

2023 LIVESTOCK ENTERIC METHANE EMISSIONS REDUCTION – RESEARCH PROGRAM (LEMER – RP)

Request for Full Proposals – Phase 2

Released: September 11, 2023

Full Proposal Due: November 1, 2023, by 5:00 PM PT

Late submissions will not be accepted.



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

CDFA LEMER-RP Request for Full Proposal (Phase 2) is open only to selected applicants who have undergone a previous review of pre-proposals (Phase 1) and were approved and invited by CDFA Staff to submit a full proposal. Applications that were not selected in Phase 1 of LEMER-RP will not be eligible for funding and will be disqualified immediately.

About the Program

Purpose

The California Department of Food and Agriculture's (CDFA) [2023 Livestock Enteric Methane Emission Reduction Research Program \(LEMER-RP\)](#) will award a total of \$9.5 million in competitive grant(s) to fund demonstration trials evaluating additives and dietary modifications that have the potential to reduce enteric methane emissions in the dairy and livestock sectors. These research projects will help address key barriers to achieving California's climate goals, which include the reduction of methane emissions to 40% below 2013 levels by 2030 as codified in [SB 1383 \(Lara, 2016\)](#) as well as efforts to continue advancing climate-smart agriculture.

The LEMER-RP is funded by the California Climate Investments (CCI), authorized by the Budget Act of 2022 ([AB 179, Section 194](#)). The allocated funds will be directed towards the dairy and livestock sectors for demonstration projects to:

- Supplement feed with additives or ingredients, that have scientifically demonstrated efficacy in reducing methane emissions, and
- Research dietary modifications that are intended to reduce methane emissions from livestock.

Definitions

- 1) **Phase 1:** During this phase, eligible applicants are required to submit a pre-proposal containing the necessary information. Upon submission, CDFA will provide feedback to the applicants, indicating whether they should proceed to Phase 2 by submitting a full proposal. This phase is open to all eligible applicants.
- 2) **Phase 2:** This phase is exclusively for selected applicants who have received approval from CDFA to submit full proposals. Only those who have advanced from Phase 1 are eligible to participate in Phase 2. The full applications will undergo a comprehensive

review process, and projects will be selected for awards in each impact area.

Program Impact Areas

The 2023 Livestock Enteric Methane Emission Reduction Research Program (LEMER- RP) will support demonstration projects for dairy and/or livestock operations to supplement feed additives or ingredients, that have scientifically demonstrated efficacy of reducing methane emissions and/or research dietary modifications that are intended to reduce methane emissions from livestock.

Selected projects in Phase 1 of LEMER-RP must address the impact areas below, but the scope of work may be expanded outside of the impact area to address additional research questions. These additional research questions can be relevant to decreasing methane emissions in the dairy and livestock sectors and/or addressing human health and safety concerns associated with the downstream production of products, such as milk and meat from animals fed feed additives with methane reducing properties or dietary modifications that decrease methane emissions. Additionally, Universities, including University of California (UC) and California State University (CSU) systems and elsewhere, may apply for funds to add methane measurement infrastructure to their facilities and train staff and students on using this equipment.

CDFA LEMER-RP supports global engagement that advances California's agricultural and greenhouse emission reduction goals. To achieve CDFA's goals for California agriculture, as well as to ensure safe and nutritious food security worldwide, CDFA recognizes that collaboration with international partners can significantly contribute to the progress of California and U.S. agriculture. Thus, applications submitted in response to this RFP are encouraged to explore collaborations with international partners, such as the [Global Methane Hub](#)'s Enteric Fermentation R+D Accelerator program, which can be reached at the email hayden.montgomery@globalmethanehub.org.

Furthermore, CDFA has the authority to award projects in any impact area and may choose to support multiple or no projects within a specific research area.

IMPORTANT: Applications that were not selected in Phase 1 of LEMER-RP and not invited to submit a full proposal in Phase 2 will not be eligible for funding and will be disqualified immediately. Additionally, livestock feed trials are required for all impact areas.

- **Impact Area 1 – One (1) project, up to \$2.5 Million:**

Administration of feed additives for one full and/or multiple lactations. Project components should include:

1) Determination of the methane reduction efficiency in a variable diet (e.g., utilization of changing by-products and ingredients in feed) similar to that observed throughout the year in a commercial livestock operation in California.

2) An economic analysis and GHG reduction impact projection/model based on the results.

3) Upstream and downstream methane emissions impacts, in addition to other greenhouse gases and air criteria pollutants, as well as the impact on manure emissions and quality.

Feed additives for use in this impact area must demonstrate a successful and proven history of use for enteric methane reduction. This project must include a plan of attaining federal approval through the U.S. Food and Drug Administration (FDA) to increase the likelihood of successful adoption of feed additives for commercial use within a reasonable amount of time upon completion of the research.

- **Impact Area 2 – Two (2) projects, up to \$1.5 million per project.**

Dual intervention studies. Studies investigating two or more interventions. One project is to be awarded to a protocol for parallel usage and one for a sequencing protocol. (i.e., 3-NOP and seaweed, 3-NOP and plant extracts, 3-NOP and fat, plant extracts and direct-fed microbial, or other combinations).

- **Impact Area 3 -Two (2) projects, up to \$1.25 million per project.**

Cow-calf grazing systems studies. Studies could include, but are not limited to, early life intervention strategies and monitoring, salt lick/bait delivery systems, bolus technology, water delivery or other deliverables, feasible for pasture systems, among other strategies. Multiple trials are encouraged.

- **Impact Area 4- Two (2) projects, up to \$750,000 dollars per project.**

Dietary modifications that are intended to reduce methane emissions from livestock studies. Examples include dietary manipulation, such as improving forage quality, altering the proportions of forage in the diet, etc.

Food Safety Considerations

Feed additives and products must have federal approval to be used in a demonstration trial or must have an investigational food use authorization by the US Food and Drug Administration (FDA). If a product used in a study does not have federal approval or an investigational food use authorization, the applicants must guarantee that end products (i.e., milk and/or meat) will not enter the food supply chain. Additionally, awarded applicants will need to show methods of product disposition, including milk and meat, and the disposition of the live animals upon project completion. Failure to comply with these

measures may result in regulatory action by CDFA.

Funding and Duration

The Budget Act of 2022, as amended by [AB 179, Section 194](#), appropriated a total of \$10 million (\$9,500,000 for awards and \$500,000 in administrative expenses) payable from the Greenhouse Gas Reduction Funds to CDFA for demonstration projects for feed additives and dietary modification intended to reduce enteric methane emissions. The bill states:

“Of the funds appropriated in this item, \$10,000,000 shall be used to (1) provide funding to the dairy and livestock sectors for demonstration projects to supplement feed with additives or ingredients, such as seaweed, that have scientifically demonstrated efficacy of reducing methane emissions and (2) research dietary modifications that are intended to reduce methane emissions from livestock. The department may consult with other state and federal agencies, as needed, for the implementation of this funding.”

To accomplish the legislative mandates associated with the bill, the research funding will be allocated as follows:

- Maximum grant amounts for projects depending on the selected impact area described in the section [Program Impact Areas](#). However, CDFA may offer an award different than the amount requested.
- Matching funds are not required but are strongly encouraged.
- The maximum project term is 46 months.
- Grant funds cannot be expended before the grant agreement start date or after the grant agreement end date.
- Extensions to the grant term beyond what is listed for each impact area may be implemented on a per-project basis at the discretion of CDFA and reliant on statutory limits.
- All projects will be selected based on the merit of the received proposals.

Eligibility and Exclusions

Research conducted must be applicable to California dairies and/ or livestock operations.

Entities eligible to apply include Universities (with or without a private partnership), non-profit research organizations, and California Native American Tribes. Private companies are eligible to partner with an entity listed above but are not eligible for the award on their own. California-based projects will be prioritized in funding decisions, however, CDFA also

welcomes applications from out-of-state organizations that can directly address California's unique dairy and rangeland needs.

- Proposals may originate from outside of California, but all project work and research must be relevant and applicable to California dairy and livestock unique needs.
- CDFA may limit the number of awarded applications per Principal Investigator (PI)/lead applicant.
- Project funds may be combined with other funds from public and/or private sources as cost-share for the same project.
- LEMER-RP funds cannot duplicate activities or costs funded by other federal or state agencies (including CDFA Office of Environmental Farming and Innovation, or other California State agencies), for previous, existing, or ongoing grants.
- LEMER-RP funds cannot be used for the development of proprietary technologies. Public sharing of project data and outcomes is required, including, but not limited to, environmental and economic performance outcomes. Trade secrets or proprietary information related to system design, construction, or production are not required to be disclosed.

CDFA Funding Priorities

The following applicants and/or projects will be prioritized for funding:

- California based projects.
- Projects that provide benefits to Socially Disadvantaged Farmers or Ranchers (SDFR)¹.

CDFA will ensure, to the extent feasible, the inclusion of Socially Disadvantaged Farmers and Ranchers (SDFR) in all programs, including LEMER-RP. Farmers and ranchers who identify as belonging to a socially disadvantaged group, or projects that involve or take place in collaboration with a farm or ranch operated by Socially Disadvantaged Farmers or Ranchers will be prioritized for funding by reviewers. A socially disadvantaged group is defined by the [2017 Farmer Equity Act \(AB 1348\)](#) as a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities.

¹ "Socially disadvantaged farmer or rancher (SDFR)" means a farmer or rancher who is a member of a socially disadvantaged group (SDAG). "Socially disadvantaged group" means a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. These groups include all of the following:

- (1) African Americans.
- (2) Native Indians.
- (3) Alaskan Natives.
- (4) Hispanics.
- (5) Asian Americans.
- (6) Native Hawaiians and Pacific Islanders.

- Projects that provide benefits to Priority Populations².

[SB 535](#) established statutory requirements that a minimum of 25 percent of California Climate Investments is allocated to projects that provide benefits to disadvantaged communities, and of that 25 percent, a minimum of 10 percentage points is allocated to projects that are also located within disadvantaged communities. [Assembly Bill \(AB\) 1550](#) (Gomez, Chapter 369, Statutes of 2016), amended these requirements by increasing the percent of funds for projects located in disadvantaged communities from 10 to 25 percent and added a focus on investments in low-income communities and households. Collectively, these communities are referred to as 'priority populations'. AB 1550 investment minimums apply to the overall appropriations of monies from the GGRF, not the individual agency programs. However, all California Climate Investments programs including the LEMER-RP are encouraged to maximize benefits to disadvantaged communities, low-income communities, and low-income households. Priority populations can be identified using the mapping tools provided by CARB at <https://webmaps.arb.ca.gov/ccimap/>. Projects are not required to provide benefits to priority populations. However, the projects that are determined to be providing benefits based on their responses to the application questions will be prioritized for funding. To be considered as providing benefits to Priority Populations, applicants must provide answers to questions in the "Benefits to Socially Disadvantaged Farmers and Ranchers and Priority Populations" Section of the [LEMER-RP Project Questionnaire](#) and provide supporting documentation verifying that the projects meet the requisite criteria.

Executive Order N-6-22 – Russia

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

² Priority populations include residents of: (1) census tracts identified as disadvantaged by California Environmental Protection Agency per SB 535; (2) census tracts identified as low-income per AB 1550; or (3) a low-income household per AB 1550.

Timeline

Phase 1	<ul style="list-style-type: none">• Request for Pre-Proposals Release (July 6, 2023)• Pre-Proposals Due (August 7, 2023)• Recommendation to Phase 2 (September 11, 2023)• Notification Letters Sent to Applicants (September 11, 2023)
Phase 2	<ul style="list-style-type: none">• Request for Full Proposals Release (September 11, 2023)• Full Proposals Due (November 1, 2023)• Full Proposals Sent to Technical Reviewers (November)• Review and Recommendation to the Secretary (December)• Awards Announced (December 2023)• Notification Letters Sent to Applicants (December 2023)
Award	<ul style="list-style-type: none">• Award Process (December 2023 – February 2024)• Projects Begin (April 1, 2024)

* Subject to Change

Requirements and Limitations

Project Technology and Feasibility

Funding priority will be given to projects that demonstrate the greatest potential for impact and implementation feasibility for California dairy and livestock operations through proven quantification methodologies and measurement technologies. However, applicants are encouraged to add components to projects that support the evaluation of new measurement or deployment technologies.

Greenhouse Gas and Criteria Pollutant Emission Reduction Calculations

Applicants must provide a scientifically sound data collection component to measure enteric fermentation emissions from the proposed project. The data collection plan must provide a detailed plan for collection of GHG and, if applicable, other emissions data. Provide details including, but not limited to, defining of project boundary, data collection plan (i.e., frequency and location(s) of data collection, power analysis), data measurement methodology (i.e., instrumentation and statistical analyses). Provide appropriate justifications and citations where possible.

Cost Share

Cost share, including matching funds and in-kind contributions, are not required; however, matching funds are strongly encouraged. Projects providing cost share will be evaluated on a case per case basis. If cost share is included, documented evidence of having secured match funds must be provided as part of the application.

Matching funds are a portion of project costs not borne by the LEMER-RP grant. Matching contributions include allowable costs incurred that are directly related to the implementation of the research project (i.e., supplies and materials, equipment, contractor/consultant fees, and other associated project costs). Other State or Federal grants may serve as matching funds.

In-kind contributions are donated goods or services for which fees would ordinarily be paid or provided to the applicant at no cash cost. Donated goods and services must be necessary to the project to be considered in-kind (i.e., goods/services would be otherwise purchased if not donated). For professional donated services, the professional donating the service must be licensed to work in that profession and value their service at the same rate at which an ordinary professional with the same expertise and training would charge for the same or similar service.

Applicants must provide the contribution source, type, and amount of all contributions in support of the project.

Allowable Costs

Project costs must clearly support the described research. Cost may include, but are not limited to:

Supplies: Supplies and materials are items with an acquisition cost less than \$5,000 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 that equals or exceeds \$5,000 per unit.

Contractor/Consultant: Contractor and consultant fees are allowable, but the scopes of work for each must be clearly defined and clearly applicable to the proposed project.

NOTE: Compensation for individual contractor/consultant fees must be reasonable and consistent with fees in the marketplace for the same or similar services.

Design and engineering: Design and engineering costs, including those provided by contractor/consultants are allowable, but the cost must be well supported.

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

Indirect Costs

University of California (UC) and California State Universities (CSU) may claim their established indirect cost rate with CDFA. All other eligible organizations for HSP Demonstration Projects may claim an indirect cost rate not to exceed 25 percent of total direct costs.

Unallowable Costs

The following costs, but not limited to, are **not** allowed:

- Costs incurred outside of the grant term.
- Expenditures for purchasing or leasing land or buildings.
- Costs associated with travel (e.g., hotels, flights, per diem, etc.) not directly related and necessary for the execution of the described research and/or professional communication of the results.
- Costs associated with mitigation of potential adverse impacts (i.e., California Government Code Section 16428.86(a)).

*For more guidance on Allowable and Unallowable Costs please reference CCR 330.2 and guidance posted by CDFA here: [Final Selected Items of Cost Guidance \(ca.gov\)](#).

How to Apply

Full proposals are due by 5:00 PM PT on November 1, 2023. **Late submissions will not be accepted.**

Full proposals must be submitted as one file, in PDF format, and via email to: CDFA.OEFI_Enteric_Methane_Reduction@cdfa.ca.gov.

CDFA LEMER-RP staff will reply with a confirmation email when proposals are received. LEMER-RP is not responsible for incomplete email transmissions. Proposals that are incomplete, late, exceed page limits in each attachment, or are from applicants that were not selected in Phase 1 of LEMER-RP will be disqualified.

Grant Application: Attachments

Attachments

Each proposal must submit the following documents:

- LEMER-RP Project Questionnaire
- Attachment 1 - Project Summary
- Attachment 2 - Project Description
- Attachment 3 - References Cited
- Attachment 4 - Project Team Documents
- Attachment 5 - Letters of Commitment
- Attachment 6 - Facilities, Equipment, and other Resources
- Attachment 7 - Work Plan
- Attachment 8 – Budget Worksheet

Complete and save attachments as a single PDF to be included in email with other application materials. Combine all attachments in order as one PDF file and submitted via email to CDFA at CDFA.OEFI_Enteric_Methane_Reduction@cdfa.ca.gov.

LEMER-RP Project Questionnaire

Complete the [LEMER-RP Project Questionnaire](#) (as a PDF).

Attachment 1 - Project Summary

A summary of the proposed project in not more than one (1) page in length. The project summary should include:

- 1) A brief overview of the project.
- 2) How it addresses the LEMER-RP selected [Impact Area\(s\)](#).
- 3) Unique aspects of the methods or team that will contribute to the success of the proposed work.
- 4) Anticipated benefits to California.

* Complete the [Project Summary Template](#) (as a PDF).

Attachment 2 - Project Description

The project description should not be more than 15 pages, including figures and tables. The References Cited will be uploaded in a separate document and do not count towards the page limit for the Project Description.

The Project Description must include/address:

- 1) Background literature,
- 2) LEMER-RP Impact Area(s),
- 3) Objectives,

- 4) Project Design, Work Plan Activities and Methods (including calculations of appropriate animal numbers per trials),
- 5) Potential Project Barriers,
- 6) How will the project address California's unique dairy and rangeland needs, and
- 7) How will the project address concerns with food and animal safety, and what actions will applicants take to ensure the integrity of the human food supply chain (including proof of product approval, food use authorization, or methods of product disposition, including milk and meat, and final disposition of live animal)?

* Complete the [Project Description Template](#) (as a PDF).

Attachment 3 - References Cited

There is no page limit. Any professionally acceptable citation format will be accepted, but they must be consistent and must appear in the order in which they are referenced in the project description.

* Complete the [References Cited Template](#) (as a PDF).

Attachment 4 - Project Team Documents

For each of the identified project team members and/or key personnel, submit a cover page (1 page per person max), and a biographical sketch (3 pages per person max), including a list of recent publications, and current and pending support from other grants or awards received or grant applications that have been submitted.

* Complete the cover page included in the [Project Team Documents Template](#) (as a PDF).

Attachment 5 - Letters of Commitment

The applicant needs include a site commitment letter signed by an authorized representative of the proposed test, demonstration, or deployment site that commits to providing the site for the proposed activities. Maximum of 1 page per letter of commitment.

Project team members that are making contributions other than match funding or a test, demonstration, or deployment site, need to submit a commitment letter signed by an authorized representative that identifies how the partner will contribute to the project.

Applicants are encouraged to submit a **match funding** commitment letter (if applicable) signed by a representative of each entity or individual that is committing to providing match funding. The letter must include all the following:

- Identification of the source(s) of the funds;

- A justification of the dollar value claimed;
- An unqualified (i.e., without reservation or limitation) commitment in the letter that guarantees the availability of the funds for the project; and
- A strategy for replacing the funds if they are significantly reduced or lost.

If matching funds or in-kind contributions are claimed, they should be included in the applications Budget Worksheet under section (I).

* Complete the cover page included in the [Commitment Letters Template](#) (as a PDF).

Attachment 6 – Facilities, Equipment, and Other Resources

The Facilities, Equipment, and Other Resources section should be no longer than 10 pages and should explain all the relevant resources that will be employed if this project is funded, including: a description of the facilities that will be utilized; sampling, measurement, and testing equipment; or any other material that is necessary for the successful execution of the described work.

* Complete the [Facilities, Equipment, and Other Resources Template](#) (as a PDF).

Attachment 7 - Work Plan

Each project must develop a work plan for the duration of the project. Dates must fall within project grant term. List and describe tasks (and sub-tasks) used to complete research objectives. Identify who will perform each task/activity, including project leader and team members, cooperators, etc. This plan must include a timeline in chronological order for all proposed tasks with estimated start and end dates for each task. Attainment of these objectives and completion of tasks outlined in the work plan will serve as the basis for determining whether successful progress is being attained in accordance with the grant agreement and be factored into the critical project review (See **Reporting**, in [Appendix B](#)).

* Complete the [Work Plan Template](#) (as a PDF).

Attachment 8 – Budget Worksheet

Budget must be completed via the budget worksheet and budget justifications must be included. If budget items are submitted without justifications will not be accepted. The final budget amount must equal the total requested amount on the application and may not exceed the set Impact Area maximum grant award.

* Complete the [Budget Worksheet Template](#) (as a PDF).

Note: Detailed Scoring Criteria are included in [Appendix D](#).

Review and Notification

Review Process

CDFA will fund project(s) that have the greatest potential for advancing California's progress towards reducing enteric methane emissions from dairy and livestock. In evaluating grant applications, CDFA will also consider the feasibility, suitability, and potential environmental co-benefits of proposed technology(ies).

CDFA will conduct two levels of review during the grant application process. The first is an administrative review to ensure that all application requirements are met. Grant applications disqualified as a result of the administrative review may be appealed. The second is a comprehensive and technical review to evaluate the merits of the grant applications based on the scoring criteria provided in [Appendix D](#). This evaluation is conducted by the Technical Review Panel. Final award decisions resulting from the comprehensive reviews are not subject to appeal.

During the technical review, each application will be thoroughly evaluated using a one-hundred-point scale. The evaluation will consider the merits of the proposed application, the capacity and qualifications of the applicant, and the practicality, achievability, and reasonableness of the objectives and budget. The distribution of points among the scoring criteria is shown in [Appendix D](#). Applicants will be directly notified of CDFA's decision regarding the review process.

CDFA will follow the procedures set forth in [Appendix C: Confidential Information](#) with respect to confidential and proprietary information provided in the grant application.

Disqualifications

During the administrative review, the following will result in the automatic disqualification of a grant application:

- Missing required documents or attachments,
- Missing, blank, unreadable, or corrupt content,
- Unusable or unreadable attachments,
- Requests for more than the maximum award amount,
- Application does not comply with program Eligibility, or does not meet Program Requirements, or
- Applications that propose to start before or end after the grant term.

APPEAL RIGHTS: Any disqualification taken by the Office of Environmental Farming and Innovation (OEFI) during the administrative review for the preceding reasons may be

appealed to CDFA's Office of Hearings and Appeals within 10 days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party name on the grant application or his/her authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the OEFI decision being challenged. The submissions must be emailed to CDFA.LegalOffice@cdfa.ca.gov (preferred) or sent to the:

California Department of Food and Agriculture
Office of Hearings and Appeals
1220 N Street, Sacramento, CA 95814

If submissions are not received within the time frame provided above, the appeal will be denied.

Notification and Feedback

All applicants will be notified regarding the status of their grant applications. Successful applicants will receive specific instructions regarding the award process, including information on invoicing and reporting requirements.

CDFA will post basic information on the [Office of Environmental Farming and Innovation – Enteric Methane Emission Reduction Programs](#) website regarding the applications it has received at least 10 days before awarding grant funds.

Assistance and Questions

Questions and Answers (Q&A)

General questions regarding the solicitation process may be submitted to CDFA.OEFI_Enteric_Methane_Reduction@cdfa.ca.gov. Please include "2023 LEMER-RP Question" in the subject line of the email to ensure a response. To maintain the integrity of the competitive grant process, CDFA is unable to advise and/or provide individuals with any information regarding specific grant application questions during the solicitation process.

Appendix A: Attachments

Attachments should be submitted as PDF files, in Arial font size 11, with one (1) inch margins, page numbers should be on bottom right corner. If a table of contents is included, it will not be included in the page limit requirement.

Application Attachments	
LEMER PROJECT QUESTIONNAIRE	
Questionnaire	LEMER-RP Project Questionnaire
PROJECT SUMMARY	
Attachment 1	Project Summary Template (1 page max)
PROJECT DESCRIPTION	
Attachment 2	Project Description Template (15 pages max)
REFERENCES CITED	
Attachment 3	References Cited Template (No page limit)
PROJECT TEAM DOCUMENTS	
Attachment 4	Project Team Documents Template (Cover page for each individual - 1 page per person max, and biographical sketch/resume - 3 page per person max). Project lead and Cooperator's information.
LETTERS OF COMMITMENT	
Attachment 5	Letter of Commitment Template (1 page per letter of commitment max)
FACILITIES, EQUIPMENT, AND OTHER RESOURCES	
Attachment 6	Facilities, Equipment, and Other Resources Template (10 page max).
WORK PLAN	
Attachment 7	Work Plan Template (No page limit)
BUDGET WORKSHEET	
Attachment 8	Budget Worksheet Template (No page limit)

Appendix B: Grant Recipient Requirements

Grant Agreement

Applicants with projects selected for award of funds will receive a Grant Agreement package with specific instructions regarding award requirements including information on project implementation and payment process. Applicant may be asked to provide additional information.

Grant Agreement Stage	Estimated Time for Stage Completion
Grant packet is completed – during this step, CDFA will work with awardees to get the information necessary to execute the grant agreement. Timeline for this step is dependent on how promptly information is provided to CDFA by the grant recipient.	Variable
Grant agreement execution	Up to 120 days

Once a Grant Agreement is executed, grant recipients can begin implementation of the project. Grant recipients are responsible for the overall management of their awarded project and ensuring all project activities are completed before the end of the grant term.

Payment Process

CDFA will provide grant recipients with the necessary grant award and invoicing documents. Invoices must be submitted quarterly and include all supporting financial documentation to substantiate expenses. Funds will be allocated on a reimbursement basis. CDFA will withhold 10 percent from the total grant award until the verification requirement is complete to ensure grant recipients complete their project as approved by CDFA. Invoicing and closeout of all project expenditures must be completed before the end of the grant term.

Reporting

Grant recipients will be required to submit quarterly Progress Reports during the project term. The Progress Report is used to identify tasks and activities achieved, potential concerns, and other pertinent information. The Progress Report will require recipients to provide project information related to the activities developed as part of the work plan. Recipients are required to notify CDFA in advance when foreseeing any delays or

changes in project implementation.

A draft of the final performance report will be required no later than 45 days after the grant project has concluded. The Final Performance Report will require grant recipients to provide an evaluation of project outcomes. Grant Awardee's will work with CDFA staff to ensure the final report is prepared for public dissemination.

Grant recipients must agree to a Critical Project Review/Site Visit during the project term to verify project progress as reported in Progress Reports submitted to CDFA.

If it is determined by CDFA, from the Critical Project Review, that at that time the grant project is not meeting, and is unlikely to meet, certain milestones, CDFA has the right to terminate the Grant Agreement pursuant to the Terms and Conditions of the Grant Agreement. If the grant is terminated and has incurred any costs during the term, the Grantee must return any previously reimbursed funds. Termination may result in forfeiture by the grantee of any funds retained pursuant to 10 percent retention policy.

Appendix C: Confidential Information

The California Public Records Act (Government Code sections 6250, et seq.) and related statutory definitions of "confidential or proprietary information" (also known as "trade secrets") determine what information provided by the applicant is exempt from public disclosure. The following describes how questions are resolved regarding what information is confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

What is "confidential?"

The California Public Records Act prevents the disclosure of confidential or proprietary information including, but not limited to:

- Confidential business and financial information, including volume of business, costs and prices, customers, financial condition, trade secrets, and similar information obtained under an express or implied pledge of confidence (Ev. Code § 1060 and Gov. Code § 6254).
- Personal data including tax information prohibited from disclosure (Gov. Code § 6254 and Rev. & Taxation Code § 19542.)
- Information Practices Act of 1977 (Civ. Code section 1798 et seq.)

Applicants are directed to clearly mark, on each page, "confidential/proprietary information" those documents they feel contain confidential or proprietary information. However, the mere marking of documents as "confidential/proprietary information" will not result in their being treated as confidential if they are not exempt from disclosure under the California Public Records Act.

What if there is a question about what is confidential?

The CDFA Legal Office will review the records and make a determination as to whether or not the records are exempt from disclosure.

What program procedures will keep information confidential?

Financial information will be analyzed, on a need-to-know basis, by staff from the CDFA, kept confidential, and will be maintained with restricted access. Grantee businesses will agree to provide specific key financial information for three years to develop benchmarks to evaluate the program. The records will be kept for the amount of time set forth in CDFA's Internal Record Retention Policy. Grantee must retain all project records for a period of (3) years after final payment by the State. Grantee must retain all project records at least one (1) year following an audit.

Appendix D: Detailed Scoring Criteria

SCORING CRITERIA	MAX POINTS
<p>Project Summary</p> <ul style="list-style-type: none"> • Does the project summary cover all the required sections of the provided template? Is the proposed solution or opportunity clearly explained and impactful, and does it align strongly with the selected impact area(s) of LEMER-RP? • Did the project specifically address the identified Impact Area as described in the Request for Full Applications? • Did the applicant provide any unique aspect of methods or team presented that will contribute to the success of the proposed project? • Was the applicant able to evidently describe the benefits that the proposed project will bring to California? 	<p>5</p>
<p>Project Description, References Cited, and Project Merit</p> <ul style="list-style-type: none"> • Are the objectives of the project appropriate and sufficient to address the problem or opportunity at hand? • How thorough is the assessment of relevant technical, scientific, and development work in the topic area? Is it comprehensive enough to provide a strong foundation for the proposed project? • Does the project build upon previous work in the topic area and take into account any lessons or shortcomings from similar or prior projects? • How well-described and coherent are the project components, such as the experimental design, methodology, and implementation plan? • Does the project demonstrate technical and scientific merit? • Is the measurement strategy and data collection component of the project sound? • Has a power analysis been conducted to ensure that the number of animals used in the applicant's proposed research study is appropriate? • Are all the references appropriately cited? • Are the treatments and controls clearly identified in the schematic? • Are the control and treatment(s) designed in a way that allows for statistically and scientifically sound comparisons? • Does the data collection plan adequately align with the project's goals and the impact area objectives? • Are the methods proposed to assess the progress and success of practice implementation provided in a clear and feasible manner? • Does the project address food and animal safety concerns, and outline 	<p>40</p>

<p>the actions that will be taken to ensure they complied with all federal and state feed and food safety laws and regulations?</p> <ul style="list-style-type: none"> • Does applicant address any potential barriers and concerns related to the project and provide strategies to overcoming them during the grant term? • How well does the project address California's unique dairy and rangeland needs? • How impactful will the anticipated results of this project be in advancing the identified program track and overall scientific or technological development of California's dairy and livestock operations? 	
<p>Project Team – Contributions, Roles and Responsibilities</p>	<p>15</p>
<ul style="list-style-type: none"> • Does the identified project team possess the necessary expertise, leadership, and skill sets to effectively accomplish all project outcomes? • Have the roles and responsibilities of each team member been clearly defined and documented? • Are all relevant attachments and supporting documents provided to demonstrate the qualifications and contributions of the project team? • Are the roles of key personnel clearly identified and described in relation to their specific responsibilities within the project? • Is there a well-articulated plan for project management, including the allocation of time for achieving objectives and delivering project outputs, as well as the establishment and maintenance of partnerships and collaborations? 	
<p>Ability to Complete – Letters of Commitment and Facilities, Equipment, and Other Resources</p>	<p>15</p>
<ul style="list-style-type: none"> • Does the project team have the necessary technical resources, facilities, freedom to operate, and access to required data to ensure successful completion of the project? • Have any project-related risks been identified that could potentially hinder the successful completion of the project, and have appropriate measures been taken to address and mitigate these risks? • If the applicant has previously received a CDFA award, was the previously funded work executed successfully, demonstrating their ability to complete projects successfully? • Is the project proposing to utilize LEMER-RP funds for the development of proprietary technologies? 	
<p>Work Plan</p>	<p>10</p>

<ul style="list-style-type: none"> • Are the activities outlined in the work plan comprehensive, necessary, and feasible for accomplishing all project tasks? • Do the identified activities directly align with and support the overall objectives of the project? • Are the activities appropriately scheduled within the grant term, demonstrating a clear understanding of the project timeline? • How does the work plan demonstrate a logical flow and sequencing of activities, ensuring efficient and effective project implementation? 	
Budget and Justification	15
<ul style="list-style-type: none"> • Does the proposed budget align with the objectives and outcomes outlined in the proposal, providing adequate support for their achievement? • Has the proposed budget been accurately estimated, avoiding both underestimation and overestimation of costs? • Is the budget allocation clear and sufficient to effectively carry out project activities that are expected to lead to the desired outcomes? • Are there any instances of duplicative line-item costs, such as labor and contractual expenses, within the proposed budget? • Are there any previous, existing, or ongoing grants that have funded similar activities or costs, and how does the project ensure that LEMER-RP funds do not duplicate these? 	
TOTAL	100