State Water Efficiency and Enhancement Program (SWEEP)

Draft Request for Grant Applications

Released: November X, 2023

Applications due by January X, 2024, at 5:00 p.m. PT
No late submissions accepted.

Summary of Updates from 2021 Direct to Farmer SWEEP RGA for 2023 Solicitation

Planned Change from 2021	Justification
1. Return to a competitive process from the first-come, first-serve process used in 2021.	a) A competitive solicitation is likely to result in applications that are thoroughly developed, resulting in successful projects with fewer project revisions. b) The first-come, first-serve process resulted in significant workload associated with rolling administrative review, disqualification of projects with some projects resubmitted multiple times without faults being corrected. c) The competitive process will support SWEEP technical assistance providers as they take time to work with SDFRs to submit high quality project proposals.
2. Revise the scoring criteria to a benefit-focused rubric that incorporates "additional considerations" and sub-surface drip irrigation using manure effluent.	a) The primary intent of this revision is to create a simplified rubric that will allow technical reviewers to focus on validating the water and GHG benefits and advance projects with greater estimated benefits. b) The updated rubric will provide more guidance to applicants than the more subjective criteria table from the past. c) The rubric includes a scoring penalty for projects in which the budget request includes greater than 25% towards renewable energy or irrigation water management. This is proposed to encourage applicants to propose a well-rounded project that will have lasting benefits tied to irrigation improvements.
3. Provides an option for applicants to use the new SWEEP Project Assessment Tool to quantify the benefits of their project instead of the two excel-based tools.	a) The new tool includes N_2O emission calculations. This may help additional farmers to be eligible for funding by providing a new pathway to GHG emission reductions. b) The historic tools will be available as well while CDFA beta tests and evaluates the user-friendliness of the new spatial tool.
4. Parcels that have previously been funded may receive	The SWEEP is nearly 10 years old. Awardees from early funding cycles that have only

Planned Change from 2021	Justification
additional funding, if the previously funded project is not removed within 10 years of installation.	one farmed parcel have been excluded from additional support. This should allow producers with smaller operations (acreage) to receive additional support to build upon a past project. Additionally, this can help with flexibility and drought resilience.
5. Socially Disadvantaged Farmers and Ranchers will be prioritized through a carve out of 25% of funding. SDFRs that do not receive funding in that first 25% will also compete for funds with the non-SDFR applicants.	In the previous solicitation SDFRs were also prioritized for funding with at least 25% of the funds dedicated to SDFRs. The change is that a minimum score will not be required. The solicitation will be competitive, so a minimum score is not required for SDFRs nor non-SDFR applicants.
6. Add clarity on the type of technologies and components that are funded as part of a complete irrigation system project.	SWEEP funds complete irrigation systems, including components that are not factors in the water and GHG quantification methodology. It is important for the program to provide more transparency about the types of technologies and practices that have been supported. These are often key to the practicality and execution of the systems.
7. Strengthen limits on application submission and awards for the funding cycle. CDFA has aimed to limit an applicant to receiving a single award within a funding cycle. This has been enforced using tax identification number as a reference. This strategy has had limited success as individuals utilize multiple tax identification numbers. Moving forward, SWEEP will limit a user to one application submission. Additionally, two other reference points will be used to ensure that a single individual is not receiving multiple awards within a	It is incumbent upon CDFA to ensure that grants funds are distributed widely and equitably. Efforts to limit awards to one per individual per funding cycle using tax id have been unsuccessful as SWEEP sees in each funding cycle, individuals may be indicated as the authorized individual or grant manager on multiple grant agreements. While being mindful that California's agricultural operations take many different financial structures, adding both contact name and mailing address as cross-reference points for applications may help to distribute funding more widely.

Planned Change from 2021	Justification
funding cycle(mailing address and contact name).	

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Background and Purpose

The California Department of Food and Agriculture (CDFA) is pleased to announce a competitive grant application process for the State Water Efficiency and Enhancement Program (SWEEP). CDFA's Office of Environmental Farming and Innovation (OEFI) administers the program.

The Budget Acts of 2021 and 2022 allocated $110 million to CDFA to provide grant funding to California agricultural operations for activities that reduce on-farm water use and reduce greenhouse gas (GHG) emissions from irrigation and water pumping systems. The program's objective is to provide financial incentives for California agricultural operations to invest in irrigation systems that save water and reduce GHG emissions.

Funding and Duration

Through this solicitation SWEEP will award approximately $23 million to California agricultural operations investing in irrigation systems that reduce GHG emissions and save water.

- The maximum grant award is $200,000.
- The maximum grant duration is 24 months. Recipients must complete projects no later than 24 months after the start of the grant agreement. The anticipated start date is July 1, 2024.
- CDFA will not reimburse any costs incurred before the beginning of the grant agreement.
- CDFA reserves the right to offer an award different than the amount requested.

Priority Funding for Socially Disadvantaged Farmers and Ranchers (SDFRs)

CDFA will reserve twenty-five percent (25 percent) of the funds for farmers and ranchers who identify as belonging to a socially disadvantaged group. A socially disadvantaged group is defined by the 2017 Farmer Equity Act (AB 1348 (Aguiar-Curry, 2017)) and includes the following:

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

The definition of a socially disadvantaged group does not include gender, gender identity, nor sexual orientation. SDFRs that do not receive funding through the prioritization process will also compete for funds with all applicants.

Technical Assistance Resources

CDFA contracts with California academic research institutions, Resource Conservation Districts, and non-profit organizations to provide one-on-one technical assistance through CDFA's [Climate Smart Agriculture Technical Assistance Program](#) (CSA TAP). Through these technical assistance providers (TAPs), SWEEP applicants may obtain free assistance with the development and submission of a SWEEP grant application and implementation of an awarded project. Visit the [SWEEP webpage](#) to view a list of TAPs.

CDFA also partners with the University of California Division of Agriculture and Natural Resources to support a statewide group of [Climate Smart Agriculture Community Education Specialists](#) (Community Educators). Like TAPS, Community Educators provide SWEEP application and implementation assistance to farmers and ranchers.

Eligibility and Exclusions

- California farmers, ranchers and California Native American Indian Tribes are eligible to apply.
    - An applicant must be at least 18 years old.
    - An applicant cannot submit more than one application with a unique user account in the application portal. CDFA will cross reference tax identification number, mailing address and contact name to ensure that an application does not receive multiple awards.
    - An agricultural operation or individual cannot receive a total cumulative SWEEP award amount of more than $600,000 since the SWEEP program was initiated in 2014. CDFA will determine the progress towards this cap using tax identification number.
- The proposed SWEEP project must be on a California agricultural operation.
    - For the purposes of this program, an agricultural operation is defined as row, vineyard, field and tree crops, commercial nurseries, nursery stock production, and greenhouse operations producing food crops or flowers as defined in Food and Agricultural Code section 77911.
    - Medical and recreational cannabis crops are not eligible for funding.
    - The farm location and the business mailing address must be in California.

- Academic university research institutions and state governmental organizations are not eligible for funding.
- Applications may build upon a previously funded SWEEP project directly affecting the same Assessor's Parcel Numbers (APNs) but may not remove projects components that were funded by SWEEP within the previous ten years.
- SWEEP funds may be combined with other incentives for the same project, such as funds from the United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) Environmental Quality Incentive Program (EQIP). However, SWEEP funds cannot cover activities or costs funded by other federal or state grant programs.
- Projects must reduce on-farm irrigation water use and reduce GHG emissions.

SWEEP grant funds cannot be used to:
- Expand existing agricultural operations (i.e., additional new acreage cannot be converted to farmland).
- Install new groundwater wells or increase well depth.
- Test new technology or perform research.

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

Timeline

During the application period, CDFA will host TBD informational webinars to provide an overview of program guidelines and resources. For the CDFA grant application workshop schedule, visit the SWEEP website at www.cdfa.ca.gov/oefi/SWEEP. During the informational workshops, CDFA staff will be available to answer programmatic questions but, to uphold the competitive grant process, will not provide one-on-one assistance.

Program Application Activity	Tentative Timeframe
Release Request for Grant Applications (RGA)	November X, 2023
CDFA grant application webinars	November 2023
Grant applications due	January X, 2024
Administrative and technical review	January – February 2024
Announce and award funding	March 2024
Award Process Timeline	See Award Process

Strategies for Water Savings and GHG Reductions

CDFA has identified the strategies that address water conservation and GHG emission reductions from irrigation systems. Applicants should consider incorporating several strategies to achieve the required water conservation **and** GHG emission reductions.

Water Savings

1. Tools for Irrigation Scheduling
   - Examples: the use of soil moisture or plant sensors (USDA NRCS Conservation Practice Standard (CPS) 449 may apply) with electronic data output, the use of weather station(s) linked to an irrigation controller to ensure efficient irrigation scheduling or the use of evapotranspiration (ET) based irrigation scheduling, such as the California Irrigation Management Information System (CIMIS) to optimize water use efficiency for crops.
   - Telemetry components that allow the electronic communication between technology devices are eligible for funding through SWEEP.
   - For use of ET-based irrigation scheduling, applicants should provide sufficient documentation to show that water deliveries can be made on a consistent basis to accommodate scheduling.

2. Irrigation System Changes
   - Examples: the conversion to a more water efficient irrigation method or improvement of existing method to conserve water.
   - Projects should follow USDA NRCS CPS 441, 442, 443 specifications.
   - Applicants currently utilizing surface water (e.g., canal or river water) to flood irrigate crops are encouraged to maintain flood irrigation infrastructure along with proposed efficient micro/ drip irrigation system(s) to facilitate groundwater recharge when surface water is available for recharge.
   - Critical components of irrigation systems such as, but not limited to, flow meters, filters and pressure sensors are allowable costs.

Greenhouse Gas Emission Reductions

1. Fuel Conversion
   - Examples: pump fuel conversion resulting in reduction of GHG emissions such as replacing a diesel pump with an electric pump and/or the installation of renewable energy.
   - Renewable energy systems that are used to power irrigation systems are eligible for SWEEP funding.

2. Improved Energy Efficiency of Pumps and the Addition of Variable Frequency Drives
   - Examples: retrofitting or replacing pumps or the addition of variable frequency drives to reduce energy use and match pump flow to load requirements.
   - USDA NRCS CPS 372 or 533 may apply.

3. Low Pressure Systems
   - Examples: the conversion of a high-pressure sprinkler system to a low-pressure micro-irrigation system or lower pressure sprinkler system to reduce pumping and energy use.
   - Projects should follow USDA NRCS CPS 441 or 442 specifications.

4. Reduced Pumping through Water Savings Strategies
   - Example: improved irrigation scheduling leading to reduced pump operation times.

5. Reduced Nitrous Oxide Emissions
   Nitrous oxide (N_2O), a potent greenhouse gas, is released from soils due to natural processes. In irrigated settings, N_2O emissions increase because of nitrogen fertilizer applications and soil wetting. Agricultural N_2O emissions may be reduced when less fertilizer is applied and when micro irrigation is used, including sub-surface irrigation. Applicants may utilize the new SWEEP calculator tool to estimate water savings and GHG emissions reductions, including N_2O reductions associated with the proposed project. For more information see Greenhouse Gas Emission Documentation

Other Management Practices

CDFA supports innovative projects and recognizes there is variability in irrigation systems throughout California. For this reason, applicants may propose project components that do not fit into the above strategies as long as water savings can be estimated and GHG reductions can be quantified from the comprehensive project using the SWEEP quantification tools. Examples of

components that can be funded through SWEEP as part of a comprehensive water-saving and GHG-reducing project include:

- On-farm water storage (e.g., rainwater capture, surface water reservoir)
- Irrigation automation
- Surface water interconnection or recycled water interconnection
- Sub-surface drip irrigation including manure effluent mixing and application systems.

Program Requirements

An agricultural operation can only submit one grant application. CDFA will cross-reference tax identification number, mailing address and primary contact name to ensure only one award per applicant.

If an agricultural operation is a sole proprietorship, the applicant individual should use the last four digits of their social security number (e.g., XXX-XX-1234) as their unique business identification number in their grant application. An agricultural operation must use the operation's legal business name and associated tax identification number in the application. If selected for an award, CDFA will extend a Grant Agreement to the business name provided in the application. CDFA will not transfer awards to other business names or individuals.

Applicants must include flow meters in their proposed project or demonstrate water use will be measured with existing flow meters. See Project Design for more specifics on project design requirements.

Applicants must use and submit the SWEEP quantification tools/report to estimate water and GHG benefits of projects. Applicants must gather baseline information such as utility records and pump efficiency tests to complete these tools.

CDFA requires recipients to:

- Meet with a CDFA Environmental Scientist for a pre-project consultation to confirm project information and discuss implementation plans. During the pre-project consultation CDFA may require the awardee to provide additional information on the proposed project (e.g., assessors maps, photographs of the site, or quotes).
- Complete a post-project verification site visit with a CDFA Environmental Scientist or with a third-party, to evaluate the completed project. In some scenarios, SWEEP staff may opt to perform a project verification remotely. In the case of a remote verification, awardees will provide geo-tagged photographs of all the major

project components and discuss the project via email, telephone call or remote meeting.

- Provide post-project information or records (e.g., water use, energy use, energy generation) to a CDFA Environmental Scientist or a third-party representative to evaluate project outcomes for three years after the completion of the project.
- Use and maintain the SWEEP project system for an expected project life of 10 years.

See Project Implementation for more details regarding project implementation requirements.

How to Apply

CDFA uses an online application platform, Amplifund, to receive SWEEP applications. Applicants access the application at the SWEEP webpage: www.cdfa.ca.gov/oefi/sweep. Applicants must create a user account to submit a grant application. All applications, supporting documents and submissions may be subject to public disclosure through the Public Records Act.

To ensure applications and attachments are submitted successfully, CDFA strongly encourages applicants to comply with the computer system recommendations provided by Amplifund. CDFA cannot guarantee that the Amplifund system will be compatible with other browsers or operating systems. Amplifund recommends that applicants:

- Use Chrome, Firefox, Edge or Safari;
- Avoid using an iPad, iPhone or similar mobile device;
- Save work often, as the system will time out after a period of time and any unsaved work will be lost.

For guidance navigating the Amplifund portal, please see the Amplifund Portal User Guide.

Application Questionnaire

The application questionnaire includes questions that address applicant contact information and demographics, project location, description of the current irrigation system, and summary of the proposed irrigation system improvements including the details of all proposed components. Prior to completing the online application questionnaire, CDFA encourages applicants to gather all required information using Appendix A: Grant Application Checklist and Appendix B: Preview of Grant Application Questions to facilitate effective and timely submission of the grant application.

Applicants must submit the following attachments:
- Project design
- Completed [Budget Worksheet](#)
  - Solar system quote if the applicant is proposing a solar installation.
- Completed [SWEEP Irrigation Water Savings Assessment Tool (MS excel)](#) and Completed [GHG Calculator Tool (MS excel) OR the report from the SWEEP Project Assessment Tool](#)
- Twelve consecutive months of baseline GHG emission/energy documentation for any pumps that are impacted by the project (e.g., fuel receipts or utility bills)
- Pump efficiency tests and pump specification documents.

As outlined under [Disqualifications,](#) CDFA will disqualify applications that are incomplete or lacking required attachments. More details about each required attachment follows below.

Project Design
Applicants must submit a project design for the proposed irrigation system. Project design costs are at the expense of the agriculture operation. Applicants may utilize commonly available mapping or imagery platforms to create a holistic project design.
Project designs must include the following:
- Labeled Assessor's Parcel Numbers (APNs)
- Schematic of the locations of proposed or improved infrastructure and technology including irrigation piping, reservoirs, pumps, and sensors
- Pertinent agronomic information, such as the crop and water source
- Location, engineering, and energy output specifications of any proposed renewable energy installations
- Location of existing flow meters and/or flow meters proposed to be installed through the project.

Water and Energy Use Calculations and Supporting Documentation
Applicants must submit supporting documentation to substantiate water savings and GHG reductions calculations. Specific requirements pertaining to water and GHG documentation are specified below.
Water Use Documentation
Applicants are required to complete either 1) the [Microsoft excel-based SWEEP Irrigation Water Savings Assessment tool](#) or 2) the recently developed [online SWEEP Project Assessment Tool](#). The SWEEP Project Assessment Tool was completed in summer of 2023. CDFA will use this solicitation to beta-test the tool, accepting feedback to improve or enhance functionality and design. In addition to completing one of the required tools and uploading the tool or

output report to the application, an applicant may attach supplementary information that will allow technical reviewers to refine water savings estimates.

Option 1. SWEEP Irrigation Water Savings Assessment Tool (Microsoft Excel Workbook)

Applicants will complete the "before" tab of the calculator to estimate baseline water use on the field with the current crop and irrigation practice and the "after" tab to estimate the projected water savings after project installation. The estimated water savings will be shown on the "Estimated Water Savings" tab of the calculator. The completed excel workbook must be attached to the application.

Option 2. The SWEEP Project Assessment Tool

CDFA developed this spatial tool in collaboration with Colorado State University to estimate both water savings and GHG emission reductions. It includes spatial layers that are important to a SWEEP project such as soil texture, assessors' parcel numbers, and legislative district. SWEEP applicants may use the resulting map as the foundation for a SWEEP project design. Applicants will complete the tool by identifying the project location and entering critical information about crops, irrigation management and systems. Visit the tool's landing page for instructions.

Greenhouse Gas Emission Documentation

To determine the impact of the proposed project on GHG emissions, applicants must use one of two available calculator tools: 1) the Microsoft-excel based Greenhouse Gas Calculator Tool developed by the California Air Resources Board (CARB) for SWEEP or 2) the online SWEEP Project Assessment Tool. In addition to completing one of the required tools and uploading the tool or output report to the application, applicants must attach supporting documentation that will allow a technical reviewer to replicate the GHG emission calculations.

Option 1. CARB GHG Calculator Tool (Microsoft Excel workbook)

This tool was developed by CARB to estimate the potential GHG reductions that can be expected from a SWEEP project. All GHG benefits that are calculated are related to the energy attributed to irrigation water pumping. To complete the tool, applicants must use energy records from the previous calendar year (January through December) and other on-farm specifications (e.g., pump tests) to complete the calculator. Note that the estimated water savings is a required input of the CARB GHG Calculator Tool so applicants should estimate

water savings using the provided tools before attempting to use the GHG Calculator Tool.

Option 2. [The SWEEP Project Assessment Tool](#)

This spatial tool was developed in collaboration with Colorado State University to estimate both water savings and GHG emission reductions. In addition to calculating GHG benefits that are due to changes in energy use from irrigation pumps, this tool will estimate the N_2O reductions of a project that would result from changes in crop or irrigation method. Applicants will complete the tool by identifying the project location and entering critical information about crops and irrigation systems. Depending on an applicants existing irrigation and energy system and proposed changes, the SWEEP Project Assessment Tool may calculate greater GHG benefits than the CARB GHG Calculator Tool, impacting the application score during technical review. Detailed instructions can be found at the tool's landing page.

Supporting Documentation for GHG Calculations

Applicants must submit supporting documentation that relates to baseline energy use. Supporting documentation must be sufficient to allow for reviewers to replicate the GHG calculations. Applicants are required to attach the following supporting documents:

- Utility bills, actual fuel receipts, and/or field operational logs covering the previous growing year (12 months; January to December).
  - o In situations where the project involves crop rotation, applicants may provide up to three years of supporting documents to substantiate a representative baseline of energy use from pumping.
  - o Documents must capture actual, not estimated or modelled, energy use information (e.g., gallons, kWh, etc.).
  - o Documents must indicate a specific time period (e.g., months/dates) for the on-farm energy use. For months with no on-farm energy use, indicate "no usage" for those months during the growing season.
  - o Field operational logs are defined as on-farm data complied during a growing season and maintained as a common business practice by the agricultural operation to capture an actual time period (e.g., months and dates) of on-farm energy use values (e.g., gallons, kWh, etc.). Documents that provide estimates are not considered field operational logs.
- Pump and motor specifications for proposed pumps.
- Pump efficiency tests for existing pump(s) related to the project. Pump efficiency tests should be no older than 3 years.

Applicants are required to describe how the baseline GHG calculation value is supported by the on-farm energy documentation attached to their application.

Budget Worksheet

Applicants are required to download and complete a SWEEP [Budget Worksheet.](#) The Budget Worksheet includes a breakdown of grant funds budgeted for each of the categories described below and itemization of all costs included in the proposed project. The Budget Worksheet must be attached in Microsoft Excel format and be consistent with the project design and application narrative. Budget Worksheets from past solicitations will not be accepted.

Quotes for Proposed Renewable Energy

If the project involves the installation of a renewable energy system, the applicant must submit a quote to verify the system capacity (kW). The quote must also itemize any tax incentives or rebates that the applicant will receive from the installation.

Budget Cost Categories:

Supplies and Equipment

Itemize the estimated cost of supplies and equipment by providing a description and quantity to be purchased. Supplies include all consumable materials with an acquisition cost less than $5,000 per unit (e.g., pipes, tubing). Supplies must be used exclusively for the project. Equipment is an article of nonexpendable, tangible personal property with a useful life of more than two years and an acquisition cost which equals or exceeds $5,000 per unit (e.g., solar panels, irrigation pumps). Equipment must have a useful life of two years or more.

Labor

Labor costs cannot exceed 25 percent of the total SWEEP grant request. Labor costs in excess of 25 percent of the total SWEEP grant request must be covered by cost share. Estimate the cost for any work on the project that will be performed by individuals associated with a contractor. Provide a brief description of services and the cost/hour necessary for installation (e.g., labor for electrician, concrete work).

Other

Itemize the estimated cost of any other allowable expenses not covered in the previous budget categories necessary for project implementation. Project cost typically listed under this category include, but are not limited to, permits and equipment rental.

Allowable Costs

Applicants must itemize project costs and costs must clearly support installation or improvement of irrigation systems, including supplies, equipment, labor, and any other allowable cost necessary for project implementation. Project costs must be reasonable and consistent with costs paid for equivalent work on non-grant funded activities or for comparable work in the labor market.

Examples of allowable costs include:
- Installation of photovoltaic panels to power irrigation systems
- All components of irrigation systems
- Sensor hardware and telemetry
- Software associated with sensors and weather stations
- Flow meters
- Permits

Unallowable Costs

Unallowable costs, include, but are not limited to:
- Project design costs (e.g., engineering)
- Costs associated with technical assistance or project management, including drive time and fuel cost
- Post-project service charges and maintenance costs associated with the irrigation system
- Non-labor costs (e.g., management) and fees associated with project oversight
- Labor costs in excess of 25 percent of the total SWEEP grant request
- Any labor provided by the applicant or applicant's employees (such costs could be categorized as "in-kind")
- Supplies and equipment costs not related to irrigation or water distribution systems
- Tools and equipment with useful life of less than two years
- Costs associated with drilling of new or expanding groundwater wells
- Irrigation training courses
- Pump efficiency tests
- Purchase of trees, crops, or seeds
- Purchase of soil amendments

Assistance and Questions

CDFA cannot assist in the preparation of grant applications; however, general questions may be submitted to cdfa.sweeptech@cdfa.ca.gov. CDFA will conduct three rounds of Questions and Answers (Q&A) to address general questions about the application submission process and program requirements.

CDFA will post responses to questions received during the workshops or by email to [CDFA's SWEEP website](#) according to the following schedule:

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

To maintain the integrity of the grant process, CDFA is unable to advise and/or provide applicants with any information regarding specific grant applications during the solicitation process.

Review Process and Notification of Application Status

Administrative and Technical Review

CDFA will conduct two levels of review during the grant application review process. The first level is an administrative review to determine whether application requirements were met. The second level is a technical review to evaluate the benefits of the proposal, including the potential for the project to save water and reduce GHG emissions. The technical reviewers are agricultural irrigation water system specialists and experts affiliated with the University of California and California State University systems.

Scoring Rubric

The technical reviewer(s) will validate water and GHG calculations based upon the supporting documentation and project design provided by the applicant. Reviewers will score projects based on the rubric below.

Category	Criteria	Points Available
Quantity of Water Savings (acre-inch per acre)	Less than 1 = 0 points Not Eligible	15
	1 to 4 = 6 points	
	>4 to 8 = 8 points	
	>8 to 12 = 12 points	
	> 12 = 15 points	
Quantity of GHG Reductions	Less than .01 = 0 Not Eligible	15

Category	Criteria	Points Available
(MTCO2e per acre)	.01 to .05 = 6 points	
	>.05 to .1 = 8 points	
	Between .1 and .5 = 12 points	
	> .5 = 15 points	
Project Expected Benefits (Select up to 5)	Groundwater Sustainability: The project reduces groundwater pumping in a critically over-drafted groundwater basin = 2 points	Maximum 10
	Energy Efficiency: The project improves pump efficiency = 2 points Examples: pump retrofit, installation of VFD, replacement of pump	
	Renewable Energy: The project includes installation of renewable energy = 2 points	
	Water Quality: The project will protect water quality through improved nutrient management = 2 points Examples: subsurface drip, subsurface drip of manure effluent	
	Water Recycling: The project site will utilize recycled water = 2 points	
	Air Quality: The project will reduce fossil fuel combustion = 2 points Example: Conversion from fossil fuel to electricity	
	Climate & Drought Adaptation: The project will improve the flexibility of the irrigation system and/or improve irrigation scheduling = 2 points Examples: surface water storage or interconnect, Level 3 IWM	
	Irrigation Training*: The applicant commits to take irrigation training during the course of the agreement = 2 points	

Category	Criteria	Points Available
Budget	The itemized budget includes **all** the major components identified in the application = X points	X
	Renewable energy components are greater than 25% of the budget = -X points	
	Irrigation scheduling tools are greater than 25% of the budget = -X points	

*Irrigation Training

Irrigation training is a critical component to irrigation management and agricultural water conservation. CDFA strongly encourages applicants to participate in an irrigation training course to maximize the benefits of a well-designed and maintained irrigation system. The scoring rubric offers applicants two points if they commit to taking an irrigation training course during the term of the grant agreement.

If an applicant commits to completing training, the irrigation training course will become part of the Grant Agreement between the agricultural operation and CDFA. Therefore, project completion will be conditional upon completing the required training course during the grant term. Recipients must provide evidence (i.e., certificate of completion) confirming attendance. CDFA encourages agricultural operations to consider having both the agriculture operation's manager and irrigator attend a training course; however, only one agriculture operation representative is required to attend. Recipients will submit an irrigation training certificate to CDFA within 30 days from the date of project verification.

Applicants may consider training resources provided on the program website at https://www.cdfa.ca.gov/oefi/sweep/IrrigationTechnicalResources.html. However, applicants may also select an alternative training course that best meets the needs of their operation. The applicant may submit a certified USDA NRCS Irrigation Water Management plan as evidence of completing irrigation training.

Funding Recommendations

OEFI will consider the following criteria when developing funding recommendations for the California Secretary of Food and Agriculture:
1. Score

2. Previous award status – OEFI will recommend applicants that have never been awarded a SWEEP grant above equally scored applicants that have received a previous award.

Past performance, if applicable, may be taken into consideration. Past performance may include timely and satisfactory completion of funded activities and reporting requirements, data on meeting funding priorities, quantity and quality of past project performance including project termination or incomplete projects, or unresponsiveness.

Notification and Feedback

Disqualifications
During the administrative review, the following will result in the disqualification of a grant application:
- Incomplete grant applications: applications with one or more unanswered questions necessary for administrative or technical review.
- Incomplete grant applications: applications with missing, blank, unreadable, corrupt, or otherwise unusable attachments.
- Applications requesting funding for more than the maximum award amount.
- Applications that include activities outside the grant duration.
- Applications with unallowable costs or activities necessary to complete the project objectives.
- Applications that do not provide primary applicant contact information in the application.
- Applications that do not comply with Eligibility or meet Program Requirements and Restrictions.

Appeal Rights
Any disqualification taken by the Office Environmental Farming and Innovation (OEFI) during the administrative review for the preceding reasons may be appealed to CDFA's Office of Hearings and Appeals Office within 10 days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party name on the grant application or his/her authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the OEFI decision being challenged. The submissions must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814 or emailed to CDFA.LegalOffice@cdfa.ca.gov. If submissions are not received within the time frame provided above, the appeal will be denied. Appeal rights are only afforded to disqualifications.

Award and Regrets Notices

- CDFA will notify successful applicants of their grant award through email and will initiate the grant agreement execution process.
- CDFA will notify unsuccessful applicants at the time that awards are announced. Unsuccessful applicants may request feedback on their applications. If requested, CDFA will provide feedback within 10 business days.

Award Process

Grant Agreement Execution

CDFA estimates that the process of executing a grant agreement will take several months. A SWEEP staff member will contact each Recipient to schedule a pre-project consultation to confirm project site information and discuss implementation plans. CDFA may require applicants to provide APN map(s) of the impacted acreage, confirm the location of the project, provide photographs of the project site or provide additional quotes. Following finalization of the scope of work and budget, CDFA's Office of Grants Administration will send the recipient a Grant Agreement package with instructions regarding award requirements including information on project implementation, verification, and payment process.

Award Timeline

Grant Agreement Stage	Estimated Time for Stage Completion
Grant packet is completed – During this step, CDFA will work with awardees to get the information the state needs to execute the grant. CDFA requests a response to inquiries or documents within 5 business days.	Approximately 60 days
Grant Execution	Up to 120 days
Processing advance payments – If awardees request and are granted an advance payment, please be aware that it will take up to 4 weeks to process this payment once the grant is executed. (See Payment Process)	Up to 4 weeks

Project Implementation

Once a Grant Agreement is executed, the grant recipient can begin implementation of the project if it is after or on the official project start date. During project implementation, grant recipients must maintain frequent communication with CDFA staff about the SWEEP project. CDFA staff may regularly send emails or surveys to gauge project progress in addition to quarterly invoicing. Recipients must be responsive.

Recipients are responsible for the overall management of their awarded project, ensuring all project activities, including labor associated with installation, are completed no later than X, X 202X. For projects involving utility interconnection, recipients must take the necessary steps to begin the interconnection process quickly after execution of the Grant Agreement. Awardees must complete all proposed activities including activities related to cost share by the end of the grant term.

The grant awardee, the grant awardee's authorized representative or CDFA staff will initiate all communications (oral and written) related to the grant activities including reimbursements.

Recipients must install the project on the parcels (APNs) identified in the Grant Agreement's Scope of Work (SOW). CDFA will withhold all or any portion of the grant funding or terminate the Grant Agreement if the recipient fails to install a project on the APNs identified in the scope of work.

CDFA may conduct an on-site visit and inspection of records, upon reasonable notice at any time during the project term. The purpose is to determine whether deliverables are being met and evaluate project progress. CDFA may require recipients to submit financial records and project documentation to ensure SWEEP funds are used in compliance with the Grant Agreement terms and conditions.

Payment Process

SWEEP is a reimbursement-based grant program. CDFA will provide the grant recipient with the necessary grant award and invoicing documents for reimbursement process. CDFA processes reimbursements on a quarterly basis and requires supporting documentation of actual costs associated with the purchase and/or installation of project components. CDFA will withhold 10 percent from the total grant award reimbursement until the verification requirement is complete and meets the expectations agreed upon in the Scope of Work.

Advanced Payments

If selected for funding, recipients may be eligible for an advance payment of up to 25 percent of the grant award, subject to the provisions of Section 316.1 "Advance Payments" of the [California Code of Regulations, Division 1, Chapter 5](#). If appropriate justification is submitted and awardee is in compliance with grant management requirements, CDFA may issue additional advance payments in accordance with CDFA's Grant Administration regulations.

Project Verification

Following project implementation, the grant awardee must inform the assigned grant specialist that the project is complete and operational. A CDFA Environmental Scientist, or a CDFA-contracted third party, will then initiate the verification process. The verifier will visit the project site and inspect the completed project to ensure design specifications were met and the system is working effectively. In addition, the verifier will take photographs to document project completion. The grant awardee or a documented authorized representative of the agricultural operation must be present during the time of verification. If CDFA determines that remote verification is required, the grant awardee will submit geotagged photos of critical project components so that the project can be verified as complete on the intended APN. The verification component must be completed by X, X, 202X.

Post-Project Requirements

Project Outcome Reporting

CDFA requires all recipients to maintain documentation related to the funded project, including energy and water use documentation and to be responsive to requests for information about the project. In the three years after project completion, CDFA may request information about the use and maintenance of the project and may request water and energy records associated with the project site.

Failure to work with CDFA or its designees to provide the project-related documentation will be considered non-performance. In the event of non-performance, CDFA may take any action deemed necessary to recover all or any portion of the grant funding and may deny eligibility for future funding.

State Audit and Accounting Requirements

In addition to SWEEP program requirements, awarded projects may be subject to State Audit and Accounting Requirements listed below.

Audit Requirements

Projects are subject to audit by the State annually and for three (3) years following the final payment of grant funds. If the project is selected for audit, the Grantee will be contacted in advance of audit-related requests or visits. The audit shall include all books, papers, accounts, documents, or other records of Grantee, as they relate to the project. All project expenditure documentation should be available for an audit, whether paid with grant funds or other funds.

The Grantee must have project records, including source documents and evidence of payment, readily available and must provide an employee with knowledge of the project to assist the auditor. The Grantee must provide a copy of any document, paper, record, etc., requested by the auditor.

Accounting Requirements

Grantee must maintain an accounting system that:
- Accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and timecards, evidence of payment, etc.
- Provides accounting data so the total cost of each individual project can be readily determined.

Records Retention

Grantees must retain records for a period of three (3) years after final payment is made by the State and at least one (1) year following an audit.

Appendix A: Grant Application Checklist

Application Components

☐   Completed Online Application

Application Attachments

☐   Project Design

☐   Budget Worksheet

☐   Quotes for solar projects (required if requesting funding for a solar installation)

☐   GHG Baseline Use Documentation (e.g., utility bills, fuel receipts, field operational logs, etc. covering 12 months of peak irrigation season)

☐   Pump Efficiency Test(s) (pump efficiency test for current pumps, pump and motor specifications for any proposed pumps)

         ☐   SWEEP Irrigation Water Savings Assessment Tool **&** ARB GHG Calculator Tool
                     OR

         ☐   Output report from the SWEEP Project Assessment Tool

Optional Application Attachments (only if applicable to project)

☐   Cost Share (optional)

☐   Letter of Support from Groundwater Sustainability Agency

☐   Supplemental information to support water use baseline.

☐   All Other Supplemental Documents (e.g., irrigation training certificates) (optional)

Appendix B: Preview of Grant Application Questions
Under Development