



OREGON DEPARTMENT OF AGRICULTURE

Oregon Meat Processing Infrastructure and Capacity Building Grant Program Guidelines

As prepared by:
Agricultural Development & Marketing Program
635 Capitol Street NE
Salem, OR 97301
541-656-8951

Ag.Market@oda.oregon.gov
<https://oda.direct/meatprocessing>

*In compliance with the Americans with Disabilities Act,
this publication will be made available in alternate formats upon request.*



Table of Contents

- 1. INTRODUCTION 3**
- 2. IMPORTANT DATES AND TIMELINES 3**
- * DATES SUBJECT TO CHANGE..... 3**
- 3. ELIGIBILITY 3**
 - ELIGIBLE EXPENSES4
 - NON-ELIGIBLE ITEMS:4
- 4. FUNDING..... 5**
- 5. FUNDING PERIOD 5**
- 6. DISTRIBUTION OF FUNDS 5**
- 7. PROGRAM PRIORITIES 5**
- 8. APPLICATION REQUIREMENTS AND PROCEDURES 6**
- 9. PUBLIC RECORDS 6**
- 10. APPLICATION INSTRUCTIONS..... 6**
- 11. APPLICATION CHECKLIST 6**
- 12. SUBMISSION DETAILS 8**
- 13. REVIEW CRITERIA AND PROCESS 8**
 - REVIEW CRITERIA8
 - PROCESS.....8
- 14. POLICIES AND REQUIREMENTS..... 9**
- 15. POST AWARD MANAGEMENT AND REQUIREMENTS..... 9**
- 16. CONTACT INFORMATION 11**
- 17. APPENDICES 11**
 - APPENDIX A: APPLICATION FORM (SAMPLE)11
 - APPENDIX B: REVIEW SHEET (SAMPLE).....11

1. Introduction

The Oregon Department of Agriculture (ODA) is pleased to announce a competitive solicitation to award funds under the Oregon Meat Processing Infrastructure and Capacity Building Grant Program to increase the capacity or efficiency of Oregon meat processing.

2. Important Dates and Timelines

| Event | Date |
|--|--------------------------|
| Open Request for Applications (RFA) | February 9, 2022 |
| Webinar/Outreach | February 11, 2022 |
| Applications must be received by | March 23, 2022, 12:00 pm |
| Administrative Review | March 2022 |
| Grant Review Committee | March 2022* |
| Meet with Director for final selection | April 2022* |
| Awards announced | April 2022* |

* Dates subject to change

3. Eligibility

Eligible Applicants

Applicants must meet all the following requirements to be eligible for the Oregon Meat Processing Infrastructure and Capacity Building Grant Program:

- (1) Must be an establishment, as that term is defined in ORS 619.010(8), located in Oregon or planning to become such an establishment within the grant period;
- (2) Must be registered to do business in Oregon and in good standing with the Oregon Secretary of State, the Department, and the Oregon Department of Revenue, as applicable, or must fall under the jurisdiction of a tribal government; and
- (3) Must be one or more of the following:
 - (a) Planning to expand processing capacity to include animals raised in Oregon and plan to operate under a program of state inspection;
 - (b) Planning to build a new establishment to process animals raised in Oregon and plan to operate under a program of state inspection; or
 - (c) Official federal establishment under continuous inspection by the U.S. Department of Agriculture's Food Safety and Inspection Service pursuant to the Federal Meat Inspection Act and plan to increase processing of meat from animals raised in Oregon.

Eligible Projects

Projects must:

- Comply with OAR 603-008-0000 to 603-008-0060; and
- Focus on improving the infrastructure, equipment or processes directly related to meat processing capacity; and
- Aim to overcome barriers that are inhibiting the availability or expansion of meat processing in Oregon; and
- Be for processing of meat from amenable and/or exotic species, specifically: cattle, sheep, swine, goats, reindeer, elk, deer, antelope, water buffalo, bison, buffalo, yak or camelids.

Eligible Expenses

Eligible expenses can be categorized as Technical Assistance, Capital Improvements, Machinery & Equipment, and Other.

Technical Assistance may include:

- Studies, consulting, and engineering for the project
- Education and training necessary for the sustainability of the project

Capital Improvements may include:

- Buildings, facilities, and structures for meat processing
- Storage, cooling, and freezing systems/facilities
- On-site utility installation
- Live animal receiving and handling facilities
- On-site waste handling, treatment, composting, recycling, or reuse

Machinery & Equipment may include:

- Machinery and equipment for meat processing
- Hardware and software for meat processing, weighing/labeling, and tracking systems
- Procurement and installation of sanitation and safety equipment
- Monitoring, Inspection, and testing equipment

Other includes eligible items not covered in the above categories, such as:

- Temporary equipment and arrangements to maintain meat processing during project execution
- Permits, licenses and fees for the project regulatory or inspection compliance

Non-Eligible items:

Items not related to physically processing meat such as:

- Administrative services
- Advertising, public relations, web design or marketing materials
- Facility upgrades or services that are not related to the increase of meat processing capacity
- Wages not related to meat processing education and training
- Stand-alone projects that are not located where the meat processing occurs

- Consumables, ingredients, and items that are not reusable
- Fines, penalties, and other settlement expenses resulting from failure of applicant to comply with Federal, State, Local or Indian Tribal laws and regulations
- Indirect (overhead) costs
- Product research and development
- Purchasing of land
- ODA license fees

4. Funding

The Oregon Meat Processing Infrastructure and Capacity Building Grant Program provides \$2,000,000 in funding.

Applicants may request no more than \$500,000.

5. Funding Period

The Oregon Meat Processing Infrastructure and Capacity Building Grant Program begins when a fully executed grant agreement has been signed by all parties. All activities proposed under this grant must be completed, and all expenses incurred under the grant be expended, by June 30, 2023. Upon receipt and final approval of a final invoice and documentation, final reimbursement payments will be made not later than December 2023.

6. Distribution of Funds

Successful applicants will receive 75% of awarded funds upon execution of the grant agreement. Successful applicants may also be subject to providing documentation and information ODA deems necessary for award. Approval of documentation, financial expenditure report and compliance with Section 15 (Budget Change Approval) of these Guidelines will be required prior to awarding the 25% remaining funds.

7. Program Priorities

Priority will go to proposals that:

- Diversify processing options and reduce risks of processing bottlenecks
- Help to increase processing capacity for amenable and exotic species
- Increase the processing capacity for animals raised in Oregon
- Address slaughter and processing needs in rural areas of the State, such as by reducing transportation time and costs
- Plan to serve the processing needs for multiple producers
- Include matching funds
- Address gaps in cut and wrap meat processing services
- Demonstrate sustainability and business viability after the grant funds are spent.

8. Application Requirements and Procedures

Applicants may collaborate with others to prepare a proposal and may subcontract out for the delivery of services under the project. Applicant must specify in the application who will manage the project and who the point of contact for the project will be. An applicant must specify how partner organizations will work with each other and who is responsible for which parts of the project.

9. Public Records

Please note that, unless an exemption applies, all information and records submitted to ODA are subject to disclosure under the Public Records Law, ORS 192.311 to 192.478.

If you choose to include in your application any information that you consider to be a "trade secret," as that term is defined in ORS 192.345(2), you must clearly label the information "trade secret." If ODA receives a public records request for the information that you have indicated is a trade secret, ODA may request additional information from you to help determine whether, in fact, the information is conditionally exempt from disclosure under ORS 192.345(2). ODA does not guarantee that it will assert the trade secret exemption for any or all information that an applicant labels as a "trade secret."

10. Application Instructions

You must completely answer all questions and provide the required materials specified in the **Application Checklist**. The Appendices provide samples of: Application Form (Appendix A), and Review Sheet (Appendix B), which contains the criteria by which the Grant Review Team will evaluate the applications. Answers that do not meet requirements will be invalid and the application will be rejected.

11. Application Checklist

| Material | File Names | Required File Formats for FTP Submission |
|------------------|---------------------------------|--|
| Application Form | "Meat Grant_ Company Name.docx" | Word document |

The application has a page limit of 16 pages.

FTP Instructions

Make sure all documents are in the formats required in the Application Checklist table before uploading to the ODA File Transfer Protocol (FTP).

Step 1: Enter <https://files.oda.state.or.us/?Login=macpa> in your browser window

Step 2: Complete the input form, providing your full name, email address and phone number

This is the upload form for the MAC Program Area.
Please complete this form and submit your files.

Name:

Email Address:

Phone Number:

Step 3: Upload completed grant application form and any other appropriate documents by dragging documents into the upload box, or select the documents from a file on your computer

File Upload

Choose Files By Selecting

or

Drag files into this box for upload.

Step 4: Include in the comment box “Oregon Meat Processing Infrastructure and Capacity Building Grant Program” and list each uploaded file by name.

Step 5: Click on the “Begin Upload” button.

Step 6: “File has been successfully sent” message will appear on confirmation page after files are uploaded

Alternatively, you may mail completed application materials to:

Oregon Department of Agriculture
Attn: Gary Neuschwander
Agricultural Development & Marketing Program
635 Capitol St NE
Salem, OR 97301

12. Submission Details

NOTE: Carefully read the Oregon Meat Processing Infrastructure and Capacity Building Grant Program Guidelines (this document) before completing the application materials found at <https://oda.direct/meatprocessing>

Applications must be received by ODA by 12:00 pm on March 23, 2022.

ODA will not review or consider applications (or additions or revisions) received after the deadline. You may upload your application materials to the Oregon Department of Agriculture FTP or mail in your application. Required application materials are listed in the application checklist above. Proposals that are over the page limit or are not responsive to the grant requirements are subject to rejection.

13. Review Criteria and Process

Review Criteria

The Grant Review Team will use a review sheet to evaluate applications and determine the merit of projects. The review sheet can be found in Appendix C. In formulating recommendations to the Director, Department staff may consider information such as geographic distribution, services to special populations, the applicant's history, if any, as a state grantee, and the applicant's capacity to perform the work.

Process

The first level of review is an administrative review to determine whether minimum proposal requirements are met, and the application is complete. This is performed by the ODA internal team.

The second level is a technical review to evaluate the merits of the proposals. The Oregon Meat Processing Infrastructure and Capacity Building Grant Review Team will perform the technical review. The Team shall be appointed by the ODA Director, who shall endeavor to include department staff, industry representatives and associations and non-profits with knowledge of meat processing, representatives with business development, business expansion and finance knowledge and representatives of other state agencies or universities.

Applicants may be invited to make presentations to provide information to the Grant Review Team at review meetings. The Team will evaluate the applications against the review criteria.

After the Grant Review Team has completed the technical review, Department staff shall compile Grant Review Team recommendations for the Director, which shall also include information such as geographic distribution, services to special populations, the applicant's history, if any, as a state grantee, and the applicant's capacity to perform the work. Recommendations shall be forwarded to the Director for final review and selection. The ODA Director retains ultimate authority to determine which projects are funded, and in what amounts.

14. Policies and Requirements

Unless an applicant receives an award notice, any contact from ODA does not constitute a notice of a grant award. Pre-award or pre-agreement costs incurred prior to the fully executed grant agreement are unallowable costs. Only the recognized ODA authorized signature on a grant agreement can bind the ODA to the expenditure of funds.

ODA reserves the right to:

- Reject any or all proposals received;
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant;
- Provide partial funding for specific proposal components that may be less than the full amount requested in the grant application;
- Require a good faith effort from the grantee to work with ODA subsequent to project completion to develop reporting data or implement the project results, where applicable;
- Withhold any payments that do not meet grant conditions; and
- Require return or refund of grant monies used for expenditures that are not allowed or unauthorized.

15. Post Award Management and Requirements

Grantees must be sure to:

- Comply with the grant criteria in the Oregon Meat Processing Infrastructure and Capacity Building Grant Guidelines;
- Comply with the terms of the Grant Agreement;
- Make adequate progress toward achieving the grant project;
- Expend grant funds in a way that meets provisions of pertinent statutes, regulations, ODA administrative requirements, and relevant cost principles;
- Comply with records retention and access requirements (6 years retention of all records and documents pertaining to award post final check received on agreement); and
- Use State funds responsibly and spend the entire grant award on approved expenditures during the biennium for which the grant was awarded

Grantees that are not making adequate progress towards the items above may be removed from the grant program and be required to return unspent funds and if unable to complete awarded projects must reimburse ODA for costs associated with any and all expenditures made with the advancement of State funds.

Change of Project Contact

When it is necessary to change the project contact for a period of more than three (3) months, grantee must submit a written request (email is acceptable) to grant contact at ODA. Request should contain the new individual's name and contact information.

Change in Project Scope

When it is necessary to modify the scope of the project, grantee must submit a written justification for the change along with the revised scope of the award to ODA. ODA must review and approve all changes to a previously approved project before the scope change will be considered accepted. ODA reserves the right to deny changes based on the original intent of project.

Extension of Grant Agreement

Projects must be completed prior to June 30, 2023. Extensions will not be allowed under this grant.

Budget Changes

For any budget change, a request for the change must be submitted to ODA in writing for prior approval. The request for a budget change shall include a description of the change and a justification for the change. ODA will review the change to determine if the change can be approved. Some approved changes may require a formal amendment to your grant agreement. Budget change requests will not be accepted after May 1, 2023.

NOTE: a formal amendment to the Budget will be completed only if funds will be transferred between Budget Categories or new activities are being proposed through a scope change. If requested changes affect existing activities only, prior approval in writing is sufficient for the change.

Monitoring Site Visits and Financial Reconciliations

The grant agreement allows ODA to monitor the progress of the project. The ODA may perform a monitoring visit for all grantees before a final payment is approved.

ODA may audit or otherwise review the documents and information evidencing a grantee's use of grant funds. For this purpose, the grantee must provide expense receipts, employee timesheets, invoices, and any other supporting documents requested by ODA.

16. Contact Information

Contact Information and Assistance

For questions about eligible applicants, eligible projects, allowable costs, or how to provide a contact for an application:

Gary Neuschwander, Trade Manager
Agricultural Development and Marketing Program
Oregon Department of Agriculture
635 Capitol St NE
Salem, OR 97301
Phone: 503-551-1706
Email: gary.neuschwander@oda.oregon.gov

17. Appendices

Appendix A: Application Form (Sample)
Appendix B: Review Sheet (Sample)



**OREGON
DEPARTMENT OF
AGRICULTURE**

Oregon Meat Processing Infrastructure and Capacity Building Grant Program

Oregon has allocated two million dollars to improve the infrastructure and operating capacity of meat processing in Oregon.

Applicants may request up to \$500,000 for equipment, physical improvements, technical assistance, processing hardware/software, on-site waste handling, education/training, and other eligible expenses. Please refer to the Oregon Meat Processing Infrastructure and Capacity Building Grant Program Guidelines document for eligibility, allowable use of funds, and other grant details.

What you need to know:

1. **Grant application requirements**

- A. Completed grant application must not exceed 16 pages.
- B. Electronic submissions must be in a **Microsoft Word and will not be accepted in any other format.**

2. **Submission**

Upload your application using the FTP site at <https://files.oda.state.or.us/?Login=macpa>
See instructions in Oregon Meat Processing Infrastructure and Capacity Building Grant Program Guidelines or mail your application to the address below.

3. Deadline for submission: **Wednesday, March 23, 2022 • 12 pm (noon)**

- ODA will not consider applications received after the application deadline

4. To expedite the process, submit your application prior to the deadline. Waiting until the deadline to submit may cause unusually long wait times.

Contact: Gary Neuschwander, Trade Manager
Agricultural Development and Marketing Program
Oregon Department of Agriculture
635 Capitol St NE, Salem, OR 97301
503.551.1706
gary.neuschwander@oda.oregon.gov

Oregon Meat Processing Infrastructure and Capacity Building Grant Program Application Form

1. APPLICANT BUSINESS INFORMATION

| | | | |
|--|-------------------|----------------------|---------------------------|
| Business Name: | | | |
| Physical Address: | | | |
| City: | State: | Zip: | County: |
| Mailing Address: (if different than above) | | | |
| City: | State: | Zip: | County: |
| Contact Name: | | Title: | |
| Phone: | | Email: | |
| Tax Identification Number (TIN): | | | |
| Grant Request: \$ | Cash-Match: \$ | In-Kind Match: \$ | Total Project Cost: \$ |

2. FACILITY MEAT PROCESSING INFORMATION (CHECK ALL THAT APPLY)

| Current Status | Planned with Grant Funds |
|---|--|
| <input type="checkbox"/> Custom Exempt Slaughter | <input type="checkbox"/> Upgrade a slaughter facility to come under a Program of State Meat Inspection |
| <input type="checkbox"/> Retail Sales/USDA HRI Exempt | <input type="checkbox"/> Upgrade a processing facility to come under a Program of State Meat Inspection |
| <input type="checkbox"/> USDA Inspected Slaughter | <input type="checkbox"/> Upgrade a Value-add Processing to come under a Program of State Meat Inspection |
| <input type="checkbox"/> USDA Inspected Processing | <input type="checkbox"/> Build a new facility under Program of State Meat Inspection |
| <input type="checkbox"/> USDA Value-add Processing | <input type="checkbox"/> Expand existing USDA slaughter capacity |
| <input type="checkbox"/> Retail Exempt | <input type="checkbox"/> Expand existing USDA processing capacity |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other |
| Weekly average number of animals slaughtered | Estimate weekly average number of animals slaughtered |
| Weekly average volume of meat processed in pounds | Estimate average weekly volume of meat processed in pounds |
| Estimated number of Oregon ranchers or farmers served | Estimated number of Oregon ranchers or farmers served |

| | |
|---|---------------------------------|
| Species accepted (please list): | Species accepted (please list): |
| <input type="checkbox"/> I am planning to expand processing capacity and plan to operate under a program of state Inspection | |
| <input type="checkbox"/> I am planning to build a new establishment and plan to operate under a program of state inspection. | |
| <input type="checkbox"/> I have an official federal establishment in Oregon under continuous inspection by the U.S. Department of Agriculture's Food Safety and Inspection Service pursuant to the Federal Meat Inspection Act and plan to increase the capacity to process meat from animals raised in Oregon. | |

3. PROJECT SUMMARY (250 WORD LIMIT)

Include a project summary of 250 words or less suitable for dissemination to the public. A project summary provides a very brief (one sentence, if possible) description of your project. A project summary should include:

- A. The name of the applicant organization,
- B. A concise outline of the project's outcome(s), and
- C. A description of the general tasks to be completed during the project period to fulfill this goal.

4. DURATION OF PROJECT

| | | | |
|------------------------------|--|----------------------------|--|
| Proposed Project Start Date: | | Proposed Project End Date: | |
|------------------------------|--|----------------------------|--|

5. PROJECT NARRATIVE

Project narrative should include:

- A. Statement of need (provide the specific issue, problem or need that the project will address).
- B. Current business (describe what you are currently doing, including infrastructure and equipment that contributes to meat processing).
- C. What will the grant pay for and how will it change your business (including how the grant will improve your business)?

Be sure you provide information relevant to the review criteria in the score sheet.

6. GRANT PROJECT OUTCOMES

Please explain how, in Section 2, you calculated your current production and your estimated future production if you receive this grant.

7. PROJECT LONG TERM VIABILITY

Please describe the steps you have taken to ensure the viability of the business or service after the completion of the grant funded project. Include information relating to history/experience in meat processing, your business plan, work with experts or consultants, and how you are addressing labor needs.

8. BUDGET SUMMARY & BUDGET DETAIL

BUDGET SUMMARY

All expenses described in this Budget Summary must be associated with expenses that will be covered by the Oregon Meat Processing Infrastructure and Capacity Building Grant. Please refer to Oregon Meat Processing Infrastructure and Capacity Building Grant Guidelines document for a list of eligible and ineligible expenses. If any matching funds will be used, please list the expenses in the matching funds section.

| Budget Summary | |
|-------------------------|-----------------|
| Expense Category | Funds Requested |
| Technical Assistance | |
| Capital Improvements | |
| Machinery and Equipment | |
| Supplies | |
| Other | |

| | |
|--|----|
| Total funds requested (up to \$500,000) | \$ |
|--|----|

BUDGET DETAIL

Technical assistance

This may include expenses such as consultants and training.

| Item Description | Acquire When? | Funds Requested |
|------------------|---------------|-----------------|
| | | |
| | | |
| | | |

| | |
|-------------------------------|----|
| Technical assistance subtotal | \$ |
|-------------------------------|----|

Technical assistance justification

Describe the purpose of each item listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s).

Capital improvements

May include items such as facility improvements, cooling systems, waste handling systems.

| Item Description | Acquire When? | Funds Requested |
|------------------|---------------|-----------------|
| | | |
| | | |
| | | |

| | |
|--------------------------------------|----|
| Capital improvements subtotal | \$ |
|--------------------------------------|----|

Capital improvements justification

Describe the purpose of each item listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s).

Machinery and equipment

Describe any machinery and/or equipment purchased or leased for the project. Machinery and equipment is tangible, nonexpendable property having a useful life of more than one year and an acquisition cost that typically exceeds \$5,000 per unit.

| | Item Description | Lease or Purchase | Acquire When? | Funds Requested |
|---|------------------|-------------------|---------------|-----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

| | |
|---|----|
| Machinery and equipment subtotal | \$ |
|---|----|

Machinery and equipment justification

For each machinery or equipment item listed in the above table describe how this machinery or equipment will be used to achieve the objectives and outcomes of the project.

Machinery/Equipment 1:
Machinery/Equipment 2:
Machinery/Equipment 3:
Add other Machinery/Equipment as necessary

Supplies

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose of the project.

| Item Description | Per-Unit Cost | # of Units/Pieces Purchased | Acquire When? | Funds Requested |
|------------------|---------------|-----------------------------|---------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Supplies subtotal \$

Supplies justification

Describe the purpose of each supply listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s).

Other

Include any eligible expenses not covered in any of the previous budget categories.

| Item Description | Per-Unit Cost | Number of Units | Acquire When? | Funds Requested |
|------------------|---------------|-----------------|---------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Other subtotal \$

Other justification

Describe the purpose of each item listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s).

What additional amount would you request if there were no funding or time constraints?

\$ _____

9. PROJECT WORK PLAN

The work plan should include all items in Section 8 (budget detail).

| Project Activity: | Who is Responsible? | When |
|---|-----------------------|---|
| Describe the project activities that are necessary to accomplish the proposed project and desired outcomes. | Who will do the work? | When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

10. MATCHING FUNDS SUMMARY

| Expense Category | Cash Match | In-Kind Match |
|-----------------------|------------|---------------|
| Technical Assistance | | |
| Capital Improvements | | |
| Machinery & Equipment | | |
| Supplies | | |
| Other | | |
| Total Match | | \$ |

11. SIGNATURE OF APPLICANT

By submitting this application and signing below, I certify the following:

- a. The information submitted in this application is true, correct, and complete to the best of my knowledge and I am an authorized representative of the applicant business.
- b. I understand that signing this document does not constitute an approved grant by the Oregon Department of Agriculture (ODA). Submission of this application does not obligate the ODA in any way to provide a grant.
- c. I understand that grant award amounts may be modified (increased or decreased) at the discretion of the ODA Director based on eligibility of the applicant, eligibility of expenses, demonstrated need, contribution to the purpose of the grant program, applications received and/or funding availability.
- d. I understand that expenses that have been or will be reimbursed by insurance or other federal, state, or local dollars are not eligible expense for the Oregon Meat Processing Infrastructure and Capacity Building Grant.

- e. I am not and none of the applicant business's owners are presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any federal or state department or agency, or presently involved in any bankruptcy.
- f. I understand that ODA will rely on the accuracy of the information in this application. Any misrepresentation or inaccurate information may result in a determination of ineligibility and/or forfeiture of grant funds. I further understand I may be required to respond to requests for additional information or submit documentation proving the accuracy of my answers.

| | | |
|--|--|-------|
| Authorized Representative: (printed name) | | |
| Title: | | |
| Signature: | | Date: |



**OREGON
DEPARTMENT OF
AGRICULTURE**

Oregon Meat Processing Infrastructure and Capacity Building Grant Program

Grant Proposal – Review sheet

Project # _____ Reviewer # _____ Date _____

| Criteria | Notes | |
|---|---|-------------|
| <p><u>Proposal Purpose and Impact:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Is it clear the proposal will increase meat processing capacity in Oregon? <input type="checkbox"/> Does the proposal increase the availability of meat processing in underserved areas of Oregon? <input type="checkbox"/> Does the proposal overcome barriers to the expansion of meat processing in Oregon? <input type="checkbox"/> Does the proposal prioritize the seasonally feasible processing of meat from animals raised in Oregon? <input type="checkbox"/> Does the proposal address slaughter and processing needs in rural areas of the State? <input type="checkbox"/> Does the proposal benefit a broad span of producers? <input type="checkbox"/> Does the proposal addresses gaps in cut and wrap meat processing services? | | |
| <p><u>Project Budget and Work Plan:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Do the budget line items correspond with the planned activities? <input type="checkbox"/> Is the budget financially realistic and reasonable? <input type="checkbox"/> Is it apparent the project can be completed in the necessary timeframe? <input type="checkbox"/> Can the project be measured, tracked, and reported? <input type="checkbox"/> Does the proposal indicate in-kind or matching funds that enhance the project? | | |
| <p><u>Long-term Viability of Project:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Did the applicant explain how the project will continue to be viable after grant funding expires? <input type="checkbox"/> Does the applicant address technical constraints to the viability of the project? <input type="checkbox"/> Does the applicant explain sufficient demand for added processing capacity? <input type="checkbox"/> Does the applicant address technical, regulatory, and labor needs? | | |
| <p><u>Overall Quality of Application:</u> <i>(Based on your knowledge and judgment)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Does the application indicate a high likelihood of success? <input type="checkbox"/> Is the project consistent with the priorities of the grant? <input type="checkbox"/> Is this project a good investment in Oregon meat processing? | | |
| <p>Do you recommend this project for funding?</p> | <p>Mark a check box and give reasoning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No (0) | <p>Why?</p> |
| <p>If you are recommending this project for funding, please mark one of the priority levels and give reasoning:</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Low Priority (1) <input type="checkbox"/> Medium Priority (2) <input type="checkbox"/> High Priority (3) | <p>Why?</p> |