2023 CalAgPlate Grant Program

Request for Grant Proposals

Released:
August 23, 2023

Grant Proposals Due:
By 5:00 p.m. PT on September 20, 2023
Late submissions will not be accepted.

California Department of Food and Agriculture
Office of Grants Administration
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Phone: (916) 657-3231
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Table of Contents

About the Program

Purpose

The California Department of Food and Agriculture's (CDFA) California Agriculture License Plate Grant Program (CalAgPlate) is funded by fees associated with the original purchase, annual renewal, and conversion of CalAgPlates from the California Department of Motor Vehicles.

The CalAgPlate program funds projects that support agricultural education, agricultural career awareness and development, agricultural career training, and agricultural leadership development to assist students at the kindergarten through twelfth grade (K-12), post-secondary, and adult education levels. Supporting these educational and training areas will provide participants further agricultural opportunities and experiences at the local and statewide levels.

Acknowledgment

This program would not be possible without the hard work of the many people and organizations that contributed to making the CalAgPlate a reality. Special mention, however, must be reserved for Class XXXI of the California Agricultural Leadership Program, which contributed greatly to the formative stages of this effort and especially the Future Farmers of America (FFA) organization and their army of students who did yeomen's work to gather the requisite number of participants and bring the project to fruition.

Funding and Eligibility

CDFA anticipates that up to $250,000 will be awarded to projects to support agricultural education and training. There is no limit on the number of grant proposals applicants may submit; however, each grant proposal must be for a wholly unique project.

Tier 1 – California Adopted Agricultural Education Programs

Up to 85 percent ($212,500) of total available grant award funding is reserved for the California FFA Association; the non-profit organization that represents state-adopted Agricultural Education Programs (Education Code Sections 52450-52454). These programs have proven to be effective on a statewide basis in meeting the priorities and intent of the CalAgPlate program.

Tier 1 grant awards range from $10,000 to $212,500 per project.

Applicants interested in applying for Tier 1 funding must coordinate directly with the California FFA Association. Please contact California FFA Association at (209) 744-1600 or by email at mpatton@calagteachers.org or mfreitas@californiaffa.org.

Tier 2 – Local/Community/State Agricultural Education Programs

Up to 15 percent ($37,500) of available funding will be awarded to eligible Local/Community/State Agricultural Education Programs. This Tier is open to non-profit organizations, as well as state, local, and Indian tribal government agencies within California which promote and administer agricultural education and leadership programs targeting K-12, post-secondary, and adult education. Individual schools and school districts are encouraged to partner with eligible non-profit organizations. Institutes of higher learning are ineligible to directly apply*, however, they can partner with eligible organizations on a proposed CalAgPlate project.

Tier 2 grant awards range from $2,500 to $10,000 per project.

* NOTE: *Non-profit programs administered or managed by a university, such as the 4-H Youth Development Program, are exempt from this limitation.*

Grant Duration

The maximum grant duration is one (1) year, six (6) months and grant funds cannot be expended before January 1, 2024 or after June 30, 2025. CDFA reserves the right to offer an award amount different than the amount requested.

Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a proposal or application, the Applicant represents that it is not a target of Economic Sanctions. Should the State determine Applicant is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Applicant's proposal/application any time prior to agreement execution, or, if determined after agreement execution, shall be grounds for termination by the State.

Timeline

Release Request for Grant Proposals	August 23, 2023
Grant Proposals Due	September 20, 2023, 5:00 p.m. PT
Review Period	October 2023
Announce and Award Funding	November/December 2023

Program Goals

The CalAgPlate program is devoted to enhancing youth agricultural programs to further support agricultural educational, career education, career training, and leadership development goals.

The CalAgPlate program goals are:

(1) Agricultural Education:
Increase the availability of and access to agricultural education in communities throughout the state to provide participants with an enriched understanding of agricultural production, business management, and the diverse environmental complexities associated with farming (i.e., air and water).

(2) Agricultural Career Awareness and Development:
Encourage more students to enter the farming profession through greater recognition and promotion of the skills needed for agricultural production including marketing, computer/electrical/mechanical engineering, and agricultural/environmental science.

(3) Agricultural Career Training:
Further develop opportunities and programs for agricultural career training that links private agricultural businesses with participants to provide practical experience and mentorships for those individuals interested in an agricultural profession.

(4) Agricultural Leadership Development:
Enhance youth and adult leadership development activities and professional skill sets through educational and leadership experiences that expose participants to government, private business and non-profit organizations that work on agricultural policy.

The CalAgPlate program is designed to ensure that students have access to agricultural education, leadership, and career training opportunities to enrich their understanding of California agriculture across the state.

Funding Categories

CDFA has identified three funding categories. Funding categories are intended to help prospective applicants develop their projects and submit to the most appropriate category. Eligible projects are not limited to the examples listed below.

Agricultural Education

In this funding category, CDFA will consider projects that enhance and benefit agricultural education opportunities for students and educators.

Examples:

- Agricultural curriculum development and implementation
- School/community garden enrichment programs
- Interactive agriculture learning experiences, outdoor agricultural education programs (e.g., farms/ranches)
- Agriculture demonstrations/activities (e.g., exhibits)

Agricultural Career Awareness, Development and Training

In this funding category, CDFA will consider projects that advance, promote, and support agricultural career development and training for high school and college students.

Examples:

- Interactive training experiences and mentorship programs
- Practical career preparation and career advancement opportunities
- Outreach programs and career expos
- Informational workshops for next-generation/beginning farmers

Agricultural Leadership Development

In this funding category, CDFA will consider projects that provide leadership experiences and skills for participants that encourage agricultural leadership development.

Examples:

- Agricultural leadership conferences
- Agricultural leadership training programs
- Education tours focusing on agricultural policy issues/areas

How to Apply

AmpliFund System

Applicants are required to complete and submit the 2023 CalAgPlate Grant Proposal application online using the [AmpliFund system](https://tinyurl.com/55axx5t7) (https://tinyurl.com/55axx5t7) which can also be found through [CDFA CalAgPlate website](https://www.cdfa.ca.gov/egov/calagplate/) (https://www.cdfa.ca.gov/egov/calagplate/).

Applicants must create a user account in AmpliFund to submit their proposals. AmpliFund is organized into various forms and pages utilizing a question-and-answer format. Questions are answered in one or more of the following formats: a drop-down menu, a text box with predetermined character limitations, yes/no, single-choice, or multiple-choice. Responses to all questions must be submitted in the manner and format required by the grant proposal application questionnaire in AmpliFund without exception.

Grant Proposals must be submitted no later than 5:00 p.m. PT on September 20, 2023.

The CDFA CalAgaPlate website contains a [Frequently Asked Questions](https://www.cdfa.ca.gov/egov/calagplate/docs/CalAgPlate_Frequently_Asked_Questions_PDF.pdf) (https://www.cdfa.ca.gov/egov/calagplate/docs/CalAgPlate_Frequently_Asked_Questions_PDF.pdf) page and an [AmpliFund User Guide](https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/amplifund_userguide_applicantportal.pdf) (https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/amplifund_userguide_applicantportal.pdf). For questions about the AmpliFund system, please contact CDFA by emailing grants@cdfa.ca.gov or calling (916) 657-3231.

Computer System Recommendations

To ensure proposals are submitted successfully, CDFA strongly encourages all applicants to comply with the computer system recommendations provided by AmpliFund. CDFA cannot guarantee that the AmpliFund system will be compatible with other browsers or operating systems. Use of other browsers or operating systems may limit the ability of CDFA staff to provide applicants with technical assistance, should any issues arise. AmpliFund recommends that applicants:

- Use Chrome, Firefox, Edge, or Safari.
- Avoid using an iPad, iPhone, or similar mobile device.
- Save work often; the system will time out after a period of time and any unsaved work will be lost.

Assistance and Questions

In order to maintain the integrity of the competitive process, CDFA is unable to advise and/or provide individuals information regarding specific grant proposals during the solicitation process. However, CDFA encourages all applicants to view the frequently asked questions for assistance available on the [CalAgPlate website](https://www.cdfa.ca.gov/egov/calagplate/) (https://www.cdfa.ca.gov/egov/calagplate/).

Grant Proposal Questions and Scoring

Failure to answer one or more application questions may result in disqualification. The following questions and descriptions are provided as a preview of the application, accessible only in AmpliFund. Applicants must apply in the [AmpliFund system](https://tinyurl.com/55axx5t7) (https://tinyurl.com/55axx5t7).

Project Information Page

Application Name:

Also referred to as the project title. Concisely describe the project in 15 words or less with a unique and descriptive title.

Award Requested:

The total amount of CalAgPlate grant funds requested for the project should be entered into the "Award Requested" box on the Project Information page. This number must match the amount listed under the Grant Funding Subtotal on the Budget page. Funds requested must range from $10,000 to $212,500 for Tier 1 funding, and $2,500 to $10,000 for Tier 2 funding; requests outside of this range may result in disqualification.

CDFA Application Intake Form (located on the Application Forms page)

Applicant Organization:

Legal name of the organization that will serve as lead for the project and will receive and oversee the use of grant funds.

Organization Type:

Using the drop-down menu, select the organization type that best describes the applicant.

California Senate and Assembly Districts:

Using the drop-down menus, select the districts where the applicant and project are located. More than one district can be selected, if needed. If the project covers all of California, select "Statewide."

Taxpayer Identification Number:

Enter the applicants 9-digit taxpayer identification number in the format 12-1234567.

Project Director and Project Manager:

Enter contact information for the individual who is authorized to execute a funding agreement and receive grant funds, as well as a backup if that individual should be unreachable.

Submitting Organization:

Legal name of the organization submitting the proposal on behalf of the applicant, if other than the applicant.

Prior Year CalAgPlate Projects:

Please indicate if this project builds upon a prior-year project. If "No," please indicate "No." If "Yes," all of the following must be addressed within the text boxes provided:

- Provide the CalAgPlate grant agreement number(s) (e.g., 20-0591-000-SO or CAP14010). Please provide agreement number(s) for all prior CalAgPlate grants.
- Describe how the project differs from, complements, or builds upon the previous work.
- If a prior-year project has recently begun, please address how the proposed project's goals and/or planned activities differ from those of the recently started project(s).

Proposal Application Form (located on the Application Forms page)

Funding Tier (not a scored question):

Select which funding tier the organization will be applying under. Applicants interested in applying for Tier 1 funding must coordinate directly with the California FFA Association. Please contact California FFA Association at (209) 744-1600 or by email at mpatton@calagteachers.org or mfreitas@californiaffa.org.

Funding Category and Target Audience (not a scored question):

Using the checkboxes, select the most appropriate funding category and target audience for the project. You may select all that apply.

Project Description (not a scored question):

Summarize the need for the project, describe the goals and outcomes, and present a plan for evaluating and measuring the success of the project.

Project Purpose (10 points):

Describe the specific issue, problem, or need that the project will address, and explain why the project is important. All the following must be addressed:

- The specific and existing issue, problem, problem, or need the project will address.
- Why the project is important to the California agriculture industry.
- How the project will achieve the identified CalAgPlate program goals.
- How activities will be monitored to ensure funding benefits agricultural education, agricultural career awareness development/training, and agricultural leadership development.

Scoring Criteria: Scoring will be based on the specific issue, problem, or need the project will address, as well as the timeliness and relevance to California's agricultural industry.

Potential Impact (10 points):

State how the project potentially impacts statewide agricultural education, agricultural career awareness development/training, and agricultural leadership development. All the following must be addressed:

- Identify the project beneficiaries and describe how they and the project will benefit.
- Quantify the number of beneficiaries that will be directly impacted by the results of the projects.
- Explain how the program benefits the public rather than a single organization, institution, or individual.

Scoring Criteria: Scoring will be based on the anticipated impact on agriculture education and training and the identified beneficiaries.

Expected Measurable Outcomes (10 points):

Describe the expected measurable outcome(s) and how they relate to both the proposed project and the CalAgPlate program goals. Provide and describe in detail at least one distinct, quantifiable, and measurable outcome that directly and meaningfully supports the project's purpose and is of direct importance to the intended CalAgPlate beneficiaries.

Scoring Criteria: Scoring will be based on the relevance, timeliness, and probability of success to achieve the CalAgPlate program goals.

Work Plan (10 points):

Within the text boxes provided, all of the following must be addressed:

- Briefly describe the project activities and tasks that are necessary to accomplish project objectives and support outcome measures.
- Identify which member of the project team will do the work for each activity listed.
- Each project activity should include an approximation of when it will occur (formatted MON YYYY; e.g., Dec 2024 or May 2024 - Jun 2025).

Scoring Criteria: Scoring will be based on the clarity of the work plan and the relevance of the specific project activities to the project purpose.

Evaluation and Performance Monitoring Plan (not a scored question):

Describe what the project is expected to accomplish and how it will be evaluated while in progress and upon conclusion. The following must be addressed:

- Describe the evaluation methods (surveys, meetings, etc.)
- Identify the individual(s) who will be collecting and analyzing the data.
- State when the evaluation will take place (timeframe).

Project Oversight (not a scored question):

Describe the oversight practices that provide sufficient knowledge of all program activities to ensure proper and efficient administration of the project.

Program Income (not a scored question):

Using the drop-down menu, select if the project will generate program income. If so, estimate the amount of income that may be generated by a supported activity or earned as a result of the award. In the text box, explain how the program income will be generated and how it will be used to further the CalAgPlate agriculture education program. Program income must be spent on activities that support the goals and objectives of the project and must comply with restrictions on allowable and unallowable costs and activities.

Budget Template

Budget (10 points):

All budget items should be associated with expenses that will be covered by the CalAgPlate funds and correlate to the goal(s) of the project.

- To add a budget line item, select the plus sign located next to each budget category.
- For Item Type, select either Personnel or Non-personnel. Personnel should be selected for costs associated with *A. Salary and Wages* and *B. Fringe Benefits*. All other costs not related to salary and wages, and/or fringe benefits should be categorized as non-personnel.

- For name, insert the name or basic description of the cost(s).
- In Direct Cost, input the estimated cost/price of the item(s) requested.
- In Narrative, provide a brief description of costs or activities associated with the line item.
    - This description should be 1-3 sentences in length and describe the costs, the items involved, and their use in the project.
    - For Personnel costs, please provide an estimated breakdown per individual employee. Please also describe the activities each individual will participate in and an approximation of hours worked or percent full time equivalent.

Scoring Criteria: Scoring will be based on the reasonableness of the budget and relevance of the project activities and goals.

Total number of points achievable in the grant proposal: 50 Points

Grant Proposal Budget

For each budget category listed below, enter the amount of CalAgPlate funds requested (rounded to the nearest whole dollar) and a brief description of the costs or activities covered. A description is required for each budget category in which funds are requested, except for category *H. Indirect Costs*. A completed sample budget is available in [Appendix A on page 21](#).

Salary and wages, fringe benefits, travel, equipment, supplies, other, and indirect costs for individuals not employed by the applicant organization must be listed under category *F. Contractual*.

A. Salary and Wages

Estimate the total cost of salary and wages for the time spent on the project by individuals employed by the applicant organization. In the description column, list the title of each employee, the approximate time spent on the project (number of hours or percent full-time equivalent), and the individual's activities in support of project goals.

B. Fringe Benefits

Estimate the total cost of fringe benefits for time spent on the project by individuals employed by the applicant organization in accordance with the applicant organization's established fringe benefits policy. In the description column, list the approximate fringe benefit rate and types of benefits included in the applicant organization's established fringe benefits policy.

C. Travel

Estimate the total cost of project-related travel for all individuals except contractual personnel. In the description column, describe how the travel will be necessary to accomplish the goals and objectives of the project. Reference [pages 15-16 of the RFP](#) for more information on travel and incidental.

D. Equipment

Estimate the total cost to purchase special purpose equipment necessary to achieve project objectives. Special purpose equipment is nonexpendable, tangible personal property with a useful life of more than one year and an acquisition cost which equals or exceeds $5,000 per unit only for research, scientific, or other technical activities. In the description column, list the item, a description, intended use, and the total amount of funds per item.

E. Supplies

Estimate the total cost to purchase supplies necessary to achieve project objectives. Supplies are items with an acquisition cost less than $5,000 per unit that are used exclusively for the objectives of the project. In the description column, list the types of supplies to be purchased. General use office supplies (paper, printer ink, pens, etc.), facilities costs (telephone, internet, etc.), and administrative costs are considered indirect and should not be included under category *E. Supplies*. Reference page 15 of the RFP for more information about direct and indirect costs.

F. Contractual

Estimate the total cost of work on the project that will be performed by individuals/organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.). This amount should include all associated salary and wages, fringe benefits, travel, special purpose equipment, supplies, other, and indirect costs. In the description column, list the services to be provided by each contractor that will work on the project and be paid with grant funds.

G. Other

Estimate the total cost of all other project-related expenses. Expenses typically listed under category *G. Other* include registration fees to attend professional conferences, speaker/trainer fees, stipends, fees to publish in academic journals, fees for data collection and lab analysis, meeting space or equipment rentals, subscriptions, etc. In the description column, list the specific types of expenses necessary to accomplish the goals and objectives of the project.

H. Indirect Costs

Indirect costs are facilities and administrative costs that cannot easily be tied directly to the activities of the grant. Examples of common indirect costs include administrative/clerical services, rent, utilities, internet and telephone service, maintenance, and general office supplies. The maximum amount of indirect costs allowable is 5 percent of total personnel costs (category *A. Salary and Wages* plus category *B. Fringe Benefits*). Reference page 15 of the RFP for more information about indirect costs.

Formula: (A. Salary and Wages + B. Fringe Benefits) x 0.05 = Maximum Indirect Costs

Total Expense Budget Cost

Total CalAgPlate funds requested will automatically be calculated using the amounts requested for categories A through H. This total cannot be less than $10,000 or greater

than $212,500 for Tier 1 and no less than $2,500 or greater than $10,000 for Tier 2. Please ensure that the total matches the award requested amount listed in the Project Information section.

Requirements and Limitations

In developing a grant proposal and budget, applicants should ensure that all costs are reasonable, necessary to meet the objectives of the project, allowable, and incurred in a manner consistent with the applicant organization's established practices.

Grant Regulations

All CalAgPlate grant proposals are subject to Section 330.2 of the Grant Administration Regulations (https://www.cdfa.ca.gov/Regulations/General/FinalGrantAdminRegs-Text.pdf) set forth by CDFA.

Direct Costs

Direct costs are costs that can be identified specifically with a particular award, project, program, service, or other organizational activity or that can be directly assigned to such activity relatively easily with a high degree of accuracy. Typically, direct costs include, but are not limited to, compensation of employees who work directly on the award including salaries and fringe benefits, travel that is necessary for the project, special purpose equipment and supplies used for the project, and the hiring of qualified contractors to achieve project objectives.

Indirect Costs

Indirect costs (also known as "facilities and administrative costs") are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity.

Travel and Incidental

California Lodging and Per Diem

The California Department of Human Resources (CalHR) established and maintains the maximum allowable per diem (meals) and lodging rates. Applicants must utilize the rates established by CalHR (https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx).

Mileage

Applicants must apply the current government mileage rate for personally owned vehicles used for travel related to the project; this rate is available on the IRS website (http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates).

Air Travel

Allowed rates are up to actual airfare expenses incurred. Economy-based rates for airfare must be used by all travelers.

Travel outside of California

For travel outside the State of California, applicants should utilize the travel rates established by the [U.S. General Services Administration](https://www.gsa.gov/travel/plan-book/per-diem-rates) (https://www.gsa.gov/travel/plan-book/per-diem-rates).

For foreign travel, applicants should utilize the international travel rates established by the [U.S. Department of State](https://aoprals.state.gov/web920/per_diem.asp) (https://aoprals.state.gov/web920/per_diem.asp).

Prior approval from OGA is required for all travel outside of California.

In accordance with [California Assembly Bill 1887 (2016)](https://oag.ca.gov/ab1887), (https://oag.ca.gov/ab1887), state-funded and state-sponsored travel to states with discriminatory laws is prohibited. CalAgPlate funds cannot be used to support costs for travel to states with active discriminatory laws. As of the issuance of this document, the following states are subject to California's ban on state-funded and state-sponsored travel: Alabama, Arizona, Arkansas, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Montana, Nebraska, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, West Virginia, and Wyoming.

Unallowable Costs

Administrative Costs

CalAgPlate program funds will not be approved to support the administrative costs of a project.

Advertising and Promotion

- Product advertising through any media, either directly or indirectly, through an advertising or other firm is unallowable and will not be reimbursed.
- Purchase of free giveaways and gift items to give away to the public are unallowable. Items include, but are not limited to, key chains, t-shirts, hats, pens, stickers, etc.

Equipment and Capital Expenditures

General purpose equipment, and capital improvements/expenditures.

Fundraising

Costs for organized fundraising including financial campaigns and solicitation of gifts.

Hospitality

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 shows or sports events, meals, lodging, rentals, transportation, and gratuities).

Incentives

Raffles, incentives, gifts, and donations (including produce or products as a direct result of the use of CalAgPlate Grant Funds).

Scholarships

CalAgPlate program funds cannot be used to support, augment, or create scholarship programs.

Unallowable costs will not be reimbursed.

Review and Notification

Review Criteria

CDFA's intent is to fund projects that can produce the highest degree of measurable benefits to California agricultural education programs in relation to each dollar spent. Grant Proposals will be evaluated on the criteria set forth in the [Proposal Questions and Scoring section on pages 7-11](#).

Special consideration will be given to Grant proposals from statewide organizations administering programs that have curriculum approved by the California Department of Education. Individual local community clubs, chapters and organizations are considered separate from statewide organizations. Applicants that have not received prior CalAgPlate funding will be given additional consideration during the review process.

Review Process

CDFA will conduct two levels of review. The first level is an administrative review to evaluate the completeness, determine whether grant proposal requirements are met and, if applicable, assess an applicant's past CDFA grant performance.

The second level is a technical review conducted by reviewers selected by CDFA to evaluate the merits of the grant proposal. The technical reviewers will submit recommendations to CDFA for final determination of awards.

Notification and Feedback

Grant proposals that are disqualified during the administrative review will be notified by email within three weeks of the grant proposal due date. All other applicants will be notifed by email regarding the status of their grant proposals in December 2023. Feedback will be provided to applicants within 60 days of award announcement.

To ensure all communications are received, points of contact listed in the application should add grants@cdfa.ca.gov to their email safe senders list, address book, or contact list.

Disqualifications

The following may result in the disqualification of a grant proposal:

- Proposals from ineligible institutions.
- Incomplete grant proposals, including grant proposals with one or more unanswered questions.
- Proposals that include activities outside the grant duration.

- Proposals for less than the minimum award amount or more than the maximum award amount.
- Proposals with unallowable costs or activities necessary to complete the project objectives.
- Proposals with indirect costs that exceed the limit set forth in this document.

APPEAL RIGHTS: Any discretionary action taken by the Office of Grants Administration (OGA) may be appealed to the CDFA's Office of Hearings and Appeals within ten (10) calendar days of receiving a notice of disqualification from CDFA. Email notification shall serve as the date of service. The appeal must be in writing and signed by the responsible party named on the grant application or their authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the OGA decision being challenged. The submission must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814 or emailed to CDFA.LegalOffice@cdfa.ca.gov. If submissions are not received within the time frame provided above, the appeal will be disqualified from consideration.

Grant Terms and Conditions

Payment Process

If awarded, recipients will be subject to all applicable State regulations. Recipients are required to submit invoices at least quarterly, but no more frequently than monthly for reimbursement of actual expenses incurred to support approved project activities. Invoices must include documentation to support reimbursement requested. Advance payments will not be provided. Ten percent of the total amount of the award will be withheld until receipt, review, and approval of the Final Performance Report.

Reporting Requirements

Recipients must submit one Final Performance Report that identifies goals and objectives achieved, including quantifiable results, successes, project delays or lessons learned, and any other pertinent information.

Appendix A: Budget Example

Budget

[Help] [⬇ Download] [Save & Continue]

Budget View Settings

Options

☑ Line Items

Proposed Budget

EXAMPLE

Expense Budget

	Category			Grant Funded	Total Budgeted
➕	**A. Personnel**			$1,500.00	$1,500.00
	Salary and Wages	✏	🗑	$1,500.00	$1,500.00
➕	**B. Fringe Benefits**			$150.00	$150.00
	Fringe Benefits	✏	🗑	$150.00	$150.00
➕	**C. Travel**			$312.50	$312.50
	Modesto, CA	✏	🗑	$312.50	$312.50
➕	**D. Equipment**			$0.00	$0.00
➕	**E. Supplies**			$537.50	$537.50
	Field Supplies	✏	🗑	$537.50	$537.50
➕	**F. Contractual**			$0.00	$0.00
➕	**G. Other**			$0.00	$0.00
➕	**H. Indirect Costs**			$0.00	$0.00
	Total Expense Budget Cost			**$2,500.00**	**$2,500.00**

Revenue Budget

Grant Funding

	Grant Funded	Total Budgeted
Award Requested	$2,500.00	$2,500.00
Subtotal	**$2,500.00**	**$2,500.00**

Non-Grant Funding

Subtotal	**$0.00**

Total Revenue Budget Cost	**($2,500.00)**
Total Overall Budget Cost	**$0.00**