must be addressed in order to make a successful project.

Applications to fund multiple phases of the same project are eligible. However, funding for each subsequent phase will be contingent upon favorable results from the preceding phase. If the project includes multiple phases, the timetable should reflect an approximate start and completion date for each phase as well as all costs associated with each phase.

**The MASBDA Board reserves the right to eliminate, discontinue, or reduce funding if the project falls behind the approved deadlines.**

**VII. FACILITIES AND EQUIPMENT**

Describe the facilities and equipment, if any, required to carry out the proposed work. Items to be leased with grant funds should be minimal, fully described and justified in this section (should also be shown on Attachment C, Project Budget). **Funds for capital equipment will not be allowed as a purchase.**

**VIII. CO-SPONSORS (if any)**

List any project co-sponsors (including name of organization, address, telephone, key contact and nature of participation) and attach a letter of intent to participate from each co-sponsor outlining the extent of their participation in the project.

**IX. REFERENCES**

List the names and phone numbers of two professional references who are familiar with the applicant's project.

**X. ATTACHMENTS**

Actual attachment forms are included in this packet following the guidelines. Attachments should be included at the end of the proposal in the following order:

**ATTACHMENT A - CERTIFICATION OF INFORMATION**

**ATTACHMENT B - STATEMENT OF POTENTIAL FUNDING SOURCES**

Show amount and source for funding previously received and proposed funding sources (matching funds). Attach a written letter of intent of matching funds allocated to this project from any source shown as a proposed funding source. A breakout of matching expenditures will be reflected on Attachment C, Project Budget.

**ATTACHMENT C - PROJECT BUDGET**

**NOTE:** A written Request for Proposal (RFP) must be included in the grant proposal along with the subcontractor's response to the RFP, documenting their bid for services. The bid must include a detailed budget breakdown (travel, phases of work, named individual contractors and subcontractors, etc.)

The bid for professional services must provide a detailed budget for each phase of the plan of work. Budget categories not included under a bid for professional services must be documented by a detailed plan of work.

**Note: The Missouri Agricultural and Small Business Development Authority reserves the right to contact all subcontractors directly for bid verification.**

Project budget should reflect:

- Description and validation of each expense. For example: travel must be detailed as to 1)location and purpose of travel, 2)travel by whom, 3)justification for travel, and 4)provide a detailed budget to provide mileage rate, meal rate, lodging, airfare, etc.
- If project is for multiple phases as shown in the Plan of Work, a separate budget should be prepared for each phase.

**ATTACHMENT D – CERTIFICATION OF COUNTY HEALTH ORDINANCES**  
**- Required for all applications - regardless of project**

**APPLICATION EVALUATION AND GRANT AWARD PROCESS**

The authority will review, evaluate and award grants on a timetable to be set by the authority. The application deadlines will be announced by MASBDA each year. All applications that have been received since the previous review will be considered. *No partial applications will be considered.* All applications will be screened for completeness and eligibility upon receipt by MASBDA staff.

At the applicant's request, grant applications which receive at least the minimum 60 points but are not awarded funding may be reconsidered during the next immediate evaluation period without an additional application fee. Updates to the original application will be accepted prior to the deadline date.

The authority will consider each application individually. Each application will compete for limited funds. All proposals must include sufficient information to allow the funding criteria to be evaluated.

The authority reserves the right to decrease the amount of requested funding based on its findings and on its level of available funds. Should the process produce a funding level less than the amount requested in the application, MASBDA staff will confer with the applicant to determine whether the amount recommended would alter the project's feasibility.

Each applicant will be notified of the authority's decision. **The decision is binding and not subject to review or appeal.**

MASBDA reserves the right to audit the applicant's books and records relating to project performance during and up to three years following the project's completion. MASBDA also may recover grant funds not used per the contract or if a misrepresentation should occur.

**REPORTING REQUIREMENTS**

Grant recipients will be required to enter into a contract with the authority. The contract will establish an approved project plan of work and budget, and will list responsibilities of project personnel. Principals of an organized business (such as an LLC) awarded a grant will be personally responsible for the approved project plan of work, project budget, and responsibilities of project personnel.

Grant funds can be disbursed monthly upon receiving documentation of expenditures and a summary of completed activities for which funds are requested. Some monies for start-up costs of the grant project may be provided on a case-by-case basis. Once the applicant and MASBDA staff agrees to a contract, it will be considered for final approval by MASBDA's executive director. MASBDA program staff will monitor and evaluate each funded project.

**Interim Report**

Interim reporting requirements will be based on the duration, nature, cost of the project and approved work plan. Interim reports will include detailed coverage of project activities and findings and include goals for work to be completed prior to the next scheduled report. MASBDA reserves the right to modify the reporting requirements during the course of the project.

**Final Report**

At a minimum, an original and two (2) copies of a comprehensive final report will be required within 60 days following project completion. The final report shall include program and fiscal summaries. The program summary shall include the following:

- a. A brief description of the original intent of the project
- b. The perceived economic impact to Missouri's agricultural producers
- c. The perceived economic impact on the Missouri rural community
- d. A summary of how the project achieved one or more of the following:
  1. Job creation
  2. New capital investment



3. Market development of new or expanded uses of Missouri's agricultural products or
4. The near-term commercial application and practical application of the project results
- e. An evaluation of project results and benefits, including how they met original expectations
- f. Future projections that may result from receiving grant funds and
- g. Other appropriate information related to the project

**Failure to submit required reports in a timely manner will result in delay of invoice reimbursement and possible grant termination.**

In addition to the final project report, MASBDA reserves the right to conduct a follow-up survey of funded projects to determine long-term economic impacts.

**LIABILITY**

MASBDA will not be held liable for any costs incurred by any firm for work performed in the preparation and production of a proposal or for any work performed prior to the formal execution of a contract.

**OTHER CONSIDERATIONS**

MASBDA reserves the right to:

- Reject any or all applications received
- Waive or modify minor irregularities in applications received after prior notification and applicant's agreement
- Clarify the scope of this program, within the application requirements and with appropriate notice to all applicants, to better serve the interests of the State of Missouri
- Amend the program specifications after their release, with appropriate written notice to all potential applicants
- Require a good faith effort on the part of the project sponsor to work with MASBDA subsequent to project completion to develop or implement the project results in Missouri
- Withhold any payments if contract conditions are not met.

All proposals submitted in response to a call for applications will become the property of MASBDA.

**CHECKLIST:**

- Is all contact information on the Cover Page complete, current, and correct? This is what we will use to contact you if we have questions on your application.
- Have you included a one page, FREE STANDING Executive Summary?
- Have ALL applicants signed Attachment A, the Certification of Information?
- Does Attachment B, Statement of Potential Funding Sources, include the amount of cash contributed by the applicant toward the cost of the project? Is the Confirmation of Cash Contribution statement completed and signed?
- Is Attachment C, Project Budget Summary, fully completed? If you have ANY questions regarding your project budget, please call MASBDA prior to submitting your application.
- Is Attachment D, Certification of County Health Ordinances, completed, signed and notarized?
- Have you included ONE original and TEN copies of your application?
- Have you included the correct application fee? Please see page 6.

**ATTACHMENT A**  
**Certification of Information and Business Relationships**

Pursuant to the "Guidelines and Application Format" document for the "Missouri Value-Added Grant Program" administered by the Missouri Agricultural and Small Business Development Authority (MASBDA), the applicant(s) (signing below) hereby certifies, subject to penalties of perjury, the following:

I certify that I am not: (i) a commissioner or employee of the Missouri Agricultural and Small Business Development Authority with a substantial interest of ten percent or more in the project described in the grant application, (ii) a member of the Missouri General Assembly with a substantial interest in the project described in the grant application, (iii) a state-wide elected official with a substantial interest in the project described in the grant application, (iv) a director of a state department with a substantial interest in the project described in the grant application, (v) a parent, child, spouse or sibling of any of the above either of who has a substantial interest in the project described in the grant application, whether singularly or collectively of 10 percent or more.

In addition by affixing my/our signature(s) to this application, I/we certify having read and understand the guidelines governing award of these grants and agree to all conditions set forth therein and attest that all information contained in this application package is true to the best of the applicant's knowledge, information and belief.

If awarded, grant payments by MASBDA for expenditures approved in the work plan may be made on a reimbursement basis to the grant recipient (after proof of payment is received by MASBDA) or directly to the vendor contracted by the grant recipient upon receipt of an invoice approved by the grant recipient. Any vendor invoice paid by MASBDA are for the benefit of the grant recipient for its obligations owed related to the approved work plan, and in no way constitutes a partnership, creditor, or other business relationship between MASBDA and vendors contracted by the grant recipient.

The grant recipient will be responsible for any federal or state taxes applicable for funds received, if awarded, and it is recommended the applicant consult their tax professional prior to submitting an application, and upon potential award.

Should a grant be awarded, basic project information (such as grant amount, proposed location, work products funded, etc.) may be used in announcements, press releases and other public information.

In addition to the final project report, MASBDA reserves the right to conduct a follow-up survey of funded projects to determine long-term economic impacts.

The Missouri Agricultural and Small Business Development Authority reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date, the authority becomes aware of misrepresentation(s) contained in this application.

Applicant Name and Signature: \_\_\_\_\_

Applicant Name and Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Send completed application (one Original and 10 copies) and application fee to:**  
Missouri Agricultural and Small Business Development Authority (MASBDA)  
1616 Missouri Boulevard  
PO Box 630

**ATTACHMENT B  
Statement of Potential Funding Sources**

Previous funds received, or funding applications pending, for this project. List additional sources on another sheet of paper if necessary.

Source: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Time Period Funded: \_\_\_\_\_

Source: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Time Period Funded: \_\_\_\_\_

PROPOSED FUNDING FOR THIS PROJECT (other than the Missouri Agricultural and Small Business Development Authority):

Source	Funding Request	Anticipated Date of Funding
<b>Contributed Cash Match – verified by statement below</b>		
Commercial Lender		
Venture Funding		
Foundation		
State Program (specify) 1. 2.		
Federal Program (specify) 1. 2.		
Other Sources (specify) 1. 2. 3.		
Total Proposed Funding		

**Confirmation of Cash Contribution toward Cost of Grant Funded Project:**

I, \_\_\_\_\_, authorized representative of \_\_\_\_\_ (grant applicant) confirm that \_\_\_\_\_ (grant applicant) will contribute \$ \_\_\_\_\_ (must match project budget and be a minimum of 10% of the grant subtotal shown on Attachment C) toward the cost of the grant-funded project. Appropriate copies of invoices and cancelled checks will be provided to MASBDA. Final disbursement of grant funds cannot be made until the 10% cash match obligation is satisfied.

Signature \_\_\_\_\_ Date \_\_\_\_\_

ATTACHMENT C

**Project Budget Summary**

**\*\*THIS BUDGET FORMAT MUST BE USED IN GRANT APPLICATION\*\***

<b>Expenditure</b>	<b>A. MASBDA Request</b>	<b>B. Cash Match Contributed By Applicant</b>	<b>C. State Funds</b>	<b>D. Federal Funds</b>	<b>E. In-Kind Match</b>	<b>Total A-E Total Project Cost</b>
Travel (Be specific)						
Printing (Be specific)						
*Equipment/Supplies (Be specific)						
Equipment Lease/Rental Costs (Be specific)						
Consultant Fees- List each consultant and/or phase of project separately:						
Project Management (may not be funded by MASBDA – only cash match from grant recipient)						
Indirect Costs (Be specific - MASBDA does not fund indirect costs but they may be included as In-Kind match)						
<b>Subtotal</b>						
<b>Grant Administration Fee</b> (10% of MASBDA Request Subtotal) See page 6 of grant guidelines.						
<b>Total (subtotal +grant administration fee)</b>						

\* The authority does not fund equipment purchase

\*The authority does not fund application fees or any grant writing expenses, but they may be included as In-kind match.

\*Only cash costs that are directly related to this phase of the project should be included. Documentation is required prior to grant reimbursement.

**ATTACHMENT D**  
**Certification of County Health Ordinances**  
**(Must be submitted regardless of type of project)**

Animal agriculture has been and continues to be the foundation of Missouri agriculture. Animal agriculture is the leading economic development industry in most rural Missouri counties. In addition, the primary use of grains produced in Missouri is for the feeding of livestock.

The Missouri Agricultural and Small Business Development Authority (MASBDA) is committed to the continued economic viability of animal agriculture through loans, loan guarantees and grants not only for production of livestock, but also for related value-added enterprises.

MASBDA Commissioners are concerned about the impact county health ordinances may have on the financial ability of animal agriculture and related value-added enterprises to repay loans and to profitably utilize grants.

MASBDA has received a request to provide financial assistance for a project for an animal agriculture and/or related value-added enterprise. Please identify any county health ordinances that impact or affect animal agriculture and/or related value-added enterprises.

- I. Does the county being considered for this proposed project now have a county health ordinance restricting livestock or poultry production more restrictive than state or federal law?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- II. Is the county being considered for this proposed project currently considering a county health ordinance restricting livestock or poultry production more restrictive than state or federal law?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- III. Does the county being considered for this proposed project currently have an Agri-Ready County designation?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- IV. Is the county being considered for this proposed project currently considering application for an Agri-Ready County designation?  
YES \_\_\_\_\_ NO \_\_\_\_\_

(For more information on the Agri-Ready County designation, please visit [www.mofarmerscare.com](http://www.mofarmerscare.com))

If you have answered yes to questions I or II, please attach a copy of the ordinance or the current draft of the ordinance to this certificate.

\_\_\_\_\_  
Signature (Presiding County Commissioner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
County

STATE OF MISSOURI )

) SS.

COUNTY OF \_\_\_\_\_)

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, a Notary Public, appeared \_\_\_\_\_ to me personally known, who, being by me duly sworn, did say that they are the \_\_\_\_\_ of \_\_\_\_\_ COUNTY, MISSOURI, and that said instrument was signed on behalf of said County by authority of its governing body, and said officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said County.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

\_\_\_\_\_  
Notary Public - State of Missouri  
Commissioned in \_\_\_\_\_ County  
My commission expires: \_\_\_\_\_

# Missouri Value-Added Grant Program

## Description

The Missouri Value-Added Grant Program provides grants for projects that add value to Missouri agricultural products and aid the economy of a rural community. Grant applications will be considered for value-added agricultural business concepts that:

- Lead to and result in development, processing and marketing of new or expanded uses or technologies for agricultural products; and
- Foster agricultural economic development in Missouri's rural communities.

Applications will be considered for expenses related to the creation, development and operation of a value-added agricultural business including:

- Feasibility studies,
- Marketing studies,
- Legal assistance,
- Marketing plans,
- Business plans,
- Prospectus development for cooperatives, and
- Operational consulting

## How Does the Program Work?

Proposals will be selected on a competitive basis. Each proposal will be evaluated and rated using the following criteria:

- Economic development potential for the agricultural industry,
- Credibility and merit,
- Probability of near-term commercialization and practical application of project results,
- Presence, source and level of matching funds, and
- Where the project will have an economic impact

## Application Timeline

Applications are accepted on a continuous basis and are funded twice a year, in January and July.

- \*To be considered for January, 2019 funding, applications must be received no later than October 1, 2018.
- \*To be considered for July, 2019 funding, applications must be received no later than April 1, 2019.

### Program Guidelines and Application Format

(<https://agriculture.mo.gov/abd/financial/pdf/valueaddedgrant.pdf>)

## Who is Eligible?

- Applicant must be at least 18 years old,
- Missouri resident, and

- Applicant may be groups of individuals, businesses, and organizations related to agriculture whose proposed value-added agricultural business concept is based in Missouri

## Grant Amount and Terms

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The maximum grant to any person, groups of individuals, businesses or organizations related to a value-added rural agricultural business concept is \$200,000.

## Restrictions

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The grants cannot be used for:

- Business start-up except as detailed in program guidelines,
- Business expansion, unless qualified on the basis of program criteria,
- Paying off existing debts,
- Substituting existing efforts or research already underway,
- Covering institutional overhead costs,
- Production costs,
- Operational costs such as payroll, utilities, inventory, insurance, and advertising,
- Buying land, buildings, or equipment,
- Implementing feasibility studies, marketing studies, marketing plans, or business plans except as detailed in the program guidelines, and
- Application fee or grant writing expenses

## Fees

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A nonrefundable fee will be due with each application. The fee will be \$150 for grant application requests of \$25,000 or less and \$300 for requests over \$25,000. The application fee may be part of the applicant's matching funds.

For funded grant requests, a MASBDA grant administration fee is due equal to ten (10) percent of the total grant awarded. The fee is due when the Grant Agreement is signed. The MASBDA grant administration fee may be included as part of the applicant's grant request, or if paid by the applicant, may be shown as part of the applicant's internal matching expenditures.

## Other Information

The authority also administers the **Missouri Value-Added Loan Guarantee Program**(<https://agriculture.mo.gov/abd/financial/valaddloan.php>).