

2024 CalAgPlate Grant Program

Request for Grant Proposals



Released:

August 28, 2024

Grant Proposals Due:

By 5:00 p.m. PT on September 25, 2024

Late submissions will not be accepted.



California Department of Food and Agriculture

Office of Grants Administration

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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 with 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 \$180,000 will be awarded to projects to support agricultural education and training. Applicant organizations may only submit one grant proposal to the CalAgPlate program.

Tier 1 – California Adopted Agricultural Education Programs

Up to 85 percent (\$153,000) 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 \$153,000 per project. CDFA reserves the right to offer an award amount different than the amount requested.

Applicants interested in applying for Tier 1 funding must coordinate directly with the California FFA Association. Contact the 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 (\$27,000) 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. CDFA reserves the right to offer an award amount different than the amount requested.

* 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, 2025, or after June 30, 2026.

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 28, 2024
Grant Proposals Due	September 25, 2024, 5:00 p.m. PT
Review Period	October 2024
Announce and Award Funding	November/December 2024

Program Goals

The CalAgPlate program is devoted to enhancing youth agricultural programs to further support agricultural education, 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

Application Template

Applicants are required to complete and submit the CalAgPlate Grant Proposal Application using the required template available on the CalAgPlate website at: <https://www.cdfa.ca.gov/egov/calagplate/>

The Grant Proposal Application consists of three sections:

- General Information
- Proposal
- Budget Narrative

Grant Proposal Applications must be submitted electronically to grants@cdfa.ca.gov no later than 5:00 p.m. PT on September 25, 2024.

Grant Proposal Requirements

- 1. General Information:** The *General Information* section requests Applicant Details, Project Management, and Proposal Summary information. All sections must be completed.
- 2. Proposal:** The *Proposal* must be completed using the required template, 12-point font, and must not exceed five pages, excluding the budget narrative.
- 3. Budget Narrative:** The *Budget Narrative* must include a description and detailed breakdown of the total grant funds requested by budgetary categories. All costs should be explained in detail with an estimated price per unit.

Reminder: Grant funds must be incurred during the grant duration. Grant funds cannot be expended before January 1, 2025, or after June 30, 2026.

Additional Guidance

In developing the Grant Proposal Application, 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.

All CalAgPlate grant proposals are subject to Section 330.2 of the Grant Administration Regulations set forth by OGA at:

<https://www.cdfa.ca.gov/Regulations/General/FinalGrantAdminRegs-Text.pdf>

Assistance and Questions

In order to maintain the integrity of the competitive process, CDFA is unable to advise and/or provide individuals with 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 on the CalAgPlate website at: <https://www.cdfa.ca.gov/egov/calagplate/>

General Information (not a scored portion)

Applicant Organization:

Provide the 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:

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 applicant's 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.

Funding Tier:

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.

Total Amount of Grant Funds Requested:

Grant funds requested are for costs expected to be incurred during the grant duration. This number must match the amount requested on the Budget Narrative. Funds requested must range from \$10,000 to \$153,000 for Tier 1 funding and \$2,500 to \$10,000 for Tier 2 funding; requests outside of this range may result in disqualification.

Funding Category and Target Audience:

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

Proposal

Project Title (not a scored question):

Concisely describe the project title in 15 words or less.

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.
- What is being funded, who is doing the work, and what the project will entail.
- 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.

Prior Year CalAgPlate Projects (not a scored question):

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).

Other Funding Sources (not a scored question):

If the project has been or will be submitted to or funded by another state or federal grant program, all of the following must be addressed within the text boxes provided:

- Identify the State or Federal grant program and the agency administering the program.
- List the amount of grant funds requested or awarded by the program.
- Describe how this proposed project supplements rather than duplicates the efforts funded by the other State or Federal grant program.

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 in achieving the CalAgPlate program goals.

Project Work Plan (10 points):

Within the table provided, all the following must be addressed:

- Briefly describe the project activities and tasks that are necessary to accomplish project objectives and support outcome measures/ performance indicators.
- 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 2025 or May 2025 - Jun 2026).

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).
- Explain how the data gathered will be used to correct or improve performance.

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.

Budget Narrative

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 the 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.

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.

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*.

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 14-15 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 14 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 14 of the RFP](#) for more information about indirect costs.

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

Program Income

Estimate the amount of income (if any) that may be generated by a supported activity or earned as a result of the award. Explain how the program income will be generated and how it will be used to further support the project objectives. Program income must be spent on activities that support the goals and objectives of the project, should be expended before seeking reimbursement of grant funds, and must comply with restrictions on allowable and unallowable costs and activities.

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) (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.

The maximum amount of indirect costs allowable is 5 percent of total personnel costs (Budget category *A. Salary and Wages* plus category *B. Fringe Benefits*).

Promotion Awareness of CalAgPlate

Applicants are strongly encouraged to promote awareness of the CalAgPlate Program and the purchase and renewal of the California Agricultural specialized license plates. Up to \$500 in grant funds can be used to support these efforts.

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) (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) (<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.

Program Income

Income generated during the grant period by a supported project activity or earned as a direct result of the CalAgPlate awarded grant. If a project generates program income, applicants must describe how it will be generated and how it will be used to further the CalAgPlate agriculture education program. Program income cannot be used for unallowable costs or activities.

Unallowable Costs

Administrative Costs

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

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 and Donations

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

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's due date. All other applicants will be notified by email regarding the status of their grant proposals in December 2024. Feedback will be provided to applicants upon request.

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.
- Multiple proposals submitted by the same applicant organization.

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. Non-profit 501(c)(3) organizations may be eligible to receive an advance payment to cover anticipated project expenditures. Advance payments may not exceed 25 percent of the total award and will need to be submitted to CDFA for approval. 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.