

# 2024 ALTERNATIVE MANURE MANAGEMENT PROGRAM

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*The 2024 Alternative Manure Management Program is funded by California  
Climate Investments*



## GRANT AWARD PROCEDURES MANUAL



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# General Information

## Program Purpose and Authority

The [2024 Alternative Manure Management Program \(2024 AMMP\)](#) provides financial assistance for the implementation of non-digester manure management practices on dairy and livestock operations in California, which will result in reduced greenhouse gas (GHG) emissions.

The Budget Act of 2022 ([SB 154, Chapter 43](#)) appropriated \$48 million dollars from the California State Budget to the California Department of Food and Agriculture (CDFA) for methane emissions reductions from dairy and livestock operations, which was split evenly for distribution through the AMMP and the Dairy Digester Research and Development Program (DDRDP). In addition, the Budget as amended by [AB 179, Chapter 249](#) appropriated \$20 million from the Greenhouse Gas Reduction Fund (GGRF) to CDFA for AMMP. CDFA awarded half of these appropriations for the 2023 grant solicitation and expected remaining funds to be made available through AMMP and DDRDP in 2024. However, the Budget Act of 2024 ([AB 107, Chapter 22](#)) transferred the remaining half of funds for livestock methane reduction (\$24 million) to the Greenhouse Gas Reduction Fund, allocated as \$17 million in FY 24-25, with an expected \$7 million in FY 25-26. If the expected \$7 million is appropriated in FY 25-26, it will be applied to the 2024 AMMP and DDRDP grant rounds as originally intended. All projects that receive GGRF monies are required by Government Code Section 16428.9 to achieve GHG emission reductions and further the purposes of the Global Warming Solutions Act of 2006 (AB 32).

## Purpose of the Grant Award Procedures Manual

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

## General Responsibilities

### *California Department of Food and Agriculture*

The [CDFA Office of Agricultural Resilience and Sustainability \(OARS\)](#), formerly the Office of Environmental Farming and Innovation, oversees the 2024 AMMP Grant Agreements. The OARS and the AMMP (the Program) within it is responsible for monitoring Recipients to ensure compliance with program requirements and grant

terms and conditions. The OARS will provide Recipients with on-going assistance and consultation throughout the duration of the project term. The OARS is also responsible for conducting verifications of the projects.

### *Grant Recipients*

Recipients are responsible for project implementation as outlined in the Grant Agreement Scope of Work (SOW). Recipients must ensure all project activities, including contractor/consultant activities, comply with applicable federal, state, and local laws, regulations, and ordinances set forth in the Grant Agreement terms and conditions. Recipients are responsible for obtaining and maintaining all necessary permits, licenses, agreements, and approvals for the construction, operation and maintenance of projects.

Recipients are responsible for submitting timely and accurate invoices during the project term. Additionally, Recipients must maintain clear and consistent communication regarding project progress status throughout the grant term, particularly if problems or issues arise resulting in project delays. Upon discovery of problems and/or delays, Recipients must notify the CDFA AMMP Grant Analyst immediately for purposes of resolving such problems and/or delays.

Recipients may be required to provide specific requested documentation related to the project as CDFA deems necessary.

To demonstrate the estimated benefits from 2024 AMMP awarded projects, Recipients are expected to report to CDFA Greenhouse Gas (GHG) emissions reduction data for five (5) years after implementation of the manure management practice. Refer to [Post-Project Completion Requirements](#) for details regarding reporting requirements after project implementation.

## **Recipient Resources**

Forms and templates referenced in this manual will be provided to Recipients. Forms can also be requested by email ([cdfa.oefi\\_ampp\\_tech@cdfa.ca.gov](mailto:cdfa.oefi_ampp_tech@cdfa.ca.gov)) or may be found at <https://www.cdfa.ca.gov/forms/#oefi>. This document (the GAP Manual), and the 2024 AMMP Request for Grant Applications are available on the [AMMP Recipient Resources webpage](#).

## **Assistance**

A CDFA AMMP Grant Analyst (Grant Analyst) is available to answer questions regarding program requirements and Grant Agreement terms and conditions. Recipients should contact their assigned Grant Analyst at [cdfa.oefi\\_ampp\\_tech@cdfa.ca.gov](mailto:cdfa.oefi_ampp_tech@cdfa.ca.gov) for assistance with grant management.

## State Regulations

California Code of Regulations, Title 3, Division 1, Chapter 5, [Grant Administration](#), (Grant Administration Regulations) outlines the administrative regulations applicable to AMMP grant funds. Additionally, pursuant to Section 330.2 is a list of [allowable and unallowable items of cost](#). Failure to mention a particular item of cost is not intended to imply the cost is allowable or unallowable.

Additional guidance regarding the Regulations and the allowable and unallowable items of cost is available from the assigned Grant Analyst.

## Prior Approval Required

Pursuant to Section 311 of the Grant Administration Regulations, prior approval is required from CDFA for the following:

- Revision of the scope of work (SOW), including changes to the manure management practice(s) being implemented, project work plan, objectives, activities, dates or deliverables.
- 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.
- Change in Recipient organization or key project team members, including contractors that were named in the original SOW, work plan, or budget.

Recipients should contact their assigned Grant Analyst in writing whenever a change requiring prior approval is necessary or if they are uncertain whether a project activity or cost requires prior approval. Failure to obtain prior approval may result in costs being deemed unallowable and requests for reimbursement being denied.

## IMPORTANT!

As described in the 2024 AMMP Request for Grant Applications, once a project has been awarded funds and until the project is complete and closed out, the project may not:

- Change or alter the proposed manure management practice to be implemented as it may change the GHG estimates.
- Change the herd size beyond the limits established by the operation's existing permits at the time of application during the project term.
- Change construction or design of buildings such that number of animals in the project boundary are impacted, resulting in a change in estimated GHG reductions.

- Change ownership and/or partnership entities of the dairy or livestock operation. In the event the grantee needs to change ownership or enters negotiations for the sale of the dairy or livestock operation for which a grant was awarded, the grantee shall disclose said negotiations to the CDFA immediately. The grant shall not be assigned to the purchaser unless approved by the CDFA pursuant to any/all terms and conditions the CDFA deems necessary. Should the grantee or purchaser refuse to comply with the terms and conditions set forth by the CDFA or the grantee sells the dairy or livestock operation that was the subject of the grant award without approval of grant transfer from the CDFA, the grant agreement will be terminated, and the grantee shall return all grant monies to the CDFA immediately.

## **Photo and Video Release**

Outside of those requested for pre-project consultation and project verification, sending us photos or video clips is optional. Your photos and videos help us demonstrate the power of these investments and educate Californians about the steps dairy and livestock operations are taking to improve sustainability. By sharing photos or videos with us, please note that you are giving CDFA permission to share them in social media, newsletters, presentations, reports, webpages, blog posts, etc.

## **Publicity and Acknowledgement**

The 2024 AMMP is funded by Greenhouse Gas Reduction Funds (GGRF) and is a California Climate Investments program. Recipients must include recognition of funding through California Climate Investments, wherever possible, when projects funded in full or in part by GGRF funds are publicized in any news media, brochures, publications, audiovisuals, or other types of promotional material. Outreach materials must include the California Climate Investments logo.

Acknowledgements and logo usage must be consistent with the guidance provided in the [California Climate Investments Media & Communications Style Guide](#).



# Project Management

Recipients are responsible for the overall management of the project, ensuring all project activities are completed as identified in the Work Plan and follow program requirements and the Grant Agreement terms and conditions.

## Project Communication

Recipients are required to maintain clear and consistent communication with OARS and the Program regarding project progress during the Grant Agreement term. This includes but is not limited to:

- Notification of changes to project implementation, timelines, contractors (reference [Scope of Work Revisions](#))
- Notification of issues affecting project progress (reference [Notification of Problems and Delays](#))
- Responding to requests for project status updates and revised work plans

## Allowable Costs

A cost is allowable if it directly relates to and supports project implementation of the non-digester manure management practice(s) and nutrient management technologies (if applicable) and is incurred solely to advance work under the Grant Agreement SOW as identified in your approved Budget Worksheet. Allowable costs may include supplies and materials, equipment, and contractor/consultant services, and other costs associated with project implementation as described below:

- Supplies: Supplies and materials are items with an acquisition cost less than \$10,000 per unit and have a useful life of less than one year.
- Equipment: Equipment is an article of nonexpendable, tangible personal property and has a useful life of more than one year, and a purchase cost which equals or exceeds \$10,000 per unit.
- Contractor: Contractor costs are limited to labor to install the project. Contractor cost must be for a specific and identifiable service that is directly related to project implementation. Compensation for individual contractor fees must be reasonable and consistent with fees in the marketplace for the same or similar services. Costs in this category must not exceed 25% of total amount requested.
- Design and engineering: Design, engineering, consulting and permit costs specifically related to the implementation of the proposed manure management practice(s) incurred during the grant agreement term.

Compensation for design and engineering fees must be reasonable and consistent with fees in the marketplace for the same or similar services. Costs in this category must not exceed 5% of the total amount requested.

- Other Costs: Other direct costs and expenses for implementing the project not covered in any of the previous categories.

Expenditures must conform to the 2024 AMMP requirements (refer to the [2024 Request for Grant Applications](#)), be made in compliance with federal and state laws and regulations as applicable, and be:

- Necessary and reasonable for proper and efficient performance and administration of the project.
- Easily identifiable to a specific project activity and tracked separately from other funding sources.
- Determined in accordance with generally accepted accounting principles.
- Authorized or not prohibited under federal, state, and local laws, regulations, and ordinances.

Allowable costs must be documented, reasonable, and allocable to the 2024 AMMP project. Project costs must be incurred for the purpose for which the funding was granted and charged to the award on a specifically calculated basis. Documents must be maintained for all expenses billed to the project, including, but not limited to invoices, receipts, and agreements. Project expenses must be necessary for award performance and prudently incurred.

## **Unallowable Costs**

A cost is unallowable if it does not comply with program requirements or other terms and conditions in the Grant Agreement. A cost is also unallowable if it: (1) is covered by another Federal or State grant program, including those incurred for the Dairy Plus Program; (2) is not directly related to the implementation of a manure management practice and nutrient management technologies (if applicable); and (3) is not supported by adequate documentation. Unallowable costs will not be reimbursed. Questions regarding allowable costs should be directed to the assigned Grant Analyst.

Unallowable expenses may include, but are not limited to:

- Costs incurred outside of the grant agreement term.
- Costs for repairs and spare parts.
- Pre-development costs, including but not limited to application preparation, permits obtained prior to the grant agreement term, project

designs, and any other activities that contributed to a project's readiness.

- Costs associated with CEQA environmental review, such as preparation of Environmental Impact Reports.
- General costs associated with grant management (e.g., invoicing, reporting, oversight, ordering equipment).
- Costs associated with the five years of post-project reporting.
- Costs associated with purchasing general purpose equipment (e.g., tractors, loaders) that will be used primarily for non-manure management practices/activities.
- Non-labor cost (e.g., management) and fees associated with project oversight and coordination.
- Any labor provided by the Recipient or staff employed by the Recipient (CDFA categorizes these costs as "in-kind")
- Consulting fees not directly related to project implementation.
- Costs associated with travel (e.g., hotels, flights, per diem).
- Direct and/or indirect expenditures for purchasing or leasing land and/or buildings, including costs associated with land use or loss of agricultural production.
- Purchase of dairy manure (tipping fees) or other feedstocks.

## **Cost Share**

Cost share can be in the form of matching funds or in-kind contributions, and includes project costs (i.e., supplies, equipment, and contractor/consultant labor cost/hour, and any other necessary costs) incurred by the Recipient that directly support project implementation. Matching funds (cash contributions) are the amount of funds contributed by the Recipient to the project and not borne by the AMMP grant. In-kind contributions include contributions by the Recipient in the form of contractor/consultant (labor) involved with project installation and donated supplies and/or equipment necessary to implement the project.

## **Contractors/Consultants**

Recipients may contract for services that cannot be performed by staff employed by the Recipient. Generally, these services are for a short-term period and provide a specific and identifiable product or service. Recipients are responsible for ensuring their contractors/consultants comply with all applicable federal, state, and local laws, regulations and ordinances. Moreover, all contractors/consultants must have the proper licenses/certificates required for their respective disciplines.

Contractor invoices shall include sufficient detail and information so CDFA can make a determination that the expenditures invoiced are deemed reasonable

and allowable under the approved SOW and Budget. In the event the contractor outsources to a subcontractor for a specific product and/or service, supporting subcontractor invoices must also include detailed itemization to ensure that only actual expenses are charged to grant funds.

If adding or changing a contractor/consultant, Recipients must provide reasonable notice to the Grant Analyst.

### **Permits, Licenses, Agreements, and Approvals**

Recipients must obtain and maintain any and all permits, licenses, agreements, and approvals required for the project. Furthermore, once permits, licenses, agreements, and approvals are issued, the Recipient is required to provide a copy to the Grant Analyst.

Recipients are expected to demonstrate compliance with the California Environmental Quality Act (CEQA) and all applicable permits within eighteen (18) months of the execution of the grant agreement.

If there are issues or unforeseen circumstances resulting in delays in obtaining required permits, licenses, agreements, or approvals, Recipients must notify the Grant Analyst immediately in writing.

### **Scope of Work Revisions**

Scope of Work revisions may be required when project modifications are essential to complete project implementation. Requests for revisions must be made by using a Project Modification Request Form, and provide detailed information explaining the need and how the change may affect the project, including estimated GHG emission reductions, permits, timeline, budget and implementation.

Examples of changes requiring a SOW revision include but are not limited to:

- Change in project design
- Modifications or material changes to any technical aspect of a project
- Addition or deletion of activities or deliverables outlined in the Work Plan
- Budget revisions
- Change in Recipient organization or key project team members, including contractors that were named in the original SOW, work plan, or budget
- The Recipient receives grant funds to support similar project costs/activities from another federal or state grant program

Revisions must be requested by an authorized official of the Recipient organization and approved by CDFA before proceeding with revisions to the

SOW. Changes that result in lower estimated project GHG emissions reduction may not be approved.

For detailed instructions on completing the Project Modification Request Form, refer to [Appendix C](#).

## **Budget Revisions**

For SOW revisions that also require adjustments to the Budget Worksheet (including if impacting the Cost Share column), a Line Item Shift Request (LISR) using the [Project Modification Request Form](#) must be submitted in advance for CDFA approval. Follow instructions under [Financial Management – LISR](#) section to request a budget revision.

The LISR must be accompanied by a revised Budget Worksheet. The total project award amount cannot be increased or decreased through this process.

## **Notification of Problems and Delays**

Recipients must immediately notify CDFA of any delays, problems, and/or adverse conditions that may materially affect the project. Examples include but are not limited to: inability to complete any portion of the project installation according to the approved SOW; needing to substitute supplies, materials, or equipment identified in the Budget Worksheet; inability to fill vacant positions or contractors resulting in activities being delayed or eliminated. Recipients should also notify CDFA if there will be delays in adhering to the requested invoice schedule. Some problems and delays may require a SOW revision.

## **Termination of Grant Agreement**

### **By Recipient**

If the Recipient wishes to terminate their grant agreement, they must send an official termination request via email to the Program using a provided template or in a letter which must include all of the following information:

- Program
- Grant Agreement number
- Name of grant recipient and project name/operation
- Reason for termination request
- Effective date of termination
- Date and Signature of grant recipient

The Program will send a closeout letter confirming termination of the project 30 days following the effective date of termination indicated in the request.

Once confirmed by the Program, the termination is irreversible. The Recipient should be aware that by requesting project termination, any remaining funds will revert back to CDFA. If any approved project costs were reimbursed prior to termination date, the project will be considered failed and the Recipient unable to re-apply to the program for three (3) years.

By CDFA

Pursuant to Section 328 of the Grant Management Regulations, CDFA may terminate a Grant Agreement for failure to remedy noncompliance with grant program requirements or grant agreement terms and conditions. The Recipient will be notified in writing of the reasons for termination, the date the termination is effective, and the method for appealing the termination.

# Financial Management

Recipients are accountable for all grant funds awarded and must ensure all funds are used solely for their authorized purposes. Recipients must maintain financial supporting documentation (i.e., receipts, invoices) for all project expenditures. Accordingly, Recipients must provide financial supporting documentation for expenditures submitted to the Grant Analyst for reimbursement.

## Advance Payments

Recipients may be eligible to receive a one-time advance payment of up to 25 percent of the total grant award to begin project implementation or when a large expense is anticipated during the project term. Certain restrictions may apply – an advance payment may not be requested within three months of the end of the grant term, and the amount requested cannot reduce the project balance below 10% of the total grant award.

Requests must be submitted using an Advance Payment Request form. In addition, Recipients are required to provide an estimate or quote documenting the project costs included in their approved budget that will need to be funded. These costs cannot have already been incurred prior to the start date of the grant agreement term.

The advance payment must be fully expended within a three-month period. All remaining funds will be allocated on a reimbursement basis.

## Advance Payment Request Process

- Estimate the advance amount needed to cover project expenses for up to a three-month period.
- Submit an Advance Payment Request with justification (e.g., low cash flow, major equipment purchase, contractor down payment), and associated supporting documentation to the Grant Analyst at [cdfa.oefi\\_ampp\\_tech@cdfa.ca.gov](mailto:cdfa.oefi_ampp_tech@cdfa.ca.gov).
- If approved, the State Controller's Office issues the advance, which can take up to 45 days to process.

For detailed instructions on completing the Advance Payment Request, refer to [Appendix A](#).

Following expenditure of the advance payment, an invoice must be submitted to CDFA detailing the use of the funds along with financial supporting documentation. To invoice against the advance payment, follow instructions under [Reimbursement Payments - Completing an Invoice](#). The invoice template

provided will automatically calculate the amount to be paid less the advance payment amount.

## Reimbursement Payments

### Invoices

Recipients submit invoices to the Grant Analyst for reimbursement of actual expenditures incurred (i.e., paid for by recipient prior to reimbursement) to implement their project. Invoices must be submitted quarterly and include all financial supporting documentation to substantiate 2024 AMMP expenses.

Reimbursements must be requested on the CDFA Invoice template provided by the Grant Analyst and emailed to [cdfa.oefi\\_ampp\\_tech@cdfa.ca.gov](mailto:cdfa.oefi_ampp_tech@cdfa.ca.gov).

### When to Submit Invoices

Invoices should be submitted quarterly, at minimum, and are required regardless of whether project costs are incurred during the invoice period. Recipients may submit significant project expenses for reimbursement when they are incurred, even outside of the quarter system, but a minimum of once per quarter is requested to serve as a status check and part of regular communication. The quarterly invoice periods are:

<b>Quarterly Period</b>	<b>Invoice Due (no later than)</b>
June 1 – August 31	September 30
September 1 – November 30	December 31
December 1 – February 28	March 31
March 1 – May 31	June 30

Final invoices are due no later than 30 calendar days following the expiration of the Grant Agreement term or after the project is verified, whichever comes first. Please note that final invoicing not submitted within 60 days of the end of the grant term may not be reimbursed.

CDFA Invoices and supporting financial documentation submitted to the Grant Analyst will be reviewed for completeness and accuracy. The Grant Analyst will promptly notify the Recipient of any incompleteness or deficiencies which appear on the invoice. The Grant Analyst may request additional information or supporting documentation to determine the eligibility of allowable costs. Once the incompleteness or deficiencies are corrected, the Grant Analyst will process the invoice for payment. It may take up to 45 days from the date the invoice is approved for a payment check to be issued by the State Controller's Office.



## Completing an Invoice

### Request for Reimbursement Invoice

The Grant Analyst initiates each invoice cycle by generating an electronic invoice template. The Grant Analyst emails Recipients an invoice template with the Grant Agreement Number, Recipient Name, Project Title, Invoice Number, and the Project Budget entered. Recipients complete the following and return to the Grant Analyst:

- Billing Period – Time period inclusive of when project costs were incurred.
- Invoice Date – Date the Recipient is preparing the invoice template to submit to CDFA.
- Amount Requested – Dollar amount requested for each budget category. *Recipients should refer to the project's approved Budget Worksheet; reimbursement for project expenditures is based on these budget categories and amounts.*
- Preparer/Authorized Certification – Name of Preparer and Authorized Representative (individual authorized on the Grant Agreement), phone number, email address and date, certifying the requested amount is for actual and allowable expenditures incurred for project activities performed in accordance with Grant Agreement provisions.

For detailed instructions on completing the CDFA invoice template, refer to [Appendix B](#).

### No Expenditure Invoice

If no expenses were incurred during the quarter/billing period, the Recipient checks the "NO EXPENDITURES" box, completes the preparer/authorized representative certification box, and returns the invoice to the Grant Analyst. No Expenditure invoices must be accompanied by an explanation of why costs were not incurred during the billing period.

### Final Invoice

Recipient marks "Final Invoice" in the Invoice Number area, indicating all payment obligations have been met and no further payments are due. Any remaining balance will revert back to CDFA after project close out.

## Proof of Expenditures

Recipients must submit a Proof of Expenditures form with the CDFA Invoice template to the Grant Analyst when requesting reimbursement. The Proof of

Expenditures form must include reference to all financial supporting documentation (e.g., invoices, receipts for expenses incurred) to substantiate project expenditures. Personal checks containing confidential and sensitive information such as routing and account numbers should not be submitted as a form of supporting documentation.

Recipients complete the following in the form and return to the Grant Analyst:

- Budget Category: Itemize project expenditures into the applicable budget category (refer to project's approved Budget Worksheet).
- Invoice Number: All itemized expenditures and matching funds activities (if applicable) must correlate to a project invoice submitted as supporting documentation.
- Description: Provide a brief description of the quantity or service (expenditures should be identifiable to items and activities in the approved Budget Worksheet).
- CDFA Reimbursement and Matching Funds (if applicable): Dollar amount contributed for each project cost.

## Line Item Shift Request

When adjustments to the project result in the need to shift funds from one budget line item to another, Recipients are required to complete and submit to the Grant Analyst a Line Item Shift Request (LISR) using the [Project Modification Request Form](#). All un-shaded areas of the LISR on the Project Modification Request Form should be completed as follows:

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

A variation of \$10,000 or less from the approved line item amounts or budget category totals may not require an LISR. The LISR may need to be accompanied by a revised Budget Worksheet. Recipients should consult with their AMMP Grant Analyst to determine requirements. The total project award amount cannot be increased or decreased through this process.

## Withholds

### Withhold Payment Notification

Upon discovery of an invoice discrepancy or material issues adversely affecting

project implementation, the Grant Analyst will issue a Withhold Payment Notification (Notification) to delay payment of an invoice. The Notification describes the reason for withholding payment and what actions, if any, are required to resolve the issues for withholding payment. Within ten (10) calendar days from receipt of the notice, the Grant Analyst will contact the Recipient for purposes of resolving any issues. Invoices are processed once all issues are resolved.

### **Withhold Pending Closeout**

CDFA will withhold 10% of the agreement amount until approval of the final invoice and completion of the project's final verification, and/or resolution of any performance issues or audit findings. A Withhold Payment Notification will not be sent, and the 10 percent withhold may not be appealed.

### **Suspension of Payments**

If a Recipient is not compliant with the Grant Agreement terms and conditions, CDFA may suspend reimbursement. Upon discovery of any violations of the Grant Agreement terms and conditions, Recipient will be advised in writing of the terms breached and the reasons for imposing suspension of payments.

A determination of breach may be appealed in writing either mailed to:

California Department of Food and Agriculture  
Attn: Legal Hearing and Appeals Office  
1220 N Street, Suite 400  
Sacramento, CA 95814

Or via email to: [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov)

The appeal must include a copy of the notification or the name of the Recipient organization, the grant agreement number, the title of the project, the reasons the action should not be imposed, including any documentation to support the appeal, and the signature of the authorized representative. Appeals must be postmarked (date stamped if via email) within 10 calendar days of the date of the notification of the action from CDFA. Appeals not received within this timeframe will be denied. The action specified in the notification remains in effect while the appeal is under review.

# Reporting Requirements

## Final Verification

Recipients must notify their assigned Grant Analyst in writing that project implementation is complete. Once the Program is notified that a project is complete, Program staff will contact the Recipient to schedule a site visit to complete the verification requirement. Verifications may also be performed remotely, using methods including but not limited to project photographs and video conferencing. The purpose of the final verification is to verify proper completion of the project according to the approved SOW and summarize project accomplishments, including estimated GHG reductions for the entire project, quantifiable improvements in air and water quality resulting from the project, and any additional co-benefits achieved during the grant term.

## Post-Project Completion Requirements

2024 AMMP recipients are expected to provide data to CDFA for five (5) years after the end of the project term and/or the alternative management practice becomes operational. The purpose of such follow-up reporting is to demonstrate the long-term success of 2024 AMMP projects by documenting the project data.

After the practice becomes operational, CDFA will work with Recipients to collect data and to validate initial project estimations. Recipients are required to determine and report project GHG emission reductions consistent with guidelines in the [CARB Compliance Offset Protocol – Livestock Projects](#).

Recipients will be required to collect data and submit reports to CDFA on an annual basis for a period of five years to support GHG quantification. Reporting may include, but is not limited to:

- Weeks per year livestock spent at pasture before and during reporting period.
- Confirmation that solid separation or dry scrape technology, or compost bedded pack barn, is operational and being utilized; information on frequency of use or barn management.
- Amount of compost produced (short tons/year).
- Explanation of project co-benefits achieved, and description of efforts planned or in place for sustaining the project's co-benefits.
- Explanation of economic benefits (including but not limited to number of jobs provided, average wages and benefits) achieved and description of efforts planned or in place for sustaining the project's economic benefits.

# Compliance Reviews

CDFA can conduct a Financial Audit and/or Critical Project Review upon reasonable notice at any time during the project term. The purpose is to review financial records and project documentation to ensure 2024 AMMP funds are used for their intended purpose, that the project is meeting deliverables as approved in the SOW and evaluate project implementation progress to ensure projects are complete within the project term.

All invoices submitted to the Grant Analyst are subject to a financial compliance desk review by a CDFA auditor. The purpose is to review financial records and documentation to ensure 2024 AMMP funds are used for their intended purposes in compliance with the GAP Manual as well as the Grant Agreement terms and conditions. Documentation may include, but is not limited to, invoices/receipts for project costs, contractor/consultant invoices and agreements and permitting fees.

## Project Closeout

Before the Grant Agreement is closed, OARS will review the project's verification report and final invoice and ensure resolution of any project concerns. CDFA will withhold 10% of the Grant Agreement amount pending project verification and resolution of any issues. A closeout letter and final payment will be issued when closeout review and any needed resolution is complete.

# Property Management and Disposition

## Special Purpose Equipment

The purchase, use, management, maintenance, disposition, and reporting of special purpose equipment purchased with or developed under a Grant Agreement is governed by the property standards contained in the Grant Management Regulations Section 324.1-324.2. It is important to note these requirements remain in effect after the close of the Grant Agreement.

## Record Retention

Pursuant to section 325 of the Grant Management Regulations, Recipients must retain supporting financial records, project records, and any other relevant supporting documents for a period of three (3) years from the date the Grant Agreement is closed.

Records that must be retained include:

- Actual expenditure invoices of supplies and materials and equipment charged to the grant fund;
- Contractor/Consultant reimbursement claims for work performed on the project;
- Permits, licenses, approvals and agreements obtained for project implementation;
- All other supporting financial documentation related to the Grant Agreement.

## Appendix A: Advance Payment Request

### EXAMPLE ONLY

#### ADVANCE PAYMENT REQUEST

Form 2.1.1. (Rev. 01.2024)

State of California

California Department of Food and Agriculture

Office of Grants Administration

1220 N Street, Sacramento, CA 95814

Make Check Payable to:

Organization Name

Address

City, State Zip

Attn:

This will match the  
information on your  
CDFA Invoice  
Template

**Advance payments must be used in accordance with applicable Grant Agreement Terms and Conditions, Grant Management Procedures Manual, and any Federal or State regulations.**

**Note: The Advance Payment Request may take up to 45 calendar days to process.**

#### 1 Grant Recipient Information

Grant Agreement Number: 24-XXXX-XXX-SO

Organization Name: ABC DAIRY, Inc.

Grant Award Amount: \$750,000

Project Term End Date: 11/30/2027

#### Advance Information

2 Advance Payment Request Number: 1

3 Advance Period: 8/15/25 – 10/31/25

4 Amount Requested: \$170,000

5 Justification for Advance Request (Non-profit organizations receiving non-federal grant funds must complete Form 2.1.1.A. Advance Payment Request Supplement in addition to this form):

Low cash flow; contractor plans to start concrete work early Sept 2025 and will need a 50% deposit to begin

#### Recipient Authorization

6 Authorized Representative Email: abcdairy1@gmail.com

7 Authorized Representative Approval: Grant Manager or Authorized Representative Name

8 Authorized Date: 6/5/25

#### For State Use Only

CDFA Program: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Amount Approved for Payment: \_\_\_\_\_

Program Code: \_\_\_\_\_

Supplier ID: \_\_\_\_\_

Account Code: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

#### CDFA Approval

Date Advance Received: \_\_\_\_\_

Grant Analyst Initials & Date: \_\_\_\_\_

CDFA Authorized Approver & Date: \_\_\_\_\_



## Advance Payment Request Template Instructions and Definitions

*Recipients must complete items 1-8 identified on the CDFA Advance Payment Request form. The following provides definitions and instructions on completing specific sections of the CDFA Advance Payment Request template to receive a one-time advance payment to cover anticipated project expenditures. The advance payment may not exceed 25 percent of the total award and must be expended within a three-month period. For questions regarding and assistance with completing this template, Recipients should contact their assigned Grant Analyst.*

**Make Check Payable to:** this information needs to match what is on your CDFA Invoice Template. *If you request an Advance Payment form from the Program, this section will be pre-populated for your convenience.*

**Item 1 – Grant Recipient Information:** identifying information about the grant which can be found on your Grant Agreement. *If you request an Advance Payment form from the Program, this section may be pre-populated for your convenience.*

**Item 2 – Advance Payment Request Number:** the AMMP only supports one advance payment request per grant; this item would therefore be “1”.

**Item 3 – Advance Period:** the three-month period during which the advance payment is to be expended. The anticipated time frame should account for the processing period (i.e., should begin at least 45 days after the time of request submission).

**Item 4 – Amount Requested:** the advance payment should estimate the amount needed to cover project expenses for up to a three-month period and may not exceed 25 percent of the AMMP grant award amount.

**Item 5 – Justification for Advance Request:** examples of advance payment request reasons include low cash flow, major equipment purchase, etc.

**Items 6, 7 – Authorized Representative Email and Approval:** enter the email and name of the grant Recipient/grant manager or authorized representative making the request.

**Item 8 – Authorized Date:** date of the authorized request. This should be at least 45 days before the anticipated period when the advance will be needed, to account for processing time.



## Appendix B: CDFA Invoice Template

**EXAMPLE ONLY**

### INVOICE

#### Alternative Manure Management Program

Bill to:  
STATE OF CALIFORNIA  
CA DEPARTMENT FOOD & AGRICULTURE  
OFFICE OF ENVIRONMENTAL FARMING AND  
INNOVATION  
1220 N STREET, ROOM 162-1  
SACRAMENTO, CA 95814  
GRANTS INVOICE  
Rev. 5/2024

Make Check Payable to:  
**ABC Dairy, Inc.**  
1234 Example Street  
Sacramento, CA, 95814  
Attn: Grant Recipient Name

Grant Agreement Number: 24-XXXX-000-SO Billing Period: 1 MM/DD/YYYY - MM/DD/YYYY Invoice Date: 2 MM/DD/YYYY Invoice Number: 24-XXXX-000-SO-1

Recipient's Name: ABC Dairy, Inc. (Project Title)

A	Project Budget	B	Invoiced to Date	3	Amount Requested	C	Remaining Balance
	OPERATING EXPENSES						
	a) Supplies \$0.00		\$0.00		\$0.00		\$0.00
	b) Special Purpose Equipment \$0.00		\$0.00		\$0.00		\$0.00
	CONTRACTORS/ LABOR COSTS \$0.00		\$0.00		\$0.00		\$0.00
	OTHER DIRECT COSTS \$0.00		\$0.00		\$0.00		\$0.00
	<b>Totals:</b> \$0.00		\$0.00		\$0.00		\$0.00

F Funds to be withheld Until Project Completion and Verification: 10% = \$0.00

Matching Funds to Date: N/A

Approved Line Item Shifts: 0

D Less Remaining Advance: \$0.00

E Amount to be Paid: \$0.00

4 ☒ NO EXPENDITURES

I certify the amount requested is for actual and allowable expenditures incurred for Projects activities performed in accordance with the Grant Agreement provisions.

PREPARER'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED NAME (REQUIRED) \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

#### FOR STATE USE ONLY

\$						
AMOUNT	STATE FISCAL YEAR	GRANT SPECIALIST INITIALS AND DATE	ACCOUNT CODE	PROGRAM CODE	SUPPLIER ID	
	X					
CDFA AUTHORIZED APPROVER	CDFA AUTHORIZED SIGNATURE	DATE	OBJECT CODE	PRGM COST ACCT (PCA)	VENDOR ID	
<input type="checkbox"/> Liquidate against Advance payment. <input type="checkbox"/> Withhold 10% of Grant Award until Project is verified. <input type="checkbox"/> Project verified. Final payment.						

\* - CDFA withholds 10% of the total grant amount and it will not be released until all tasks noted in project Scope of Work are completed by Recipient and verified by CDFA, including approval of the Final Project Report by CDFA. A Withhold Payment Notification will not be sent, and the 10 percent withhold may not be appealed.

OEFI-009

## Invoice Template Instructions and Definitions

*Recipients must complete yellow shaded sections (when applicable) identified on the CDFA Invoice Template. The following provides definitions and instructions on completing specific sections of the CDFA Invoice Template to request reimbursement payments for costs incurred to implement the project. For questions regarding and assistance with completing this template, Recipients should contact the Grant Analyst.*

To be completed by the Recipient (identified with a red box in the example above):

**1) Billing Period:** The period in which project costs were incurred. Dates on supporting financial documentation (invoices, receipts) should fall within the time frame. For example, if project costs were incurred during the second billing quarter of the grant term, the billing period could be 9/1/2025 – 11/30/2025.

**2) Invoice Date:** The date Recipient completes and submits the CDFA Invoice template. This date must be after the Billing Period. For example, if the Billing Period is 9/1/2025 – 11/30/2025, the Invoice Date must be 12/1/2025 or later.

**3) Amount Requested:** Enter the dollar amounts in each budget category to request reimbursement for project costs that were incurred during the billing period. Values should mirror the subtotals and total in the accompanying Proof of Expenditures table submitted with the CDFA Invoice Template. *Recipients should refer to the project's approved Budget Worksheet; reimbursement for project expenditures is based on these budget categories and amounts.*

**4) No Expenditures:** Mark this box if no project costs were incurred during the Billing Period and include a brief explanation below of why costs were not incurred.

**5) Preparer/Authorized Certification:** Enter the name of the authorized representative (individual authorized on the Grant Agreement) of the operation certifying the requested amount is for actual and allowable expenditures incurred for project activities performed in accordance with the Grant Agreement, along with phone number, email address and date. If the invoice was prepared on behalf of the Recipient, the preparer should also enter their name and information in the "Preparer's Name" line.

Informational/automatically calculated by template (identified with a gray box in the example above):

**A) Project Budget:** The total grant award amount for each budget category (for AMMP, these are Supplies, Equipment, Contractor/Labor, and Other) as identified in the project's approved Budget Worksheet. Reimbursement for project expenditures is based on these categories and amounts.

**B) Invoiced to Date:** The total project cost amount reimbursed for each budget category based on previously approved invoices. The Program will adjust the "Invoiced to Date" amount each billing period.

**C) Remaining Balance:** The amount of grant funding remaining in each budget category and in total that has not been paid. The Program has discretion on processing an invoice where a category shows in a minor negative balance but will not approve an invoice with a negative total balance. Contact your assigned Grant Analyst if a budget revision may be needed.

**D) Less Remaining Advance:** If an Advance Payment was requested, the Program will adjust the "Less Remaining Advance" amount based on the approved advance payment. *The invoice template will automatically calculate the Amount to be Paid less the advance payment.*

**E) Amount to be Paid:** The total payment amount requested for project costs that were incurred during a billing period. *The invoice template will automatically calculate this total.* Once the Program approves the invoice, the "Amount to be Paid" will be the amount issued for reimbursement.

**F) 10% (Funds to be withheld until project completion and verification):** CDFA withholds 10% of the total grant amount until successful verification that the project has been completed in accordance with the approved scope of work, and any remaining information or documents have been submitted.

## Appendix C: Project Modification Request Form

### EXAMPLE ONLY



State of California  
California Department of Food and Agriculture  
Office of Environmental Farming and Innovation

### Project Modification Request Form

Date:	Grant Agreement #:	Grant Award Amount:	Revision Request #:
10/01/25	24-XXXX-000-SO	\$750,000.00	1
<b>Grant Recipient Information:</b>			
<b>Grant Program</b> Alternative Manure Management Program			
<b>Organization Name:</b> ABC Dairy, Inc.			
<b>Contact Name:</b> Name of Recipient or Authorized Rep			
<b>Telephone:</b> 123-456-7890			
<b>Email:</b> <a href="mailto:example@email.com">example@email.com</a>			
<b>Type of Modification (Check All Applicable)</b>			
<input type="checkbox"/> Work Plan (e.g. addition or deletion of activities/deliverables; change to start/end dates of tasks)			
<input type="checkbox"/> Scope of Work (e.g. project narrative, design, project partners/team members)			
<input type="checkbox"/> Budget			
<input type="checkbox"/> Others (explain below)			
<b>Description of the Modification</b>			
<p>1. Provide a detailed description of proposed modification in this section.</p> <p>2. For all modifications except Budget Revisions: Attach a revised document as applicable. Please review the project's SOW and mark any proposed modifications by <del>striking through</del> any old text (do not delete), and adding new text in <b>red font</b>.</p> <p>3. For Budget Revisions: Please fill out the section "Line Item Shift Budget Adjustment Table" below. If the budget revision includes changes in cost of equipment, supplies or services, please provide an updated quote.</p>			
<b>Justification:</b>			
<p>Justification should cover reasons for request and detailed explanation of how the change will impact the project, including but not limited to: 1) Project Timeline 2) Budget 3) Estimated GHG Emission Reduction 4) Permits</p>			

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Line Item Shift Budget Adjustment Table (only fill out if applicable)			
Project Budget Categories	Current Project Budget Amounts (A)	Line Item Shift Revisions enter negative amount with (-) enter positive amount with (+) (B)	Revised Project Budget (A+B)
1. PERSONNEL			
a) Salaries & Wages	\$0.00	\$0.00	\$0.00
b) Fringe Benefits	\$0.00	\$0.00	\$0.00
2. OPERATING EXPENSES			
a) Supplies and Materials	\$0.00	\$0.00	\$0.00
b) Equipment	\$0.00	\$0.00	\$0.00
c) Travel	\$0.00	\$0.00	\$0.00
3. CONTRACTORS/LABOR	\$0.00	\$0.00	\$0.00
4. OTHER DIRECT COSTS	\$0.00	\$0.00	\$0.00
5. INDIRECT COSTS	\$0.00	\$0.00	\$0.00
<b>Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
		(MUST NET \$0)	(MUST EQUAL GRANT AWARD AMOUNT)
<b>Requestor Information:</b>			
<input checked="" type="checkbox"/> By checking this box, I certify that I am an authorized representative for this project			
<b>Name</b>		<b>Telephone Number</b>	
Name of Grant Recipient or Authorized Rep		123-456-7890	
<b>Title/Role on Project</b>		<b>Date</b>	
Dairy Owner/Manager, Grant Administrative Contact, AMMP TAP etc.		10/1/2025	
<b>For Department Use Only</b>			
<b>Program Comments and Recommendation:</b>			
<input type="checkbox"/> Reviewed by Program staff			
<input type="checkbox"/> Approval does not require SO-36 Form <input type="checkbox"/> Approval requires SO-36S Form <input type="checkbox"/> NOT APPROVED			
<b>CDFA AUTHORIZED SIGNATURE:</b>		<b>DATE:</b>	
_x_____			

Recipients should complete all sections (Line Item Shift section only when applicable) identified with a red box in the example above. For "Requestor Information", an ink or digital signature is not needed – checking the box serves as certification that an authorized representative of the project (usually the Recipient or authorized contact identified on the grant agreement) is submitting the request. The form should be returned as an Excel document.