



# DEPARTMENT OF PESTICIDE REGULATION ALLIANCE GRANTS PROGRAM 2023 SUPPLEMENTAL GUIDANCE DOCUMENTS

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## ALLIANCE GRANT PROPOSAL APPLICATION OVERVIEW

### I. GETTING STARTED WITH YOUR ALLIANCE GRANT PROPOSAL APPLICATION

Here are some tips and recommendations to help you get started with your Proposal Application:

- Carefully review the [Solicitation](#).
- Review the *Considerations for Developing Your Proposal Application* section of this document (Section II) for additional information and/or considerations that will aid you in creating a complete Proposal.
- Familiarize yourself with the Ranking Considerations for Reviewers section of the [Solicitation](#) to identify the criteria that will guide DPR staff and Pest Management Advisory Committee (PMAC) members when reviewing Proposal Applications and placing Proposal Applications in rank order.

- Complete all mandatory documents, and any desired optional documents, and submit them with the [Proposal Application](#).
- Please contact the Alliance Grants Program Lead, Tory Vizenor, with any additional questions you may have by email to [DPRpmGrants.Solicitation@cdpr.ca.gov](mailto:DPRpmGrants.Solicitation@cdpr.ca.gov).

## II. CONSIDERATIONS FOR DEVELOPING YOUR PROPOSAL APPLICATION

The following additional information and/or consideration points may assist you in developing a complete and competitive Proposal.

### 1. Proposals must be a good fit to the funding priority stated in the Solicitation.

DPR is soliciting Alliance Grant Proposal Applications that seek to promote or increase the implementation, expansion, and/or adoption of effective, proven, and affordable Integrated Pest Management (IPM) systems or practices that reduce risks to public health and the environment in agricultural, urban, or wildland settings.

Successful applications will demonstrate strong partnerships, outreach, and/or an educational or training component to promote IPM and the broad application of the proposed IPM systems or practices. The most successful Alliance Grant projects are those that can serve as a model for similar situations and have a high potential for wide adoption.

The project must not focus on research. Projects focused on IPM research should apply to DPR's [Research Grants Program](#).

### 2. Alliance Team Formation, IPM Adoption, and Implementation

Assembling an effective Alliance Team is essential to the success of the project. Alliance Team members should include active participants such as: commodity group representatives, growers, academic and private researchers, school district representatives, representatives of public health entities, urban or industry representatives, sustainability or certification programs, non-governmental organizations (NGOs), and other entities with a regional scope. Roles and expectations for each member should be developed, along with the project goals and objectives, to ensure Alliance Team members have a significant stake in the project.

A needs assessment survey can be an efficient and useful way to begin and plan for a new project. It can provide beneficial insights and the results can be used to modify project plans. Depending on the complexity of the project, a needs assessment may be an important first step in planning the project.

The creation of training programs should include time and travel funds for trainers to meet and practice as part of the Scope of Work and Budget. The creation of on-line courses requires experienced online course designers and a realistic estimate of time required. Content must come from those who are "experts" and their costs, if any, must be included in the Scope of Work and Budget.

**3. Ensure the Budget aligns with the work being performed and is fully justified.**

Reviewers sometimes find it difficult to reconcile the amount of money being requested with the work proposed to be performed. In some cases, the amount may seem inadequate; and in others, overestimated. Please be clear and thorough in justifying the project’s Budget in the Budget Justification section of the Scope of Work and Budget Information and double check all of your calculations. Note that DPR cannot fund out-of-state travel.

If you need help developing your budget, please consider attending one of our virtual sessions on “Budgets and Budget Justifications.”

**4. Ensure all personnel and staff belong to the same organization as the Grantee’s Principal Investigator.**

To receive grant funds as personnel, staff must be paid through the same organization as the Principal Investigator (see the Terms and Conditions section of the Grant Agreement template for who can be a Principal Investigator). If staff cannot receive funds through the Principal Investigator’s organization, they must instead be listed as Subcontractors. Alliance Team members who are members of an entity submitting a budget and who will donate their time, resources, etc. in kind and will not be receiving grant funds can be listed as personnel for that entity.

**5. The proposed project must be a ‘stand-alone’ project even if it is a component of a larger outreach endeavor.**

If all external aspects of the outreach endeavor were removed, the DPR-funded project must still be able to achieve all Objectives and Deliverables with the amount funded under the Grant Agreement. Additionally, the project Budget should not contain funds that support activities outside of the described Scope of Work. Please note that this requirement precludes any sources of matching funding.

**6. The full text of each key cited reference (limited to a maximum of five references) supporting the proposal’s merits, whether the reference is an unpublished report or a published paper, must be provided as a PDF document.**

Key cited documents supporting your Proposal Application are an important way to show the viability of your idea. Key cited documents that show the efficacy of an idea, economic feasibility, and potential value to the public can significantly strengthen a Proposal Application’s merits.

## PEST MANAGEMENT GRANTS FREQUENTLY ASKED QUESTIONS

### GENERAL QUESTIONS ABOUT THE ALLIANCE GRANTS PROGRAM

**1. What is an Alliance?**

An Alliance, or Alliance Team, is the group of individuals and organizations with broad influence who will jointly accomplish the goals laid out in the Proposal Application. An Alliance should include a lead Principal Investigator who will oversee coordination of the project. Team members can

include a broad swath of participants, but the best Alliances have Team members with relevant knowledge in the field of study and strong connections to the intended audiences.

Assembling an effective Alliance Team is essential to the success of the project. Alliance Team members should include active participants such as: commodity group representatives, growers, academic and private researchers, school district representatives, representatives of public health entities, urban or industry representatives, sustainability or certification programs, non-governmental organizations (NGOs), and other entities with a regional scope. Roles and expectations for each member should be developed, along with the project goals and objectives, to ensure Alliance Team members have a significant stake in the project.

The most competitive applications will be those that form their Alliance Team of members from more than one organization, prior to applying, and include letters of support from Team members.

For more on building a strong Alliance Team, please reference our “Building a Strong Alliance Team” virtual information session. Information on virtual sessions can be found [here](#).

**2. How do Alliance Grants differ from Research Grants?**

DPR’s two grant programs comprehensively promote IPM advancement by funding both new IPM knowledge development as well as IPM knowledge-sharing and implementation. Research Grants Program funds the research and development of new IPM tools and practices while the Alliance Grants Program funds the implementation, expansion, and/or adoption of effective, proven, and affordable IPM practices at the user level. Knowledge gained from a DPR Research Grant could be a great source for an eventual Alliance Grant Proposal. If you’re struggling to decide which Program your ideas fit into best, please reference our “Research/Alliance Grant Solicitation Period Kickoff Session” virtual information session. Information on virtual sessions can be found [here](#).

**3. Can work be conducted outside the state of California?**

Yes. However, work conducted outside of California must be in California-like conditions and the project must benefit Californians.

**4. Can multiple applications for different projects be submitted?**

Yes. Principal investigators and institutions may submit multiple Proposal Applications for funding. Proposals are evaluated independently, and DPR has made multiple awards to the same Principal Investigator in a single funding cycle. However, Principal Investigators should be mindful and ensure they are capable of successfully completing the required tasks for all proposals submitted and any ongoing work consistent with DPR’s “Reasonable Efforts” Term and Condition.

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**QUESTIONS ABOUT WHO CAN APPLY**

**5. Am I eligible to apply for an Alliance Grant?**

All principal investigators, key personnel, subawardees, subcontractors, and consultants must meet all eligibility requirements laid out in the Eligibility Requirements section of the Solicitation.

**6. Can private entities apply?**

Yes. Please note that all DPR Grant recipients are bound by the Terms and Conditions laid out on our website, including provisions concerning public use of data and project results. Please review all Terms and Conditions carefully before applying.

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**QUESTIONS ABOUT FUNDING PRIORITIES, FUNDING DECISIONS & SPECIFIC PROJECT TYPES**

**7. Are there any funding priorities?**

At times, funding cycles may target specific crops, regions, pesticides, or other targets for funding. If there are any funding priorities for a given year, they will be explicitly mentioned in the grant solicitation.

For examples of the variety of Research Grants DPR funds, please visit our [funded projects webpage](#).

**8. How many projects are expected to be funded?**

Project budgets may range from \$50,000 to the funding pool maximum.

The number of proposals funded varies according to many factors such as the number of proposals received, the available funding pool, and how Pest Management Advisory Committee and DPR reviewers perceive the project value to Californians. It is recommended that projects with budgets near the funding pool maximum demonstrate a particularly compelling benefit to Californians.

**9. Are cannabis projects allowed?**

Yes, we consider all projects that focus on increasing the implementation, expansion, and/or adoption of effective, proven, and affordable IPM systems or practices that reduce risks to public health and the environment, including those related to cannabis. Please note that projects which cannot establish a reduction in high-risk pesticide usage from a legally applied pesticide are ineligible for funding.

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**QUESTIONS ABOUT EXPERIMENTAL DESIGN & STATISTICAL ANALYSES**

**10. What types of statistical analyses are appropriate?**

Accepted Experimental Design and Statistical Methods have changed dramatically over the last two decades and it is no longer acceptable practice to simply state “the experimental design is a Randomized Complete Blocks Design and the data will be analyzed using ANOVA methods.”

Generalized Linear Models and Generalized Linear Mixed Models are now the accepted statistical methods for most experiments. See “Analysis of Generalized Linear Mixed Models in the Agricultural and Natural Resources Sciences” (2012) by Gbur et. al. You are strongly urged to seek the advice of a consulting statistician at the very beginning stages of developing your application to assist you in producing an appropriate experimental design and effective statistical methods. This will help you more accurately develop your budget and staffing requirements and will help ensure that your project produces information that can support the implementation of its findings.

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## QUESTIONS RELATING TO FEDERAL OR TRIBAL ENTITIES

### 11. Do Federal or Tribal entities require any special Terms and Conditions?

Yes. Please contact [DPRpmGrants.Solicitation@cdpr.ca.gov](mailto:DPRpmGrants.Solicitation@cdpr.ca.gov) for more information.

### 12. My institution is a tribal or federal agency and cannot agree to certain Non-UC Terms and Conditions. What should I do?

Please carefully review the DPR Terms and Conditions and contact DPR at [DPRpmGrants.Solicitation@cdpr.ca.gov](mailto:DPRpmGrants.Solicitation@cdpr.ca.gov) with any questions or concerns regarding Terms and Conditions. Additionally, please check the appropriate box in the Proposal Application form noting that you have contacted DPR regarding this issue prior to submitting your proposal.

### 13. I'm a Federal or Tribal Agency applicant and must abide by a specific travel policy. What should I do?

Review the frequently asked question relating to allowable travel to identify any concerns relative to your travel policy and reach out to DPR staff to discuss specifics prior to submitting a Proposal Application.

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## QUESTIONS ABOUT WHAT CAN BE INCLUDED IN A BUDGET

### 14. Is match funding allowed?

No, the entire set of project Objectives, Tasks, and Deliverables must be completed with funds from the proposed budget. No outside funding is allowed to support project activities. However, please note that in-kind contributions are allowed. Allowed in-kind services include personnel time given to project by team members, the use of team member's existing equipment or facilities, and donations of materials by team members.

### 15. Can I Pay for Work Conducted Outside my Organization?

Yes, but only through Subcontracts or Subawards. For more information, please review the Terms and Conditions ([UC/CSU Applicants – Exhibits C and G](#), [Non-UC/CSU Applicants – Exhibit C](#)).

### 16. What purchases qualify as equipment?

Equipment is defined as having a useful life of at least one year, having an acquisition unit cost of at least \$5,000, and purchased with grant funds. Equipment is also defined as any products, objects, machinery, apparatus, implements, or tools purchased, used, or constructed within the Grant, including those products, objects, machinery, apparatus, implements, or tools from which over thirty percent (30%) of the equipment is composed of materials purchased for the Grant.

### 17. What travel is allowable?

Only travel within the state of California is allowable. Travel costs associated with visits to sites outside of California, including scientific conference locations, are not allowed. Additionally, any travel originating or ending out of the state is not allowed.

Any travel must be included in the approved budget.

For non-UC applicants, travel and reimbursement for travel costs shall be in accordance with the California Department of Human Resources' (CalHR) travel policy in effect as of July 1st of the fiscal year in which the Grant Agreement is executed. The CalHR travel policy is found at:

<https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

Travel and reimbursement for University employee travel costs shall be in accordance with the University's travel policy in effect as of the date the cost is incurred. The University's travel policy is found at:

- [UC] <https://www.ucop.edu/central-travel-management/resources/index.html>
- [CSU] <http://www.calstate.policystat.com/policy/10485892/latest>

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## QUESTIONS ABOUT HOW TO COMPLETE/DEVELOP A BUDGET

### **18. How do I complete the Budget and Budget Justification?**

You may have institutional resources available for these sections – Grant offices or other administrative divisions often are helpful in drafting and revising budgets. See the Sample Alliance Grant Scope of Work and Budget section of this document for an example. The Research Grants Program Guidance document also contains a sample Scope of Work and Budget available for review.

If you have further questions, please reference our “Budgets and Budget Justifications” virtual information sessions. Information on virtual sessions can be found [here](#).

### **19. Can I submit my Budget and Budget Justification in another format?**

No, Budgets and Budget Justifications must be submitted using the provided Scope of Work and Budget section in the Proposal Application and the format therein.

### **20. Can I use my organization's internal software to calculate budgetary numbers?**

Yes, any software may be used to prepare the budget calculations, as long as the values are transferred to the document provided in the application materials. Note that DPR manually reconciles amounts listed in the Budget using the values provided in the Budget Justification. It is the applicant's responsibility to ensure that all values, including those obtained via internal software, can be reconciled manually using the values provided in the Budget Justification. Applicants may choose to include a copy of their budget software's outputs as an optional attachment; however, such materials cannot be used in lieu of the provided application materials.

### **21. How do I complete the Task Budget in the Proposal Application?**

The Task Budget should be an estimate of how the Total Directs Cost will be allocated to each individual task. Start by listing each task in the left column of the Task Budget and inputting the Total Direct Cost of the grant at the bottom of the right column. Consider the amount of personnel, travel, materials and supplies, equipment, rent, subcontractor/subrecipient, and other direct costs that will be devoted to each task when providing estimates in the right column. As a final step, you should make sure the total costs of the individual tasks add up to the Total Direct Cost of the grant as indicated in the Composite Budget Table.

**22. How do I specify in-kind contributions in the Budget Justification?**

In-kind contributions should be specified in the applicable sections of the Budget Justification. For example, if the in-kind contribution is time and service of an individual, that should be stated in the Personnel section. If the in-kind contribution is equipment or materials and supplies, it should be stated in the relevant section.

**23. What is the MTDC?**

The MTDC is the Modified Total Direct Cost that is used to calculate the Indirect Costs associated with the grant.

**24. How do I calculate the MTDC?**

The MTDC is calculated for each year by totaling all the Direct Costs that are allowed to have associated Indirect Costs. The MTDC includes all salaries and wages, fringe benefits, materials, supplies, services, travel, consultants, and subcontracts (up to the first \$25,000 of each subcontract).

**25. Which direct costs cannot be included in the MTDC calculation?**

Certain Direct Costs are not allowed to have associated Indirect Costs and must not be included when calculating the Indirect Cost for the grant. These costs include costs associated with equipment, capital expenditures, patient care charges, tuition remission, rental costs of off-site facilities, scholarships and fellowships, and the portion of any subcontract in excess of \$25,000 cannot be included in the MTDC calculation.

**26. How are Indirect Costs calculated for Budgets involving multiple UC campuses or multiple CSU campuses?**

In these cases, indirect costs are not calculated for individual subrecipients. Instead, the MTDC of each subrecipient is added to the main MTDC to calculate Indirect Costs. DPR suggests using a 0% Indirect Cost rate in the Subcontractor/Subawardee Budget and Budget Justifications in these situations.

For example, if the Grantee for a grant is the Regents of the University of California, and there are other UC campuses and/or UCANR listed as subcontractors or subrecipients, only the campus associated with the Principal Investigator may charge overhead on the costs attributed to the other campuses and/or UCANR. In other words, all relevant UC costs must be combined into a single amount, less Direct Costs that are not allowed to have associated Indirect Costs, and the Indirect Cost rate of 25% must be calculated on that combined amount. Indirect Costs for Budgets involving multiple UC campuses and/or UCANR must charge all Indirect Costs in the main budget. As a combined entity (Regents of the University of California), an Indirect Cost rate of 25% may be charged on non-UC/UCANR subcontracts up to the \$25,000 cap.

The Regents of the University of California is responsible for internally allocating the overhead among the various subrecipients. Applicants should refer to their UC or CSU institution to determine how Indirect Costs for subrecipients/subawardees are allocated, as this should be in accordance with UC or CSU policies.



**27. What is the Indirect Cost rate?**

This rate is the percentage of the MTDC that can be claimed as indirect costs. DPR limits the indirect costs rate to a maximum rate of 25%.

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**QUESTIONS ABOUT SUBCONTRACTS/SUBAWARDS/SUBRECIPIENTS**

**28. Can subcontracts or subawards be outside of the state of California?**

Yes. Awards, subawards, and subcontracts may all be made to recipients outside of California. As a reminder, Proposals are assessed based on their benefit to Californians.

**29. What is the difference between a subcontractor and a subrecipient?**

A subcontractor is an independent entity that will be collaborating with or providing a service to the applicant to complete the Objectives of the grant. Note that to receive grant funds as personnel, staff must be paid through the same organization as the Principal Investigator. If staff cannot receive funds through the Principal Investigator’s organization, they must instead be listed as Subcontractors.

Subrecipients are a specific classification of subcontractor that applies to UC/CSU applicants only. Applicants should refer to their UC or CSU institution for guidance on whether or not a subcontractor meets the criteria of a subrecipient.

**30. If my project includes multiple subcontractors, should they each have their own line in the Budget table?**

Yes, each subcontractor must have their own line in the Budget table.

**31. Do subcontractors and subrecipients need their own Budget table and Budget Justification?**

Yes, each subcontractor and/or subrecipient will need to complete a Budget table and Budget Justification.

**32. How are subcontractors incorporated into the MTDC calculated in the main Budget?**

There is a \$25,000 total maximum limit allowed for each subcontract over the term of the grant that can be factored into the MTDC of the main budget. For each subcontractor, the total costs per year (combined direct and indirect costs) should be entered on the respective line in the main budget table.

For example, consider a Budget with one subcontractor whose total costs per year are \$15,000 in Year 1, \$12,000 in Year 2, and \$7,500 in Year 3. In Year 1, the \$15,000 can be factored into the Year 1 main budget MTDC. In Year 2, \$10,000 can be factored into the Year 2 main budget MTDC. The \$25,000 maximum limit for this subcontractor has been reached in Year 2, so the remaining Year 2 cost of \$2,000 cannot be included in the Year 2 main budget MTDC and the Year 3 cost of \$7,500 cannot be included in the Year 3 main budget MTDC. Instead, these costs over the \$25,000 limit are Direct Costs not subject to Indirect Costs.

See table below showing how this should be shown.

Direct Cost Type	Year 1	Year 2	Year 3	Total
Subcontractor Total Direct Costs	\$15,000	\$12,000	\$7,500	\$34,500
Direct Costs That Can be Factored into the Main Budget MTDC	\$15,000	\$10,000	\$0	\$25,000
Direct Costs That Cannot be Factored into the Main Budget MTDC	\$0	\$2,000	\$7,500	\$9,500

**33. How are Indirect Costs calculated for subcontractors?**

Indirect costs for subcontractors are calculated the same as in the main Budget.

**SAMPLE ALLIANCE GRANT SCOPE OF WORK AND BUDGET**

To assist you in developing your Proposal Application, DPR has developed a fictional sample Scope of Work and Budget for the Alliance Grants Program. Please note that this sample is ONLY intended to provide a comprehensive example of a properly completed and formatted Section 3. All names are invented for this example and any similarity to an actual individual is coincidental.

This fictional, yet illustrative sample is not intended to describe DPR’s preferred grant topics or budget sizes for the 2023 Alliance Grant Solicitation, nor is it intended to limit creativity. For examples of the variety of Alliance Grants DPR funds, please visit our [funded projects webpage](#). For questions regarding the sample Scope of Work and Budget, please contact the Alliance Grants Program Lead, Tory Vizenor, by email at [DPRpmGrants.Solicitation@cdpr.ca.gov](mailto:DPRpmGrants.Solicitation@cdpr.ca.gov).

For an additional example of a completed Scope of Work and Budget document specific to the Research Grants Program, see the [2023 Research Grants Guidance Document](#). Please note that while these documents bear many useful similarities, some sections of each Scope of Work are specific to the Research and Alliance Grants Programs.

## **PROPOSAL APPLICATION SECTION 3: SCOPE OF WORK AND BUDGET (20 Percent Weight)**

### **Project Abstract:**

*Provide a succinct (600 characters maximum) and accurate abstract of the project, including the project purpose, priorities, scope, and grant beneficiaries. Beneficiaries include any communities, persons, or entities that benefit from this funding. This summary should be in clear language and understandable to technical and non-technical readers.*

This project will increase the adoption of early detection and rapid response (EDRR) to support the management of invasive plants in California wildlands while reducing the number of pesticide applications and amounts of pesticide required to control them. Community science networks will be created by recruiting members of the public, volunteer groups, and work crews, and provided with tools to detect and record early populations of invasive plants. This work will benefit Californians whose health may be impacted by ecosystems degraded by invasive plants or the pesticides used to manage them.

### **Project Summary:**

*Provide a succinct (1 page maximum) and accurate description of the project. The summary should include the target audience and geographical area; the outreach/communication framework in place; the potential for implementation, expansion, and/or adoption; and the methods for measuring success. Additionally, the summary should address the relevance of the project to the mission of the Department.*

This project will increase the adoption of EDRR to support the management of invasive plant species and reduce or eliminate the use of pesticides in California's wildlands.

Invasive plants pose significant threats to California's human and natural ecosystems – they can degrade rangeland, increase the potential for wildfire and flooding, consume precious water reserves from watersheds, reduce biodiversity, and negatively impact sensitive species. While prevention is the preferred method of protecting ecosystems from invasion, vigilant monitoring and swift action is crucial to effectively controlling any non-native species that manage to establish. Once invasive plant species establish, they tend to spread rapidly and require large-scale management action, often using pesticides, to eradicate. With the significant rise in human activity in wildlands through visitation and fuels reduction work, the potential for non-native species to be introduced has likewise surged. However, this influx of visitors, volunteers, and staff also offers a unique opportunity to expand surveillance efforts, especially with the advent of mobile phone applications that allow one to identify and document the location of a plant in minutes.

This project proposes to employ community science by engaging members of the public, volunteer groups, and work crews, and giving them the tools to detect and record potentially invasive plants. This community science based monitoring will allow for new plant species invasions to be identified and

addressed early, when they are more likely to be effectively controlled by non-chemical methods or require less pesticide if chemical control is deemed necessary. The Alliance Team includes groups that have signed on to carry out early detection of invasive species and land managers who have committed to rapidly responding to detections (letters of support provided in application package). Efforts will initially focus on parks in the Sacramento Valley before expanding throughout California with outreach to other regions, such as the East Bay Area, Monterey Bay, and North Coast (letters of support from partnering regions included in application package). Measurements of project success, such as the number of people trained and the number of verified observations that result in management action after the Sacramento Valley trainings, will inform suggestions for program improvement prior to extending the EDRR program to other regions.

In accordance with the Department’s goals for the Alliance Grant Program, this project will build upon successful programs, such as those coordinated by the Native Habitat Society and Wildlands Coalition (supporting documents provided in application package) and use identification and mapping applications to increase collaboration and scale up integrated pest management (IPM) efforts in wildlands. Furthermore, by promoting relationships and direct communication between community scientists and local land managers, invasive plant populations will be identified and addressed more promptly, resulting in more effective non-chemical control efforts and a decrease in pesticide use to effectively control those populations. Ultimately, this project will demonstrate how EDRR can be implemented more widely and efficiently, yielding healthier ecosystems and safer, more sustainable pest management.

**Alliance Team Members:**

*Provide the names, organizations, and role on the project (Principal Investigator, Key Personnel, or Non-Key Personnel) for all identified members of the Alliance Team. Add additional rows to the table as needed.*

<b>Name</b>	<b>Organization</b>	<b>Role on the Project</b>
Anne Vassiv	California Habitat Conservancy	Principal Investigator
Erin Dao	California Habitat Conservancy	Non-Key Personnel
Tim Ericks	California Habitat Conservancy	Non-Key Personnel
Beau Tannock	CalPhyta	Key Personnel
Al Anthis	California Wildlands Protection Agency	Key Personnel
Rob Inya	Sacramento Valley Regional Park District	Key Personnel
Phil Ariss	Boots On Sacramento	Non-Key Personnel
Sal Zola	Friends of Sacramento Parks	Non-Key Personnel

**Goals:**

*Describe the Goals of the project in a bullet-point list. List the specific Objectives, provide Tasks to achieve the Objectives, and provide a Deliverable and Deliverable Due date for every Task. DPR-*

*required Objectives, Tasks, and Deliverables are included under Objective 1. The Grantee is required to provide project-specific Objectives, Tasks, and Deliverables following Objective 1.*

- Engage and educate community members and field crews in identifying and documenting observations of invasive and EDRR-listed species through the use of a mobile application.
- Devise a plan for land managers to verify observations submitted by community members and field crews and implement appropriate control, favoring non-chemical methods.
- Evaluate and refine the EDRR program for future adoption.
- Perform outreach by promoting and demonstrating the program in other regions.

**Objective 1:** Conduct general grant administration and deliver an outreach plan, required meetings, quarterly and annual progress reports, invoices, and a final report. ***(Do Not Modify Objective 1 and its associated Tasks. These are required for all DPR Grants.)***

**Task 1.1 Initial project meeting:** The grant manager and the Principal Investigator (PI) will meet in person or virtually within 30 days after the agreement is executed. The agenda of this meeting will be a review of the role of the PI, the project timeline, the project deliverables, and will provide an opportunity to discuss any questions regarding the objectives and tasks (administrative staff will discuss invoicing via a separate conference call).

**Deliverable:** Meeting minutes as a Microsoft Word file via email (within 30 days after meeting).

**Due Date:** Meeting within 30 days from grant execution and meeting minutes within 30 days after meeting.

**Task 1.2 Outreach plan:** Provide an outreach plan for the Department's review and approval that includes the Alliance Team members, the schedule, the methods to accomplish the outreach, and the measures of success for determining if the outreach is effective.

**Deliverables:** Please provide a brief summary report as a Microsoft Word file with tables, figures, or images as needed to fully explain the outreach plan.

**Due Date:** Within 30 days after the agreement is executed.

**Task 1.3 Invoices:** Periodic invoices, final invoice, and invoice for the return of the ten percent retention. No funds may be requested or invoiced after 90 days from the project completion date. To meet that deadline, all project work and required deliverables including the final report must be completed and delivered to the Department by December 31, 2025.

**Deliverables:** Periodic, final, and ten percent retention invoices. Periodic invoices are required even if no expenses were incurred and, in that case, would indicate zero (\$0) expense. All invoices must use the template forms supplied by the Department.

**Due Date:** Periodic invoices must be submitted no more than once a month and no less than every three months. The final invoice and the ten percent retention invoice are due within ninety days after the project completion date.

**Task 1.4 Project quarterly update meetings:** Project update meetings will occur by the last day of every calendar quarter, in person or virtually, as requested by the grant manager or a designated representative. All key personnel needed to explain project results, problems, and

special situations that are explicitly related to project deliverables must attend. The PI must notify the grant manager of meeting dates and locations at least two weeks in advance. If requested by the grant manager, meetings should occasionally include representation by the intended end-users of the project results (e.g., growers, marketing boards) for feedback and insights to improve effectiveness and usefulness of the results. The grant manager may require additional meetings as needed.

**Deliverable:** Meeting agenda as a Microsoft Word file via email (one week in advance) and meeting minutes (within 30 days after meeting).

**Due Date:** The end of every calendar quarter through September 30, 2025.

**Task 1.5 Quarterly progress reports:** Concise summaries of project activities, completed milestones, and unexpected problems or special situations are required. The reports must focus on results, problems, and special situations that are explicitly related to project deliverables and must clearly describe any potential or actual effects on the deliverables or their completion dates. The reports must also detail personnel work hours or percent time. Submit quarterly reports to grant manager.

**Deliverables:** Quarterly progress reports (using template forms supplied by the Department).

**Due Date:** The end of every calendar quarter through September 30, 2025.

**Task 1.6 Annual reports:** Detailed accounts of results to date, problems encountered, milestones achieved, and plans for the next year. The reports must focus on results, problems, milestones, and plans that are explicitly related to project deliverables and must clearly describe any potential or actual effects on the deliverables or their completion dates. Submit annual reports to grant manager.

**Deliverables:** Annual reports due June 30 of each year (except for the year the final report is due) following grant execution as a Microsoft Word file via email.

**Due Date:** Every June 30 through June 2025.

**Task 1.7 Final report draft:** Describe in detail how project goals and objectives have been fulfilled through the completion of project deliverables, summarize and evaluate project activities and accomplishments, and include recommendations for outreach and/or future efforts. The report must focus on how project results are explicitly related to project deliverables and must clearly describe any potential or actual effects on the deliverables. Also, include all relevant materials, documentation, and deliverables not previously submitted. The report may be submitted in the form of a publishable paper, with supplemental appendices as needed to correlate the findings in the paper with how project goals and objectives have been fulfilled through the completion of project deliverables, and to include recommendations for outreach and/or future research. Submit draft report to the grant manager.

**Deliverable:** Final report draft as a Microsoft Word file via email (security settings should be unlocked, not password protected).

**Due Date:** December 15, 2025.

**Task 1.8 Final report:** Final report, incorporating any feedback, edits, or revisions to the draft final report. Submit final report to grant manager. Final report may be published on DPR's website for review by the public.

**Deliverable:** Final report as a Microsoft Word file and high resolution files (jpeg, tiff, etc.) of all photos, figures, and illustrations included in the Final Report via email (security settings should be unlocked, not password protected).

**Due Date:** December 31, 2025.

**Task 1.9 Department presentation:** The PI or other key personnel will make a summary presentation, in person in the greater Sacramento area or virtually, during the last year of the project or the year after the project is completed. The presentation will provide information about project goals, objectives, and results. DPR retains the right to publish the presentation on DPR's website for review by the public.

**Deliverables:** Presentation with an electronic copy of the presentation provided to the grant manager via email at least three weeks in advance.

**Due Date:** Last year of the project or the year after the project is completed.

**Objective 2:** Develop a system for community scientists to make observations and for land managers for verify and plan management based on those observations.

**Task 2.1 Convene with Alliance Team:** Alliance Team members will meet in person to review roles and responsibilities and strategize effective communication with community scientists and land managers. The Team will discuss the desired user interface of the CalPhyta webpage and collaborate on a framework for the action plan to be developed at the meeting with land managers.

**Deliverable:** Meeting minutes (attendance list, topics discussed, action items, etc.).

**Due Date:** Within 30 days of full grant execution.

**Task 2.2 Create regional EDRR CalPhyta group:** An existing EDRR species list for the Sacramento Valley region will be uploaded to the CalPhyta website and linked to the Sacramento Valley group. The observation upload tool will be modified to only include data relevant to the Sacramento Valley region.

**Deliverable:** PDF of the CalPhyta group landing page with web address.

**Due Date:** December 31, 2023.

**Task 2.3 Devise action plan for EDRR observations:** The PI and Alliance Team will meet virtually with land managers and set forth a clear plan for verifying EDRR observations that are recorded by community scientists and implementing appropriate management, favoring non-chemical methods.

**Deliverable:** Meeting minutes (attendance list, topics discussed, action items, etc.).

**Due Date:** December 31, 2023.

**Task 2.4 Draft EDRR action plan:** Based on the Alliance Team meeting and any necessary follow-up correspondence, the PI and California Habitat Conservancy staff will create a document that delineates the roles and responsibilities of all parties. This document will include a decision tree for

management actions and serve as a guide for other regions that choose to adopt this program. This guide will promote using any available non-chemical control method before resorting to the use of pesticides.

**Deliverable:** Finalized report of the EDRR action plan in a Microsoft Word file with images, figures, and tables as needed.

**Due Date:** March 31, 2024.

**Objective 3:** Prepare members of the public and field crews to participate as community scientists in monitoring for EDRR species.

**Task 3.1 Produce instructional materials:** Create digital content to teach community scientists how to identify plants and use CalPhyta to record observations. This content will include instructional videos demonstrating the process of monitoring and recording observations in the field. Part of this effort will include creating a social media page to host this content and communicate with community members about the project and upcoming trainings.

**Deliverable:** Files of all content created, along with the web address for the social media page. Files will be sent to the Grant Manager via email at least 20 days prior to publication for review and approval by DPR.

**Due Date:** March 31, 2024.

**Task 3.2 Produce field guide for community scientists:** The PI and California Habitat Conservancy staff, with significant input from the Alliance Team and CalPhyta staff, will create a field guide to be provided to training attendees. This guide will serve as a reference for plant identification, common characteristics of invasive plants, and proper protocol for monitoring for invasive plants.

**Deliverable:** PDF version of the field guide. Files will be sent to the Grant Manager via email at least 20 days prior to printing for review and approval by DPR.

**Due Date:** March 31, 2024.

**Task 3.3 Administer field trainings:** The PI and Alliance Team will collaborate with participating land managers to hold 5 field trainings between July 1, 2024 and March 30, 2025 in Rancho Cordova for community scientists and work crews. Several work crews from the Workforce Development Program will be participating under contract, but others will be invited to attend the training to add to their credentials. These trainings will review the information covered in the digital content and demonstrate how to document observations and management actions in the field. Successive trainings will serve to on-board new community scientists and work crews.

**Deliverable:** For each training, submit the agenda, attendance list, and photos for each training as a Microsoft Word file.

**Due Date:** Quarterly beginning September 30, 2024 through June 30, 2025.

**Task 3.4 Summarize data on field trainings, recorded observations, and resulting management actions:** The PI and California Habitat Conservancy staff will compile data on the number of training participants, number of hours worked, and number of observations logged. The PI will analyze the number of confirmed detections and resulting management actions, with particular focus on the reduction in pesticide usage, to measure success of the program and identify areas for improvement.



**Deliverable:** Report detailing the number of training participants, recorded observations, and verified invasive species observations, along with the methods by which they were managed, submitted as a Microsoft Word file with images, figures, and tables as needed. A follow-up report will be provided to include management actions that may be carried out after the initial report.

**Due Date:** March 31, 2025 and June 30, 2025.

**Objective 4:** Refine the EDRR program and draft recommendations.

**Task 4.1 Refine training and implementation framework:** The Alliance team will meet to discuss the summary report from Task 3.4 and plan improvements to the training and/or implementation framework. Efforts will be made to maximize the number of observations that are acted upon by land managers.

**Deliverable:** Meeting minutes (attendance list, topics discussed, action items, etc.).

**Due Date:** June 30, 2025.

**Task 4.2 Draft recommendations for future program adoption:** Based on the Alliance Team meeting in Task 4.1, the PI and California Habitat Conservancy staff will write a guiding document detailing program successes, challenges, and potential improvements. This guiding document will be posted on the California Habitat Conservancy and CalPhyta websites.

**Deliverable:** Finalized report of recommendations for future program adoption in a Microsoft Word file with images, figures, and tables as needed. Materials will be submitted to the Grant Manager 20 days before publication.

**Due Date:** June 30, 2025.

**Objective 5:** Promote the EDRR program throughout California through outreach and collaboration with other regions.

**Task 5.1 Present to other regions:** California Habitat Conservancy staff will visit three partner regions, the East Bay Area, the Monterey Bay, and the North Coast, to promote the EDRR program. The staff will provide the digital and physical training materials, demonstrate the EDRR field training, and share data and statistics from the Task 3.4 summary report, along with the recommendations from Task 4.2.

**Deliverable:** Report detailing each partner region visit in a Microsoft Word file with images, figures, and tables as needed.

**Due Date:** November 30, 2025.

**Task 5.2 Plan annual check-in meetings with participating regions:** The PI and members of the Alliance Team will set dates and agendas for annual meetings with all participating regions to communicate program successes and challenges and collaborate on program improvement and expansion.

**Deliverable:** Standing agenda for annual check-in meetings.

**Due Date:** November 30, 2025.

## Schedule of Deliverables

List all items that will be delivered to the State under the proposed Scope of Work. Include all reports, including draft reports for State review, and any other Deliverables, if requested by the State and agreed to by the Parties.

If use of any Deliverable is restricted or is anticipated to contain preexisting Intellectual Property with any restricted use, it will be clearly identified.

Unless otherwise directed by the State, the Principal Investigator shall submit all Deliverables to the State Contract Project Manager.

<b>Objective</b>	<b>Task and Deliverable</b>	<b>Due Date</b>
1	1.1 Initial project meeting	30 days from grant execution
1	1.2 Outreach plan	30 days from grant execution
1	1.3 Invoices	Frequency: maximum monthly and minimum quarterly. Final invoice and 10% retention invoice both due within 90 days of project completion.
1	1.4 Quarterly project update meetings	Every quarter through September 30, 2025
1	1.5 Quarterly project reports	Every quarter through September 30, 2025
1	1.6 Annual reports	Every June 30 through 2025
1	1.7 Draft final report	December 15, 2025
1	1.8 Final report	December 31, 2025
1	1.9 DPR presentation	Final year of project or following year
2	2.1 Meeting minutes	30 days from grant execution
2	2.2 PDF of regional group landing page	December 31, 2023
2	2.3 Meeting minutes	December 31, 2023
2	2.4 EDRR action plan report	March 31, 2024
3	3.1 Files of instructional materials	March 31, 2024
3	3.2 PDF of field guide for community scientists	March 31, 2024
3	3.3 Agenda, attendee list, and photos for each training	Quarterly beginning September 30, 2024 through June 30, 2025
3	3.4 Summary report	March 31, 2025 and June 30, 2025
4	4.1 Meeting minutes	June 30, 2025
4	4.2 Report on recommendations for future program adoption	June 30, 2025

<b>Objective</b>	<b>Task and Deliverable</b>	<b>Due Date</b>
5	5.1 Report on each trip to partner region	November 30, 2025
5	5.2 Agenda for future meetings	November 30, 2025
<b>The following Deliverables are subject to Copyrights, See Terms and Conditions.</b>		

## Task Budget

<b>Objective</b>	<b>Task</b>	<b>Cost</b>
1	1.1 Initial project meeting	\$1,000
1	1.2 Outreach plan	\$2,000
1	1.3 Invoices	\$2,000
1	1.4 Quarterly project update meetings	\$1,000
1	1.5 Quarterly project reports	\$2,000
1	1.6 Annual reports	\$2,000
1	1.7 Final report draft	\$2,000
1	1.8 Final report	\$2,000
1	1.9 DPR presentation	\$2,000
2	2.1 Convene with Alliance Team	\$5,000
2	2.2 Create regional EDRR CalPhyta group	\$8,000
2	2.3 Codify action plan for EDRR observations	\$8,000
2	2.4 Draft EDRR action plan	\$10,000
3	3.1 Produce instructional materials	\$45,000
3	3.2 Produce field guide for community scientists	\$12,000
4	3.3 Administer field trainings	\$55,000
4	3.4 Summarize data on field trainings, recorded observations, and resulting management actions	\$8,000
4	4.1 Refine training and implementation framework	\$8,000
5	4.2 Draft recommendations for future program adoption	\$8,000
5	5.1 Present to other regions	\$8,000
5	5.2 Plan annual check-in meetings with participating regions	\$3,031
<b>Project Total Direct Costs</b>		<b>\$194,031</b>

**Principal Investigator:** Dr. Anne Vassiv  
**Organization:** California Habitat Conservancy

**COMPOSITE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD: 07/01/2023 to 12/31/2025**

BUDGET CATEGORY	Year 1 7/1/2023 – 6/30/2024	Year 2 7/1/2024 – 6/30/2025	Year 3 7/1/2025 – 12/31/2025	TOTAL
PERSONNEL: <i>Salary and fringe benefits.</i>	\$27,083	\$47,908	\$27,563	\$102,554
TRAVEL	\$105	\$1,345	\$305	\$1,755
MATERIALS & SUPPLIES	\$2,440	\$2,500	\$120	\$5,060
EQUIPMENT	\$0	\$8,500	\$0	\$8,500
RENT	\$0	\$0	\$0	\$0
SUBCONTRACTOR #1 - CalPhyta <i>(IDC allowed up to 25% on first \$25,000)</i>	\$14,745	\$19,221	\$1,934	\$35,900
SUBCONTRACTOR #2 – Workforce Development Program <i>(IDC allowed up to 25% on first \$25,000)</i>	\$0	\$40,262	\$0	\$40,262
OTHER DIRECT COSTS (ODC) <i>Subject to IDC Calc</i>				
ODC #1 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #2 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #3 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #4 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #5 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
<b>TOTAL DIRECT COSTS</b>	<b>\$44,373</b>	<b>\$119,736</b>	<b>\$29,922</b>	<b>\$194,031</b>
<b>Indirect (F&amp;A) Costs</b>				
<span style="float:right"><u>F&amp;A Base</u></span>				
<span style="float:right"><u>Rate</u></span>	\$44,373	\$87,008	\$27,988	\$159,369
<span style="float:right"><u>25%</u></span> <span style="float:right"><u>MTDC *</u></span>	<b>\$11,093</b>	<b>\$21,752</b>	<b>\$6,997</b>	<b>\$39,842</b>
<b>TOTAL COSTS PER YEAR</b>	<b>\$55,466</b>	<b>\$141,488</b>	<b>\$36,919</b>	
<b>TOTAL COSTS FOR PROPOSED PROJECT PERIOD</b>				<b>\$233,873</b>

\* MTDC = Modified Total Direct Cost

**JUSTIFICATION:** *Follow the budget justification instructions.*

**Budget Flexibility (SEE TERMS AND CONDITIONS)**

Prior approval required for budget changes between approved budget categories above the thresholds identified.

% **10.00%** Or Amount \$10,000

**Principal Investigator:** Provide the name of the Principal Investigator here.

**Organization:** Provide the name of the Principal Investigator's Organization here.

**Anticipated Program Income (when applicable): 07/01/2023 – 12/31/2025**

	<b>Year 1 7/1/2023 – 6/30/2024</b>	<b>Year 2 7/1/2024 – 6/30/2025</b>	<b>Year 3 7/1/2025 – 12/31/2025</b>	<b>TOTAL</b>
<b>ANTICIPATED PROGRAM INCOME</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Anticipated Program Income is an estimate of gross income earned by the University that is directly generated by a supported activity and earned only as a result of the State funded project, and this fact is known by the University at time of proposal. Anticipated Program Income is an estimate of potential income and not a guarantee of income to support the project.*

*This will only be incorporated in the Agreement when Program Income is anticipated and proposed. Program Income is subject to the Terms and Conditions.*

If known, provide source(s) of Program Income:

<b>Source</b>	<b>Estimated Amount</b>

## Budget Justification

*The Budget Justification will include the following items in this format. Identify and report in-kind contributions of personnel time, equipment, facilities, and materials by team members. Complete a separate Budget Justification (see below) for each subawardee (UC/CSUS applicants only) or subcontractor.*

### PERSONNEL

**Name.** *Starting with the Principal Investigator, list the names of all known personnel who will be involved on the project for each year of the proposed project period. Include all collaborating investigators, individuals in training, technical and support staff or include as “to-be-determined” (TBD).*

Dr. Anne Vassiv  
Erin Dao  
Tim Ericks  
Al Anthis  
Rob Inya  
Phil Ariss  
Sal Zola

**Role on Project.** *For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” (TBD) positions.*

Anne Vassiv, Principal Investigator, will oversee all aspects of project completion and serve as the supervisor for all other personnel on this project. Percent level of effort: 3% each year.

Erin Dao, Program Manager, will coordinate between Alliance Team members and lead the development of the action plan and reports. Percent level of effort: 25% each year.

Tim Ericks, Training Lead, will develop training materials and lead trainings and presentations. Percent level of effort: 5% in Year 1, 20% in Year 2, 25% in Year 3.

Al Anthis and Rob Inya, Regional and State Agency Liaisons will provide in-kind services, as part of their salaried positions with their respective agencies, to attend Alliance Team meetings, provide institutional knowledge, and supervise field trainings. *No salary requested.* Percent level of effort: 3% in Year 1, 3% in Year 2, 1% in Year 3.

Phil Ariss, volunteer organizer, from Boots On Sacramento will provide in-kind services as part of their salaried position and supervise groups of volunteers that are enrolled in the organization’s fellowship program. *No salary requested.* Percent level of effort: 3% in Year 1, 3% in Year 2, 1% in Year 3.

Sal Zola, community organizer, from Friends of Sacramento Parks will be serving on a volunteer basis to recruit and lead members of the public during the field trainings. *No salary requested.* Percent level of effort: 3% in Year 1, 3% in Year 2, 1% in Year 3.

**Salary.** *In the table below, list the following information for each paid staff member: base salary, any annual increase percentage, any merit increase percentage, level of effort by percentage, and total salary per year. In parentheses below each yearly salary, indicate how many months per year each staff member will spend working on the project. Add additional tables as needed.*

<b>Salary – Anne Vassiv</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025
Base Salary	\$125,000 (10 months)	\$131,250 (12 months)	\$137,813 (6 months)
Annual Increase	N/A	5%	5%
Merit Increase	N/A	0%	0%
Effort	3%	3%	3%
<b>Total Salary requested</b>	<b>\$3,125</b>	<b>\$3,938</b>	<b>\$2,067</b>

<b>Salary – Erin Dao</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025
Base Salary	\$75,000 (10 months)	\$78,750 (12 months)	\$82,688 (6 months)
Annual Increase	N/A	5%	5%
Merit Increase	N/A	0%	0%
Effort	25%	25%	25%
<b>Total Salary requested</b>	<b>\$15,625</b>	<b>\$19,688</b>	<b>\$10,336</b>

<b>Salary – Tim Ericks</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025
Base Salary	\$70,000 (10 months)	\$73,500 (12 months)	\$77,175 (6 months)
Annual Increase	N/A	5%	5%



Merit Increase	N/A	0%	0%
Effort	5%	20%	25%
<b>Total Salary requested</b>	<b>\$2,917</b>	<b>\$14,700</b>	<b>\$9,647</b>

**Fringe Benefits.**

*In accordance with University or Organizational policy, explain the costs included in the budgeted fringe benefit percentages used, which could include tuition/fee remission for qualifying personnel to the extent that such costs are provided for by policy, to estimate the fringe benefit expenses. In the table below, list the following for each paid staff member: percentage rate for calculating fringe benefits, and total fringe benefits per year. Add additional tables as needed.*

<b>Fringe Benefits – Anne Vassiv</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025
Fringe Rate	25%	25%	25%
<b>Total Fringe Benefits requested</b>	<b>\$781</b>	<b>\$985</b>	<b>\$517</b>

<b>Fringe Benefits – Erin Dao</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025
Fringe Rate	25%	25%	25%
<b>Total Fringe Benefits requested</b>	<b>\$3,906</b>	<b>\$4,922</b>	<b>\$2,584</b>

<b>Fringe Benefits – Tim Ericks</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025
Fringe Rate	25%	25%	25%
<b>Total Fringe Benefits requested</b>	<b>\$729</b>	<b>\$3,675</b>	<b>\$2,412</b>

**Total Personnel Costs**

<b>Personnel Expenses</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025	<b>Total</b>
Yearly Salary Totals	\$21,667	\$38,326	\$22,050	\$82,043
Yearly Fringe Benefits Totals	\$5,416	\$9,582	\$5,513	\$20,511
<b>Yearly Personnel Totals</b>	<b>\$27,083</b>	<b>\$47,908</b>	<b>\$27,563</b>	<b>\$102,554</b>

**TRAVEL (SEE TERMS AND CONDITIONS)**

*In the tables below, list the following for each trip: year of travel, destination, duration, names of traveling staff, and purpose. If applicable, include details on airfare (including total passengers, airfare costs per passenger, and total flight costs), rental vehicles (including total rental costs, total fuel costs per gallon, and total rental vehicle costs), and personal/company vehicles (including distance in miles, mileage reimbursement rate, and total vehicle costs), per diem (including number of days, number of staff, and cost per staff per day), and lodging (including number of days, number of staff, and cost per staff per day). Add additional tables as needed.*

**TRIP #1**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3  
 Destination: Fort Sutter  
 Duration: 1 workday  
 Staff Names: Anne Vassiv, Erin Dao, Tim Ericks  
 Purpose: In-person meeting with Alliance Team

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 170 Mileage reimbursement rate: 0.585	\$99 + \$6 bridge toll
<b>PER DIEM</b> Number of days:	\$0

Number of staff: Cost per staff per day:	
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$105
Number of Trip Occurrences	1
<b>GRAND TOTAL</b>	<b>\$105</b>

**TRIP #2**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3

Destination: Prairie City State Vehicle Recreation Area

Duration: 1 workday

Staff Names: Ann Vassive, Erin Dao, Tim Ericks

Purpose: Field training

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 210 Mileage reimbursement rate: 0.585	\$123 + \$6 bridge toll
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$129
Number of Trip Occurrences	5
<b>GRAND TOTAL</b>	<b>\$645</b>

**TRIP #3**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3  
 Destination: Prairie City State Vehicle Recreation Area  
 Duration: 1 workday  
 Staff Names: Al Anthis  
 Purpose: Field training

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 60 Mileage reimbursement rate: 0.585	\$35
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$35
Number of Trip Occurrences	5
<b>GRAND TOTAL</b>	<b>\$175</b>

**TRIP #4**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3  
 Destination: Prairie City State Vehicle Recreation Area  
 Duration: 1 workday  
 Staff Names: Rob Inya  
 Purpose: Field training

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 60 Mileage reimbursement rate: 0.585	\$35
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$35
Number of Trip Occurrences	5
<b>GRAND TOTAL</b>	<b>\$175</b>

**TRIP #5**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3  
 Destination: Prairie City State Vehicle Recreation Area  
 Duration: 1 workday  
 Staff Names: Phil Ariss  
 Purpose: Field training

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 60	\$35

Mileage reimbursement rate: 0.585	
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$35
Number of Trip Occurrences	5
<b>GRAND TOTAL</b>	<b>\$175</b>

**TRIP #6**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3  
 Destination: Prairie City State Vehicle Recreation Area  
 Duration: 1 workday  
 Staff Names: Sal Zola  
 Purpose: Field training

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 60 Mileage reimbursement rate: 0.585	\$35
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$35
Number of Trip Occurrences	5

<b>GRAND TOTAL</b>	<b>\$175</b>
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**TRIP #7**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3

Destination: Santa Cruz

Duration: 1 workday

Staff Names: Anne Vassiv, Erin Dao, Tim Ericks

Purpose: Outreach visit to partner region

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 150 Mileage reimbursement rate: 0.585	\$88
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$88
Number of Trip Occurrences	1
<b>GRAND TOTAL</b>	<b>\$88</b>

**TRIP #8**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3  
 Destination: Mendocino  
 Duration: 1 workday  
 Staff Names: Anne Vassiv, Erin Dao, Tim Ericks  
 Purpose: Outreach visit to partner region

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 300 Mileage reimbursement rate: 0.585	\$176 + \$6 bridge toll
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$182
Number of Trip Occurrences	1
<b>GRAND TOTAL</b>	<b>\$182</b>

**TRIP #9**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3  
 Destination: Livermore  
 Duration: 1 day  
 Staff Names: Anne Vassiv, Erin Dao, Tim Ericks  
 Purpose: Outreach visit to partner region



<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 60 Mileage reimbursement rate: 0.585	\$ 35
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$35
Number of Trip Occurrences	1
<b>GRAND TOTAL</b>	<b>\$35</b>

**Total Travel Costs**

<b>Travel Expenses</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025	<b>Total</b>
<b>Yearly Travel Totals</b>	<b>\$105</b>	<b>\$1,345</b>	<b>\$305</b>	<b>\$1,755</b>

**MATERIALS AND SUPPLIES**

*Itemize materials and supplies in separate categories. Include a complete justification of the project’s need for these items. Theft sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29. List the cost for items and quantity of each item (if known) and list by year. Add additional lines as needed.*

Item	Price per unit	Quantity	Year 1 07/01/2023 – 06/30/2024	Year 2 07/01/2024 – 06/30/2025	Year 3 07/01/2025 – 12/31/2025
iPad tablet	\$600	4	\$2,400	\$0	\$0
Field guide	\$5	240	\$0	\$1,200	\$0
Hand mattock	\$20	8	\$0	\$160	\$0
Weed wrench	\$140	2	\$0	\$280	\$0
Rogue hoe	\$30	4	\$0	\$120	\$0
Safety glasses	\$5	24	\$0	\$120	\$0
Gloves	\$5	24	\$0	\$120	\$0
Food and beverages (meeting)	\$40	4	\$40	\$0	\$120
Food and beverages (training)	\$100	5	\$0	\$500	\$0

***Total Materials and Supplies Costs***

Materials and Supplies	Year 1 07/01/2023 – 06/30/2024	Year 2 07/01/2024 – 06/30/2025	Year 3 07/01/2025 – 12/31/2025	Total
<b>Yearly Materials and Supplies Totals</b>	<b>\$2,440</b>	<b>\$2,500</b>	<b>\$120</b>	<b>\$5,060</b>

**Justification:** We will purchase 4 tablets in Year 1 to allow trainees to access the software necessary to identify and document plant observations in the field.

We will print our field guide in Year 2 and provide a copy to each training participant to assist with plant identification and monitoring protocols.

We will purchase hand tools (hand mattocks, weed wrenches, and rogue hoes) and personal protective equipment (PPE) in Year 2 and bring them to field trainings and outreach visits so that populations of invasive plants that are observed and verified by land managers can be mechanically removed.

We will purchase beverages and snacks for each in-person meeting and training. We estimate this amount to be \$40 per meeting and outreach visit and \$100 per training.

**EQUIPMENT**

List each item of equipment (value greater than or equal to \$5,000 with a useful life of more than one year) with amount requested separately and justify each. List all equipment purchases by year. Add additional lines as needed.

<b>Equipment</b>	<b>Justification</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025
Eos Arrow Gold	Due to the remote nature of the field trainings, funds are requested for a one-time purchase of a Global Navigation Satellite Systems (GNSS) receiver to allow for better location accuracy for the phones and tablets recording plant observations. The specific receiver we plan to purchase, the EOS Arrow Gold, can be connected to multiple devices at once, allowing for a single receiver to be used for an entire group.	\$0	\$8,500	\$0

**Total Equipment Costs**

<b>Equipment</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025	<b>Total</b>
<b>Yearly Equipment Cost Totals</b>	<b>\$0</b>	<b>\$8,500</b>	<b>\$0</b>	<b>\$8,500</b>

**RENT**

*If the Scope of Work will be performed in a facility rented from a third party for a specific project or projects, then rent may be charged as a direct expense to the award. List all facilities rented each year and any projected yearly increase. Add additional lines as needed.*

N/A

**SUBCONTRACTOR COSTS**

*Each subcontractor must submit a separate detailed budget for every year in the project period. Add additional lines as needed. Include a complete justification for the need for any subcontractor listed in the application.*

<b>Subcontractor Costs</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025	<b>Total</b>
<i>CalPhyta</i>	\$14,745	\$19,221	\$1,934	\$35,900
<i>Workforce Development Program</i>	\$0	\$40,262	\$0	\$40,262

**SUBAWARDEE (CONSORTIUM/SUBRECIPIENT) COSTS**

*Each participating consortium organization must submit a separate detailed budget for every year in the project period. Add additional lines as needed. Include a complete justification for the need for any subawardee listed in the application.*

N/A

**OTHER DIRECT COSTS (ODC)**

*Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology. List all ODC by year. Add additional lines as needed.*

N/A

**INDIRECT (F&A) COSTS (SEE TERMS AND CONDITIONS)**

*Indirect costs are calculated in accordance with the budgeted indirect cost rate (Limit 25% maximum). Indirect Costs are calculated at 25% of the MTDC.*

**Total Indirect Costs: \$39,842**

## Subcontractor/Subawardee Budgets (when applicable)

**Subcontractor/Subawardee:** Beau Tannock, CalPhyta

**Principal Investigator:** Dr. Anne Vassiv

**Organization:** California Habitat Conservancy

### SUBCONTRACTOR/SUBAWARDEE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD: 07/01/2023 to 12/31/2025

BUDGET CATEGORY	Year 1 7/1/2023 – 6/30/2024	Year 2 7/1/2024 – 6/30/2025	Year 3 7/1/2025 – 12/31/2025	TOTAL
PERSONNEL: <i>Salary and fringe benefits.</i>	\$11,691	\$14,732	\$1,547	\$27,970
TRAVEL	\$105	\$645	\$0	\$750
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0
RENT	\$0	\$0	\$0	\$0
SUBCONTRACTOR #1 <i>(IDC allowed up to 25% on first \$25,000)</i>	\$0	\$0	\$0	\$0
SUBRECIPIENT (UC/CSUS applicants only) <i>(UC/CSUS applicants only, IDC not allowed)</i>	\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (ODC) <i>Subject to IDC Calc</i>				
ODC #1: <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #2 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #3 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #4 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #5 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
<b>TOTAL DIRECT COSTS</b>	<b>\$11,796</b>	<b>\$15,377</b>	<b>\$1,547</b>	<b>\$28,720</b>
Indirect (F&A) Costs				
<i>Rate</i> 25%	\$11,796 <b>\$2,949</b>	\$15,377 <b>\$3,844</b>	\$1,547 <b>\$387</b>	\$28,720 <b>\$7,180</b>
<i>F&amp;A Base MTDC *</i>				
<b>TOTAL COSTS PER YEAR</b>	<b>\$14,745</b>	<b>\$19,221</b>	<b>\$1,934</b>	
<b>TOTAL COSTS FOR PROPOSED PROJECT PERIOD</b>				<b>\$35,900</b>

\* MTDC = Modified Total Direct Cost

**JUSTIFICATION:** *Follow the budget justification instructions.*

#### **Budget Flexibility (SEE TERMS AND CONDITIONS)**

Prior approval required for budget changes between approved budget categories above the thresholds identified.

%     **10.00%**     *Or*     Amount     \$10,000

## Subcontractor/Subawardee Budget Justification (when applicable)

The Budget Justification will include the following items in this format. Identify and report in-kind contributions of personnel time, equipment, facilities, and materials by team members. Complete a separate Budget Justification (see below) for each subawardee (UC/CSUS applicants only) or subcontractor.

### PERSONNEL

**Name.** Starting with the Principal Investigator, list the names of all known personnel who will be involved on the project for each year of the proposed project period. Include all collaborating investigators, individuals in training, technical and support staff or include as “to-be-determined” (TBD).

Beau Tannock

**Role on Project.** For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” (TBD) positions.

Beau Tannock, Observation tool and instructional materials creator, will serve as the point person at CalPhyta to get the webpage tailored to the Sacramento Valley group and train users to use the application. They will also lead the development of the educational materials, videos, and field guide. Percent level of effort: 10% in Year 1, 10% in Year 2, and 2% in Year 3.

**Salary.** In the table below, list the following information for each paid staff member: base salary, any annual increase percentage, any merit increase percentage, level of effort by percentage, and total salary per year. In parentheses below each yearly salary, indicate how many months per year each staff member will spend working on the project. Add additional tables as needed.

Salary – Beau Tannock	Year 1 07/01/2023 – 06/30/2024	Year 2 07/01/2024 – 06/30/2025	Year 3 07/01/2025 – 12/31/2025
Base Salary	\$115,000 (10 months)	\$120,750 (12 months)	\$126,788 (6 months)
Annual Increase	N/A	5%	5%
Merit Increase	N/A	0%	0%
Effort	10%	10%	2%
<b>Total Salary requested</b>	<b>\$9,583</b>	<b>\$12,075</b>	<b>\$1,268</b>

**Fringe Benefits.**

*In accordance with University or Organizational policy, explain the costs included in the budgeted fringe benefit percentages used, which could include tuition/fee remission for qualifying personnel to the extent that such costs are provided for by policy, to estimate the fringe benefit expenses. In the table below, list the following for each paid staff member: percentage rate for calculating fringe benefits, and total fringe benefits per year. Add additional tables as needed.*

<b>Fringe Benefits – Beau Tannock</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025
Fringe Rate	22%	22%	22%
<b>Total Fringe Benefits requested</b>	<b>\$2,108</b>	<b>\$2,657</b>	<b>\$279</b>

**Total Personnel Costs**

<b>Personnel Expenses</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025	<b>Total</b>
Yearly Salary Totals	\$9,583	\$12,075	\$1,268	\$22,926
Yearly Fringe Benefits Totals	\$2,108	\$2,657	\$279	\$5,044
<b>Yearly Personnel Totals</b>	<b>\$11,691</b>	<b>\$14,732</b>	<b>\$1,547</b>	<b>\$27,970</b>

**TRAVEL (SEE TERMS AND CONDITIONS)**

*In the tables below, list the following for each trip: year of travel, destination, duration, names of traveling staff, and purpose. If applicable, include details on airfare (including total passengers, airfare costs per passenger, and total flight costs), rental vehicles (including total rental costs, total fuel costs per gallon, and total rental vehicle costs), and personal/company vehicles (including distance in miles, mileage reimbursement rate, and total vehicle costs), per diem (including number of days, number of staff, and cost per staff per day), and lodging (including number of days, number of staff, and cost per staff per day). Add additional tables as needed.*

**TRIP #1**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3  
 Destination: Fort Sutter  
 Duration: 1 workday  
 Staff Names: Beau Tannock

Purpose: In-person meeting with Alliance Team

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 170 Mileage reimbursement rate: 0.585	\$99 + \$6 bridge toll
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$105
Number of Trip Occurrences	1
<b>GRAND TOTAL</b>	<b>\$105</b>

**TRIP #2**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3

Destination: Prairie City State Vehicle Recreation Area

Duration: 1 workday

Staff Names: Beau Tannock

Purpose: Field training

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon:	\$123 + \$6 bridge toll



<input checked="" type="checkbox"/> <b>PERSONAL/COMPANY VEHICLE</b> Distance (miles): 210 Mileage reimbursement rate: 0.585	
<b>PER DIEM</b> Number of days: Number of staff: Cost per staff per day:	\$0
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$129
Number of Trip Occurrences	5
<b>GRAND TOTAL</b>	<b>\$645</b>

**Total Travel Costs**

Travel Expenses	Year 1 07/01/2023 – 06/30/2024	Year 2 07/01/2024 – 06/30/2025	Year 3 07/01/2025 – 12/31/2025	Total
<b>Yearly Travel Totals</b>	<b>\$105</b>	<b>\$645</b>	<b>\$0</b>	<b>\$750</b>

**MATERIALS AND SUPPLIES**

*Itemize materials and supplies in separate categories. Include a complete justification of the project’s need for these items. Theft sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29. List the cost for items and quantity of each item (if known) and list by year. Add additional lines as needed.*

N/A

**EQUIPMENT**

*List each item of equipment (value greater than or equal to \$5,000 with a useful life of more than one year) with amount requested separately and justify each. List all equipment purchases by year. Add additional lines as needed.*

N/A

## **RENT**

*If the Scope of Work will be performed in a facility rented from a third party for a specific project or projects, then rent may be charged as a direct expense to the award. List all facilities rented each year and any projected yearly increase. Add additional lines as needed.*

N/A

## **SUBCONTRACTOR**

*Each subcontractor must submit a separate detailed budget for every year in the project period. Add additional lines as needed. Include a complete justification for the need for any subcontractor listed in the application.*

N/A

## **SUBAWARDEE (CONSORTIUM/SUBRECIPIENT)**

*Each participating consortium organization must submit a separate detailed budget for every year in the project period. Add additional lines as needed. Include a complete justification for the need for any subawardee listed in the application.*

N/A

## **OTHER DIRECT COSTS (ODC)**

*Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology. List all ODC by year. Add additional lines as needed.*

N/A

## **INDIRECT (F&A) COSTS (SEE TERMS AND CONDITIONS)**

*Indirect costs are calculated in accordance with the budgeted indirect cost rate (Limit 25% maximum). Indirect Costs are calculated at 25% of the MTDC.*

**Total Indirect Costs: \$7,180**

## Subcontractor/Subawardee Budgets (when applicable)

**Subcontractor/Subawardee:** Workforce Development Program

**Principal Investigator:** Dr. Anne Vassiv

**Organization:** California Habitat Conservancy

### SUBCONTRACTOR/SUBAWARDEE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD: 07/01/2023 to 12/31/2025

BUDGET CATEGORY	Year 1 7/1/2023 – 6/30/2024	Year 2 7/1/2024 – 6/30/2025	Year 3 7/1/2025 – 12/31/2025	TOTAL
PERSONNEL: <i>Salary and fringe benefits.</i>	\$0	\$33,245	\$0	\$33,245
TRAVEL	\$0	\$875	\$0	\$875
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0
RENT	\$0	\$0	\$0	\$0
SUBCONTRACTOR #1 <i>(IDC allowed up to 25% on first \$25,000)</i>	\$0	\$0	\$0	\$0
SUBRECIPIENT (UC/CSUS applicants only) <i>(UC/CSUS applicants only, IDC not allowed)</i>	\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (ODC) <span style="float:right"><i>Subject to IDC Calc</i></span>				
ODC #1 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #2 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #3 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #4 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
ODC #5 <span style="float:right">Y</span>	\$0	\$0	\$0	\$0
<b>TOTAL DIRECT COSTS</b>	<b>\$0</b>	<b>\$34,120</b>	<b>\$0</b>	<b>\$34,120</b>
<b>Indirect (F&amp;A) Costs</b>				
<b>Rate</b>	<b>F&amp;A Base</b>			
18%	MTDC *	\$0	\$34,120	\$0
		\$0	\$6,142	\$0
<b>TOTAL COSTS PER YEAR</b>	<b>\$0</b>	<b>\$40,262</b>	<b>\$0</b>	
<b>TOTAL COSTS FOR PROPOSED PROJECT PERIOD</b>				<b>\$40,262</b>

\* MTDC = Modified Total Direct Cost

**JUSTIFICATION:** *Follow the budget justification instructions.*

**Budget Flexibility (SEE TERMS AND CONDITIONS)**

Prior approval required for budget changes between approved budget categories above the thresholds identified.

%     **10.00%**     *Or*     Amount     \$10,000

## Subcontractor/Subawardee Budget Justification (when applicable)

The Budget Justification will include the following items in this format. Identify and report in-kind contributions of personnel time, equipment, facilities, and materials by team members. Complete a separate Budget Justification (see below) for each subawardee (UC/CSUS applicants only) or subcontractor.

### PERSONNEL

**Name.** Starting with the Principal Investigator, list the names of all known personnel who will be involved on the project for each year of the proposed project period. Include all collaborating investigators, individuals in training, technical and support staff or include as “to-be-determined” (TBD).

Crew Lead, TBD  
 Crew Member, TBD

**Role on Project.** For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” (TBD) positions.

The Crew Lead will serve assist with the procurement and set-up of the training and outreach trailer.

The Crew Lead will attend each field training and lead a crew of 5 crew members for four days following the training to monitor for invasive species and record observations.

The 5 Crew Members will work together under the direction of the Crew Lead. The Crew Members will attend a field training and work for four days following each training to monitor for invasive species and record observations.

**Salary.** In the table below, list the following information for each paid staff member: base salary, any annual increase percentage, any merit increase percentage, level of effort by percentage, and total salary per year. In parentheses below each yearly salary, indicate how many months per year each staff member will spend working on the project. Add additional tables as needed.

Salary – Crew Lead	Year 1 07/01/2023 – 06/30/2024	Year 2 07/01/2024 – 06/30/2025	Year 3 07/01/2025 – 12/31/2025
Base Salary	\$0	\$55,000 (12 months)	\$0
Annual Increase	N/A	N/A	0%
Merit Increase	N/A	N/A	0%
Effort	0%	10%	0%

<b>Total Salary requested</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$0</b>
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<b>Salary – Crew Member (x5)</b>	<b>Year 1 07/01/2023 – 06/30/2024</b>	<b>Year 2 07/01/2024 – 06/30/2025</b>	<b>Year 3 07/01/2025 – 12/31/2025</b>
Base Salary	\$0	\$20/hour	\$0
Annual Increase	N/A	N/A	0%
Merit Increase	N/A	N/A	0%
Effort	0%	200 hours per person	0%
<b>Total Salary requested</b>	<b>\$0</b>	<b>\$4,000 per person \$20,000 total</b>	<b>\$0</b>

**Fringe Benefits.**

*In accordance with University or Organizational policy, explain the costs included in the budgeted fringe benefit percentages used, which could include tuition/fee remission for qualifying personnel to the extent that such costs are provided for by policy, to estimate the fringe benefit expenses. In the table below, list the following for each paid staff member: percentage rate for calculating fringe benefits, and total fringe benefits per year. Add additional tables as needed.*

<b>Fringe Benefits – Crew Lead</b>	<b>Year 1 07/01/2023 – 06/30/2024</b>	<b>Year 2 07/01/2024 – 06/30/2025</b>	<b>Year 3 07/01/2025 – 12/31/2025</b>
Fringe Rate	0%	39%	0%
<b>Total Fringe Benefits requested</b>	<b>\$0</b>	<b>\$2,145</b>	<b>\$0</b>

<b>Fringe Benefits – Crew Member</b>	<b>Year 1 07/01/2023 – 06/30/2024</b>	<b>Year 2 07/01/2024 – 06/30/2025</b>	<b>Year 3 07/01/2025 – 12/31/2025</b>
Fringe Rate	0%	28%	0%
<b>Total Fringe Benefits requested</b>	<b>\$0</b>	<b>\$1,120 per person \$5,600 total</b>	<b>\$0</b>

**Total Personnel Costs**

<b>Personnel Expenses</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025	<b>Total</b>
Yearly Salary Totals	\$0	\$25,500	\$0	\$25,500
Yearly Fringe Benefits Totals	\$0	\$7,745	\$0	\$7,745
<b>Yearly Personnel Totals</b>	<b>\$0</b>	<b>\$33,245</b>	<b>\$0</b>	<b>\$33,245</b>

**TRAVEL (SEE TERMS AND CONDITIONS)**

*In the tables below, list the following for each trip: year of travel, destination, duration, names of traveling staff, and purpose. If applicable, include details on airfare (including total passengers, airfare costs per passenger, and total flight costs), rental vehicles (including total rental costs, total fuel costs per gallon, and total rental vehicle costs), and personal/company vehicles (including distance in miles, mileage reimbursement rate, and total vehicle costs), per diem (including number of days, number of staff, and cost per staff per day), and lodging (including number of days, number of staff, and cost per staff per day). Add additional tables as needed.*

**TRIP #1**

Trip Occurs in (select all that apply):       Year 1       Year 2       Year 3  
 Destination: Prairie City State Vehicle Recreation Area  
 Duration: 1 workday  
 Staff Names: Crew Lead and 5 Crew Members  
 Purpose: Field visit and follow-up implementation

<b>TRAVEL EXPENSES</b>	<b>TOTAL</b>
<b>TRAVEL</b> (select all that apply) <input type="checkbox"/> FLIGHT Total passengers: Airfare per passenger: Total flight costs: <input type="checkbox"/> RENTAL VEHICLE Total rental costs: Total fuel costs per gallon: <input checked="" type="checkbox"/> PERSONAL/COMPANY VEHICLE Distance (miles): 60 Mileage reimbursement rate: 0.585	\$35
<b>PER DIEM</b> Number of days:	\$0

Number of staff: Cost per staff per day:	
<b>LODGING</b> Number of days: Number of staff: Cost per staff per day:	\$0
Total Cost per Trip	\$35
Number of Trip Occurrences	25
<b>GRAND TOTAL</b>	<b>\$875</b>

**Total Travel Costs**

<b>Travel Expenses</b>	<b>Year 1</b> 07/01/2023 – 06/30/2024	<b>Year 2</b> 07/01/2024 – 06/30/2025	<b>Year 3</b> 07/01/2025 – 12/31/2025	<b>Total</b>
<b>Yearly Travel Totals</b>	<b>\$0</b>	<b>\$875</b>	<b>\$0</b>	<b>\$875</b>

**MATERIALS AND SUPPLIES**

*Itemize materials and supplies in separate categories. Include a complete justification of the project’s need for these items. Theft sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29. List the cost for items and quantity of each item (if known) and list by year. Add additional lines as needed.*

**N/A**

**EQUIPMENT**

*List each item of equipment (value greater than or equal to \$5,000 with a useful life of more than one year) with amount requested separately and justify each. List all equipment purchases by year. Add additional lines as needed.*

**N/A**

**RENT**

*If the Scope of Work will be performed in a facility rented from a third party for a specific project or projects, then rent may be charged as a direct expense to the award. List all facilities rented each year and any projected yearly increase. Add additional lines as needed.*

**N/A**

## **SUBCONTRACTOR**

*Each subcontractor must submit a separate detailed budget for every year in the project period. Add additional lines as needed. Include a complete justification for the need for any subcontractor listed in the application.*

**N/A**

## **SUBAWARDEE (CONSORTIUM/SUBRECIPIENT)**

*Each participating consortium organization must submit a separate detailed budget for every year in the project period. Add additional lines as needed. Include a complete justification for the need for any subawardee listed in the application.*

**N/A**

## **OTHER DIRECT COSTS (ODC)**

*Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology. List all ODC by year. Add additional lines as needed.*

**N/A**

## **INDIRECT (F&A) COSTS (SEE TERMS AND CONDITIONS)**

*Indirect costs are calculated in accordance with the budgeted indirect cost rate (Limit 25% maximum). Indirect Costs are calculated at 18% of the MTDC.*

**Total Indirect Costs: \$6,142**