

**CALIFORNIA SPECIAL INTEREST LICENSE PLATE
2015 “CALAGPLATE” GRANT PROGRAM**

GRANT PROCEDURES MANUAL



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2015 “CalAgPlate” Grant Program Grant Procedure Manual

Purpose

The 2015 CalAgPlate Grant Procedures Manual (GPM) Manual is designed to provide direction to Grant Recipients (Recipients) for the successful management of the CalAgPlate funded projects. The GPM Manual identifies the roles and responsibilities of all parties, and describes the processes and procedures required by the terms and conditions in the Grant Agreement.

General Responsibilities

California Department of Food and Agriculture

The California Department of Food and Agriculture (CDFA), Office of Grants Administration (OGA) oversees the CalAgPlate Recipient Grant Agreements and ensures Recipients are compliant with program requirements and grant terms and conditions. The CDFA Grant Coordinator will also provide Recipients with on-going assistance and consultation throughout the duration of the project term.

Grant Recipients

Recipients are responsible for project implementation as outlined in the Grant Agreement Scope of Work. It is important Recipients monitor the implementation of their project to ensure compliance with Grant Agreement terms and conditions. Recipients are responsible for submitting timely and accurate invoices during the term of the project as well as submitting a Final Performance Report.

Assistance

The CDFA Grant Coordinator is available to answer questions regarding Grant Agreement terms and conditions and program requirements. Recipients should contact the assigned Grant Coordinator for assistance with grant management.

Recipient Resources

Forms and templates referenced in this GPM manual can be found online at www.cdfa.ca.gov/calagplate.

Prior Approval Required

Prior approval is required from CDFA for the following, but not limited to:

- Revision of the scope of work, objectives, activities, milestones, dates, or deliverables
- Budget Line item shifts
- Purchase of equipment
- Foreign travel

The information required for a request for approval varies according to the type of approval sought. Contact assigned Grant Coordinator for the information required for your situation.

Project Management

Recipients are fully responsible for the overall management of their project, including activities conducted by contractor/consultants, to ensure compliance with program requirements and Grant Agreement terms and conditions.

Recipients must maintain clear and consistent communication with the CDFA Grant Coordinator regarding project progress status throughout the project term, particularly if problems or issues arise resulting in project delays. Upon discovery of problem and/or delays, Recipients must notify CDFA Grant Coordinator immediately for purposes of resolving such problem and/or delays.

Recipients must submit invoices and adequate documentation for expenditures at least quarterly, but no more frequently than monthly to seek reimbursement. Advance payments will not be provided.

Allowable Costs

A cost is allowable if it directly relates to project implementation and is incurred solely to advance work under the Grant Agreement. Allowable costs may include salaries and wages, fringe benefits, travel, equipment, supplies, and subcontractors.

Expenditures must be made in compliance with the State laws and regulations as applicable, and must be:

- Necessary and reasonable for proper and efficient performance and administration of the project.
- Authorized or not prohibited under State or local laws or regulations.
- Consistent with policies, regulations, and procedures that apply uniformly to State funds and other activities of the governmental unit.
- Determined in accordance with generally accepted accounting principles.
- Adequately documented.

Unallowable Costs

A cost is unallowable if it does not comply with program requirements or other terms and conditions in the Grant Agreement. Unallowable costs will not be reimbursed.

Unallowable expenses include, but are not limited to administrative costs, scholarships, raffles, incentives, gifts, advertising and promotion, hospitality suites, alcoholic beverages, costs of entertainment (including amusement, diversion and social activities and any costs directly associated with such costs such as tickets to sports events, meals, lodging, rentals, transportation, and gratuities), and costs for organized fundraising including financial campaigns and solicitation of gifts, or expenditures not identified in the approved Budget Narrative.

Contract CDFA Grant Coordinator to determine whether a cost is allowable.

Direct and Indirect Costs

Indirect Cost Rate

Indirect costs are limited to a maximum of 5% of personnel costs (salaries and fringe benefits). Indirect costs may not be increased from the originally approved budget amount. If the Salary and Wages or Fringe Benefit line items are decreased through a Line Item Shift Request, the indirect cost budget must be decreased accordingly.

Charging Direct and Indirect Costs Consistently

Recipients are responsible for charging direct and indirect costs incurred for the project consistently and appropriately. It is not allowable to charge an indirect cost as a direct cost.

Direct costs are costs that can be identified specifically with a particular project or can be directly assigned to a project activity relatively easily with a high degree of accuracy. Typically, direct costs include, but are not limited to, compensation for employees who work directly on the project, travel, equipment, and supplies directly benefiting from the project.

Indirect costs are costs incurred for a common or joint objective that cannot be identified specifically with a particular project. Typically, indirect costs include, but are not limited to, compensation for executive officers, and administrative and clerical staff, costs of operating and maintaining facilities (such as rent, utilities, janitorial, maintenance), general administration expenses (such as office supplies that cannot be identified specifically with a particular project), accounting and personnel services, depreciation.

Direct charging of these costs may be appropriate where all of the following conditions are met:

1. Administrative or clerical services are integral to the project of activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are included in approved budget or have prior written approval of CDFA;
4. The costs are not also recovered as indirect costs; and
5. The Recipient organization has a written policy on charging direct and indirect costs.

All five criteria above must be met before a determination can be made whether the costs are allowable as direct costs. Compliance with other requirements, such as timekeeping requirements, must also be met.

Scope of Work Revisions

Scope of Work (SOW) Revisions may be required when SOW activities, milestones, dates, and/or deliverables change. Requests for revisions must be made in writing to the CDFA Grant Coordinator no later than thirty (30) days prior to the requested implementation date, and provide sufficient information to explain the need and how the change affects the project. Revision requests must be signed by an authorized official of the Recipient organization, and approved by OGA.

Examples of project changes that require a SOW revision include by are not limited to:

- Transfer of project work to a third party through a contract, sub-grant, or any other means.

- Replacement or changes in the status of the Project Director such as withdrawing from the project entirely, being absent during any continuous period of three months or more, or reducing the time base by 25% or more.
- The addition or deletion of activities, deliverables, or a contractor/consultant.
- Changes of Recipient, Recipient organization name, or Recipient organizational status.

Budget Revisions

Recipients are required to complete and submit to CDFA Grant Coordinator a Line Item Shift Request (LISR) in advance when budget line items need to be adjusted. All un-shaded areas of the form should be completed.

- Enter the current approved budget values (these amounts should be taken from the most recent approved invoice, Project Budget column).
- Enter the amount of funds transferred from a budget line item as a negative by using minus sign “-”, and the amount of funds transferred to a budget line item as a positive amount by using the plus sign “+”. The revised budget will automatically be calculated.

In addition, the following restrictions and requirements apply to LISRs:

- The total project budget cannot be increased or decreased through this process.
- The indirect budget line item cannot be increased from the originally approved budget amount. If Personal Services is decreased, the indirect budget line item must be decreased accordingly.
- LISRs must be accompanied by a revised budget narrative.

Notification of Problems and Delays

Recipients must immediately notify the CDFA Grant Coordinator of any problems, delays and/or adverse conditions that will materially affect the project. Examples include, but are not limited to, inability to complete any portion of the project installation according to the Grant Agreement Scope of Work; substituting commodities identified in the Budget Narrative; inability of contractor/consultants to perform work resulting in activities delayed or eliminated.

Program Income

Program income is earned from activities supported by or as a result of the grant. Program income must be reinvested into the project, and must be expended on allowable project cost.

Program income information must be reported on invoices and on the final performance report. If program income is generated during the grant term the final performance report must include the nature or source of the program income (e.g., registration fees), the amount, and a description of how the program income will be used to support the 2015 CalAgPlate Grant Program goals such as agricultural education, agricultural career awareness and development, agricultural career training, and agricultural leadership development.

Timekeeping Requirements

Activity Reports

CDFA requires activity reports to support salary and wage and fringe benefit expenditures charged to the grant. Each report must account for the total activity for which each employee is

compensated, as well as the hours worked on the CalAgPlate project. This also applies to salaried employees. Costs not properly supported are potentially unallowable.

Travel

California In-State Travel

Reimbursement is for actual costs up to the maximum allowance for meals, incidentals, and lodging expenses for each complete 24 hours of travel. The maximum travel rates allowable are the rates in effect at the time of travel as established by the California Department of Human Resources (CalHR), and can be found on their website <http://www.calhr.ca.gov>.

Meals

The maximum allowable per diem rates established by [CalHR](#) are:

Breakfast	\$ 7.00
Lunch	\$ 11.00
Dinner	\$ 23.00
Incidentals	\$ 5.00

Lodging

Reimbursements for lodging and applicable taxes are for actual costs, and must be substantiated with a receipt. The maximum lodging rates established by [CalHR](#) are:

California counties/cities not listed below	Actual expense up to \$90 per night, plus tax
Napa, Riverside, Sacramento counties	Actual expense up to \$95 per night, plus tax
Los Angeles, Orange, Ventura counties, excluding the City of Santa Monica	Actual expense up to \$120 per night, plus tax
Alameda, Monterey, San Diego, San Mateo, Santa Clara counties	Actual expense up to \$125 per night, plus tax
San Francisco County and the City of Santa Monica	Actual expense up to \$150 per night, plus tax

Mileage and Parking

Mileage reimbursement for using a privately owned vehicle will be at the standard mileage rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. The standard mileage rate in effect at the time of travel can be found on [IRS's website](#).

Reimbursement for parking is up to the actual cost, and must be substantiated with a receipt.

Out-Of-State Travel

Reimbursement is available for actual costs of transportation, lodging, subsistence, meals and incidental expenses when traveling out of the State of California. The Recipient must use the rates and amounts established by the U.S. General Services Administration (GSA), available on the GSA website (www.gsa.gov) for each of the states within the continental United States.

Rates are subject to change daily to account for currency and economic changes.

- Reimbursement for meals and lodging plus incidental travel expenses will be paid up to the rates identified on the U.S. Department of State’s website (www.state.gov).
- The lodging allowance is intended to substantially cover the cost of lodging at adequate, suitable and moderately priced facilities.
- Travelers are advised to request information on hotel discounts for Recipients traveling on U.S. Government business.

Air Travel

Reimbursement is available up to actual airfare expenses incurred.

- Economy-based rates are to be used by all travelers.

Contractors/Consultants

Recipients may contract for services that cannot be provided by staff employed by the Recipient. Generally, these services are for a short-term period and provide a specific and identifiable product or service. Recipients are responsible for ensuring their contractors/consultants comply with applicable program requirements.

Refer to [Scope of Work Revisions](#) section if adding a contractor/consultant to an approved SOW.

Written Agreement

The Recipient must have a written agreement with each contractor/consultant. The written agreement must include at a minimum: beginning and ending dates, dollar amount, description of services or deliverables, and a budget. The budget must include the same line item categories as the budget spreadsheet. Contractor/consultant invoices must include sufficient information to determine that the expenditures invoiced are allowable.

Indirect Costs for Contractors/Consultants

Indirect costs for contractors/consultants are allowed. The indirect cost rate cannot exceed the maximum allowable (see [Indirect Cost Rate](#), page 5). Indirect costs cannot be increased from the originally approved amount.

Invoicing for Payment

Recipients are accountable for all grant funds awarded and must ensure all funds are used solely for their authorized purposes. Recipients must maintain supporting financial documentation (i.e. receipts, invoices, etc.) for all project expenditures submitted to the CDFA Grant Coordinator for reimbursement. Advance payments will not be provided.

Reimbursement Payments

Recipients submit invoices to CDFA’s Grant Coordinator for reimbursement of actual expenditures. Invoices must be submitted at least quarterly, but not more frequently than monthly and include all supporting documentation to substantiate expenses.

Reimbursements must be requested on the invoice provided by OGA. A scanned, legible copy of the signed invoice can be emailed to your Grant Coordinator or a hard copy can be mail to:

California Department of Food and Agriculture
Federal Funds Management Office
Attn: 2015 CalAgPlate, Grant Coordinator
1220 N Street, Room 120
Sacramento, CA 95814

Invoices

When to Submit Invoices

Once expenditures against the grant funds have been incurred, an invoice can be submitted for those expenses. Invoices are due no later than thirty (30) calendar days after the invoice period, and are required regardless of whether or not project costs are incurred during the invoice period. Invoices must be submitted quarterly, but no more frequently than monthly.

The quarterly periods and invoice due dates:

Quarterly Period	Invoice Due
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31
October 1 – December 31	January 31

Invoices and supporting financial documentation submitted to the CDFA Grant Coordinator will be reviewed for completeness and accuracy. The Grant Coordinator will promptly notify the Recipient of any incompleteness or deficiencies, which appear on the invoice. Once the incompleteness or deficiencies are corrected, the CDFA Grant Coordinator will process the invoice for payment.

Completing an Invoice

Reimbursement Invoice

The CDFA Grant Coordinator initiates each invoice cycle by generating an electronic invoice template. The CDFA Grant Coordinator emails Recipients an invoice template with the Grant Agreement Number, Recipient Name, Project Title, Invoice Number, and the Project Budget Entered.

No Expenditure Invoice

Recipient checks the “NO EXPENDITURES” box, signs, dates, and returns the invoice to the Grant Coordinator. No Expenditure invoices must be accompanied by an explanation of why costs were not incurred during the billing period.

Final Invoice

A final invoice must be submitted for payment within thirty (30) calendar days of the expiration date of the grant agreement. Recipient marks “Final Invoice” in the Invoice Number area, indicating all payment obligations have been met and no further payments are due.

Withholds

Withhold Payment Notification

The CDFA Grant Coordinator issues a Withhold Payment Notification (Notification) to delay payment of an invoice if there is an invoice discrepancy or issues regarding project

implementation. The Notification describes the reason for withholding payment and what actions, if any, may be required. The Grant Coordinator will contact the Recipient within ten (10) days of receiving the Notification for purposes of resolving any issues. Invoices are processed once all issues are resolved.

Withhold Pending Closeout

CDFA will withhold 10% of the Grant Agreement award until approval of the Final Invoice and Final Performance Report, and/or resolution of any performance issues or audit findings.

Publicity and Acknowledgement

Publicity

Recipients must notify the CDFA in writing at least two working days before any news (press) releases or public conferences are initiated by the Recipient or its contractors in regards to the project and any project results.

Acknowledgment of Support

Recipients must acknowledge CDFA's CalAgPlate support whenever projects funded, in whole or in part, are publicized in any news media, brochures, publications, audiovisuals, or other types of promotional material. The acknowledgement must read as follows: "This publication [or project] was supported by the CalAgPlate Grant Program." Recipients may not use the CDFA logo. A copy of the publication acknowledging CDFA's CalAgPlate support should be submitted to the CDFA Grant Coordinator for its files.

Reporting Requirements

Final Performance Report

Recipients are required to submit a Final Performance Report no later than thirty (30) calendar days following the expiration date of the Grant Agreement or after the project is complete, whichever comes first.

Appeal Process

Actions that may be appeals include by are not limited to:

- Withhold of Payment
- Termination of Agreement

Appeals must be in writing, post marked within ten (10) calendar days of the date of the notification, and mailed to:

California Department of Food and Agriculture
Office of Hearings and Appeals
1220 N Street, Suite 400
Sacramento, CA 95814

The appeal must include a copy of the notification or the name of the recipient organization, the project number, the title of the project; the reasons the action should not be imposed, including any documentation to support the appeal, and the signature of the authorized representative. Appeals not received within the timeframe will be denied. The action specified in the notification remains in effect while the appeal is under review.

Closeout

Before the Grant Agreement is closed, CDFA will review the final performance report and invoice, and verify resolution of any project performance concerns. CDFA will withhold 10% of the Grant Agreement amount pending resolution of any issues. A closeout letter and final payment will be issued when resolution is completed.

Closeout does not cancel property management, record retention or financial accountability requirements.

Property Management and Disposition of Equipment

Equipment

Equipment is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Property Records

Recipients must maintain property records for equipment, including but not limited to a description of the equipment, a serial number or other identification number, identification of the Grant Agreement under which the equipment was acquired, the acquisition date, acquisition cost of the equipment, percentage of state participation in the cost of the equipment, the location, use and condition of the equipment, and any ultimate disposition information including the date of disposal and sale price of the equipment.

Record Retention

Recipient must retain supporting financial records, project records, and any other relevant supporting documents for a period of three (3) years from the date the Grant Agreement is closed.

Records that must be retained include:

- Time sheets and records that reflect the total activity for which each employee is compensated;
- Actual expenditure invoices of direct costs charged to grant fund;
- Employee reimbursement claims including lodging, per diem and transportation receipts;
- Documentation supporting calculation or methodology to determine indirect costs;
- All other supporting documentation related to the Grant Agreement.