Oregon Meat Processing Infrastructure and Capacity Building Grant Program Guidelines

(2023-2025)

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1. Introduction

The Oregon Department of Agriculture (ODA) is pleased to announce the 2023-2025 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)	November 6, 2023
Webinar/Q&A	December 1, 2023, 3:00 pm
Applications must be received by	January 16, 2024, 5:00 pm
Administrative Review	January 2024
Grant Review Committee	February 2024*
Meet with Director for final selection	March 2024*
Notify Awardees	March 2024*

*   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.

(4) Must be in regulatory good standing and tax compliance.

Eligible Projects

Projects must:

- Comply with the definitions and grant administration as published in Oregon Administrative Rules for the Oregon Meat Process Infrastructure and Capacity Building Grant Program (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 Capital Improvements, Technical Assistance, Machinery and Equipment, Education and Training, and Food Safety/Inspection/Licensing.

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

Technical Assistance may include:

- Studies, consulting, and engineering for the project

- Education and training necessary for the sustainability of the project

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

Meat Processing Education and Training:
- Classes, courses, seminars, conferences, etc., specific to meat processing.
- College courses or technical training specific to meat processing.

Food Safety/Inspection/Licensing:
- Permits, licenses and fees for the project regulatory or inspection compliance
- Temporary equipment and arrangements to maintain meat processing during project execution

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
- Training or education not specific to meat processing, such as marketing or accounting.
- Product research and development
- Purchasing of land
- ODA license fees

4. Funding

The Oregon Meat Processing Infrastructure and Capacity Building Grant Program provides $8,200,000 in funding.

Applicants may request up to $750,000. There is no minimum request.

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, 2025.

6. Distribution of Funds

Successful applicants will receive up to 75% of awarded funds upon execution of the grant agreement. Successful applicants may also be required to provide 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 remaining funds.

7. Program Priorities

Priority will go to proposals that:
- Increase the processing capacity for animals raised in Oregon
- Increase available of processing and reduce processing bottlenecks
- Increase processing capacity for amenable and exotic species
- Address slaughter and processing needs in rural areas of the State, such as by reducing transportation time and costs
- Serve the processing needs for multiple producers
- Increase the supply of products from Oregon animals in retail and direct sales
- Address gaps in cut and wrap meat processing services
- Leverage matching funds and in-kind contributions
- 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. 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.

Section 1
- Legal Business Name as written on a business license.
- EIN is the federal tax identification number as provided to the IRS.
- Applicant Address is the location where project will occur. This location must be in Oregon.
- Business Mailing Address may be a P.O. Box.
- Contact Name is the point of contact at the organization responsible for the project for the duration of the grant.
- Ensure the accuracy of the email address, which is the primary method of communication about the grant administration.

Section 2 establishes the basis for eligibility based on legislation.

- Check one of the three boxes that accurately reflects your project's eligibility for the grant.

Section 3 establishes the metrics for measuring the outcomes of the grant based on animals originating from Oregon.

- The left column reflects your current status. Check all that apply. Enter average values for requested levels of activity in 2023.
- The right column reflects the anticipated level of activity resulting from the completion of the funded project. Check all that apply. Enter estimated values for requested levels of activity in the year after the project is complete.
- Species – indicate species currently processed in the left column and new species that will be served following completion of the project in the right column.

Section 4 is an executive summary of your project, and is the first and most frequently referenced portion of the application. It should provide the reader the basic information to understand the objective, activities, and outcomes of the project. The summary should reflect the impact of the whole project, not just the portions funded by the grant.

Section 5 should describe what is holding back your business. What are the constraints, such as labor, space, old equipment, changes to meet an inspection requirement, etc. If a new facility, the constraints may be related to the demand for unavailable services.

Section 6 should explain how the proposed improvements will result in the metrics reported in Section 3. The explanation should how the project overcomes the constraints described in Section 5.

Section 7 should provide enough detail about your business plan to convince the review committee and Director that the project has long-term business viability. Do not share confidential information. List strategies and resources that ensure the viability of the business.

Section 8 should include all expenses related to the project. Check the box to the left of each expense to indicate those that will be funded by the grant. Checking the box indicates that the expense is eligible for coverage by the grant. The grant may not exceed the awarded amount, but this list contains eligible and ineligible expenses that indicates the scope of the project planning.

Section 9 List two dollar values. The first is the value requested of the grant. The second is the total cost of the project, including expenses that precede the grant and expenses in addition to the grant. The difference between the two reported values reflects the additional funding

("skin in the game") the applicant is bringing to the project.

Section 10 outlines the timeline and parties responsible for each element of the project. The intent of the section is to demonstrate that the project is thought through and accounts for the time, resources, and provides the reviewers and Director confidence that the applicant has thought through all the steps to complete the project within the timeframe of the grant. It also indicates where the applicant is undertaking some of the work, which may reduce the reported expense values.

Section 11 specifies the conditions of the grant. Submitting this application indicates your agreement with those conditions.

11. Application Checklist

Name the application form **"Meat Grant_Company Name"** (e.g., "Meat Grant_Neuschwander Meats") and submit in either Microsoft Word (.docx) or Adobe Acrobat (.pdf). Check the box on the last page to acknowledge the conditions of the grant.

Submit additional documents (if any) with the same name and an "add #" for each file (e.g., "Meat Grant_Company Name_Add 1")

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

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

You may deliver a completed application in person by appointment. Call (503) 551-1706.

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 5:00 pm on January 16, 2024.

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 andagreement of applicant;
- Provide partial funding for specific proposal components that may be less than the fullamount 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 recordsand 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 theright to deny changes based on the original intent of project.

Extension of Grant Agreement

Grant funds must be distributed prior to June 30, 2025. 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. Requests to change the budget will not be accepted after May 1, 2025.

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
Appendix B: Review Sheet