



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE



CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE  
FERTILIZER RESEARCH AND EDUCATION PROGRAM

**Grant Procedures Manual**

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## General Information

### Purpose

The California Department of Food and Agriculture (CDFA) Fertilizer Research and Education Program (FREP) Grant Management Procedures Manual (GMP) is designed to provide direction to Grant Recipients (Recipients) for the successful management of FREP-funded projects. The GMP 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

#### Fertilizer Research and Education Program

FREP manages the Grant Agreements and ensures Recipients are compliant with grant terms and conditions, as well as outreach and reporting requirements. FREP approves payment of invoices contingent upon acceptance of project deliverables. FREP also provides Recipients with technical assistance and consultation throughout the Grant Agreement term.

#### Grant Recipients

Recipients implement the Grant Agreement scope of work, and ensure terms and conditions and applicable statutes and regulations are followed, including all contractor/consultant activities. Recipients maintain an accounting system and efficient internal fiscal controls, and submit timely and accurate project activity and fiscal reports. University PIs should consult the State-University Model Agreement for certain requirements.

#### Contact Information

Recipients with questions regarding the content of this manual or their Grant Agreement should contact FREP staff.

Fertilizer Research and Education Program  
California Department of Food and Agriculture  
1220 N Street  
Sacramento, CA 95814  
[FREP@cdfa.ca.gov](mailto:FREP@cdfa.ca.gov)  
(916) 900-5022

#### Forms

Forms and templates referenced in this manual can be found on the FREP website under Grant Programs (<http://www.cdfa.ca.gov/is/ffldrs/frep.html>).

## Financial Management

### Payment Method

Payment for allowable costs incurred is only provided through reimbursement payments. Recipients submit invoices to FREP for reimbursement of actual expenditures. Invoices must be submitted quarterly, in arrears. Invoices are due at least twice a year (every 6 months after grant start date), but can be submitted quarterly (every three months after grant start).

### Invoices

#### When to Submit Invoices

Invoices are due no later than 30 calendar days after the end of the invoice period. Final invoices are due no later than 30 calendar days following the expiration date of the Grant Agreement term or after the project is complete, whichever comes first.

Each grantee will be provided with an abridged Task Budget with a Payment Provision included. The Payment Provision is consistent with each Grant Agreement's "Exhibit B, Payment Provision, section 1B." ***Invoices submitted before the completion of an interim, annual, or final report will not be paid until the report has been received, reviewed and accepted by FREP staff.***

CDFA cannot reimburse the project leader for work performed before the start date of the grant or for work performed after the expiration date on the grant or extension.

### Delay of payment

- (a) Payment of an invoice may be delayed if any of the following circumstances apply:
- (1) An invoice discrepancy or error exists.
  - (2) The invoice or a cost on the invoice is disputed.
  - (3) Unallowable costs are claimed.
  - (4) Unresolved audit or agreed-upon-procedure findings exist.
  - (5) The Recipient fails to comply with grant program requirements or grant agreement terms and conditions.
  - (6) The project fails to progress satisfactorily according to the approved scope of work.
- (b) The Department may pay the undisputed portion of an invoice.

#### Notification of delay of payment; resolution

- (a) A notification of delay of payment will be issued to the Recipient at the address on record.
- (b) The notification of delay of payment will include:
- (1) The reasons for delaying payment.
  - (2) The actions required to resolve the issues for delaying payment.
  - (3) The method of appealing the delay.
- (c) Invoices will be processed upon resolution of the reasons for delaying payment.

### Withholding of ten percent pending at closeout

- (a) Ten percent of the grant award amount will be withheld by the Department pending approval of the final invoice and final performance report, and resolution of any performance issues or audit findings prior to closeout.

(b) A notice will not be sent regarding the ten percent withholding, and the ten percent withholding may not be appealed.

(c) The ten percent withholding may be reduced or waived by the Department; such reduction or waiver must be in writing.

**Timekeeping requirements** ([321 as per Title 3, California Code of Regulations, Division 1, Chapter 5.](#))

(a) The Recipient shall comply with the following for employees, including salaried employees, whose salary and wage and fringe benefit costs are charged to a grant:

(1) Personnel activity reports shall be maintained to support salary and wage and fringe benefit expenditures charged to grant awards. Each personnel activity report shall include the following:

- a. The number of hours worked on a daily basis for the grant award.
- b. A description of the activities performed for the grant award in sufficient detail to allow a determination that the activity was related to the purpose for which the grant award was received.
- c. A certification that the hours and activities recorded are accurate.

(2) The personnel activity report shall be signed by both the employee and the supervisor.

(b) University of California and California State University employees shall comply with the written timekeeping policies and procedures of their respective institution.

# Project Management

## Allowable Costs

A cost is allowable if it directly relates to the project and is incurred solely to advance work under the Grant Agreement. Allowable costs include, but are not limited to, salaries and wages, 10% maximum indirect costs [allowable on personnel costs (salaries and benefits) only], fringe benefits, consultant services, travel, telephone, equipment (lease/rental), subcontractors and materials, data processing, land rentals, training and communications. This excludes UC and CSUs, which shall follow the costs designated in the University of California grant agreements.

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

- Necessary and reasonable for proper and efficient performance and administration of the funds
- Authorized or not prohibited under Federal, State or local laws or regulations
- Consistent with policies, regulations, and procedures that apply uniformly to both Federal and 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 applicable cost principles or other terms and conditions in the Grant Agreement.

Unallowable expenses include but are not limited to costs for publication in scientific journals, hospitality suites, alcoholic beverages, costs of entertainment (including amusement, diversion and social activities and any costs directly associated with such activities such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities), and costs for organized fund raising including financial campaigns and solicitation of gifts.

Unallowable costs will not be reimbursed.

See CDFA Final Grant Administration Regulations for a complete list of allowable and unallowable costs.

## Procurement of goods or services; requirement for competitive process [\(319 as per Title 3, California Code of Regulations, Division 1, Chapter 5\)](#)

(a) The Recipient shall follow its own written procurement policy and procedures when procuring goods or services.

(b) In the absence of a written policy and procedures, procurement transactions for goods or services of \$5,000 or more shall be conducted in a manner providing full and open competition, consistent with the following:

- (1) The contract opportunity shall be advertised or bids or proposals solicited.
- (2) At least three bids or proposals shall be obtained.
- (3) If three bids or proposals are not obtained, the following must be documented:
  - a. The manner of advertising, including the names of any publications in which the contract opportunity was advertised, if applicable.

- b. The names and addresses of the firms or individuals solicited for bids or proposals.
  - c. The names and addresses of the firms or individuals that submitted a bid or proposal, and the bid or proposal amount for each.
- (4) An invitation to bid or request for proposal shall not be drafted in a manner that limits the bidding directly or indirectly to one bidder. Any contract awarded in violation of this section may be disallowed.

(c) All documents related to the procurement of goods or services shall be maintained pursuant to section 325, and provided to the Department or designee upon request.

**Use of contractors; recipient responsibilities** ([320.1 as per Title 3, California Code of Regulations, Division 1, Chapter 5.](#))

- (a) Recipients may contract for services that cannot be provided by staff employed by the Recipient, with prior written approval from the Department. The prior approval requirement may be waived in accordance with section 311.
- (b) Contractor services must be for the purpose of achieving the grant award objectives.
- (c) Recipients are responsible for ensuring their contractors comply with grant program requirements.
- (d) Contracting out shall not affect the Recipient's overall responsibility for the management of the project, and the Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities for the grant award.
- (e) Contracts shall be awarded in accordance with section 319.

**Written agreement required** ([320.2 as per Title 3, California Code of Regulations, Division 1, Chapter 5.](#))

The Recipient shall have a written agreement with each contractor. At a minimum, the written agreement shall include:

- (a) Identification of the parties.
- (b) Beginning and ending dates of the contract.
- (c) Dollar amount of the contract.
- (d) A description of activities, services or deliverables to be performed with a time schedule and a budget.
- (e) Payment provisions.
- (f) Grant program requirements with which the contractor must comply.

**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 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 FREP.

Examples of project changes that require a SOW revision include:

- 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 Principal Investigator or 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
- Change of Recipient organization name or organizational status

**Prior approval required** (311 as per Title 3, California Code of Regulations, Division 1, Chapter 5)

- (a) Prior approval is required for changes to an approved project proposal, scope of work, or budget. The recipient shall submit a request in writing to the Grant Award Manager or designee for prior approval of the following:
- (1) Revision of the project, including the objectives, performance measures, or outcomes.
  - (2) Revision of the scope of work, including the activities, dates, or deliverables.
  - (3) Budget changes, including line item shifts or changes to the approved use of funds. The Department may set a threshold at which a line item shift is required. The Department may waive this prior approval requirement; such waiver must be in writing.
  - (4) Extension of the grant duration.
  - (5) Purchase of equipment not included in the approved budget.
  - (6) Rental of land not included in the approved budget.
  - (7) Foreign travel not included in the approved budget.
  - (8) Contracting out or obtaining the services of a third party not included in the approved budget. The Department may waive this prior approval requirement; such waiver must be in writing. Waiver of the prior approval requirement does not waive the requirements of sections 319 and 320.1.
  - (9) Change in Recipient organization or key personnel.
  - (10) Absence of key personnel.
  - (11) Use of program income for purposes other than those set forth in section 318 or in accordance with the grant agreement terms and conditions. The Department may waive this prior approval requirement; such waiver must be in writing.
  - (12) Charging costs that benefit both award and non-award activities to a grant on a proportional basis.
  - (13) Other prior approvals as required in the grant agreement or the guidance available pursuant to section 330.2.
- (b) The request for prior approval will be granted or denied within 15 business days, and will be in writing.
- (c) Failure to obtain prior written approval may result in disallowance of costs incurred.

Recipients must immediately notify FREP of any problems, delays and/or adverse conditions that will materially affect the project.



## **Travel**

- (a) Travel shall be in accordance with the recipient's written travel policies, subject to the requirements of this section.
- (b) Travel costs shall be substantiated by receipts. Travel costs not substantiated by receipts may be disallowed.
- (c) Travel costs consist of the charges for commercial fares, private vehicle, overnight and day parking of private or rental vehicles, bridge and road tolls, and other reasonable charges essential for travel necessary for the performance of the grant award.

## **Choosing a method of transportation**

- (a) Recipients shall utilize the most economical method of transportation. In making a determination of which method is the most economical, the following shall be considered:
  - (1) Availability of public transportation.
  - (2) Total cost of each method of transportation considered.
  - (3) Number of people traveling to the same place at the same time.
  - (4) Travel time required by each method of transportation considered.
- (b) Unallowable modes of transportation include limousines, motorcycles, and motor-driven bicycles.

## **Reimbursement of transportation expenses**

Reimbursement for transportation expenses is allowable, as follows:

- (a) Reimbursement for public transportation is allowable up to the actual expenses incurred for economy travel. Public transportation includes commercial air, rail, bus, taxi, and transportation network.
- (b) Commercial vehicle rental reimbursement is allowable up to the actual expenses incurred for rental of an economy class vehicle.
- (c) Mileage reimbursement for using a privately owned vehicle is allowable at the standard mileage rate established by the U.S. Internal Revenue Service and in effect at the time of travel. Travel logs shall be utilized to substantiate mileage costs.
- (d) Reimbursement for parking is allowable up to the actual expenses incurred, provided less expensive nearby parking was not available.
- (e) Reimbursement for other travel expenses, such as tolls, is allowable up to the actual expenses incurred.
- (f) Reimbursement of University of California and California State University employees for transportation expenses are allowable in accordance with their institution's written policies and procedures.

## **Reimbursement for meals, incidentals, lodging expenses**

Reimbursement for meals, incidentals, and lodging expenses is allowable, as follows:

- (a) Reimbursement for travel within California shall not exceed the maximum allowable rates and amounts established by the California Department of Human Resources.
- (b) Reimbursement for travel outside of California shall not exceed the maximum allowable rates and amounts established by the U.S. General Services Administration for each of the states within the U.S.
- (c) Reimbursement for foreign travel shall not exceed the maximum allowable international travel rates and amounts established by the U.S. Department of State. Failure to obtain prior written approval from the Department pursuant to section 311 may result in disallowance of foreign travel costs.
- (d) Reimbursement of University of California and California State University employees for meals, incidentals, and lodging expenses are allowable in accordance with their institution's written policies and procedures.

## **Equipment**

Title of equipment purchased or built from these funds will vest in the State unless otherwise specified.

Non-expendable equipment so inventoried shall be those items which have a normal life expectancy of four years or more and an approximate unit cost of \$5,000 or more.

Upon termination of this Agreement, the State may:

- Request that such equipment be returned to the State with costs incurred by the Recipient for such return being reimbursed by the State, or
- Authorize the continued use of such equipment for work to be performed for the CDFA under a different Agreement.

## **Property records**

Recipients shall maintain property records for equipment. At a minimum, property records shall include:

- (a) A description of the equipment.
- (b) A serial number or other identification number.
- (c) Identification of the grant program and grant agreement number under which the equipment is acquired.
- (d) The acquisition date.
- (e) The acquisition cost of the equipment, including the cost of any necessary accessories and all incidental costs incurred to put the asset into place and ready for its intended use.
- (f) The location, use and condition of the equipment.
- (g) Any ultimate disposition information including date of disposal and sale price of the equipment.

## **Disposition of equipment**

- (a) If equipment purchased during the term of the grant has a fair market value of less than \$5,000 at the close of a grant agreement, it is no longer considered equipment and is not subject to the requirements governing equipment.
- (b) If the fair market value is \$5,000 or more at the close of the grant agreement, the use, management, and disposition of the equipment is subject to approval by the Department. These requirements apply until the fair market value of the equipment is \$5,000 or less.
- (c) A request for disposition of equipment shall be submitted to the Department for approval. The request shall include:
  - (1) The current fair market value of the equipment.
  - (2) A description of the proposed disposition.
  - (3) The signature of an authorized representative.
- (d) Requests shall be approved or denied, or an alternate disposition offered, by the Department no later than 30 business days from the date the request for disposition is received.

## **Prior Year Projects**

If the proposed project builds upon a previously funded FREP project, indicate the Agreement Number(s), and explain how the new proposed project complements or builds upon the previous project's efforts, the results of the completed work, and the long-term quantifiable effects of these results.

## **Other Funding Source**

Activities funded under FREP cannot duplicate activities funded by another grant program(s).

If the proposed project has been or will be submitted to or funded by a grant program other than FREP, identify the grant program(s), the entity administering the program(s), and the amount(s) of grant funds requested/awarded. Describe how the activities supported by the FREP funding will differ from and/or supplement the other grant program(s) rather than duplicate those funding efforts.

## Reporting Requirements

Project reports provide a basis for conveying and evaluating a project's progress. Project leaders communicate with FREP staff regularly to report project progress, difficulties, and plans for the next work period, as well as to obtain approval for changes from the agreed upon work plan. All reimbursement will be contingent upon acceptance of reports and invoices.

Recipients are required to submit a progress report no later than 30 days after each reporting period ends. There are three types of reports required by FREP:

- Interim reports [cover work done from zero to six months (year one), 13 to 18 months (year two), and 25 to 30 months (year 3) from the beginning of the Grant Agreement]
- Annual reports [covers work done from zero to 12 months (year one), 13 to 24 months (year 2), and 25 to 36 months (year three) from the beginning of the Grant Agreement]
- Final reports (covers work done during the entire duration of the project; it is due one month after the end of the Grant Agreement)

Each type of report has unique requirements. Please be sure to carefully read and adhere to the reporting requirements outlined below. Reports that do not adhere to the requirements will be returned for editing and resubmission.

Interim and annual reports should function as updates on the project status and accomplishments thus far. For projects that are behind schedule, reports should be submitted on time including an explanation of the delay and any subsequent changes to the work plan. If the project leader is unable to submit a report by the stated due date, he/she is expected to notify the FREP staff in writing six (6) weeks before the due date.

***Final payment of grant funds will be withheld until all project requirements are met.***

Email all reports to FREP staff at [FREP@cdfa.ca.gov](mailto:FREP@cdfa.ca.gov).

***NOTE: The grantee is REQUIRED to provide Sections A through K in their final report to the California Department of Food and Agriculture, via FREP, in order to receive final payment of funds to close out the grant.***

### Report Format Requirements

Recipients are to provide all interim, annual, and final project reports in the following format:

- Font: Calibri, size 11 points
- Margins: 1"
- Organize paper as specified in the GMP; label each section by letter and name.
- Keep reports de-personalized. Use organization names instead of personal pronouns or names of individuals.
- Fully spell out all acronyms at their first use in the reports.
- Email Microsoft Word versions of all reports to [FREP@cdfa.ca.gov](mailto:FREP@cdfa.ca.gov)

### Interim Reports

Interim reports cover progress made during the first six months of a project, and the six month periods between successive annual reports. One interim report is due each year within 30 days of the end of the covered reporting period for the duration of the grant agreement. Interim reports should not exceed three pages of text, excluding images, charts and tables.

The following four sections (A – D) are required for all interim reports:

- A. Project Information:** Specify the report type (interim), the time period covered by the report, full project title (title must remain consistent between reports), assigned FREP grant number, and project leaders' names, titles, affiliations, and contact information.
- B. Objectives:** List the project's objectives. These should be consistent with the objectives listed in the original proposal, unless changes have been approved by FREP. Highlight objectives focused on during the reporting period.
- C. Summary:** Briefly describe the project, including an overview of the work accomplished to date and remaining work to be done.
- D. Work Description:** Explain project activities using the task and subtask numbers as they appear in your work plan. Include a descriptive title of each task, approximate date task was completed, and estimate of completion date for remaining tasks.
- E. Outreach Activities Summary:** Project leaders should provide documentation of outreach activities including the date, location, event name, presentation title, number of participants, type of audience, supporting documentation (i.e. flyers, program, etc.), and a short evaluation of the overall effectiveness or impact of the outreach event. See Outreach Requirements section, page 21 for more information.

## Annual Reports

**NOTE: A project's last annual report is called the Final Report and must include sections A through K as described under final reports. One year projects do not require an annual report; please submit a final report including sections A through K as described under final reports.**

Annual reports cover progress made during the first twelve months of a project and successive annual periods thereafter. One annual report is due within 30 days of the end of the covered reporting period for the duration of the grant agreement.

The following eight sections (A – H) are required for all annual reports:

- A. Project Information:** Specify the report type (annual), the time period covered by the report, full project title (title must remain consistent between reports), assigned FREP grant number, and project leaders' names, titles, affiliations, and contact information.
- B. Objectives:** List the project's objectives. These should be consistent with the objectives listed in the original proposal, unless changes have been approved by FREP. Highlight objectives focused on during the reporting period.
- C. Abstract:** Briefly explain the problem being addressed by the project. Summarize the approach used in experiments or projects. Summarize key findings. State the impact of the findings. Write in lay terms, as the abstract may be featured on the FREP website.

NOTE: Sections A, B, and C combined should not exceed two pages.

- D. Introduction:** Provide introductory paragraphs that supply sufficient background and context to allow the reader to understand and evaluate the results of the present study. Briefly describe previous concepts and research. State the problem that justifies undertaking the project. Summarize the general approach and objectives, including the means by which the question was examined, especially if using new methodology.
- E. Work Description:** Explain project activities using the task and subtask numbers as they appear in your work plan. Include a descriptive title of each task, the date task was completed, and estimate of completion date for remaining tasks. Be sure to summarize

project activities, methods, and materials in sufficient detail to provide a detailed understanding of how each task was conducted.

**F. Data/Results:** For research-focused projects include tables, graphs, and other illustrations to provide a clear understanding of all data obtained from the experiments. Tabular raw data must be made available if requested by FREP staff. In addition, provide a narrative description of project results emphasizing significant findings and explaining statistical methods used to obtain results. The minimum requirements for data submission are as follows:

- a. Mean
- b. Standard deviation of mean
- c. Analysis of variance, regression analysis, or other statistical test
- d. Actual p-value
- e. Number of replications

For projects that focus on outreach and education, the data/results section should include the following:

- a. Materials – any outreach or educational materials published and/or printed in the past year
- b. Event information – include all of the following that apply
  - o Date
  - o Location
  - o Event name
  - o Presentation title(s)
  - o Number of participants
  - o Type of audience
  - o Supporting documentation (e.g. flyers, program, etc.)
  - o CCA CEUs/Grower CEUs offered
- c. Impact measure
  - o Evaluation tools (surveys, interviews, etc.)
  - o Any improvements made based on feedback

**G. Discussion and Conclusions:** Use this section to interpret your results. Give particular attention to the objectives. Were the objectives met? Explain the principles, relationships, and generalizations supported by the results. Address any exceptions or lack of correlation that qualify the findings or difficulties that point to areas for further investigation. Explain how the results relate to previous findings. Present your conclusions as supported by a summary of the evidence.

**H. Outreach Activities Summary:** For projects that are research-focused, project leaders should provide documentation of outreach activities including the date, location, event name, presentation title, number of participants, type of audience, supporting documentation (i.e. flyers, program, etc.), and a short evaluation of the overall effectiveness or impact of the outreach event.

Outreach projects should describe how you are going to incorporate all the feedback to improve future events/impact.

## Final Report

The final report covers progress made during the entirety of the project and is due within 30 days of the termination of the grant agreement. Final reports are written in the same format as annual reports but must include data, results, and discussion from ***all*** years of the project in

order to form a comprehensive and stand-alone document. ***The final report should cover the entire duration of the grant agreement; a reader should not be required to refer to earlier reports to discern the main activities and findings from the project.***

The following eleven sections (A – K) are required for all annual reports:

- A. Project Information:** Specify the report type (final), the time period covered by the report, full project title (title must remain consistent between reports), assigned FREP grant number, and project leaders' names, titles, affiliations, and contact information.
- B. Objectives:** List the project's objectives. These should be consistent with the objectives listed in the original proposal, unless changes have been approved by FREP.
- C. Abstract:** Briefly explain the problem being addressed by the project. Summarize the approach used and key findings. State the impact of the findings. Write in lay terms, as the abstract may be featured on the FREP website.

*NOTE: Sections A, B, and C combined should not exceed two pages.*

- D. Introduction:** Provide introductory paragraphs that supply sufficient background and context to allow the reader to understand and evaluate the results of the present study. Briefly describe previous concepts and research. State the problem that justifies undertaking the project. Briefly describe the general approach and objectives, including the means by which the question was examined, especially if using new methodology.
- E. Work Description:** Explain project activities using the task and subtask numbers as they appear in your work plan. Include a descriptive title of each task and the date the task was completed. Be sure to summarize project activities, methods, and materials in sufficient detail to provide an in-depth understanding of how each task was conducted.
- F. Data/Results:** Include tables, graphs, and other illustrations to provide a clear understanding of all data obtained from the experiments. Tabular raw data must be made available if requested by FREP staff. In addition, provide a narrative description of project results emphasizing significant findings and explaining statistical methods used to obtain results. The minimum requirements for data submission are as follows:
  - a. Mean
  - b. Standard deviation of mean
  - c. Analysis of variance, regression analysis, or other statistical test
  - d. Actual p-value
  - e. Number of replications

For projects that are outreach and education focused, the data/results section shall include the following:

- a. Materials – any outreach or educational materials published and/or printed over the course of the project
- b. Information on Event(s) (include all of the following that apply)
  - Date
  - Location
  - Event name
  - Presentation title(s)
  - Number of participants
  - Type of audience
  - Supporting documentation (e.g. flyers, program, etc.)
  - CCA CEUs/Grower CEUs offered
- c. Impact measure

- Evaluation tools (surveys, interviews, etc.)
- Any improvements made based on feedback

**G. Discussion and Conclusions:** Use this section to interpret your results. Give particular attention to the objectives. Were the objectives met? Explain the principles, relationships, and generalizations supported by the results. Address any exceptions or lack of correlation that qualify the findings or difficulties that point to areas for further investigation. Explain how the results relate to previous findings. Present your conclusions as supported by a summary of the evidence.

**H. Project Impacts:** Use this section to describe the specific ways in which the work, findings, or products of the project have had an impact during this reporting period. Describe distinctive contributions, major accomplishments, innovations, successes, or any change in practice or behavior that has come about as a result of the project. Describe how data obtained from the project can be used, what further steps will be needed to make it applicable for growers, how the management practice will be demonstrated to growers, how the research will be applied to impact growers, and how this will impact the grower community. When applicable, include a cost/benefit analysis of adoption of the new technology and a discussion of barriers to adoption. ***In addition, this section must explicitly state your project's contribution toward advancing the environmentally safe and agronomically sound use of fertilizing materials.***

**I. Outreach Activities Summary:** Project leaders should provide documentation of outreach activities including the date, location, event name, presentation title, number of participants, type of audience, supporting documentation (i.e. flyers, program, etc.), and a short evaluation of the overall effectiveness or impact of the outreach event.

**J. Factsheet/Database Template:** Grantees are required to complete a factsheet template (no more than two pages) that must be included as Section J in the final report submitted to FREP. The information entered in the template should provide a summary of the work performed by the grantee, demonstrating the significance of the research and its contribution towards advancing the environmentally safe and agronomically sound use of fertilizing materials. Information should be written as a practical guide with growers and certified crop advisors in mind. Please include the following sections:

1. **Project Title**
2. **Grant Agreement Number** (Assigned by CDFA)
3. **Project Leaders** (Include names and affiliations)
4. **Start Year/End Year**
5. **Location** (Locations where research was performed)
6. **County** (Counties where research was performed)
7. **Highlights** (Four brief bullet points, each containing no more than 140 characters and spaces combined, summarizing the project and major findings)
8. **Introduction** (Provide background/context; describe the problem being addressed)
9. **Methods/Management** (Summarize project activities, methods, and materials)
10. **Findings** (Discuss results and conclusions, including advice and resulting practice methods)

The purpose of the factsheet is to be an eye-catching document; the inclusion of tables, graphs, and images is encouraged. Completed factsheets will be available on the FREP



website and may be used for outreach purposes. In addition, data from each template will be entered into the online FREP database by CDFA staff.

- K. Copy of the Product/Result:** Project leaders are required to submit an example of each product resulting from their project (i.e. educational curriculum, handbooks, etc.). In addition, FREP requests that grantees submit any articles subsequently published in scientific journals, trade publications, and popular agricultural media as a result of FREP funded research, even if the article is published after the termination of the Grant Agreement.

### **Remedies for noncompliance**

The Department may take one or more of the following remedies for failure by the Recipient to comply with grant program requirements or grant agreement terms and conditions.

- (a) Disallowance of costs for all or part of the cost of the activity or action not in compliance, or for the invoicing or reporting period not in compliance.
- (b) Withdrawal of authorized personnel approval.
- (c) Withholding of payments.
- (d) Recovering of grant funds paid to the recipient.
- (e) Denial of advance payment requests.
- (f) Imposition of additional conditions.
- (g) Termination of the grant agreement.

### **Access** [\(312 as per Title 3, California Code of Regulations, Division 1, Chapter 5\)](#)

- (a) Upon reasonable notification, recipients shall allow the Department or designee access to the project and project site, records and documentation relevant to the grant award, and any employees who may reasonably have information related to the grant award.
- (b) Upon request and within a reasonable time period, recipients shall provide to the Department or designee requested documents and information relevant to the grant award.
- (c) Failure to allow access or provide requested documents and information may result in the Department pursuing remedies for non-compliance as set forth in section 326.

### **Performance compliance** [\(313 as per Title 3, California Code of Regulations, Division 1, Chapter 5\)](#)

- (a) Grant awards are subject to a performance compliance review in the form of a site visit.
- (b) Communication technology, such as teleconference, Skype, GoToMeeting, or similar technology, or other alternative methods determined by the grant program, may be used to conduct a performance compliance review.
- (c) Completion of grant award activities or closeout of the grant award does not preclude the Department or designee from conducting a performance compliance review of the grant award.

### **Financial compliance** [\(314 as per Title 3, California Code of Regulations, Division 1, Chapter 5\)](#)

- (a) Grant awards are subject to a financial compliance review in the form of an audit, an agreed-upon-procedure, or both.

(b) Completion of grant award activities or closeout of the grant award does not preclude the Department or designee from conducting a financial compliance review of the grant award. Final Text of Regulation

**Rights to intellectual property; Department use** (323 as per Title 3, California Code of Regulations, Division 1, Chapter 5)

Unless otherwise specified in the grant agreement, sections 323.1 and 323.2 shall apply to intellectual property resulting from a grant award.

**Rights to intellectual property**

The Recipient shall retain all rights to intellectual property developed as a result of a grant award, subject to the following:

(a) The Recipient shall disclose to the Department intellectual property developed as a result of a grant award from the Department, to the extent that such disclosure does not compromise the protection of the rights to the intellectual property.

(b) The Recipient shall disseminate data, knowledge, research results, and project results as quickly as possible to interested persons, subject to scientific review and protection of the rights to the intellectual property.

(c) Intellectual property requirements for grants awarded to the University of California or the California State University must be consistent with Education Code section 67327 to the extent the model terms regarding intellectual property have been negotiated and approved.

**Department use**

The Recipient shall grant the Department use of intellectual property developed as a result of a grant award as follows:

(a) The Recipient shall notify the Department of trademark or patent applications filed or approved for any invention resulting from a grant award from the Department.

(b) The Recipient shall be responsible for the costs associated with trademark or patent applications; such costs are not allowable charges to the grant award.

(c) The Recipient shall formally grant the Department a limited use license to any invention resulting from a grant award from the Department.

(d) The Recipient shall formally grant the Department a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the copyrighted material resulting from a grant award from the Department, including in cooperation with other public agencies.

**Records retention; access** (325 as per Title 3, California Code of Regulations, Division 1, Chapter 5)

(a) Recipients shall maintain all records relating to the grant award. Such records include:

(1) Personnel activity reports and associated payroll records.

(2) Travel reimbursement claims, including receipts for lodging, per diem and transportation.

(3) Documentation supporting calculation or methodology for determining indirect costs.

- (4) Other records related to the grant agreement. Examples of other records include policies and procedures, and documentation of matching funds and in-kind contributions.
- (b) Recipients shall retain all records relating to the grant award for a period of three years from the date of the close out notification pursuant to section 329.
- (c) Recipients shall allow the Department or designee access to records upon request, including during the record retention period.

**Termination** (328 as per Title 3, California Code of Regulations, Division 1, Chapter 5)

- (a) The Department may terminate a grant agreement for noncompliance with grant program requirements or grant agreement terms and conditions.
- (b) Upon termination of a grant agreement, the Recipient will be notified in writing of the following:
  - (1) The reasons for termination.
  - (2) The date the termination is effective.
  - (3) That this action may be taken into consideration during evaluation of any grant proposal submitted by the Recipient in the future.
  - (4) That this action may be considered a basis for imposing additional conditions on a grant awarded in the future.
  - (5) The method for appealing the termination.

**Closeout** (329 as per Title 3, California Code of Regulations, Division 1, Chapter 5)

- (a) The Department will conduct closeout review activities prior to closing out the grant. Closeout review activities include the following:
  - (1) Review of the final report to ensure it is sufficient and complete.
  - (2) Review of the final invoice to ensure the grant award is not over-expended and is in compliance with applicable final invoice requirements.
  - (3) Verification that any performance issues are resolved.
  - (4) Verification that any audit or agreed-up-procedure findings are resolved.
- (b) A closeout notification will be issued and the final invoice payment will be processed when closeout review is completed.
- (c) The closeout notification will include:
  - (1) Name of the grant program.
  - (2) Grant agreement number.
  - (3) Balance of unexpended grant funds after payment of final invoice.
  - (4) Acknowledgment that the grant award is closed.
  - (5) Post-grant property management and disposition requirements.
  - (6) Post-grant record retention requirements.
  - (7) Additional post-grant requirements, if applicable.

(d) Closeout activities will be completed no more than 30 business days from the date a complete final report and complete final invoice are received, or the date of final resolution of any performance or financial compliance issues, whichever is later.

### **Allowability of costs; reasonable costs, allocable costs**

(a) Costs must meet the following general criteria to be allowable:

- (1) Must be necessary and reasonable for the performance of the grant award, and allocable to the grant award.
- (2) Must be accorded consistent treatment. A cost may not be assigned as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost.
- (3) Must be adequately documented.
- (4) Must be allowable under, or otherwise comply with, grant program requirements and grant award terms and conditions.
- (5) Must be in compliance with applicable state laws and requirements.

(b) A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining the reasonableness of a given cost, consideration will be given to:

- (1) Whether the cost is generally recognized as ordinary and necessary for the proper and efficient performance of the grant award.
- (2) The requirements of the grant program and the terms and conditions of the grant award.
- (3) Market prices for comparable goods or services for the geographic area.
- (4) Whether the recipient deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the award's cost. Final Text of Regulation

(c) A cost is allocable to the grant award if the cost is incurred specifically for the award.

- (1) If the cost benefits both award and non-award activities, the proportion that may be approximated using reasonable and properly documented methods may be charged to the grant award in accordance with section 311.

### **Guidance on allowable and unallowable costs**

(a) The Department will maintain a list of allowable and unallowable items of cost, available at <https://www.cdfa.ca.gov/grants/index.html>, as guidance for applicants and recipients.

(b) Failure to mention a particular item of cost in the guidance is not intended to imply the cost is allowable or unallowable. Final determination of allowability will be made by the Department and will take into consideration section 330.1.

### **Appeals (340 as per Title 3, California Code of Regulations, Division 1, Chapter 5)**

(a) Actions that may be appealed include:

- (1) Disqualification of an application.
- (2) Imposition of additional conditions.
- (3) Suspension or termination of a grant agreement.
- (4) Delay of payment.

(b) Appeals must be in writing, postmarked within 10 calendar days of the date of the notification of the action, and mailed to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Suite 400, Sacramento, CA 95814, or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov).

(c) The appeal shall include:

- (1) A copy of the notification or the name of the applicant or recipient organization.
- (2) The proposal or project identification number.
- (3) The title of the proposal or project.
- (4) The reasons the action should not be imposed, including any documentation to support the appeal.
- (5) The signature of the authorized representative.

(d) Appeals not post marked timely will be denied.

(e) The action or actions specified in the notification shall remain in effect while the appeal is under review.

(f) A decision on the appeal will be issued no later than 10 calendar days from the date the appeal is received, unless notice is provided in writing to the Recipient that the decision will be issued at a later date not to exceed 30 days from the date the appeal is received.

## Conference Participation

### Interpretive Summaries

Project leaders are required to prepare a brief (four pages maximum) interpretive summary annually for the duration of the grant agreement. These interpretive summaries are collected and published in the annual FREP Conference Proceedings. *Please note: The annual interpretive summary is neither an interim nor annual report. The annual interpretive summary must be submitted in addition to - rather than in lieu of - interim and annual reports.*

Unlike interim, annual, and final reports, interpretive summaries should be written for a lay audience. The purpose of the interpretive summaries is to help agricultural advisors and farmers understand your project's findings and encourage them to try your recommendations. Summaries should include project objectives and summarized results and conclusions. The use of graphics such as photos, graphs, and tables to illustrate concepts is highly encouraged but must be included in the page count.

Interpretive summaries are typically due in late summer to allow enough time for creation and printing of the Proceedings before the FREP Conference in Fall. FREP staff will contact grantees with specific requirements and deadlines for the interpretive summaries.

### Presentation of Research

In addition to submitting annual interpretive summaries, grantees are required to present their research at a FREP conference during the course of their project. FREP staff will contact grantees regarding deadlines on submitting PowerPoint presentations, summaries and biographies. .

*NOTE: Grantees will be asked to present at an annual conference at least once during the duration of their grant agreement.*

## Outreach Requirements

FREP funded projects must include an outreach component. All projects must complete at least three outreach activities per year to fulfill this requirement unless FREP staff negotiates alternative outreach requirements based on the project needs. Some examples of outreach activities include grower field days, workshops, meetings, and trade journal articles.

### Qualifying Activities

The following activities are acceptable for outreach activities:

- Special grower meetings where the project leader or cooperator has a significant planning role and participation
- Presentations designed specifically for Pest Control Adviser (PCAs), California Certified Crop Advisers (CaCCAs), field persons, or agricultural production consulting personnel.
- Articles in trade publications and popular agricultural media
- Peer-reviewed scientific journal articles
- Other outreach activities as approved by FREP staff

The following are **not** acceptable for outreach activities/products:

- Presentations to academic audiences
- Presentations required by other funding agencies

Recommendations for outreach metrics

- Surveys
- Interviews
- Number of educational materials distributed
- Audience demographics
- Number of events held

Grantees may be expected to conduct grower field days, or other outreach activities at the mutual request of the CDFA FREP and/or UC or CSU management. If such an activity is carried out, it will be credited towards fulfilling the outreach requirements of the grant.

Grantees are required to notify FREP staff of upcoming outreach activities. At least two weeks prior to the event, grantees should email FREP staff the date, time, location, event name, and any additional details about their planned outreach activity. If grantees need assistance with event coordination, FREP staff is available to assist in many areas of planning, publicity, logistics and outreach. Contact FREP as early as possible to coordinate at the email below.

Notify FREP staff of upcoming outreach activities by emailing [FREP@cdfa.ca.gov](mailto:FREP@cdfa.ca.gov).

## Acknowledgments

Recipients of FREP funds will acknowledge the support from the CDFA FREP in all publications, articles, field days, conferences, public presentations, audio-visuals, and other products resulting from this project. Acknowledgement should be written and can be conveyed orally at workshops and other presentations or by including the following text in a prominent position in project products:

*This project, [name product or publication] was funded (in part) by a grant from the California Department of Food and Agriculture's Fertilizer Research and Education Program (FREP) and the Fertilizer Inspection Advisory Board. FREP provides funding to conduct research and education projects to advance the environmentally safe and agronomically sound use and handling of fertilizing materials.*

Project leaders may be required to provide and maintain, within the project area, a sign of durable construction briefly describing the project and acknowledging the Department's and FREP's participation in the development of the project.



## **Time Extensions and Post-Project Communication**

### **Time Extensions**

No-cost time extensions are allowable (for all projects that began on or after January 1, 2016) due to unforeseen conditions experienced beyond the control of the primary investigator. For example, conditions such as equipment malfunction or failure, unexpected field staff departure or turnover, and unfavorable climatic conditions preventing grant work are some of the examples of unforeseen conditions.

***If the project leader needs a time extension on his/her grant, they must notify FREP staff in writing TWO (2) months prior to the scheduled end of the grant period.***

Requests for no-cost extensions must be submitted in writing and should include

- The reason for the extension and the new end date requested for the project
- Updated budget template

Please send any requests for time extensions to [FREP@cdfa.ca.gov](mailto:FREP@cdfa.ca.gov).

Requests for additional funding for existing grants must be submitted during the regular RFP cycle. The submission should reference the existing grant, describe the progress made and explain the need for additional time and funding.

### **Post Project Communication**

FREP encourages all grantees to continue project communication on any new developments or results past the conclusion of the project funding period. This may include additional trainings, extending the project time frame using alternate funding sources and new research projects based on the findings/developments of the FREP-funded project.