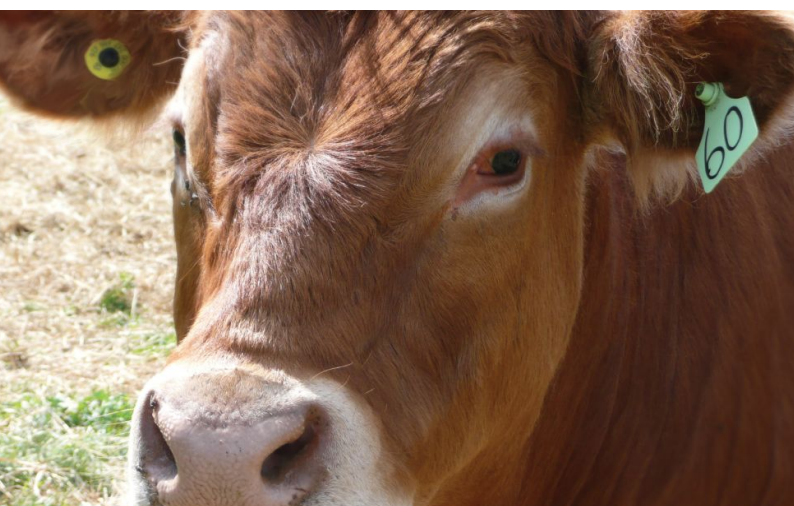


# PROGRAM GUIDE

**BC Traceability Adoption Program**  
**2020 - 2023**



## BC Traceability Funding Programs at a Glance

### Traceability Adoption Program

To increase the implementation of traceability systems in primary and secondary production and processing sectors.



### Traceability Value Chain Program

To increase the implementation of information sharing systems that will enhance food and seafood traceability among supply chain partners.



### BC food and seafood industry

The goal of the Programs is to increase the adoption of traceability systems, practices, technologies and infrastructure across the food and seafood sectors, enabling businesses to meet existing and emerging market and regulatory requirements.

The Traceability Adoption and Traceability Value Chain programs are funded under the Canadian Agricultural Partnership, a federal-provincial-territorial initiative. There are three programs available:

### Traceability Adoption (TA) program

The TA program provides cost-shared funding for single agriculture, food or seafood businesses, such as farmers, ranchers, seafood harvesters or food and beverage processors, towards the purchase and installation of traceability systems, practices, technologies or infrastructure. The program will help enable businesses to meet new and existing regulatory requirements for the traceability of food, animals and agricultural products.

Please continue reading this program guide to learn more about the Traceability Adoption program.

### *Livestock Tag Reader Rebate (LTRR) sub-program*

The LTRR program offers a rebate to B.C. livestock operators specifically for the purchase of livestock tag readers (hand-held or panel readers), reader installation, related software and related training. The LTRR uses a simple, streamlined application process and aims to help livestock operators prepare for anticipated new federal livestock traceability requirements.

If you are a livestock operator that is only interested in implementing livestock tag readers and software, you may be interested in the Livestock Tag Reader Rebate program. Please see our contact details on page 7.

### Traceability Value Chain (TVC) program

The TVC program is directed toward agriculture, food and seafood sector organizations or value chain partners. A sector organization is a not-for-profit, incorporated association or other entity legally incorporated or formed under the laws of its jurisdiction that represents members in an agriculture, food or seafood sector. A value chain is a group of three or more agriculture, food or seafood businesses connected along a supply chain that is producing and delivering agriculture or seafood products to consumers (e.g. a business partnership among a producer, processor and distributor).

The TVC program provides cost-share funding towards the adoption of information sharing systems that will enhance agriculture, food and seafood traceability among supply chain partners.

If you are an agriculture, food or seafood sector organization or value chain partner, you may be interested in the Traceability Value Chain program. Please see our contact details on page 7.

# Am I eligible?

**All eligible participants** in the Traceability Adoption program are required to:

- have an active 9-digit business registration number (BRN) or have an active GST number;
- constitute a legal entity;
- be based and operating in BC; and
- file business or farm income taxes in BC
- All livestock and poultry operations are also required to be registered in the BC Premises Identification Program: [www.gov.bc.ca/premisesidprogram](http://www.gov.bc.ca/premisesidprogram)

**Eligible participants for the Traceability Adoption program** include agriculture, food or seafood businesses such as:

- |              |                |             |
|--------------|----------------|-------------|
| • producers  | • transporters | • packagers |
| • harvesters | • warehouses   | • importers |
| • processors | • distributors | • exporters |

**Ineligible participants** for the Traceability Adoption program include:

- health and/or nutrition supplement processing/handling operations;
- pet food processing/handling operations;
- restaurants or other food service operations; and
- any other business deemed ineligible by the Province.



# What items are eligible?

## Eligible activities for the Traceability Adoption Program include:

- Consultant fees for assessing, planning and/or implementing the project.
  - Consultant fees and staff training costs combined must not exceed 25% of total project costs.
- Purchase and installation of hardware for traceability systems:
  - Radio Frequency Identification (RFID) or barcode readers;
  - Dedicated computer terminals;
  - Label printers;
  - On-site database and web servers; and
  - Wireless or wired connectivity within the enterprise, as required for the traceability system.
- Purchase, licensing (subscription) and installation of traceability software to gather, store, process, report and track information.
  - Only that portion of livestock or crop production software with traceability functionality will be eligible for funding.
- Staff training by vendor (preferred) or approved consultant to implement traceability systems.
  - Costs for staff training must be clearly identified in the project budget; and
  - Consultant fees and staff training costs combined must not exceed 25% of total project costs.
- Incremental costs for the lease / rental / purchase of a multi-use computer terminal to support traceability systems, where the organization has no computer.
  - Cost-shared up to 50%;
  - Reimbursement for the combined cost of multi-use devices must not exceed 25% of the total project costs; and
  - Projects that consist solely of a computer purchase will be considered ineligible for project funding.
- Incremental costs for the purchase of multi-use handheld electronic devices to support the traceability system.
  - Cost-shared up to 50%;
  - Reimbursement for the combined cost of multi-use devices must not exceed 25% of the total project costs; and
  - Projects that consist solely of the purchase of a multi-use handheld electronic device will be considered ineligible for project funding.

Other Eligible activities not listed here may be added as technology advances occur, as approved by the Province.

## 70%

of project costs, up to the maximum funding level is eligible.

## \$16,000 TA Program

**Annual maximum** of funding available for each eligible participant.

For the list of approved **traceability system providers**, please see our website: [www.bctraceability.ca](http://www.bctraceability.ca)



# What isn't eligible?

## Ineligible costs include:

- Capital costs (such as vehicles, furnishings, land and buildings);
- Equipment purchased and/or facility modifications intended to increase capacity;
- Project consisting solely of a computer purchase;
- Software development project plans;
- Software maintenance and updates;
- Taxes and duty or shipping costs;
- Costs inherent in the day-to-day operations of the business or for ongoing maintenance (eg. ongoing expenses for employee salaries, existing software subscription costs, etc.); and
- Consumables including livestock ear tags, labels, printer ink, etc.

Purchases made prior to receiving the approval decision and funding approval letter will not be reimbursed.

# Additional information

## Please review the following information:

- Submission of an application does not entitle the applicant to funding under the Program;
- Project approval will be based on available funding and will be at the Ministry of Agriculture's discretion. As such, not all eligible projects will be approved;
- Approved applicants must enter into a Recipient Funding Agreement with the administrator;
- Eligibility of all expenses is at the discretion of the administrator;
- Recipients of funding under this Program are consenting to the public release of their name, the amount of funding received, and the general nature of the project;
- Program guidelines and application forms may be revised at any time throughout the life of the Program, at the discretion of the Ministry of Agriculture or the administrator;
- The Program requires monitoring for a two year period. Applicants must be prepared to provide information, as requested, on the ongoing activities of the business; and
- Participants agree to be contacted 12 to 18 months past the end of their project for evaluation purposes (e.g., questionnaires, surveys, interviews, etc.).

# How do I apply?

## 1 Application submission



### Self-assessment application

Online: [bctraceability.ca](https://bctraceability.ca)

Or request a paper application to be emailed or mailed to you by:

Telephone: 604-484-3490

Facsimile: 604-806-7806

Email: [bctraceability@ca.pwc.com](mailto:bctraceability@ca.pwc.com)



### Review and decision

The Program Administrator may request additional documentation or clarification.



### Decision email to applicants

You will be notified whether your application is approved or declined within 10 business days of receipt of a complete application.

## 2 Project execution



### Sign Funding Agreement

If your application is approved, you will receive a recipient funding agreement.

Please sign the agreement and return it via email or post. We will counter-sign the agreement and return it to you.



### Purchase approved item

You are now able to purchase the approved items.

Please keep all invoices and receipts to evidence purchase and payment.

Purchases made prior to receiving the approval decision and notification will not be reimbursed.



### Submit invoices, receipts and photos.

Refer to the 'Instructions on how to submit a claim' on the website or send your invoices and receipts via email.

All claims must be submitted within 2 months of the completion of the project.



### Review & reimbursement

Upon approval, we will complete a direct deposit or mail a cheque.

Your project may be selected for review as part of our annual audit.

# Frequently asked questions

## **What is the difference between Traceability Adoption and Traceability Value Chain?**

The Traceability Adoption program is for single agriculture, food or seafood businesses.

The Traceability Value Chain program is directed towards sector organizations, and groups of three or more agriculture, food or seafood businesses connected along a supply chain that is producing and delivering agriculture or seafood products to consumers. (e.g. a business partnership among a producer, processor and distributor, etc.).

## **If I purchased the equipment before I was approved, can I still be reimbursed?**

No. Purchases made prior to receiving the approval decision and notification will not be reimbursed.

## **Can I change my work plan once I have been approved?**

Yes. Please contact the program team to assist you.

## **What if I can't complete my activities before the outlined deadline?**

If you feel you will not meet your deadlines, please contact the program team as soon as possible:

[bctraceability@ca.pwc.com](mailto:bctraceability@ca.pwc.com)

## **Can I apply more than once?**

You can only apply for a maximum of \$16,000 funding per year.

Eligible participants may apply for more funding in future years for new eligible activities, however priority will be given to first-time applicants. The funding years run:

Year 3: February 2020 - December 2020. Claims must be submitted by January 31, 2021.

Year 4: January 2021 - December 2021. Claims must be submitted by January 31, 2022.

Year 5: January 2022 - December 2022. Claims must be submitted by January 31, 2023.

## **I applied for the previous On-Farm and/or Post-Farm Food Safety and Traceability Programs, but the programs closed before I was able to purchase. Can I apply again?**

Yes. All former eligible participants who were unable to implement their workplan in relation to traceability will be seen as a priority in this new term. Previous applicants will need to complete the new application process in full. Purchases must not be made prior to approval of the TA/TVC program.

## **Can I purchase my items in stages?**

Yes. Eligible participants may apply for funding each year for new eligible activities, however priority will be given to first-time applicants.

## **My project has been approved and is now complete. How do I submit my claim?**

Please submit your claim by following the claim reimbursement instructions document found on our website [bctraceability.ca](http://bctraceability.ca).

## **What funding amount can I receive from the Traceability Adoption program?**

The annual maximum funding cap for the Traceability Adoption Program is \$16,000 per applicant.

# Contact us

PwC is administering this Program on behalf of the B.C. Ministry of Agriculture. Interested applicants are encouraged to contact us.

By phone: (604) 484-3490  
By e-mail: [bctraceability@ca.pwc.com](mailto:bctraceability@ca.pwc.com)  
By fax: (604) 806-7806 Attn: Jen McIntyre  
By mail: Jen McIntyre,  
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