



Oregon Agricultural Workforce Housing Grant Report

Reporting Requirements and Timeline

Reporting Requirements:

As a recipient of an Oregon Agricultural Workforce Housing Grant, you are required to submit a final report to the Oregon Department of Agriculture (ODA) that includes, at a minimum:

- A written summary of the project, including evidence that the project met the approved description.
- OR-OSHA compliance certificates (if renewed during the project).
- A comprehensive list of all expenditures, with supporting documents such as receipts and labor invoices. If applicable, include a summary of any unspent funds.
- Documentation of improvements, which may include before-and-after photos, completed building code permits, or inspection reports.

Final reports are required to receive the remaining 25% of your total award and must be submitted no later than December 1, 2025.

Instructions:

Please respond to the narrative questions and fulfill the documentation requirements section. Then review, sign and date the certification section. A training video can be found here: <https://oda.fyi/OAWHGReporting>

Completed reports should be emailed to grants@oda.oregon.gov

Email is preferred, but if you cannot email, please mail a copy to:

Oregon Department of Agriculture
Att: Ag Housing Grant Program
635 Capitol Street NE Suite #100
Salem, OR 97301

Contact for questions: grants@oda.oregon.gov or (503) 986-6473

Grantee Information

Company Name:

Grantee Name:

Mailing Address:

Site Address:

Grant Number:

Narrative Questions

List the specific repairs, improvements, or activities completed. Include quantities, descriptions, and relevant dates.

Describe any changes from the original plan, delays, or challenges encountered.

Grant Funds Used (Additional Excel provided if your run out of room but not required to be used.)

Item/Service	Vendor	Cost	Grant Funds Applied	Date Paid
Total grant funds used: \$ (Note: Excel sheet provided (not required) if you run out of room above)				
Total project cost todate: \$				
Remaining funds: \$ (Note: any unspent funds must be returned to ODA per the grant agreement.)				

Documentation

Please attach the following as separate documents:

- Copies of paid invoices/receipts (preferably in one PDF or word)
- Before and after photos of the project area(s)
- Updated OR-OSHA registration (if renewed during the project)
- Any inspection reports or permits obtained (not required but suggested)

Certification

I certify that the information in this report is true and accurate and reflects the actions carried out under the Oregon Agricultural Workforce Housing Grant Agreement.

Print Name: _____ Date: _____

Authorized Signature: _____