



The U.S. Department of Agriculture (USDA) working with the Oregon Department of Agriculture has provided an investment of \$1,532,089 in funding to support Oregon seafood processors, processing facilities and processing vessels through the Seafood Processors Pandemic Response and Safety Block Grant Program (SPRS).

The purpose of the funding is to assist eligible applicants in defraying the expenses preparing for, preventing exposure to, and responding to the COVID-19 pandemic for seafood processing facilities and processing vessels.

### Eligible beneficiaries

Oregon seafood processing facilities and processing vessels, including at-sea processors or dealers.

- Processor means the owner, operator, dealer, or agent responsible for any activity that changes the physical condition of a fisheries resource suitable for human consumption, retail sale, industrial uses, or long-term storage, including cooking, canning, smoking, salting, drying, shucking, filleting, freezing, or rendering into meal or oil.
- Any owner, operator, dealer, or agent exclusively gutting, gilling, heading, or icing seafood without performing any of the above activities is not considered a processor.
- At-sea processor means a vessel or other platform that floats and can be moved from one location to another, whether in State waters or water of the exclusive economic zone (EEZ), receiving fish and operating as a processor.
- Dealer means an entity that first receives fish by way of purchase and sells directly to restaurants, markets, other dealers, processors, or consumers without substantially altering the product.

### Eligible Expenses (incurred between January 27, 2020 and December 31, 2021)

- **Workplace safety measures:** Workplace safety measures, including, but not limited to, personal protective equipment, sanitizer, hand washing stations, air filters, thermometers, cleaning supplies, or similar items.
- **Market pivots:** Market pivots such as transition to virtual/online sales costs (online platform development and fees, online marketing, credit card processing fees), supplies, new signage.
- **Retrofitting facilities:** Retrofitting facilities for worker and consumer safety (retrofitting harvester vessels for onboard vessel processing to maximize open-air activities, plexiglass, walk up windows, heat lamps, fans, tents, propane, weights, tables, chairs).
- **Transportation:** Additional transportation costs incurred to maintain social distancing.
- **Worker housing:** Additional worker housing costs incurred to maintain social distancing or to allow for quarantining of new or exposed employees.
- **Medical:** Unreimbursed costs associated with providing or enabling vaccinations, testing, or healthcare treatment of infected employees, including any paid leave.

### Financial Reconciliations

ODA may audit or otherwise review the documents and information evidencing an eligible request for reimbursement. For this purpose, the applicant must retain expense receipts, employee timesheets, invoices, and any other supporting documents and provide when requested by ODA.

### Records Retention

Applicants who are approved and receive reimbursement shall retain all records relating to the reimbursement for a period of six years or until final resolution of any audit finding or litigation.

### Payment Calculation

Based on the availability of funds, ODA will reimburse applicants fully up to \$3,000 of eligible expenses. Reimbursement of remaining eligible expenses above \$3,000 will be determined on a pro-rated portion of available funds.



**Instructions to apply**

Please follow the instructions below to upload the documents to the secured FTP server for reimbursement.

**Document check list**

- Application form
- Expense detail sheet
- W-9 form

**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=SeafoodProcessors> 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 application form, expense detail sheet and W-9 form by dragging documents into the upload box, or select the documents from a file on your computer



Choose Files By Selecting

or

Drag files into this box for upload.

**Step 4:** Include in the comment box a brief explanation of why you are sending the files to ODA.

**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:

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

Questions? Contact: Erick Garman | Phone: 503-329-9799 | Email: [erick.garman@oda.oregon.gov](mailto:erick.garman@oda.oregon.gov)

**APPLICATIONS MUST BE RECEIVED BY AUGUST 12, 2022**



Completed applications, W-9, and list of eligible expenses between January 27, 2020 and December 31, 2021 must be received by **August 12, 2022**. Based on the availability of funds, ODA will reimburse fully up to \$3,000 of eligible expenses. Reimbursement of remaining eligible expenses above \$3,000 will be determined on a pro-rated portion of available funds.

<b>STEP 1: Contact Details – Contact details must match the W9 information</b>			
First Last Name			
Business Name			
Address on W-9			
City, State, Zip			
Phone			
Email			
ODA License Number		ODFW License Number	

<b>STEP 2: Description</b>	
<b>Implement workplace safety measures to protect workers against COVID-19</b>	\$
<b>Implement market pivots to protect workers against COVID-19</b>	\$
<b>Retrofit Facilities for Worker and Consumer Safety to protect against COVID-19</b>	\$
<b>Provide additional transportation options to maintain social distancing and worker and consumer safety to protect against COVID-19</b>	\$
<b>Provide worker housing that protects workers against COVID-19</b>	\$
<b>Provide health services to protect workers against COVID-19</b>	\$
<b>TOTAL ELIGIBLE EXPENSES</b>	\$

<b>STEP 3: Authorized Signature</b>	
I certify the above information is true and correct, and the operation stated above incurred eligible expenses related to preparing for, preventing exposure to, and responding to the COVID-19 pandemic during the period of January 27, 2020 - December 31, 2021.	
Signature: _____	Date: _____

For Official Use Only: Total eligible expenses: \$ _____  Minimum payment: \$ _____ (up to \$3,000)  Remaining eligible expenses: \$ _____  X _____ (factor) = \$ _____  Total eligible reimbursement: \$ _____	For Official Use only: Application Approved by/date: _____  Reimbursement Approved by/date: _____  (PCA 20640)  <div style="text-align: right;">6/1/2022</div>
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Questions? Contact: Erick Garman | Phone: 503-329-9799 | Email: [erick.garman@oda.oregon.gov](mailto:erick.garman@oda.oregon.gov)