



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.

### **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 Information for FREP Researchers (<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 biannually, in arrears. Invoices are due 6 and 12 months (one year contracts), 6,12, 18 and 24 months (two year contracts), and 6,12, 18, 24, 30 and 36 months (three year contracts) after the beginning of the Grant Agreement.

## 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 the 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.

### Withholds

FREP issues a Withhold Payment Notifications (Notification) to delay payment of an invoice if there is an invoice discrepancy or late progress report. The Notification describes the reason for the withholding and what actions, if any, may be required. Invoices are processed once all issues are resolved. FREP will withhold 10% of the Grant Agreement award until approval of the Final Performance Report.

# 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.

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.

## 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

## NOTIFICATION OF PROBLEMS AND DELAYS

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

## TRAVEL

Reimbursement is for actual costs up to the maximum allowance for meals, incidentals, and lodging expenses for each complete 24 hours of travel. The maximum travel rates allowable are established in Title 2, California Code of Regulations, Sections 599.619 and 599.630. University of California Recipients must comply with the University Travel Policies (State Contracting Manual, Volume 1, Section 3.18(A)).

### Meals

Maximum rates for meals plus incidentals:

<u>REIMBURSEMENT TYPE ALLOWABLE COST</u>	
Breakfast.....	\$7.00
Lunch.....	\$11.00
Dinner.....	\$23.00
Incidentals.....	\$5.00

### Lodging

Reimbursements for lodging and applicable taxes are for actual costs, and must be substantiated with a receipt. Maximum lodging rates are outlined below:

#### ALL CALIFORNIA COUNTIES NOT LISTED BELOW:

Actual expense up to \$90 per night, plus tax

#### NAPA, RIVERSIDE AND SACRAMENTO COUNTIES:

Actual expense up to \$95 per night, plus tax

#### LOS ANGELES, ORANGE AND VENTURA COUNTIES, EXCLUDING THE CITY OF SANTA MONICA:

Actual expense up to \$120 per night, plus tax

#### ALAMEDA, MONTEREY, SAN DIEGO, SANTA CLARA, AND SAN MATEO COUNTIES:

Actual expense up to \$125 per night, plus tax

#### SAN FRANCISCO COUNTY AND THE CITY OF SANTA MONICA:

Actual expense up to \$150 per night, plus tax

### Mileage and Parking

Mileage reimbursement for using a privately owned vehicle will be at the mileage reimbursement rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. Effective January 1, 2015, the IRS mileage reimbursement rate is 57.5 cents per mile.

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

## CONTRACTORS/CONSULTANTS

Recipients may contract for services that cannot be provided by staff employed by the Recipient. Generally, these services are for a short-term period and provide a specific and identifiable product or service. The Recipient must identify any and all work or services to be

sub granted; sub granting will only be allowed with the expressed written permission of the State. Recipients are responsible for ensuring their contractors/consultants comply with applicable Federal and State requirements. Please see Scope of Work Revisions if adding a contractor/consultant to an approved SOW.

## **EQUIPMENT**

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

During the term of this Agreement the State may at its option:

- Repair any damage or replace any lost or stolen items and deduct the cost thereof from the Recipient's invoice to the State, or
- Require the Recipient to repair or replace any damaged, lost or stolen equipment to the satisfaction of the State, with no expense to the State.

The Recipient shall maintain an inventory record for each piece of non-expendable equipment purchased or built with funds provided under the terms of this Agreement. The inventory record of each piece of such equipment shall include the date acquired, total cost, serial number, and model identification and any other descriptive information necessary to identify said equipment. Said inventory records shall also include the location or section to which each said piece of equipment is assigned.

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.

## **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 SOURCES**

Activities funded under the 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 the 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).

### 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:

- 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.
- 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.
- Summary:** Briefly describe the project, including an overview of the work accomplished to date and remaining work to be done.
- 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.

## 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.
- 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:** 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
- 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:** 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.

## 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
- 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** (Three BRIEF bullet points 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)

FREP staff will utilize completed templates to generate an official factsheet for each project. 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.

***NOTE: The grantee is REQUIRED to provide Sections A through K in their final report to the California Department of Food and Agriculture, via the 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: Size 12 Times New Roman
- 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)

## **SPECIAL CONDITIONS**

FREP may impose special conditions on Recipients who are noncompliant with Federal and State statutes and regulations, Grant Agreement terms and conditions, and GMP Manual.

Special condition examples include:

- More frequent submission of progress reports;
- Submission of supporting documents with each invoice;
- Additional site visits, audits and/or desk reviews.

Reasons for imposing special conditions include but are not limited to:

- Late invoice/progress reports;
- Audit findings.

Recipients will be advised of special conditions in writing.

## Conference Participation

### INTERPRETIVE SUMMARIES

Project leaders are required to prepare a brief (three to five pages) 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 August in order to allow enough time for creation and printing of the Proceedings before the FREP Conference in October. FREP staff will contact grantees in July 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 with projects that fit with each year's conference themes.

***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.*** 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

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.

### NOTIFICATION

**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. FREP staff will use this information to publicize the event via the FREP website and CDFA press releases. This information also allows FREP personnel to plan to attend selected events.

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

No-cost time extensions are allowable 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.***

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.