

Climate smart food systems industrial innovation budget and quote guidance for applicants

This guide is intended to help applicants prepare a detailed budget when applying to the Climate Smart Food Systems (CSFS) Industrial Innovation Grant Program. Quotes must be included in your application to be considered. Itemized quotes are essential for clarity and understanding costs and are required when evaluating applications. The information provided on quotes can be a reflection of project readiness, the ability to manage a project/award, and factor in the determination of total project cost as well as award size.

Itemized quote guidance

To help define the scope of the project, connect with preferred contractors to develop project opportunities and options. Contractors should familiarize themselves with requirements of the CSFS Industrial Innovation program. The following are recommendations for strong budget sections of the grant application.

1. Review eligible and ineligible expenses of the program for which you are applying to. This includes Prevailing Wage and the Build America, Buy America requirements of the program.
 - a. Confirm contractor(s) will pay prevailing wage rates for project labor and will provide guidance on prevailing wage rates for relevant job roles/project types.
 - b. As a requirement, the contractor(s) will be asked to provide payment records.
2. Request itemized quote(s) from each contractor/entity involved (e.g., labor and equipment rental from multiple companies require individual quotes). Each entity involved must provide itemized quotes which outline the scope of work and cost breakdown, with clear descriptions of what is included.
 - a. Quote(s) must be on contractor/entity letterhead, including identification information such as the company name, location, and point of contact. If contractors service as distributors for equipment, include original manufacturing facility/company name and location, as relevant.
 - b. Quotes must individually list costs associated with labor (construction or installation), purchased equipment, supplies, and permitting. The following categories should be added to the **Budget Template** for itemized expenses of project quotes, as applicable:
 - i. Labor – this includes costs of labor for actual construction and installation of project at prevailing wage rates (required). Labor of projects may include the alteration and repair of buildings, infrastructure, or equipment, and covers laborers, mechanics and skilled trades.
 - ii. Materials and equipment
 - iii. Delivery of equipment, materials, and rental
 - iv. Permitting costs (not eligible for reimbursement)
 - v. Professional services (includes but not limited to: project management, planning/development/feasibility/design services, engineering services, etc.). Include descriptions for all services.
 - vi. Other major project expenses – describe expenses and indicate relation to project.
 - c. Recommended to provide quotes created within last six calendar months from application when estimating project costs.

What not to submit

- Quotes which only list total cost with no itemization, including those which do not list prevailing wage as included in labor cost.
- Submitting applications and budget templates with incomplete quotes (missing contractors involved, missing expenses, etc.).

Developing application and budget template

- Prior to completing the Industrial Innovation TAP/Implementation Application, **collect and organize all quotes associated with each Objective's individual work tasks.**
- "Project Work Plan" section of the **Application** must align with the **Budget Template** (Excel table). An application reviewer should understand the activities associated with the Project Work Plan section and how they are transcribed into the Budget Template.
- All expenses associated with each Objective's respective task(s) must be itemized via a Cost Category (Budget Template).
 - Confirm that quotes include costs for all equipment, as well as all materials and labor for each task as it relates to construction and installation. Include prevailing wage rates (your contractor can provide guidance on prevailing wage rates for relevant job role/duties and project types).