



Financial Assistance Application

Oregon Watershed Enhancement Board, 775 Summer Street NE, Salem Oregon 97301

Administrative Use Only

Producer number:

Date received:

OWEB Project manager:

OSHA registration provided: Y/N

Approved: Y/N

Funding Authority

Pursuant to paragraph 4 of the Oregon Governor's Executive Order 20-03 dated March 8, 2020, under the provisions set forth in ORS 401.168 through 401.192, the Oregon Watershed Enhancement Board (OWEB) has authority to administer the Food Security and Farmworker Safety Project utilizing CARES Act funding.

ANY AGRICULTURAL PRODUCER ANTICIPATING A NEED FOR FINANCIAL ASSISTANCE for Housing, Sanitation, or Transportation to comply with OR-OSHA's TEMPORARY RULE 437-001-0749 is encouraged to apply even if the anticipated cost and need for assistance is unknown at the time of application.

Eligible Applicants

To be eligible for grant funds under the program, an applicant must be:

1. An agricultural employer to which the OR-OSHA temporary rule 437-001-0749 applies. An agricultural producer includes any person who leases, rents, manages as a full service management company, or owns Oregon land, whether the land is publicly-owned, privately-owned, or Tribal land, on which crops are cultivated; and
2. Registered to do business and in good standing with the Oregon Secretary of State.

All grant awards will be conditioned upon the applicant's execution of a grant agreement in form and substance acceptable to OWEB in its sole discretion.

Program Funding Limitation

The Food Security and Farmworker Safety Program funding cannot exceed \$20,000 in combined housing and field sanitation assistance and cannot exceed \$1,000 in transportation assistance to any individual producer applying for assistance throughout the 2020 agricultural harvest season. Producers may submit documentation of costs in excess of \$21,000. If any program funds remain at the end of the harvest season in October, OWEB may exercise its discretion to equitably distribute additional payments to producers based on then available funds.

Distribution of Funds

Awarded funds will be distributed on a reimbursement basis upon the recipient's submission of documentation necessary to evidence the recipient's eligible use of grant funds.

Questions on the Application

Visit the [Food Security and Farmworker Safety Program](#) website for additional program information and frequently asked questions or email FSFSquestions@oregon.gov.

Application Submittal

Once the application is complete, email the application and all necessary attachments to FSFSAApplication@oregon.gov. Prior to submittal, verify that your application is complete, including:

- Complete contact and company information on Page 1
- Indicate the type(s) of assistance you are seeking: Housing, Sanitation, Transportation
- Copies of all required documentation, as applicable (e.g. including W9, OSHA Occupancy Registration, etc.)
- Certification and signature

APPLICANT TO COMPLETE THE FOLLOWING:

Producer Information

Company Legal Name:

Contact full name:

Address:

Phone number:

Email:

County:

BOLI Registration # (if applicable):

Federal Tax ID#/Business ID:

Individual to be Paid/Payee (If different):

Company Legal Name:

Contact full name:

Address:

Phone number:

Email:

County:

Select all of the financial assistance types being requested in this application:

Housing

Field Sanitation

Transportation

Estimated peak number of employees expected:

Estimated date when workers will be arriving:

Reporting Questions: On behalf of the state of Oregon, OWEB is providing federal CARES funding in response to the COVID-19 emergency throughout the agricultural growing season of 2020. To help the state better understand how funding is being used and plan for potential allocations of emergency funding in future years, please answer the following reporting questions. Your responses to these questions are **for reporting purposes only**. The responses will be reported in the aggregate at the county level.

1) What are the primary (up to 3) crop types that utilize farmworkers for harvest?

2) What are the total crop acres of your farm that utilize farmworkers for harvest? **Select one:**

1 to 9 acres

10 to 49 acres

50-179 acres

180 to 499 acres

500 to 999 acres

1,000+ acres

The state of Oregon is committed to providing all Oregonians with information and resources to help slow the spread of COVID-19, both at home and in the workplace. Agricultural employers are important partners in these efforts. Are you interested in having someone from the Oregon Health Authority’s Community Partner Outreach Program contact you to provide information and outreach materials about COVID-19 for farmworkers?

Yes

No

Certification and Signatures

By signing below, I certify that:

- 1) I am the producer or I represent the producer listed on Page 1 of this document;
- 2) All information provided in the application is true and accurate to the best of my ability;
- 3) I understand the state of Oregon reserves the right to conduct project-specific audits on the program, including the right to confirm payroll records as needed to demonstrate the funding assistance was used as intended; and
- 4) I have read and agree to all the information included in this application.

Applicant Signature: _____

Printed Name:

Date:

HOUSING ASSISTANCE

Housing Assistance Guidelines

- Housing assistance is available for the difference between traditional on-farm occupancy and temporary occupancy.
- The producer needs to optimize their traditional on-farm occupancy under the OR-OSHA temporary rule prior to receiving financial assistance.

Housing Assistance Rates

- **Temporary Modifications to On-Farm Housing**
Materials and supplies purchased by a producer on or after **March 27, 2020** to complete temporary modifications to on-farm housing, including existing or temporary housing, are eligible for a one-time payment of up to \$100/occupancy unit that is occupied, based upon receipts.
- **Temporary On-Farm Alternative Housing**
Producers who rent or otherwise secure temporary on-farm alternative housing (e.g., modular office units, trailers, RVs, tents, etc.) on or after **May 11, 2020** can receive assistance for up to \$350/month per occupancy unit that is occupied, based upon receipts. This includes portable toilets and handwashing stations required under OR-OSHA's temporary rule for housing.
- **Hotel/Motel Assistance**
Producers who secure hotel/motel housing for workers on or after **May 11, 2020** can receive assistance of up to the [standard government rates](#).

1. Describe the reduction in housing capacity due to the OR-OSHA temporary rule:

- How many on-farm occupancy units do you provide under OR-OSHA traditional rules (pre-COVID-19)?
- How many TOTAL occupancy units do you anticipate needing to modify or provide through alternative housing as a result of OR-OSHA temporary rules?
Unknown at this time. This information will be provided with the request for payment.
Known at this time:
 - Number of occupancy units needing modification:
 - Number of occupancy units needing to be provided through alternative housing:

2. If known at this time, select all specific housing assistance being requested in this application:

Temporary Modifications to On-Farm Housing: Temporary modifications to on-farm housing, including existing or temporary housing, needed to comply with OR-OSHA's temporary rule. **Select one of the following:**

- Modification needs are **unknown** at this time.
- Modification needs are **known** at this time.
 - Number of occupancy units to result from the modifications:

Temporary On-Farm Alternative Housing: Temporary on-farm alternative housing (e.g. modular office units, trailers, RVs, tents, etc.) needed to comply with reduced occupancy levels in OR-OSHA's temporary rule. **Select one of the following:**

- Temporary on-farm alternative housing needs are **unknown** at this time.
- Temporary on-farm alternative housing needs are **known** at this time.

- Number of occupancy units to result from the temporary on-farm alternative housing:
- Duration of temporary on-farm alternative housing need:
- Description of temporary on-farm alternative housing to be provided. Include vendor name, address, and phone number, if applicable:

Hotel/Motel Assistance: Hotel or motel housing for farmworkers to comply with the reduced occupancy levels in OR-OSHA's temporary rule. **Select one of the following:**

- Hotel/Motel needs are **unknown** at this time.
- Hotel/Motel needs are **known** at this time.
 - Number of occupancy units to result from hotel/motel:
 - Duration of hotel/motel need:
 - Name, address, and phone number of hotel/motel:

3. Provide the following attachments:

- Completed [Request for Taxpayer Identification Number and Certification W-9 Form](#) (required)
- OSHA Occupancy Registration (required if producer is OSHA-registered)

FIELD SANITATION ASSISTANCE

Field Sanitation Guidance

- If a portable toilet and handwashing station are combined in a single unit, it is considered a type of portable toilet.
- If a portable toilet or handwashing station are being used to meet OR-OSHA's temporary rule for housing, they should be requested under Housing Assistance.

Field Sanitation Rates

- Field sanitation units **purchased** by the producer with a receipt dated on or after **March 27, 2020** are eligible for monthly usage assistance beginning **June 1, 2020** at the following FSFS Program Rates:
 - Single toilet, weekly service: \$120/month
 - ADA toilet, weekly service: \$225/month
 - Toilet and toilet/sink combo on trailer, weekly service: \$185/month
 - Double toilet and toilet/sink combo on trailer, weekly service: \$250/month
 - Individual sink, weekly service: \$75/month
 - 2-person sink, weekly service: \$150/month
- Field sanitation units **rented** by the producer are eligible for monthly assistance beginning **June 1, 2020** at market rates not to exceed \$300/unit per month and based upon receipts provided.

Face Coverings Rates

- Face coverings and face shields required by the OR-OSHA rule are eligible for payment **up to \$350 during the 2020 harvest season**. Payments for face coverings and face shields are limited to a **maximum of \$10 per face covering/face shield**. The type of face covering, cost per face covering, and total cost must be provided with the receipt at time of payment. Receipts must be dated on or after **March 27, 2020**. Additional receipts for face coverings in excess of \$350 should be retained and submitted to OWEB, as additional financial assistance may be possible at the conclusion of the FSFS program based on remaining funds.

1. Select all of the field sanitation assistance being requested in this application:

Stand-Alone Temporary Handwashing Stations: Costs associated with providing additional, stand-alone handwashing stations to comply with OR-OSHA's temporary rule for field sanitation. **Select one of the following:**

Handwashing station needs are **unknown** at this time. This information will be provided with the request for payment.

Handwashing station needs are **known** at this time.

- How many handwashing stations do you typically provide under the OR-OSHA traditional rule (pre-COVID 19)?
- Number of additional handwashing stations needed to comply with the temporary OR-OSHA rule:
- Duration of handwashing station needs:

Portable Toilets: Costs associated with providing additional portable toilets to comply with OR-OSHA's temporary rule for field sanitation. **Select one of the following:**

Portable toilet needs are **unknown** at this time. This information will be provided with the request for payment.

Portable toilet needs are known at this time.

- How many portable toilets do you typically provide under the OR-OSHA traditional rule (pre-COVID 19)?
- Number of additional portable toilets needed to comply with the temporary OR-OSHA rule:
- Duration of portable toilet need:

Face Coverings: Check this box if you anticipate requesting payment for face coverings and/or face shields required under the temporary OR-OSHA rule at the rates described above.

2. Provide the following attachment:

Completed [Request for Taxpayer Identification Number and Certification W-9 Form](#)

TRANSPORTATION ASSISTANCE

Transportation Guidance

Transportation of workers is an essential component of many agricultural operations in Oregon. It is anticipated that the transportation requirements of OR-OSHA's temporary rule will increase the cost of **employer-provided transportation for employees** for many producers. Financial assistance to offset transportation cost increases is available through the Food Security and Farmworker Safety program.

Eligible transportation costs include mileage to and from housing provided by the employer and between fields or worksites.

To be eligible for transportation financial assistance, a producer must:

- Maintain a mileage log to document **increased** transportation provided to workers to comply with OR-OSHA's temporary rule between June 1, 2020 and October 25, 2020.
- Retain and provide receipts associated with increased travel to comply with the OR-OSHA temporary rule between June 1, 2020 and October 25, 2020. Receipts must contain the **increased** mileage to comply with the temporary rule.
- Submit a one-time request for assistance that includes all transportation costs for the season (between June 1, 2020 and October 25, 2020) to FSFSapplication@oregon.gov, in accordance with the following:
 - Producers can submit their one-time request for assistance as soon as their transportation needs for the season have been met. For example, a producer who requires transportation assistance only in the month of July can submit their request for assistance in August. However, all requests for transportation assistance will be held through October 25, 2020 and will be processed at the close of the FSFS program.
 - Requests for assistance must be submitted by 5:00 pm November 16, 2020.
 - Producers must submit completed mileage logs or receipts with their requests for transportation assistance.
 - Producers can download the fillable form [Food Security and Farmworker Safety Travel Log 2020](#) from the website (shown on the following page) or create their own travel log (as long as it contains the same information) to document employer-provided transportation for employees.

Transportation Rate

Transportation needed to comply with OR-OSHA's temporary rule will be eligible for assistance of up to the state mileage rate (rate is dependent upon demand and availability of funds), based on receipts and travel logs.

1. Select one of the following:

- I do not anticipate submitting for transportation financial assistance.
- I anticipate submitting for transportation financial assistance.
 - Anticipated daily mileage:
 - Anticipated duration of need:
 - Describe rental vehicle need:
 - Describe contracted transportation services need:

