

ODA Housing Grant: Final Report

Final Report Due December 1, 2025

- 75% of your total grant award was disbursed.
- To receive the remaining 25%, you must spend the first 75% and submit your final report and accompanying documentation to ODA by December 1, 2025.
- Documentation submitted must include, at a minimum:
 - The completed report template provided by ODA.
 - Receipts/invoices from expenses.
 - Evidence of progress: Before-and-after photos of projects, completed building code permits, or inspection reports.
 - If you do not have “progress” evidence listed above, you are strongly encouraged to submit a letter from your contractor stating that when they did the work, these projects were not previously completed.
- If you are unable to spend the full 75% before submitting your final report, you may still be eligible to receive the final 25%. You must explain the reasons in your final report. For example, you spent 70% of your funding but a contractor wouldn’t accept only the remaining 5% as a prepayment. ODA will be flexible about extenuating circumstances, but you must demonstrate an effort to spend as much of the 75% as possible.
- You are strongly encouraged to submit your final report before December 1st, if possible. ODA is required to disburse all funds by the end of the calendar year and must process all paperwork before then.
- You are NOT required to submit documentation or a report to show how you spent the final 25%, and the final 25% does NOT need to be spent before January 1, 2026.

Final Report Format

- Your final report **must use the PDF template** provided by ODA.
- If there is not enough space for you to include all of your expenses or the full narrative of how you spent the money, you can include additional attached pages.
 - The Excel spreadsheet sent out by ODA earlier this year is OPTIONAL and not required by ODA. You must submit the PDF template as your final report.
- Complete the narrative questions and fulfill the documentation requirements section. Then review, sign and date the certification section.
- A training video for completing the report can be found here: <https://oda.fyi/OAWHGReporting>

Submitting Report

- 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
Attn: Ag Housing Grant Program
635 Capitol Street NE Suite #100
Salem, OR 97301

Housing Upgrade Schedule

- Your housing upgrades do **NOT** need to be completed before any of the grant award due dates. All housing changes will follow OR-OSHA's schedule on the following pages.

Questions? Please contact:

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OR

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OR-OSHA ALH Rule Changes

Rule Change	Implementation Date
Charging Occupants for Required Services	
Operators may not charge for services required by this rule. This prohibits pay-per-use for toilets, toilet paper, soap for handwashing, use of bathing facilities, laundry facilities, cool potable water or any other method of paying for individual service requirements.	3/31/25
Housing Registration	
Annual registration must include water testing for nitrates, E. coli, and total coliform from an accredited lab. Initial registration must include arsenic testing. Water testing only applies to non-public water systems.	1/1/26
Site Requirements	
Housing sites must be well-drained and free from depressions in which water may become a nuisance.	3/31/25
Store all toxic materials used in work activities (pesticides, fertilizers, paints and solvents) in a locked and secured location at least 30 feet from any housing or related facilities at the labor housing. If the storage of these materials creates a fire hazard, keep any grass or brush cleared at least 30 feet around any such storage area.	3/31/25
Labor housing cannot be located within 500 feet of livestock operations unless that housing contains all of the following in the same structure or dwelling: Required sinks/toilets/showers/sleeping areas/kitchens	1/1/28
At least one wall-type electrical outlet must be provided for every occupant in each room that is used for sleeping. Power strips with circuit breaker or fuse protection can be used as long as they are used as listed/labeled.	1/1/27
Ensure that road forks and driveways between the public access road and housing site are properly marked, and that each building and unit used to house workers is properly marked.	1/1/26
Require sites in initial registration to have no hazardous conditions	3/31/25
Provide adequate exterior/walkway lighting to facilities	3/31/25
Water Supply	
For water from non-public water systems, annual testing must be done; results of water analysis must be posted in language or workers or pictogram form.	1/1/26
Bathing Facilities	
Provide a private dressing area in or adjacent to bathing facilities that meet the needs of the occupants.	1/1/28
Provide at least one locking shower stall for every 10 occupants. (Ratio remains the same, but shower stalls are now required to lock). Note: If a single shower is located within a lockable room, a locking shower stall is not required.	1/1/28
Handwashing Facilities	
Handwashing sink ratio requirement (1 sink : 6 occupants) does not count toward required sinks for cooking and eating facilities.	1/1/28
In common use facilities, paper towels must be provided near sink or basin. A container for disposal must be provided near each facility.	3/31/25
Laundry Facilities	
Provide laundry machines with plumbed hot and cold water in the combined ratio of 1 for each 30 occupants or each part of 30; or provide laundry tubs or trays with plumbed hot and cold water in the combined ratio of 1 for each 25 occupants or each part of 25.	1/1/26
All laundry facilities must provide for separate method for cleaning clothes that are contaminated with chemicals; some examples could include using multiple tubs, trays, or running clothes in separate wash cycles, or sending out the contaminated clothing for commercial laundry.	1/1/26

Rule Change	Implementation Date
Toilet Facilities	
Provide at least one toilet for every 10 occupants or fraction thereof for each gender in the labor housing, provide no less than two toilets if there are two or more occupants if the toilet facilities are common use; and ensure all toilets provide privacy. (Current ratio is 1 toilet:15 occupants). Note: Portable/chemical toilets can be used to meet this ratio	1/1/27
Provide a solid door so the toilet compartment is private; curtains no longer allowed.	1/1/27
Portable Toilets, Chemical Toilets and Privies	
Privies must be at least 200 feet from any living area or any facility where food is prepared/served (privies are not the same as portable/chemical toilets)	1/1/26
Locate handwashing facilities with water, soap and disposable paper towels adjacent to or a reasonable distance to such toilet facilities. Portable handwashing facilities are acceptable. A container for paper towel disposal must be provided near each handwashing facility.	3/31/25
Living Areas	
Do not use gas burners in living areas without adequate ventilation or range hoods vented to outside.	1/1/27
Mattresses furnished by the operator must be at least 4 inches thick.	1/1/26
When provided, bunks must include safe access to the upper bunk (stairs or ladder).	1/1/26
Mattresses must be in a fully enclosed cleanable cover.	3/31/25
Cots are no longer an allowable bed type.	1/1/26
Provide at least 15 ft ³ per occupant or family unit; this can include wall cabinets, shelves, dressers, and similar provisions. A portion of this storage must be lockable and capable of securing small personal effects (wallet, ID, cell phone, etc.)	1/1/26
Each sleeping room must have at least 50 square feet per occupant regardless of the use of double bunk beds (exception to allow 40 square feet for families with children 17 and under with bunk beds).	1/1/28
Fire Protection	
While occupied, where workers sleep must have a working approved carbon monoxide detector installed in accordance with the manufacturer's instructions.	1/1/26
Cooking/Eating Facilities	
Adequate number of refrigerators for occupant use that are capable of keeping food at or below 40°F.	1/1/28
2 cooking burners required for every 8 persons or part thereof (or 2 families), whichever requires most. (current rule is 2 burners for every 10 occupants)	1/1/28
No liquid petroleum gas (LPG like propane) tanks in use inside. Outside tanks must connect to appliances with lines approved for that purpose.	1/1/28
Food preparation areas must have adequate food storage shelves, food preparation areas, and additional protected food storage.	1/1/28
Plumbed sinks with hot and cold water and an adequate number of faucets to service the occupants in food preparation areas or within a reasonable distance adjacent to such areas. Sinks in food prep areas do not count toward the required ratio for handwashing sinks.	1/1/28
Cooking facilities must be in buildings or shelters that are enclosed or screened sufficient to prevent infestation by or harborage of animals, insect vectors, or pests and doors, windows, screen walls, and openings, if any, must have screens of 16 mesh or smaller.	1/1/28
Heat Illness Prevention in Labor Housing	
Rooms where people sleep must be able to maintain an indoor temperature of 78°F or less (using air conditioners, evaporative coolers, air purifiers with coolers, or other reliable means) whenever the heat index outside the housing units is between 80-94°F. When the outdoor heat index is 95°F +, the rooms where people sleep must be able to be maintained at a temperature at least 15°F lower than the outdoor heat index. (Example: when the outdoor heat index is 105°F, the indoor temperature must be maintained at or below 90°F. ** Current heat rules apply until new ones go into effect.	1/1/27