**Project Assessment Form: IEDA Butchery Grant Program**

**STEP 1: Complete the CIRAS Assessment Form** and submit PRIOR to your IEDA Butchery Grant Application. Send completed form to: [ciras.grants@iastate.edu](mailto:ciras.grants@iastate.edu) **no later than Nov. 28, 2022.**

Applicants are **strongly encouraged** to submit as **early as possible** to allow for proper review.

**Assessment Note:** Due to the varied nature of a given project, *all fields do not need to be completed.*  If a particular question does not apply to your project, simply enter “not applicable.”

**STEP 2:** **Review.**  CIRAS staff will review the information and return to the applicant with comments and suggestions for improvement. Grant applicants should consider the feedback and incorporate changes into their project plans.

**STEP 3: Complete the IEDA Butchery Grant Program application.** This application will be available on the IEDA Butchery Information page (link below) on Nov. 7, 2022.

**IEDA Butchery Grant Application** can be accessed at:   
<https://www.iowaeda.com/grow/butchery-innovation-revitalization>

The CIRAS-reviewed Project Assessment *must be included* with the online grant application to be eligible. **Butchery** **Grant submission deadline is Noon/12 p.m. on Dec. 21, 2022.**

**QUESTIONS:** Should you have any questions on the form or the project planning process, CIRAS is here to help. Contact Rachel Hahn – Food Account Manager: [rhahn@iastate.edu](mailto:rhahn@iastate.edu) or 515.620.8093

**SAMPLE:** See the “CIRAS Assessment – Sample Form” document on the IEDA Butchery website for examples of the type of information you might consider to include.

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**Applicant Information**

|  |  |
| --- | --- |
| **Business Name** |  |
| **Contact Name** |  |
| **Contact Number** |  |
| **Contact Email** |  |

1. **Project Overview:** Briefly describe what will be completed as part of the project   
   (300 words or less)

|  |
| --- |
|  |

1. **Project Scope**: Detailed list of what will be completed as part of the project.

|  |  |
| --- | --- |
| Considerations:   * Specific equipment * Electrical and Mechanical Installation * Demolition needs * Lighting and other room upgrades * Employee Training |  |

1. **Capacity Impact:**  Describe the change in processing capacity/volume that the investment will allow and how that will occur.

|  |  |
| --- | --- |
| Considerations:   * Current capacity * Market demand * Expected future capacity * Equipment speed changes * Reduction in labor required * Retained employees * Storage capacity |  |

1. **Planning Strategy: Alternative Solutions Considered**:

|  |  |
| --- | --- |
| Considerations:   * Alternative equipment/ technology considered * Why each were rejected |  |

1. **Project Budget**: Provide an itemized budget for the project. Each expense should be categorized as either an estimate, a vendor quote, or a competitive bid. Everything listed in Question #2 above needs a cost listed below. Insert more rows as needed. Note: include installation and demolition costs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Cost** | **Competitive**  **Bid** | **Vendor**  **Quote** | **Internal**  **Estimate** |
|  | $ |  |  |  |
|  | $ |  |  |  |
|  | $ |  |  |  |
|  | $ |  |  |  |
|  | $ |  |  |  |
|  | $ |  |  |  |

1. **Project Schedule**: Start and Stop dates for the project, along with milestone dates and lead times, if known.

|  |  |
| --- | --- |
| Considerations:   * Equipment order date * Equipment lead time * Installation schedule * Training schedule |  |

1. **Health, Safety and Environmental Considerations**: Provide details on whether the project presents any new risks, and the businesses plan for mitigation.

|  |  |
| --- | --- |
| Considerations:   * Lock Out/Tag Out points * New safety risks * New chemicals |  |

1. **Regulatory and Food Safety Considerations: Provide details/known plans of action for regulatory and food safety as a result of the project.**

|  |  |  |
| --- | --- | --- |
| Considerations:   * Are you changing a recipe or product label? * Is all equipment designed for human food production? * Will electrical installation be wash down rated? * Do you have a cleaning plan? |  |  |

1. **Project Risks & Unknowns**: List any known business risks to the project or unknowns.

|  |  |
| --- | --- |
| Considerations:   * Estimates in the budget that are not quoted by vendors * Fluid lead times for equipment * New technology for employees to learn * New contractors at the facility |  |

1. **Training and Start-Up Plan: Provide details/known plans of action for training and operational start-up.**

|  |  |
| --- | --- |
| Considerations:   * Vendor Acceptance Testing * Start Up Plans * Employee Training Plans * Contingency plans (what if the project doesn’t meet schedule) |  |

1. **External Resources**: Provide any outside sources of advice or support.

|  |  |
| --- | --- |
| Considerations:   * IDALS Meat Inspection Bureau * Iowa State Meat Science Extension * Engineering Firms * Utility Providers * Iowa Area Development Group * Local Economic Development * Small Business Development Center |  |