

2022 CALIFORNIA LIVESTOCK METHANE MEASUREMENT, MITIGATION AND THRIVING ENVIRONMENTS-RESEARCH PROGRAM

CLIM³ATE-RP

Request for Proposals

Released: December 15th
Applications Due: February 28th
Late submissions will not be accepted.



California Department of Food and Agriculture
Office of Environmental Farming and Innovation
1220 N Street
Sacramento, CA 95814
CDFA.OEFI_CLIM3ATE_TECH@CDFA.CA.GOV

Contents

- About the Program3
 - Purpose3
 - Funding and Duration.....4
 - Eligibility and Exclusions5
 - Timeline6
- Funding Opportunities.....7
 - Program Impact Areas7
- Requirements and Limitations8
 - Project Technology and Feasibility8
 - Greenhouse Gas and Criteria Pollutant Emission Reduction Calculations8
 - Cost Share.....9
 - Allowable Costs.....10
 - Unallowable Costs11
- How to Apply12
- Grant Application: Questions and Attachments13
 - Proposal Requirements.....13
 - Attachments.....13
 - Work Plan15
 - Budget Template15
- Review and Notification16
 - Review Process.....16
 - Disqualifications.....16
 - Notification and Feedback17
- Assistance and Questions.....17
 - Workshops.....17
 - Questions and Answers (Q&A)17
- Appendix A: Attachments.....18
- Appendix B: Grant Recipient Requirements.....19
 - Grant Agreement.....19

Payment Process	19
Reporting.....	20
Appendix C: Confidential Information.....	21
What is "confidential?"	21
What program procedures will keep information confidential?	21
Appendix D: Detailed Scoring Criteria	22

About the Program

Purpose

The California Department of Food and Agriculture's (CDFA) 2022 California Livestock Methane Measurement, Mitigation and Thriving Environments Research Program (CLIM³ATE-RP) will award competitive grant(s) to California-based Institutions for research projects that address key barriers to achieving California's climate goals, including 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 funding allocated from the Budget Act of 2021 (**SB 170, Chapter 240**) will be directed towards three impact areas

- 1) Verification of Methane Emissions Reduction Strategies
- 2) Alternative Methane Emissions Reduction Strategies and
- 3) Manure Recycling and Innovative Products Development

Impact Area 1 aims to verify that existing methane mitigation strategies available and supported by the State of California, specifically the CDFA's **Alternative Manure Management Program (AMMP)** and **Dairy Digester Research and Development Program (DDRDP)**, are accurately achieving methane reductions and are based on the best available knowledge. Verification projects should include an assessment of the cost-effectiveness of livestock methane reduction strategies on annual and project lifetime scales and measured on a per metric ton of CO₂ equivalents. Projects should address a variety of alternative manure management strategies and configurations and digester configurations. Projects must measure methane emissions before and after project implementation and operation, and these results should be compared with the projections using the appropriate Benefits Calculator Tools for AMMP and DDRDP provided by the **California Air Resources Board**. Proposed projects should also measure criteria pollutants (i.e., Nitrous oxide, PM_{2.5}) and other air pollutants (i.e., Ammonia). Project designs and measurement timelines should account for relevant factors, including, but not limited to, seasonal variation, operation specific practices, infrastructure design and operation, as well as measurement of factors that may influence variation in emissions measurements, such as lagoon solids and lagoon water irrigation rates. Awarded project must address both AMMP and DDRDP.

In **Impact Area 2**, in addition to verifying existing strategies, the CLIM³ATE research program seeks to fund projects addressing alternative methane reduction strategies including lagoon treatment, dietary modification, or other means to decrease or avoid

enteric and/or manure methane emissions. This work could include, but is not limited to, research on livestock nutrition, emissions life cycle assessments and analysis of GHG emissions reductions attributed to using byproducts in feed rations, genetics, consumer and animal safety in relation to methane mitigating feed additives, feed additive impacts on quality and quantity of food products, consumer acceptance, market barriers to strategy implementation, rumen microbiome modification, or other strategies. Priority in this area will be given to projects that demonstrate the greatest potential for impact and implementation feasibility for reducing methane from California dairy and livestock operations.

In **Impact Area 3**, in order to integrate methane reduction and manure management strategies, efforts to address manure recycling and the development of innovative products will be solicited. Projects must contain elements in both of the following two categories: A) Physical demonstration/Research, and B) Economic analysis.

- A) Physical demonstration/Research elements could include but are not limited to: Air quality, greenhouse gas emissions, and water quality measurements (including salts, i.e. nitrate) related to manure treatment or use; evaluation of technology approved in other states that are not yet recognized in California or proven in California conditions; environmental outcomes studies on California vermifiltration systems, Algae raceways, or other denitrification or nitrogen capture technologies; benefits of captured nitrogen products as standalone fertilizer; implementation of new technologies for demonstration farms; novel manure use/product development.
- B) Economic Analysis elements could include but are not limited to: Analysis of current compost (consumer) costs to identify pricing and demand; identification of current on farm dairy manure compost costs based on existing regulations and control technology requirements; market forecasts for consumer prices of compost, if significant amounts of dairy manure and other compost enter the market, or under new enacted landfill diversion requirements; transportation impacts and cost, and food safety issues associated with dairy manure composting and use; economic studies on California vermifiltration systems, Algae raceways, or other denitrification or nitrogen capture technologies; economic viability of treated manure as soil amendments or fertilizer supplements.

Funding and Duration

The Budget Act of 2021 (SB 170, Chapter 240) appropriated a total of \$5 million from the California State Budget to CDFA for research grants to measure and verify emissions reductions associated with livestock methane reduction projects. Research shall include:

"Assessment of the cost-effectiveness of various livestock methane reduction strategies on a per ton basis, including comparison of projects funded under the Alternative Manure Management Program (AMMP) and the Dairy Digester Research and Development Program (DDRDP) as well as alternative methane reduction strategies such as dietary modifications, and research on manure-based product development. To the extent feasible, research shall include measurement of emissions of greenhouse gas and criteria pollutants before and after livestock methane reduction projects are implemented."

CDFA will tentatively award 1 (one) project within each Impact area. Maximum grant amounts for individual proposals in impacts areas 1, 2 and 3 are \$1,600,000, \$500,000, and \$2,000,000 respectively. Matching funds are not required but are encouraged.

The maximum project term is 32 months for impact areas 1 and 3, and 24 months for Impact area 2. Grant funds cannot be expended before July 1, 2023. CDFA may offer an award different than the amount requested. 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.

Eligibility and Exclusions

The project site must be located in California. Research conducted must be considered applicable to and feasible for California dairies. Project must clearly showcase an impact area identified in this solicitation.

Entities eligible to apply include California-based University researchers and academic experts, non-profit organizations, private companies, and Federal and California Recognized Native American Indian Tribes. Entities directly receiving grant award funds must be in California with a physical business address. Projects funds may be combined with other funds from public and private sources as cost-share for the same project. CLIM³ATE funds cannot cover activities or costs funded by other federal or state grant programs. CLIM³ATE funds cannot be used for the development of proprietary technologies and proprietary manure management strategies. Public sharing of project data and outcomes is required, this includes but is not limited to environmental and economic performance outcomes, however trade secrets or proprietary information related to system design or construction are not required to be disclosed.

CDFA Priorities

CDFA encourages applications from organizations who serve small to medium sized and socially disadvantaged California food producers and farmworkers, including but not limited to BIMPOC (Black, Indigenous, Multiracial, and People of Color), LGBTQ+, women and veterans.

CDFA will ensure, to the extent feasible, the inclusion of Socially Disadvantaged Farmers and Ranchers (SDFR) in all programs, including CLIM³ATE-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 are eligible for an additional 5 points towards the total **grading criteria**. 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. These groups include all the following:

- African Americans
- Native Indians
- Alaskan Natives
- Hispanics
- Asian Americans
- Native Hawaiians and Pacific Islander

Timeline

Timeline Period	Date
Public Comment Period	October 28 th - November 14 th , 2022
Invitation to Submit Grant Applications	December 15 th , 2022
CDFA Application Workshop	January 11 th , February 7 th , 2023
Grant Applications Due	February 28 th , 2023
Review Process	March – April 2023
Announce and Award Funding	April/May 2023
Award Process	May -June 2023 (See Grant Agreement)
Projects Begin	July 1, 2023

Funding Opportunities

Program Impact Areas

The 2022 California Livestock Methane Measurement, Mitigation and Thriving Environments – Research Program (CLIM³ATE- RP) will support research projects that fall under the following impact areas:

Impact Area 1	
Program Code Name	Verification of Methane Reduction Strategies
Program Description	Verification of methane reduction of livestock methane reduction strategies, including a comparison of projects funded under both AMMP and DDRDP. Analyses should include measurements of methane and air pollutants (Including criteria air pollutants) pre- and post-implementation, cost-effectiveness, and potential negative or positive impacts on water, air quality, and priority populations.
Grant Duration	32 months
Maximum Award Amount	1,600,000

Impact Area 2	
Program Code Name	Alternative Methane Reduction Strategies
Program Description	Research addressing alternative methane reduction strategies including lagoon treatment, dietary modification or other means to decrease enteric and/or manure methane production. This work could include but is not limited to research on livestock nutrition, life cycle assessment and analysis of GHG reductions attributed to using byproducts in feed rations and landfill diversion of organics, genetics, methane mitigating feed additive safety, quality and quantity of products, impacts on reproduction, consumer acceptance, market barriers, or address key aspects of understanding to foster acceptability and understanding among consumers and producers.
Grant Duration	24 months
Maximum Award Amount	500,000

Impact Area 3	
Program Code Name	Manure Recycling and Innovative Products Development Strategies
Program Description	Research on manure recycling and manure-based product development. This includes novel product use demonstrations, analysis of market barriers and opportunities. Each project must contain elements in both of the following two categories, A) Physical demonstration/Research and B) Economic analysis.
Grant Duration	32 months
Maximum Award Amount	2,000,000

Requirements and Limitations

Project Technology and Feasibility

In addition to proposing use or testing of commercially available methane measurement or mitigation strategies, projects may also propose new and innovative, pre-commercial strategies or technologies with appropriate scientific evidence for applicability. However, funding priority will be given to projects that demonstrate the greatest potential for impact and implementation feasibility for California dairy and livestock operations. Projects can address market barriers or knowledge gaps for pre-market or emerging market materials or strategies, including product safety, adoption, efficacy, and cost-effectiveness.

Greenhouse Gas and Criteria Pollutant Emission Reduction Calculations

Projects should aim to measure greenhouse gasses and air pollutants, including defined criteria pollutants. While measurement feasibility and applicability will differ among proposed project scopes, measurements should include, but are not limited to: Methane, Nitrogen oxides (NOx), Particulate Matter (Specifically PM2.5), and Ammonia.

Data Collection Component: Applicants must provide a scientifically sound data collection component to measure actual greenhouse gas and criteria air pollutant emissions reductions from the proposed project. The data collection plan must provide a detailed plan for collection of GHG and criteria pollutant emissions data before (baseline

scenario) and after (project scenario) project implementation. Provide details including, but not limited to, defining of project boundary, data collection plan (i.e., frequency and location(s) of data collection), data measurement methodology (i.e., instrumentation and statistical analyses). Continuous, real-time monitoring of emissions is encouraged. Provide appropriate justifications and citations where possible.

For projects addressing Impact Area 1. Verification of Methane Reduction, applicants are required to compare methane measurements with the estimated GHG emission reductions resulting from the proposed project for both AMMP and DDRDP.

For DDRDP verification activities: Applicants must use the quantification methodology titled "Greenhouse Gas Quantification Methodology for the California Department of Food and Agriculture Dairy Digester Research and Development Program" and associated "DDRDP Benefits Calculator Tool", if the proposed practice is listed in the DDRDP Benefits Calculator Tool, which are available on the CARB CCI Quantification, Benefits and Reporting materials webpage: www.arb.ca.gov/cci-resources. This quantification methodology and calculator were developed specifically for the DDRDP and are based on the [CARB Compliance Offset Protocols for Livestock Projects \(2014\)](#) with some modifications.

For AMMP verification activities: Applicants must use the quantification methodology titled "California Department of Food and Agriculture Alternative Manure Management Program" and associated "AMMP Benefits Calculator Tool", if the proposed practice is listed in the AMMP Benefits Calculator Tool, which are available on the CARB CCI Quantification, Benefits and Reporting materials webpage: www.arb.ca.gov/cci-resources. This quantification methodology and calculator were developed specifically for the AMMP.

For projects addressing impact area 2 (And Impact Area 3 if applicable to the project): Applicants whose project aim to reduce methane and criteria air pollutants must submit estimated emission reductions and quantification methodology used to calculate reductions. Applicants must provide appropriate justifications and citations to support their calculations. The methodology must be supported by multiple scientific papers published in reputable peer reviewed journals. Applicant must review GHG quantification methodologies published by CARB and integrate assumptions as recommended by CARB as best as possible.

Cost Share

CDFA will fund project costs with a maximum grant award as indicated within each impact area. Cost share, including matching funds and in-kind contributions, are not required; however, cost share is encouraged and may serve as evidence to demonstrate

industry commitment to, or support for, the project. 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 CLIM³ATE-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 which 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.

Unallowable Costs

The following costs are **not** allowed:

- Costs incurred outside of the grant term (July 1, 2023 – June 30th, 2025; or February 28, 2026, depending on Impact area).
- Expenditures for purchasing or leasing land or buildings.
- Training costs to obtain professional certification and certification costs for project award recipients.
- 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

Applicants must create or use an existing Amplifund user account in order to apply. Applicant must complete all required questions and submit all attachments through the Amplifund portal. The CLIM³ATE-RP solicitation can be found here:

<https://www.gotomygrants.com/Public/Opportunities/Details/d6e146f7-771b-4fdc-97a1-668eb72b9ab6>

For guidance navigating the Amplifund portal, please see the [Applicant Portal User Guide](#)

Grant Application: Questions and Attachments

Proposal Requirements

Applications must be submitted through Amplifund at the supplied **web address**, and all required fields must be filled. Applications must be submitted by 5:00pm on February 28th, 2023.

Late submissions will not be accepted.

Attachments

Each proposal must submit the following documents, using the provided templates:

- 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

Attachment 1 - Project Summary

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

- 1) A brief overview of the project,
- 2) How it addresses the identified Impact Area,
- 3) Unique aspects of the methods or team that will contribute to the success of the proposed work.
- 4) Anticipated Benefits for California

* Complete and upload the Project Summary Template provided (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) CLIM³ATE Impact Area,
- 3) Objectives,
- 4) Project Design, Work Plan Activities and Methods, and
- 5) Potential Project Barriers.

* Complete and upload the Project Description Template provided (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 and upload the References Cited Template provided (as a PDF).

Attachment 4 - Project Team Documents

For each of the identified project team members and/or key personnel, submit a cover page and a biographical sketch, 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 and upload the cover page included in the Project Team Documents Template (as a PDF).

Attachment 5 - Letters of Commitment

- If the project involves **pilot testing, demonstration, or deployment** activities, the applicant must 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.
- **Project team members** that are making contributions other than match funding or a test, demonstration, or deployment site, must submit a commitment letter signed by an authorized representative that identifies how the partner will contribute to the project.
- Applicants must 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 must be included in the applications Budget Worksheet under section (I).

* Complete and upload 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 and upload 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. 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. Provide 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 workplan will serve as the basis of 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 and upload the Work Plan Template (as a PDF).

Attachment 8 - Budget Template

Budget must be completed via the budget Worksheet and budget justifications must be included. If Budget items are submitted without budget justifications, the application may be **disqualified**.

***The final budget amount must equal the total requested amount on the application**

* Complete and upload 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 methane emissions from livestock and developing sustainable agricultural byproducts. CDFA will also consider the feasibility, suitability and adoptability of proposed technology(ies) including environmental co-benefits.

CDFA will conduct two levels of review during the grant application process. The first is an administrative review to determine whether grant 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](#). The Technical Advisory Committee (TAC) will complete the second level review. Final award decisions as a result of the comprehensive reviews cannot be appealed.

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

CDFA may assess applicants' past grant performance in determining if a new project will receive funding. Prior performance will include timely completion of projects and submission of all required documentation and data during and after project completion.

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
- 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 – Research website regarding the applications it has received at least 10 days before awarding grant funds.

Assistance and Questions

Workshops

CDFA will conduct two public application workshops on the 2022 California Livestock Methane Measurement, Mitigation and Thriving Environments – Research Program (CLIM³ATE- RP) solicitation process; please visit the **OEFI- Research** webpage for more details. All applicants are encouraged to participate in the workshops.

Questions and Answers (Q&A)

General questions regarding the solicitation process may be submitted to CDFA.OEFI_CLIM3ATE_TECH@CDFA.CA.GOV. Please include "2022 (CLIM³ATE - 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	
PROJECT SUMMARY	
Attachment 1	Project Summary (Single PDF file, 1 pages max)
PROJECT DESCRIPTION	
Attachment 2	Project Description (Single PDF file, 15 pages max)
REFERENCES CITED	
Attachment 3	References Cited (Single PDF file, No page max)
PROJECT TEAM	
Attachment 4	Project lead and Cooperator's information. Cover page for each individual (1 page max per person) and Biographical Sketch/resume (3-page max per person). Compile key personnel cover sheets and biographical sketches and upload as Single File PDF.
LETTERS OF COMMITMENT	
Attachment 5	Letter of Commitment for project activities or contributions. Use the Commitment letter cover page template. Letters may be one page max (the cover page does not count towards the page count). Upload all letters of commitment with cover pages as a single file pdf.
FACILITIES, EQUIPMENT, AND OTHER RESOURCES	
Attachment 6	List of applicable Facilities, Equipment or Other Resources that will be applied toward, or at the disposal of, the project team for the completion of proposed project. Use the Facilities, Equipment and Other Resources Template (Single PDF file, 10 pages max)
WORK PLAN	
Attachment 7	Provide a timeline in chronological order for all proposed tasks with estimated start and end dates for each task. Use the Work Plan Template and. (No page maximum, upload as single file PDF)
BUDGET WORKSHEET	
Attachment 8	Budget and budget justification line items. Use Budget Template. (No page maximum, upload as single file PDF)

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
Processing advance payments – if awardees request and are granted approval for an advance payment, it may take up to 4 weeks to process this payment after execution of the grant agreement.	Up to 4 weeks

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, matching funds expended to date, and other pertinent information. The Progress Report will require recipients provide project information related to the activities developed as part of the work plan.

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 and how the project contributed to its specific funding track. 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
Project Summary	5
The project summary addresses each section of the provided template, and the solution or opportunity are clear and impactful, and strongly aligned with the impact areas.	
Project Description – Impact and Objectives	5
Are the objectives appropriate and adequate to address the problem or opportunity posed by the project?	
Project Description – Background	5
How comprehensive is the assessment of relevant technical, scientific, and development work completed in the topic area? Does the project appropriately build on previous work completed in the topic area, and ensure consideration of lessons or shortfalls of similar or prior work?	
Project Description – Project Design, Work Plan Activities and Methods	20
How clear, coherent, and well-described are the project components (experimental design, methodology, implementation plan etc.)? Does the project contain technical and scientific merit? Is the measurement of greenhouse gasses and comparison to existing models clear and appropriate?	
Proposal Merit	25
How significantly will the anticipated results of this project contribute to the program track identified and the overall scientific or technological advancement of California's dairy and livestock operations?	
Ability to Complete	5
<p>Will the team have the technical resources, facilities, freedom to operate, and access to required data or IP to successfully complete this project? Do any project-related risks pose a threat to the successful completion of the project, and have any project barriers been identified and addressed?</p> <p>Has this applicant received a CDFA Award previously? Was the previously funded work successfully executed?</p>	
Budget and Justification	5

Is the proposed budget appropriate to support the achievement of the objectives and outcomes identified in the proposal? Is the proposed budget under or overestimated?	
Project Team – Contributions, Roles and Responsibilities	15
Does the identified team have the expertise, team lead, and required skill sets to successfully achieve all the project outcomes? Have the roles and responsibilities of each team member been clearly detailed?	
Work Plan	10
Is the Work Plan robust? Are the deliverables relevant and achievable? Do the activities identified clearly support the overall objectives of the project?	
Socially Disadvantaged Farmers and Ranchers	5
Is the applicant a Farmer and/or rancher who identifies as belonging to a socially disadvantaged group, or does the project involve or take place in collaboration with a farm or ranch operated by Socially Disadvantaged Farmers or Ranchers?	
TOTAL	100