

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

## **CLIM<sup>3</sup>ATE-RP**

### **Request for Proposals**

Released: TBD

Applications Due: TBD

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.OEFL\\_CLIM3ATE\\_TECH@CDFA.CA.GOV](mailto:CDFA.OEFL_CLIM3ATE_TECH@CDFA.CA.GOV)

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# About the Program

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## Purpose

The California Department of Food and Agriculture's (CDFA) 2022 California Livestock Methane Measurement, Mitigation and Thriving Environments Research Program (CLIM<sup>3</sup>ATE-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**) and Budget Act of 2022 (**SB 154, Chapter 43**) 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, such as 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. These 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 CO<sub>2</sub> equivalents. These 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/or DDRDP provided by the **California Air Resources Board**. 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.

In **Impact Area 2**, in addition to verifying existing strategies, the CLIM<sup>3</sup>ATE 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 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.. 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. Each project 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 existing California vermifiltration systems; 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; transportation impacts and cost, and food safety issues associated with dairy manure composting; economic studies on existing California vermifiltration systems; benefits of captured nitrogen products as standalone fertilizer; economic viability of treated manure as soil amendments or fertilizer supplements.

## Funding and Duration

The Budget Act of 2021 and 2022 (SB 170, Chapter 240 and SB 154, Chapter 43, respectively) appropriated a total of \$10 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 two projects within each Impact area. Maximum grant amounts for individual proposals in impacts areas 1, 2 and 3 are \$1,250,000, \$650,000, and \$2,500,000 respectively. Matching funds are not required but are encouraged.

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

## 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, and private companies, including 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. CLIM<sup>3</sup>ATE funds cannot cover activities or costs funded by other federal or state grant programs. CLIM<sup>3</sup>ATE funds cannot be used for the development or testing of proprietary technologies and proprietary manure management strategies. Public sharing of project data and outcomes is required.

## 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 CLIM<sup>3</sup>ATE-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 (tentative)

Timeline Period	Date
Public Comment Period	TBD 2022
Invitation to Submit Grant Applications	TBD 2022
CDFA Application Workshop	TBD 2022
Grant Applications Due	TBD 2022/2023
Review Process	January - March 2023
Announce and Award Funding	March /April 2023
Award Process	April - June 2023 (See Grant Agreement)
Projects Begin	July 1, 2023

# Funding Opportunities

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## Program Impact Areas

The 2022 California Livestock Methane Measurement, Mitigation and Thriving Environments – Research Program (CLIM<sup>3</sup>ATE- 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 AMMP and DDRDP. Analyses should include measurements of methane and other 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	1,250,000

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 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, impacts on animal reproduction, consumer acceptance and market barriers.
Grant Duration	24 months
Maximum Award Amount	650,000



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	24 months
Maximum Award Amount	2,500,000

## Requirements and Limitations

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### Project Technology and Feasibility

Projects can 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 Emission Reduction Calculations

**Data Collection Component:** Applicants must provide a scientifically sound data collection component to measure actual methane emissions from the proposed project. The data collection plan must provide a detailed plan for collection of GHG 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 whichever project is addressed (AMMP or DDRDP).

**For DDRDP verification projects:** 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](http://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 Projects:** 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](http://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 or other criteria air pollutants must submit estimated emission reductions and quantification methodology used to calculate GHG emission reduction. Applicants must provide appropriate justifications and citations to support their calculations. The methodology must be supported by multiple scientific papers published in reputed 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 outlined in 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 CLIM<sup>3</sup>ATE-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 30<sup>th</sup>, 2025).
- 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

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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 CLIM<sup>3</sup>ATE-RP solicitation can be found here:

## **Link to Solicitation**

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

# Grant Application: Questions and Attachments

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## 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 TBD.

**Late submissions will not be accepted.**

## Questionnaire

A preview of the application questions is available in Appendix E: Application Questionnaire Preview.

## Attachments

Each proposal must submit the following documents, using the provided templates when indicated. For attachments that do not have a required template, applicants are encouraged to create a linkable table of contents and/or hyperlinks to reference applicable sections within a document.

- Project Summary
- Project Description
- References Cited
- Project Team Documents
- Letters of Commitment
- Facilities, Equipment and other Resources
- Work Plan
- Budget

## 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).

## 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) CLIM<sup>3</sup>ATE 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).

## 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).

## 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.

\* Complete and upload the cover page included in the Project Team Documents Template as a (PDF).

## 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).

### **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).

### **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).

### **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

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## 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](mailto: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

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## Workshops and Webinars

CDFA will conduct a public workshop/ webinar on the 2022 California Livestock Methane Measurement, Mitigation and Thriving Environments – Research Program (CLIM<sup>3</sup>ATE- RP) solicitation process; please visit the **OEFI- Research** webpage for more details. All applicants are encouraged to participate in the workshop.

## Questions and Answers (Q&A)

General questions regarding the solicitation process may be submitted to [CDFA.OEFI\\_CLIM3ATE\\_TECH@CDFA.CA.GOV](mailto:CDFA.OEFI_CLIM3ATE_TECH@CDFA.CA.GOV). Please include “2022 (CLIM<sup>3</sup>ATE - RP) Question” in the subject line of the email to ensure a response. Responses to all questions received during the solicitation period will be posted to the CDFA/OEFI Research website according to the following schedule:

Questions Received by:	Responses Posted by:
TBD	TBD
TBD	TBD

**November XX, 2022, at 5:00 PM PT** is the final deadline to submit questions for the 2022 CLIM3ATE-RP grant application. \*Question postings during the solicitation period are subject to change.

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	
<b>PROJECT SUMMARY</b>	
Attachment 1	Project Summary (Single PDF file, 1 pages max)
<b>PROJECT DESCRIPTION</b>	
Attachment 2	Project Description (Single PDF file, 15 pages max)
<b>REFERENCES CITED</b>	
Attachment 3	References Cited (Single PDF file, No page max)
<b>PROJECT TEAM</b>	
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.
<b>LETTERS OF COMMITMENT</b>	
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.
<b>FACILITIES, EQUIPMENT, AND OTHER RESOURCES</b>	
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)
<b>WORK PLAN</b>	
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)
<b>BUDGET WORKSHEET</b>	
Attachment 8	Budget and budget justification line items. Use Budget Template. (No page maximum, upload as single file PDF)

# Appendix B: Grant Recipient Requirements

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## 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 no later than TBD.

## 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 no later than June 30<sup>th</sup>, 2025.

## 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

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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
<b>Project Summary</b>	<b>5</b>
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.	
<b>Project Description – Impact and Objectives</b>	<b>5</b>
Are the objectives appropriate and adequate to address the problem or opportunity posed by the project?	
<b>Project Description – Background</b>	<b>5</b>
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?	
<b>Project Description – Project Design, Work Plan Activities and Methods</b>	<b>5</b>
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 gases and comparison to existing models clear and appropriate?	
<b>Proposal Merit</b>	<b>5</b>
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?	
<b>Ability to Complete</b>	<b>5</b>
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?	
Has this applicant received a CDFA Award previously? Was the previously funded work successfully executed?	
<b>Budget and Justification</b>	<b>5</b>



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?	
<b>Project Team – Contributions, Roles and Responsibilities</b>	<b>5</b>
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?	
<b>Work Plan</b>	<b>5</b>
Is the Work Plan robust? Are the deliverables relevant and achievable? Do the activities identified clearly support the overall objectives of the project?	
<b>Socially Disadvantaged Farmers and Ranchers</b>	<b>5</b>
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?	
<b>TOTAL</b>	<b>50</b>





## Project Description

### CLIM3ATE -RP Application

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#### Applicant Information

Applicant Organization:

Organization Type:

Select an item...

Applicant Mailing Address:

Website:

#### California Senate and Assembly District

Applicants can enter the [California Senate District and California Assembly District](#) number in the two-digit format XX. If more than one district, enter "All". If the program/project is outside of California, enter 00.

California Senate District:

Select an item...

California Assembly District:

Select an item...

#### Authorized Representative

Name:

Title:

Email:

Phone Number:

#### Secondary Contact

Name:

Email:

Phone Number:



### Submitter Information

Submitting Organization:

Submitter Name:

Submitter Phone:

Submitter Email:

### Proposed Project Title

Please Input the Project Title Here

### Impact Area

Please Select the Impact Area Applying Towards

Select an item...



### Socially Disadvantaged Farmers and Ranchers

#### AB1348 Applicability

**CDFA will ensure the inclusion of Socially Disadvantaged Farmers and Ranchers (SDFR) in all programs, including CLIM<sup>3</sup>ATE-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 of the following:**

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

Is the applicant a farmer and/or rancher who identifies as a member of a socially disadvantaged group as defined in the 2017 Farmer Equity Act (AB1348)?

- ☐ Yes  
☐ No

Does the project involve or take place in collaboration with a farm or ranch operated by Socially Disadvantaged Farmers or Ranchers?

- ☐ Yes  
☐ No

Description of Collaboration with Socially disadvantaged Farmers and/or Ranchers

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# California Livestock Methane Measurement, Mitigation and Thriving Environments - Research Program (CLIM3ATE- RP)

## CDFA Grant Information

### Previous CDFA Funding

#### Prior CDFA Funded Projects

Has Applicant Received Funding from CDFA Before?

- ☐ Yes
- ☐ No

If yes, provide the CDFA agreement number(s), Name of Project, and a Short Description of Each Project. If No, Please Write "Not Applicable"

#### Other Support from Federal or State Grant Programs

**Activities funded under the CLIM3ATE-Research Program cannot duplicate activities funded by another federal or state grant program. If the project has been or will be submitted to or funded by another federal or state grant program, all of the following must be addressed:**

- **Identify the Federal or State grant program and the agency administering the program**
- **List the amount of grant funds requested or awarded by the program**
- **Describe how this proposed project supplements rather than duplicates efforts funded by the other Federal or State grant program**

Enter activities here, if none enter 'Not Applicable'

---

### Project Summary

Please Upload Your Project Summary as a Single Page PDF

Project Summary - Template

Attachment 1 - Project Summary\_CLIM3ATE.DOCX

### Project Description

Please Upload Your Project Description as a Single File PDF (15 Pages MAX)

Project Description - Template

Attachment 2 - Project Description\_CLIM3ATE.DOCX

### References Cited

Please Upload References Cited In Project Description

References Cited - Template

Attachment 3 - References\_Cited\_CLIM3ATE.DOCX

### Project Team

Please Attach Biographical Sketchs or resumes of key personnel (3 Pages Max Per Individual) as a Single File PDF. Please use the template provided in attachment 4



### **Letters of Commitment**

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

Commitment Letters - Template

Attachment 5 - Commitment\_letters\_CLIM3ATE.docx

### **Facilities, Equipment, and Other Resources**

Please upload as a single file PDF (No Page Limit)

Facilities, Equipment, and other resources - Template

Attachment 6 - Facilities\_equipment\_and\_other\_resources\_CLIM3ATE.DOCX

### **Work Plan**

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)

Work Plan Template

Attachment 7 - Work\_Plan\_CLIM3ATE.docx

### **Budget Worksheet**

Budget and budget justification line items. Use Budget Template. (No page maximum, upload as single file PDF)

Budget Worksheet Template

Attachment 8 - Budget\_Worksheet\_CLIM3ATE.docx

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**ATTACHMENT 1**  
**Project Summary Template**

<b>Project Title:</b>	<b>Requested Grant Amount:</b>
<b>Project Leader and Affiliation:</b>	

Limit the response to 1 page. 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. **Please remove the blue text from this template before uploading.**

The Project Summary must respond to each sub-criterion below.

- 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**

## ATTACHMENT 2

### Project Description Template

<b>Project Title:</b>	<b>Requested Grant Amount:</b>
<b>Project Leader and Affiliation:</b>	

The project description should not be more than 15 pages, including figures and tables. Attachments should be submitted as PDF files, in Arial font size 11, with one (1) inch margins, and page numbers should be on the bottom right corner.

The Project description must respond to each sub-criterion below.

#### **1. Background Literature:**

In relation to the existing literature, specify the problem to be addressed by the project and describe its extent, severity, and magnitude. Explain the potential impact of this project on a statewide level.

#### **2. CLIM3ATE Impact Areas:**

Identify and explain how the project will address one or more of the CLIM<sup>3</sup>ATE Impact areas. As well as any other agronomic, economic, environmental, including greenhouse gas emissions reduction and other impacts on a local, regional, and statewide basis.

#### **3. Objectives:**

Provide a clear, concise, and complete statement of each specific research objective.

#### **4. Project Design, Work Plan Activities and Methods:**

Provide a clear description of how each project objective will be accomplished. Include project design, site plans, measurement methods, calculation of greenhouse gasses and how they will be compared to existing models (i.e., DDRDP and AMMP calculators), and collaborations, etc.

#### **5. Potential Project Barriers**

Explain potential project barriers, and strategies that will be employed to mitigate or overcome them.



**ATTACHMENT 3**  
**References Cited Template**

<b>Project Title:</b>	<b>Requested Grant Amount:</b>
<b>Project Leader and Affiliation:</b>	

No page maximum. Attachments should be submitted as PDF files, in Arial font size 11, with one (1) inch margins, and page numbers should be on the bottom right corner. **Please remove the blue text from this template before uploading.**

## ATTACHMENT 4

### Project Team Documents

Attachments should be submitted as PDF files, in Arial font size 11, with one (1) inch margins, and page numbers should be on the bottom right corner. **Please remove the blue text from this template before uploading.**

Identify all key personnel assigned to the project, using the table below (**one page** maximum per individual). "Key personnel" are individuals that are critical to the project due to their experience, knowledge, and/or capabilities and are identified in the project description. Include at a minimum the project manager/principal investigator (if applicable), and employees of any major subcontractor. Attach **a Biographical Sketch/resume** for each individual (**three pages** maximum each).

Team Member	#__ of __
Name of Individual	
Position Title	
Employer's Name and Address (street, city, and zip code)	Name: Address:
Individual's Phone Number and Email Address	Phone: Email:
Job Description	
Role and Responsibilities in the Proposed Project	
Experience, Capabilities, and Credentials	

**ATTACH Biographical Sketch or Resume**

*Cut and paste the chart as necessary to add team members.*

## ATTACHMENT 5

### Commitment Letters

Attachments should be submitted as PDF files, in Arial font size 11, with one (1) inch margins, and page numbers should be on the bottom right corner. **Please remove the blue text from this template before uploading.**

A commitment letter commits an entity or individual to providing the service or funding described in the letter.

## 1. Commitment Letters

- 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 of the following:
  - a. Identification of the source(s) of the funds;
  - b. A justification of the dollar value claimed;
  - c. An unqualified (i.e., without reservation or limitation) commitment in the letter that guarantees the availability of the funds for the project; and
  - d. A strategy for replacing the funds if they are significantly reduced or lost.
- 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 unconditionally commits to providing the site for the proposed activities.
- **Project partners** 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: (1) identifies how the partner will contribute to the project; and (2) unconditionally commits to making the contribution.
- If matching funds or in-kind contributions are claimed, they must be included in the applications Budget Worksheet under section (I).

[Cover Page](#)

Use the chart below as a cover page for each letter. Limit letters to **one** page, excluding the cover page.

Letter of Commitment/Support for [Insert Applicant's Name]	# __ of __
<b>Commitment Letter Subject Matter (select one or more as appropriate)</b>	<input type="checkbox"/> Match Funding <input type="checkbox"/> Project Partner <input type="checkbox"/> Pilot Test/Demonstration/Deployment Site
<b>Type of Match Funding (if applicable) * If Commitment is for key project personnel and is not provided as matching or in-kind, please select "Commitment is not matching or in-Kind"</b>	<input type="checkbox"/> Commitment is not Matching or in-Kind <input type="checkbox"/> Cash in hand <input type="checkbox"/> Equipment <input type="checkbox"/> Materials <input type="checkbox"/> Information technology services <input type="checkbox"/> Travel <input type="checkbox"/> Subcontractor costs <input type="checkbox"/> Contractor/project partner in-kind labor costs <input type="checkbox"/> Advanced practice costs
<b>Author of Letter (name and title)</b>	

**ATTACHMENT 5**  
**Commitment Letters**

<b>Letter of Commitment/Support for [Insert Applicant's Name]</b>	<b># __ of __</b>
<b>Phone Number and Email Address of Author</b>	
<b>Address of Author (city, state, and zip code)</b>	

## ATTACHMENT 6

### Facilities, Equipment and Other Resources

<b>Project Title:</b>	<b>Requested Grant Amount:</b>
<b>Project Leader and Affiliation:</b>	

Limit the response to **10** pages. 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. **Please remove the blue text from this template before uploading.**

Applicants should describe only those resources that are directly applicable. Proposers should include an aggregated description of the internal and external resources that the organization and its collaborators will provide to the project, should it be funded. Such information must be provided in this section. The description should be narrative in nature and must not include any quantifiable financial information.

Although these resources are not considered voluntary committed cost sharing, it is **expected** that the resources identified in the Facilities, Equipment and Other Resources section will be provided, or made available, should the project be funded

#### **FACILITIES**

Describe any applicable Laboratory, Clinical, Animal, Computer, and Office facilities/resources. Include square footage, location, and any other important physical aspects.

#### **MAJOR EQUIPMENT**

List the most important items available for this project and, as appropriate, identify the location and pertinent capabilities of the items.

#### **OTHER RESOURCES**

Provide any information describing the other resources available to the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual arrangements with other organizations.

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

[illegible]

## Attachment 8 Budget Worksheet

### Budget Worksheet

<b>Project Title:</b>	<b>Requested Grant Amount:</b>
<b>Project Leader and Affiliation:</b>	

All expenses described in this budget narrative must be associated with expenses that will be covered by the **2022 California Livestock Methane Measurement, Mitigation and Thriving Environments-Research Program**.

For sections A through I, complete the tables provided below by filling in the requested information; applicants may add or remove rows as needed. In addition, provide a written justification of the costs listed for sections A, C, D, E, F, and G, ensuring justifications address all of the specified criteria.

#### A. SALARY AND WAGES

In the table below, list the employees whose time and effort can be specifically identified and easily and accurately traced to project activities. For each employee, provide:

- The individual's name, if known.
- Their title (e.g. graduate student researcher) and role in the project, if applicable (e.g. principal investigator, project manager, etc.).
- Their level of effort on the project. For hourly employees, provide the number of hours to be worked. For salaried employees, provide the percent full time equivalent (% FTE).
- The total amount of funds requested for the individual.

#	Name/Title	Level of Effort (# of hours or % FTE)	Funds Requested
1			
2			
3			
4			
Salary and Wages Subtotal			

## Attachment 8 Budget Worksheet

**Salary and Wages Justification:** For each individual listed in the table above, provide a brief summary of their duties and identify the project activities from the Work Plan that they will be responsible for completing.

**Employee 1:**

**Employee 2:**

**Employee 3:**

**Employee 4:**

### B. FRINGE BENEFITS

In the table below, provide the fringe benefit rate for each employee that will be paid with CLIM<sup>3</sup>ATE funds. Fringe benefits expense is calculated as a percentage of an individual's salary or wages and should be determined according to the organization's established fringe benefits policy. For each employee, provide:

- The individual's name, if known.
- Their title (e.g., graduate student researcher) and role in the project, if applicable (e.g., principal investigator, project manager, etc.).
- The fringe benefit rate.
- The total amount of funds requested for the individual.

#	Name/Title	Fringe Benefit Rate (% of salary or wages)	Funds Requested
1			
2			
3			
4			
Fringe Benefits Subtotal			

*FRINGE BENEFITS POLICY: The applicant confirms that the organization's established fringe benefits policy was used in determining the fringe benefits costs listed above.*



## Attachment 8 Budget Worksheet

### C. TRAVEL

In the table below, provide a description of all travel in support of project activities. Project participants must use the lowest reasonable commercial airfares. Allowable travel costs may not exceed the applicant's established travel policy. In the absence of an established policy, applicants should utilize the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. For each project related trip, provide:

- The trip destination (city).
- The type of travel expense incurred (e.g., hotel, airfare, mileage, etc.). Add additional rows as needed.
- The unit of measure for each expense (e.g., nights, roundtrip flights, miles, etc.).
- The number of units for each expense (e.g., 1 night, 1 roundtrip flight, 250 miles, etc.).
- The cost per unit for each expense (e.g., \$95 per night, \$500 per roundtrip flight, \$0.535 per mile, etc.).
- The number of individuals claiming each expense.
- The total funds requested.

#	Trip Destination	Type of Expense	Unit of Measure	Number of Units	Cost per Unit	Number Claiming Expense	Funds Requested
<b>Travel Subtotal</b>							

## Attachment 8 Budget Worksheet

**Travel Justification:** For each trip listed in the table above, provide the approximate dates of travel and an explanation of how the trip will achieve the objectives and outcomes of the project. Multiple trips for the same purpose may be grouped together rather than providing a separate, duplicative justification for each. All trips must tie back to the projects objectives and activities outlined in the work plan.

**Trip 1**

**Trip 2**

**Trip 3**

*TRAVEL POLICY: The applicant confirms that the organization will adhere to the travel costs established by the Federal Travel Regulation issued by GSA when completing the above-mentioned trips, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.*

### D. SPECIAL PURPOSE EQUIPMENT

In the table below, describe any special purpose equipment to be purchased with CLIM<sup>3</sup>ATE funds. Special purpose equipment refers to tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. For each unit of project related scientific research equipment, provide:

- The name of the item and manufacturer.
- When the scientific research equipment will be purchased (grant year).
- The total amount of funds requested per item (must exceed \$5,000).

#	Item Description	Acquire When?	Funds Requested
1			
2			
3			
4			
5			
6			
7			

## Attachment 8 Budget Worksheet

<b>Scientific Research Equipment Subtotal</b>	
---	--

**Special Purpose Equipment Justification:** For each piece of scientific research equipment listed in the table above, provide a description of how it will be used to achieve the objectives and outcomes of the project.

**Item 1:**

**Item 2:**

**Item 3:**

**Item 4:**

**Item 5:**

**Item 6:**

**Cont.**

### E. SUPPLIES

In the table below, list the materials, supplies, and fabricated parts costing less than \$5,000 per unit to be purchased and describe how they will support the purpose and goal of the proposal. For each project related supply, provide:

- The type of supply (do not include general use office supplies).
- The cost per unit.
- The number of units to be purchased.
- When the supply will be purchased (grant year).
- The total amount of funds requested for the supply.

#	Item Description	Cost per Unit	Number of Units	Acquire When?	Funds Requested

## Attachment 8 Budget Worksheet

<b>Supplies Subtotal</b>	
--------------------------	--

**Supplies Justification:** For each supply listed in the table above, provide a description of how it is necessary for the completion of the project's objectives and outcomes. All supplies must be tied to specific project activities; do not include general use office supplies.

**Supply 1:**

**Supply 2:**

**Supply 3:**

### F. CONTRACTUAL

In the table below, provide an overview of all project related contractual costs. Contractual costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. For each contractor that will conduct project activities and receive grant funds, provide:

- The contractor name/organization.
- The project objectives the contractual services will support.
- The fee structure of the contractor (e.g., Salary and Wages, Fees for Professional Services, Flat-Rate).
- The total amount of funds requested for the contractor.

**IMPORTANT: All organizations listed under section F. Contractual must be listed in the Project Objectives and Work Plan attachment.**

#	Contractor Name/Organization	Project Objectives	Fee Structure	Funds Requested
1				
2				
3				
4				

## Attachment 8 Budget Worksheet

<b>Contractual Subtotal</b>	
-----------------------------	--

**Contractual Justification:** For each contractor listed in the table above:

- Provide a description of the project activities the contractor will accomplish to meet the objectives and outcomes of the project.
  - If the contractor's salary/hourly wages or fee for professional services exceeds the [General Schedule](#) Grade 15 Step 10 (GS-15 Step 10) for the locality in which work will occur, provide a justification for the expense.
  - If the contractor will utilize a flat-rate structure, provide a justification for the flat-rate fee and describe the steps taken to determine the rate is reasonable and consistent with fees in the marketplace for similar services.
- Complete the appropriate budget subsections for each contractor, including a justification for each cost. Copy additional rows if needed. This section should not be completed for flat-rate contracts.

**Contractor 1:**

**Contractor 1: A. Salary and Wages / Fees for Professional Services**

#	Name/Title	Level of Effort (# of hours or % FTE)	Funds Requested
1			
2			
<b>Salary and Wages / Fees for Professional Services Subtotal</b>			

**Salary and Wages/Fees for Professional Services Justification:**

**Employee 1:**

**Employee 2:**

**Contractor 1: B. Fringe Benefits**

## Attachment 8 Budget Worksheet

#	Name/Title	Fringe Benefit Rate (% of salary or wages)	Funds Requested
1			
2			
Fringe Benefits Subtotal			

### Contractor 1: C. Travel

#	Trip Destination	Type of Expense	Unit of Measure	Number of Units	Cost per Unit	Number Claiming Expense	Funds Requested
1							
2							
Travel Subtotal							

### *Travel Justification:*

**Trip 1:**

**Trip 2:**

### Contractor 1: D. Scientific Research Equipment

#	Item Description	Acquire When?	Funds Requested
---	------------------	---------------	-----------------

## Attachment 8 Budget Worksheet

1			
2			
<b>Scientific Research Equipment Subtotal</b>			

***Scientific Research Equipment Justification:***

***Item 1:***

***Item 2:***

**Contractor 1: E. Supplies**

#	Item Description	Cost per Unit	Number of Units	Acquire When?	Funds Requested
1					
2					
<b>Supplies Subtotal</b>					

***Supplies Justification:***

***Supply 1:***

***Supply 2:***

**Contractor 1: F. Contractual**

## Attachment 8 Budget Worksheet

#	Contractor Name/Organization	Project Objectives	Fee Structure	Funds Requested
1				
2				
Contractual Subtotal				

***Contractual Justification:***

***Contractor 1:***

***Contractor 2:***

***Contractor 1: G. Other***

#	Item Description	Cost per Unit	Number of Units	Acquire When?	Funds Requested
1					
2					
Other Subtotal					

***Other Justification:***

***Expense 1:***

***Expense 2:***



## Attachment 8 Budget Worksheet

### Contractor 1: H. Indirect Costs

Total Contractual Direct Costs	Indirect Cost Rate (8% maximum)	Funds Requested

### Contractor 2:

(Copy tables above for Contractor 2 sections A-H as needed)

### Contractor 3:

(Copy tables above for Contractor 3 sections A-H as needed)

### Contractor 4:

(Copy tables above for Contractor 4 sections A-H as needed)

*PROCUREMENT STANDARDS: The applicant confirms that the organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable state and local laws and regulations and conform to the federal laws and standards identified in [2 CFR Part 200.317 through.326](#), as applicable. If the contractors are not already selected, the organization will follow the same requirements.*

## G. OTHER

In the table below, list any expenses not covered in the previous budget categories. Expenses in this section may include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection. For each project related expense listed under other, provide:

- A description of the type of expense.
- The cost per unit.
- The number of units to be purchased.
- When the expense will be incurred (grant year).
- The total amount of funds requested.

## Attachment 8 Budget Worksheet

#	Item Description	Cost per Unit	Number of Units	Acquire When?	Funds Requested
1					
2					
3					
4					
Other Subtotal					

**Other Justification:** For each expense listed above, provide a description of the purpose and why it is necessary for the completion of the project's objectives and outcomes. Please note that non-travel related meal costs must include an adequate justification to support that these expenses are not entertainment costs.

**Expense 1:**

**Expense 2:**

**Expense 3:**

### H. INDIRECT COSTS

In the absence of a pre-existing mutually agreed upon policy between CDFA and the applicant organization, the indirect cost rate must not exceed ten percent of total direct costs. Indirect costs are any costs that are incurred for common or joint objectives that therefore cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. In the table below, provide:

- The total amount of applicant direct costs (any contractual direct costs should be calculated separately in section F. Contractual).
- The indirect cost rate to be charged.
- The total amount of funds requested.
- 

Total Direct Costs	Indirect Cost	Funds Requested

## Attachment 8 Budget Worksheet

### I. Matching or In-Kind Contributions

Please provide the source of the contributions, a description of the contribution, identify the type of contribution by typing (YES) in the appropriate columns, and indicate the value or amount of contribution. Each item listed in this section must have a letter of commitment submitted via attachment 5 in the application portal.

#	Source Description	Contribution Description	Matching	In-Kind	Funds/ Value
1					
2					
3					
4					
Subtotal					