**Pre-Application Project Assessment Form: 2025 Choose Iowa Butchery Innovation Grant Program**

**STEP 1:** Complete this CIRAS assessment form and submit PRIOR to your Choose Iowa Butchery Innovation Grant Application. Send completed form to: bdresche@iastate.edu by February 21, 2025.

**STEP 2:** CIRAS staff will review the information and return to the applicant with comments and suggestions for improvement in the order in which they are received. Turnaround time may vary with application submissions, but all feedback for the Project Assessments will be returned no later than March 7, 2025 (prior to the Choose Iowa Butchery Innovation Grant application deadline of March 31, 2025).

**STEP 3:** Grant applicants should consider the feedback and incorporate changes into their project plans. The revised plan, the original plan and the CIRAS feedback should all be attached to the Choose Iowa Butchery Innovation Grant Program application (step 4).

**STEP 4:** Complete the Choose Iowa Butchery Innovation Grant Program application and include your CIRAS-reviewed Project Assessment with the grant application. Grant Application can be accessed at: <https://www.chooseiowa.com/grants>.

**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.”

**QUESTIONS:** Should you have any questions on the form or the project planning process, CIRAS is here to help. Contact Ben Drescher, Food and Feed Quality and Safety Extension Specialist, at bdresche@iastate.edu or 515-509-0940.

**Applicant Information**

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

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

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

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| Considerations: * Specific equipment
* Electrical and mechanical installation
* Demolition needs
* Lighting and other room upgrades
* Employee training
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1. **Business Impact:**  Describe the impact this investment will have on your business. Please include a calculated simple return on investment (ROI) if applicable.

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| Considerations: * Current capacity
* Market demand
* Expected future capacity
* Equipment speed changes
* Reduction in labor required
* Retained employees
* Storage capacity
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1. **Planning Strategy: Alternative Solutions Considered**:

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| Considerations: * Alternative approaches, equipment, technology or contractors considered
* Why each were rejected
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1. **Project Budget**: Provide a total and 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.

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| **Total Capital Investment:**  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Cost** | **Competitive****Bid** | **Vendor****Quote** | **Internal****Estimate** |
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1. **Project Schedule**: Start and Stop dates for the project, along with milestone dates and lead times, if known.

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| Considerations:* Equipment order date
* Equipment lead time
* Installation schedule
* Training schedule
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1. **Health, Safety and Environmental Considerations**: Provide details on whether the project presents any new risks, and the businesses plan for mitigation.

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| Considerations:* Lock Out/Tag Out points
* New safety risks
* New chemicals
* Wastewater production increases
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1. **Regulatory and Food Safety Considerations: Provide details/known plans of action for regulatory and food safety as a result of the project.**

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| 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?
* Impact to any food safety certifications
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1. **Project Risks & Unknowns**: List any known business risks to the project or unknowns.

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

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| Considerations: * Vendor acceptance testing
* Start up plans
* Employee training plans
* Contingency plans (For example, what if the project doesn’t meet schedule?)
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1. **External Resources**: Provide any outside sources of advice or support.

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| 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
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