

ENVIRONMENTAL FARMING ACT SCIENCE ADVISORY PANEL (EFA SAP)
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
MEETING AGENDA
April 18, 2019
EFA SAP MEMBERSHIP

<https://www.cdfa.ca.gov/oefi/efasap/>

Jocelyn Bridson, MSc, Rio Farms, Member and Chair	Jeff Dlott, PhD, SureHarvest, Member
Don Cameron, Terranova Ranch, Member	David Bunn, PhD, Resources Agency, DOC, Member
Vicky Dawley, Tehama RCD, Member	Judith Redmond, Full Belly Farm, Member
Emily Wimberger, CalEPA, ARB, Member	Julie Alvis, Resources Agency, Member
Scott Couch, CalEPA, State Water Board, Member	Doug Parker, PhD, Subject Matter Expert
Tom Hedd, USDA NRCS, Subject Matter Expert	

Public Meeting**10 AM to 2 PM**

Desert Research and Extension Center
University of California
1004 Holton Rd, Holtville, CA 92250

REMOTE ACCESS

Webinar information

Registration URL: <https://attendee.gotowebinar.com/register/3467692945792774914>
 Webinar ID: 412-022-963

Presentation materials will be posted at the following link prior to the meeting:

https://www.cdfa.ca.gov/EnvironmentalStewardship/Meetings_Presentations.html

Topic	Presenter	Action Level
1. Introductions	Chair Bridson	Informational Item
2. Minutes	Chair Bridson	Action Item – Requires EFA SAP Approval
3. SWEEP Update • Programmatic Update	Scott Weeks, CDFA	Informational Item
4. Healthy Soils Program (HSP) • Programmatic Update	Andrew Whitaker, PhD, CDFA	Informational Item
5. Proposed Framework for Technical Assistance Program and RFP	Carolyn Cook, MSc, CDFA	Action Item – Requires EFA SAP Approval
6. Public Comments	Chair Bridson	
7. Next Meeting and Location	Chair Bridson	

Amirth (Ami) Gunasekara, PhD, CDFA Liaison to the Science Panel

All meeting facilities are accessible to persons with disabilities. If you require reasonable accommodation as defined by the American with Disabilities Act, or if you have questions regarding this public meeting, please contact Amirth Gunasekara at (916) 654-0433.

More information at: <http://cdfa.ca.gov/Meetings.html> and [http://www.cdfa.ca.gov/EnvironmentalStewardship/Meetings_Presentations.html](https://www.cdfa.ca.gov/EnvironmentalStewardship/Meetings_Presentations.html)

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)
ENVIRONMENTAL FARMING ACT SCIENCE ADVISORY PANEL**

California Department of Food and Agriculture Main Auditorium
1220 N Street, Sacramento, CA 95814
January 17, 2019

MEETING MINUTES

Panel Member in Attendance

Jocelyn Bridson, MSc, Rio Farms, (Chair and Member)
Don Cameron, Terranova Ranch (Member)
Julie Alvis, Natural Resources Agency (Member)
Emily Wimberger, CalEPA, ARB (Member)
Vicky Dawley, Tehama RCD (Member)
Judith Redmond, Full Belly Farm (Member)
Doug Parker, PhD. UC ANR (Subject Matter Expert)
Jeff Onsted, PhD, Resources Agency, DOC, (Alternate for Member Bunn)
Scott Couch, CalEPA, State Water Board, (Member)

State Agency Staff and Presenters

Scott Weeks, CDFA
Guilhua Chen, PhD, CDFA
Carolyn Cook, MSc, CDFA
Geetika Joshi, PhD, CDFA
Amrith Gunasekara, PhD, CDFA
Karen Ross, Secretary, CDFA

AGENDA ITEM 1 – Introductions

The meeting was called to order at 10:10 AM by the Chair, Jocelyn Bridson. Introductions were made. Present at the meeting were all the members noted above under “Panel Members in Attendance.” Secretary Karen Ross also attended the meeting and was congratulated by Chair Bridson on her re-appointment as CDFA Secretary. Secretary Ross thanked the panel members for serving on the Science Advisory Panel and helping the California agriculture community.

AGENDA ITEM 2 – Previous Meeting Minutes

Chair Bridson, introduced the October 18, 2018 meeting minutes. Alternate member Onsted suggested a revision on behalf of Member Bunn (not present), to not attribute mention of LGBTQ farmers to him in the discussion on Farmer Equity Act of 2017 at the October Meeting. Member Cameron introduced the motion to accept the minutes as revised. Member Wimberger seconded the motion. The motion was moved by all

members present and accepted with further changes.

AGENDA ITEM 3 – State Water Efficiency and Enhancement Program (SWEEP) Update
Scott Weeks of CDFA provided program updates on State Water Efficiency Enhancement Program (SWEEP). He noted that the program began accepting applications on December 28, 2018 until March 8, 2019. The SWEEP staff performed three application workshops in the first half of January in Fresno, Sacramento, and Dorris California.

Secretary Ross gave the panel an update on additional funding from Strategic Growth Council, for technical assistance for SWEEP and HSP, to fund cooperative extension specialists at the University of California. Chair Bridson asked if the other Climate Smart Agriculture programs also held workshops in remote locations. Mr. Weeks responded that Healthy Soils Program also conducted workshops in Dorris California. Member Redmond requested an update on the likelihood of funding for SWEEP beyond 2019. Mr. Weeks and Secretary Ross responded that at this time, information on future funding for SWEEP is not available. Member Redmond suggested that a press day and strategic outreach field days for SWEEP and HSP funded projects should be conducted.

AGENDA ITEM 4 – Healthy Soils Program (HSP) Update

Dr. Geetika Joshi provided an update on the ongoing solicitation period for the Healthy Soils Program. This application period combines funding from both Proposition 68 and California Climate Investments. Dr. Joshi reviewed the solicitation timeline; the application period opened on December 28, 2018 with grant applications due on March 8, 2019, and awards anticipated to be announced in June 2019. CDFA-led workshops were held in Dorris and Eureka and scheduled for Tulare and Modesto, California. Lastly, Dr. Joshi provided a live demonstration of the Healthy Soils Program webpage and solicitation documents.

Secretary Ross thanked CDFA staff for meeting the December 28 deadline to open the program application periods. Member Redmond mentioned that she would be traveling to conferences and requested Spanish and English fliers for distribution at the Small Farms Conference. Similarly, Dr. Doug Parker indicated that they are also making fliers for distribution at upcoming conferences. Chair Bridson encouraged CDFA to make more videos and blogs for outreach of the Healthy Soils Program and SWEEP.

AGENDA ITEM 5 – Alternative Manure Management Program (AMMP) Update

Dr. Joshi provided an overview of the AMMP program. This update was provided in response to a request from the Panel Members at the October 2018 meeting. AMMP will be included in the AB 2377 Climate Smart Agriculture Technical Assistance program. The AMMP program's objective is to reduce methane emissions from California's dairy industry, specifically from manure storage. Methane's global warming potential is 80 times that of carbon dioxide over a 20-year timeframe. This high level of global warming potential and high contribution of methane production from the dairy industry has resulted in regulations that require dairies to reduce methane emissions by 40% below 2013 levels by 2030.

Dr. Joshi reviewed the past AMMP appropriations from 2016-2017. She discussed the amount of funding that has been available to date, the program requirements and the eligible practices. She explained how funding from the same appropriations are split between the Dairy Digester Research and Development Program (DDRDP) and AMMP. The funding proportions are decided based upon what level of reductions are necessary to meet the 2030 methane reductions mandate.

The current funding solicitation includes a new demonstration component which will partner existing AMMP recipients with an organization what will provide outreach and host field days at the project sites.

Following the presentation, Dr. Joshi received questions from the Panel Members. Several members had clarifying questions on how the funding is split between DDRDP and AMMP. Secretary Ross commented that in the previous round of AMMP, all AMMP applications that scored well had been funded. Dr. Joshi also commented that although small dairies often can't afford a digester project, all dairies are included in the methane reduction incentive program.

A panel member asked if non-bovine livestock operations have applied in the past. Dr. Joshi indicated that poultry, equine and swine applications had been received but were not competitive to receive funding.

Dr. Parker suggested that it would be helpful to see a pie chart showing the AMMP project types in relation their GHG emissions reductions at a future meeting.

Chair Bridson asked about the ways that the compost created through AMMP could go to croplands. Dr. Joshi explained that depending on the size of the livestock operation and how much compost they create they make be permitted to sell compost. More often, if they are a small operation, they may use all the compost that they create on their own farms. The synergy between the Healthy Soils Program and the generation of compost through AMMP was noted by Dr. Joshi.

Member Wimberger asked about the average award for AMMP. Dr. Joshi noted that projects ranged from \$200,000 to the full \$750,000 award cap.

The panel then discussed how the demonstration component for AMMP was designed. Dr. Parker asked how are new and innovative manure management practices being determined for demonstration. Dr. Joshi indicated that the practice can't already be in the list of eligible practices, but that GHG reductions are mandatory and must be estimated by the applicant using a combination of tools. The applicant can combine multiple strategies already being practiced alone or propose a novel approach that can be quantified using the Quantification Methodology. A GHG data collection plan with experimental design is required, especially for projects that do not fit with the Quantification Methodology.

Member Dawley asked if the request for AMMP funding are expected to go up in this

round, since in previous rounds the highly scored projects were all funded. Dr Joshi indicated that in the first year of AMMP 18 projects were funded. In the second year 42 projects were funded. The program had already seen significant increase in requests in just one year.

AGENDA ITEM 6 and 7 – AB 2377 Update and Requirements

Dr. Gunasekara provided an update on the AB 2377 Technical Assistance program that CDFA will develop in 2019. He presented the process for implementation and the anticipated next steps on draft solicitation and timeline of public comments. He reviewed for the Panel the legislative requirements of AB 2377. Dr. Gunasekara indicated that CDFA intends to have a full draft request for grant applications prepared for the next science panel meeting and that following the meeting, CDFA would accept public comments on the document for 30 days.

The panel discussed the scope of the technical assistance. Dr. Parker noted that this is beyond just preparation of grants, but also implementation. He also asked if the technical assistance would include functions only associated with incentives programs or whether it goes beyond just assistance for CDFA's Climate Smart Agriculture programs. Dr. Gunasekara indicated that the funding was for assistance associated with CDFA's CSA programs.

The panel discussed the objectives of the legislation. Members noted that a benefit of the bill is to provide some coordination among technical assistance providers and to broaden the assistance beyond application assistance to include design and project implementation assistance. CDFA was asked to work with NRCS to understand workload involved with design and implementation of projects to inform budgets for those grants. Dr. Parker suggested that CDFA facilitate a one-day workshop for providers to learn from each other. The panel also discussed possible metrics for performance and success of technical assistance. Member Wimberger asked if the GHG reductions tied to individual projects that received technical assistance can be collected. This can also help inform whether this is funding well spent.

Member Dawley commented that CDFA provides good training to technical assistance providers, but that it will be a challenge for providers to implement projects and perform consistently across the State. The work required can be very farm-specific. Project design, for example, may require some cost by the technical assistance provider. The panel discussed whether this cost should be reimbursable to the technical assistance providers. Technical assistance budgets and workplans should allow for variability. Dr. Gunasekara responded that CDFA will likely propose a traditional budget with maximum caps to allow for the variability in costs across providers.

AGENDA ITEM 8 – Panel Discussion on Technical Assistance

Chair Bridson opened the panel with statement of purpose. Panel members introduced themselves. Mr. Kevin Greer, Project Manager at Tehama RCD, explained his work with the SWEEP program from 2014. Initially he was involved as a project verifier of funded projects, but also works with growers from Sacramento to Shasta counties on

application preparation and recommendations.

During her opening presentation, Dr. Ruth Dahlquist-Willard of UC ANR in Fresno talked about the history of her connection with SWEEP, and shared information of types of projects that UCCE Fresno have assisted with over the years. She discussed in detail the additional benefits of installing SWEEP-funded improvements on-farm, such as better weed management and preparing growers to meet future SGMA requirements. She talked about Disadvantaged and Severely Disadvantaged Communities (DACs and SDACs), and, Socially Disadvantaged Farmers and Ranchers and shared examples of projects among these communities, stressing that the different definitions don't overlap.

Chair Bridson asked if these funding mandates presented any problems; have projects been rejected due to specifically to not meeting the definitions. Dr. Dahlquist-Willard clarified that this is more important in the context of meeting program requirements and that they can present a challenge.

Member Wimberger asked if the overlap of Proposition 68 DACs and SDACs was analyzed with AB 1550 Priority Populations. Member Alvis clarified that Proposition 68 DACs and SDACs do not follow the same definitions as AB 1550 and CalEnviroScreen. Clarification was also provided by Dr. Gunasekara that each program has to meet their investment minimum targets for Proposition 68 SDACs, rather than chapter-wide targets. Dr. Dahlquist-Willard posed a question on what counts as benefits to SDACs. Member Alvis mentioned that each program and project has to present benefits individually and have them extend beyond single families and be true to the intent of bond funds.

Dr. Dahlquist-Willard made several suggestions for the AB 2377 Climate Smart Agriculture Technical Assistance program such as a tiered approach for costs related to number of applicants assisted, and inclusion of cost of pump tests in the technical assistance grant.

Panel member Mr. Paul Sousa of Western United Dairymen introduced himself and discussed his engagement with AMMP applicants, including the extent of assistance provided. He shared his perspective on discussions regarding AMMP technical assistance at the SB 1383 Dairy and Livestock Working Group.

Member Redmond asked if Mr. Sousa provides permitting assistance. He clarified that depending on project, he can help inform dairy producers about permitting since project readiness is a part of the scoring criteria.

Mr. Paul Robbins, Executive Director for the RCD of Monterey County, introduced himself and provided his background on providing technical assistance for SWEEP. He shared his experience with providing assistance to Spanish speaking farmers.

Chair Bridson asked for the panel's perspective on project implementation. Mr. Greer talked about how ensuring that certain new technologies continue to be used into the future, and the necessary follow up training, may be challenging. Mr. Robbins agreed that

this would be a challenge for growers with less available resource and technical capacity. Dr. Dahlquist-Willard indicated that outreach independent of a grant cycle, but year-long would be more helpful in bringing more growers to the programs. She also expressed that the invoicing and reimbursement process for grantees is tough and being able to provide assistance in that phase of grant management would be very helpful for smaller operations. Mr. Sousa also indicated that annual reporting for AMMP is an important task that the technical assistance program can cover.

Member Alvis asked the panel for feedback on the amount of grant funding necessary to offer the technical assistance required by AB 2377. The panel members generally agreed with each other that the funding necessary for each component of technical assistance can vary significantly with the individual projects. They suggested that funding of staff dedicated to this program allowed for the most flexibly.

Member Onsted asked about the awareness of CDFA's CSA programs. Mr. Sousa and Mr. Greer both expressed the awareness and interest of the programs has been growing. There was some discussion from the panel about how to increase participation in the Healthy Soils Program, which was undersubscribed in previous rounds. The technical assistance panelists indicated that the difference likely is that the many farmers may not find or appreciate a direct link between the HSP program and cost-savings. Chari Bridson also agreed that the economic benefits of the HSP program may take longer to show. Mr. Sousa indicated that more dairy producers are taking note of HSP due to the connection to compost production and application.

Chair Bridson asked the panel what metrics CDFA should look at collecting from the awarded technical assistance providers to show a high level of accountability and credibility. Dr. Dahlquist-Willard suggest that the number of applications submitted by the technical assistance providers should be reported. Mr. Robbins suggested that the deliverables should be estimated up front by the AB 2377 grant program. Reporting would then provide metrics to compare against the estimated deliverables. Confidentiality of farmers and ranchers would need to be protected. Mr. Sousa suggested that the qualifications to participate as a technical assistance provider should be rigorous enough to allow for streamlined reporting. Mr. Greer suggested that record-keeping related to hours and activities related to project implementation and monitoring would be important to gather and submit (e.g. flow meter data can be saved and matching up those to see if project is working; continuing to work with grower on maintenance). Chair Bridson agreed; technical assistance providers could report the number of contacts, farm visits, and time spent on each project. Member Dawley suggested that the metrics should be expanded beyond what is already collected in CDFA's technical assistance. The technical assistance panelists agreed. Dr. Dahlquist-Willard suggested number of times assisted, visits to farm, whether or not a project was funded, whether or not the project reached successful verification, and monitoring results. Mr. Greer suggested that technical assistance providers should also be able to report the time they spend with growers who do not end up qualifying for the grant or applying. Mr. Sousa suggested that CDFA could get candid feedback from the growers on the quality and time of assistance provided by technical assistance providers. Chair Bridson suggested that the GHG reductions of the

projects associated with an individual technical assistance provider might be an effective measure.

Mr. Robbins indicated that with funding from this program technical assistance providers can be helpful in further follow up on completed projects. They can perform surveys and see if projects are being carried forward. Member Couch cautioned about over estimating what could be accomplished as well since the funding will come with time limitations and some project data collection could be longer than funding allows.

AGENDA ITEM 9 – Public Comments

Chair Bridson opened the public comment period, taking comments from the room first and then opening the phone line for remote participants.

Mr. Brian Shobe of CalCAN thanked CDFA for making remote comments available. He offered support for the AB 2377 technical assistance program release and increasing technical assistance amounts.

He expressed that CalCAN sponsored AB 2377 and expressed belief in expanding program reach to growers. He suggested holding conference calls with focus groups or having a dedicated workshop on this program to discuss nuances such as budget and workplan.

Ms. Kristen Murphy of the California Association of RCDs (CARCD) expressed support for an increased grant amount for technical assistance. She indicated that the indirect and overhead rates for the RCDs range from range 10-30%. She indicated that the Strategic Growth Council has a 20% cap for indirect in their grant program. Ms. Murphy informed the panel that CARCD helps to coordinate communication between RCDs and that CA RCD, through a grant from DWR, has prepared materials in Hmong and short films to assist with program outreach. Ms. Murphy also requested that CDFA consider adding cannabis producers to the eligible agricultural operations for SWEEP and HSP.

Mr. Brian Kolodji of Black Swan LLC spoke about agricultural biosequestration of carbon dioxide through technology produced by his company. He asked that the technical assistance program be used to broaden the techniques for water savings and GHG reductions to new methods and technologies

Katie Patterson of American Farmland Trust expressed appreciation of the panel discussion. She commented that further discussion on long-term implementation is important.

Panel voted on Item 6

Member Wimberger moved to approve the CDFA proposed timeline for AB 2377 technical assistance program development, alternative members Onsted and Member Dawley seconded. The motion was approved.

AGENDA ITEM 10 – Next Meeting and Location

Dr. Gunasekara stated that the next meeting will be on April 18, 2019. The location was not yet determined. The meeting was adjourned at 2:26 PM by Chair Bridson.

Respectfully submitted by:

Amrith Gunasekara, Ph.D.
Liaison to Science Advisory Panel



State Water Efficiency and Enhancement Program

SUMMARY OF 2018 SOLICITATION RESPONSE



Proposition 68

On June 5, 2018 California voters approved Proposition 68.

\$4 billion in bond funding was authorized for environmental protection project, water infrastructure, and flood protection.

CDFA's SWEEP program received \$20 million.

Two solicitations for the \$20 million

- Each solicitation will be for \$10 million
- The first application period was announced in December of 2018



New Application Portal



CALIFORNIA DEPARTMENT OF
FOOD AND AGRICULTURE

Welcome to the State Water Efficiency and Enhancement Program (SWEEP) application submission portal

Basic Instructions:

If the applicant is a returning applicant, they need to log in using their email address and the password they created.

If the applicant has not yet signed up, they need to sign up using their email address and creating a password. The password must be at least 8 characters long.

If they have forgotten their password, they need to click "Forgot Password" and then follow the prompts to reset their password.

2018 State Water Efficiency and Enhancement Program



Sign In

Email

Password

[Log In](#)

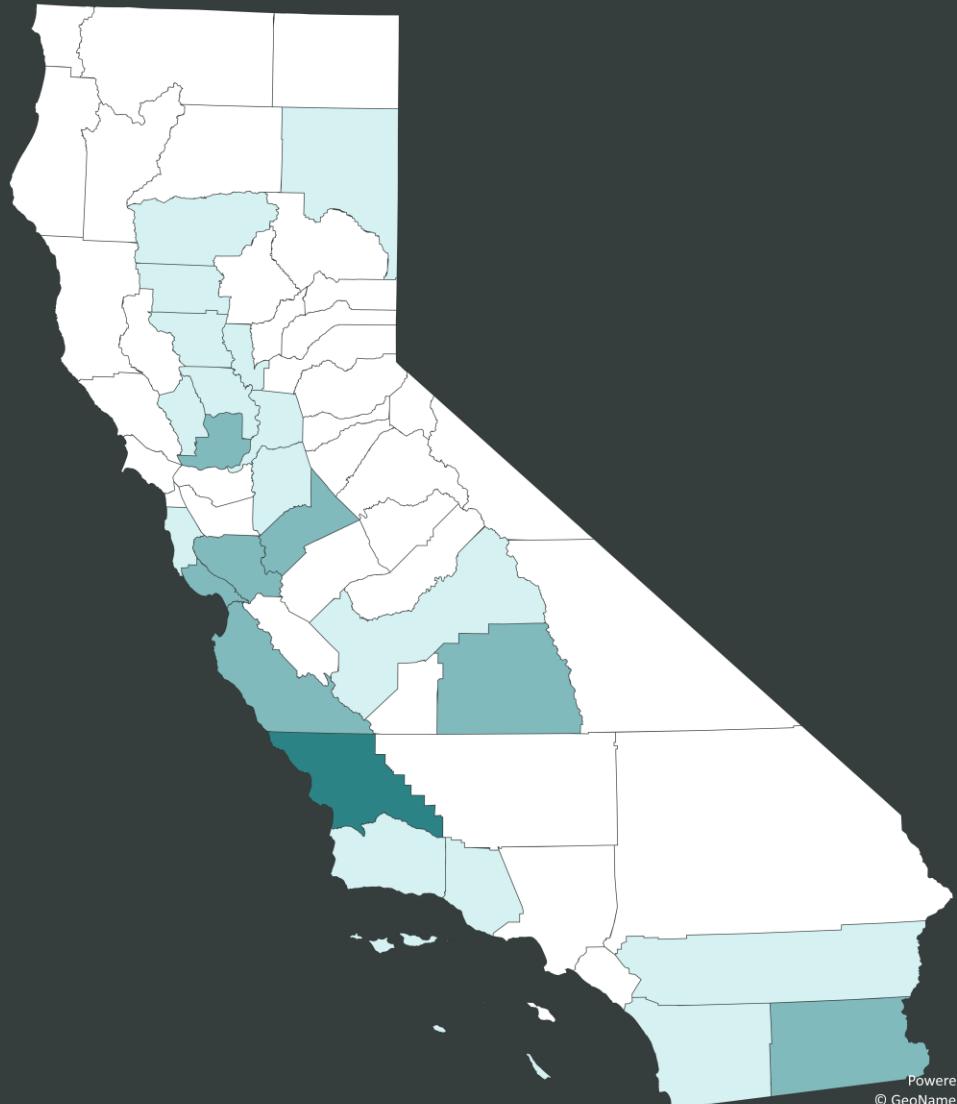
[Forgot your password?](#)

Need an Account?

[Sign Up](#)

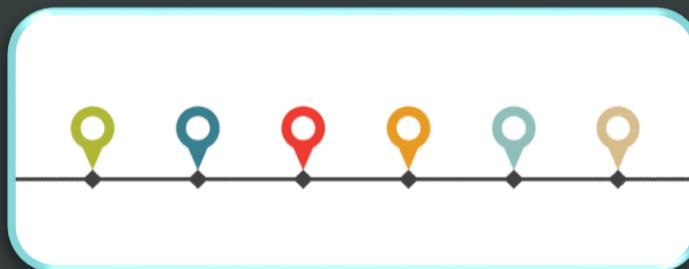
Technical Assistance Providers

- 34 different technical assistance providers
 - Some regions had multiple providers
 - Many providers offered assistance outside of their county
 - Each provided one-on-one assistance
 - Some providers held workshops



Estimated Timeline for Bond-Funded SWEEP Solicitation

Item	Timeframe
Solicitation Release	December 28 th 2018
Grant Applications Due	March 15 th , 2019
Review Process	March – June 2019
Announce and Award Funding*	June 2019
Project Start Date	September 1 st 2019
*Subject to change	



2018 Application Numbers

343 applications submitted

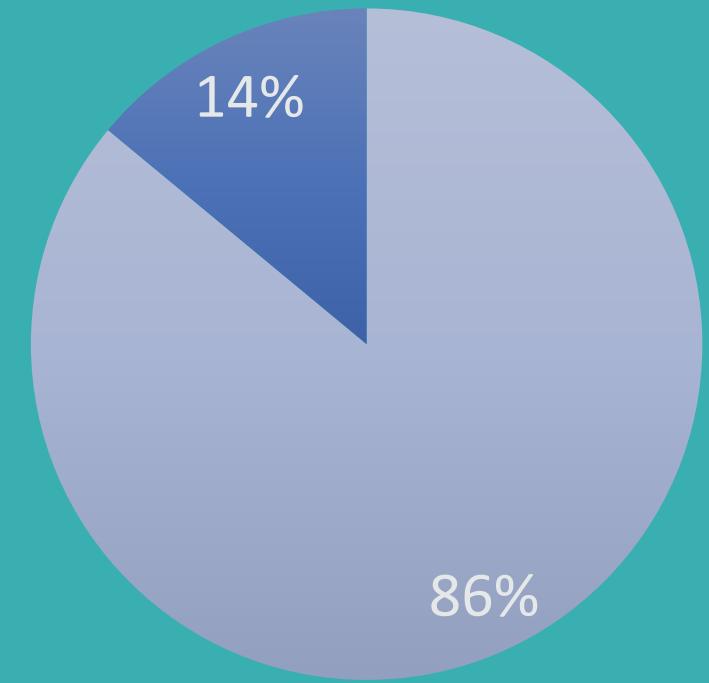
- \$27,642,642.82 requested
- \$19,335,621.08 in matching funds
- \$46,978,263.90 in potential economic impact

48 verified to be in Severely Disadvantaged Communities

(SDACs)

- \$4,021,473.09 requested
- \$3,694,173.67 in matching funds

68 individual farmers that belong to Socially Disadvantaged Groups based upon the 2017 Farmer Equity Act definition



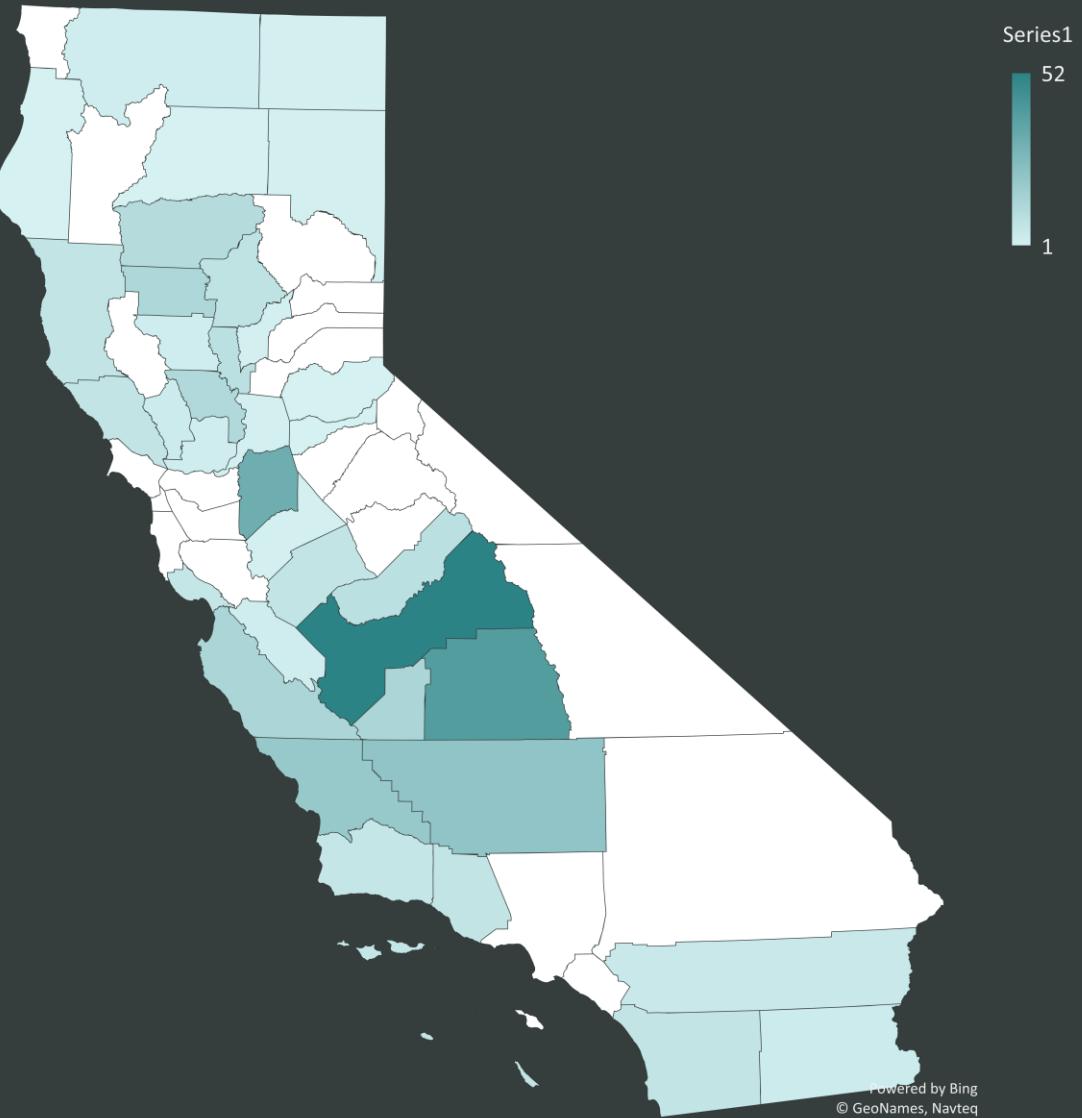
■ Non SDAC Applications

■ SDAC

Applications by County

County	#
Amador	1
Butte	8
Colusa	3
El Dorado	1
Fresno	52
Glenn	13
Humboldt	1
Imperial	4
Kern	22
Kings	14
Lassen	2
Madera	9
Mendocino	7
Merced	7
Modoc	2
Monterey	14
Napa	4
Riverside	5

County	#
Sacramento	2
San Benito	3
San Diego	7
San Joaquin	32
San Luis Obispo	20
Santa Barbara	6
Santa Cruz	6
Shasta	1
Siskiyou	3
Solano	3
Sonoma	7
Stanislaus	2
Sutter	9
Tulare	40
Tehama	11
Ventura	7
Visalia	1
Yolo	12
Yuba	2



Administrative and Technical Review

Administrative review

- Projects are reviewed for completeness
- Ensure that all required files are attached and readable
- Verify APN has not been funded before
- Ensure that applicant has not gone above SWEEP cumulative award cap of \$600,000



Technical review

- Projects reviewed by third party technical experts
- Calculators are validated or corrected
- Score and feedback provided

Criteria	Maximum Points
Merit and Feasibility	12
Water Savings & Calculations	12
Greenhouse Gas Reductions & Calculations	12
Budget	8
Additional Considerations	6
Total	50



Thank you!



SWEET TEAM

CAROLYN COOK

Senior Environmental Scientist, Supervisor

SCOTT WEEKS

Environmental Scientist

EMAD JAHANZAD (NEW)

Environmental Scientist

RAVNEET BEHLA

Senior Environmental Scientist, Specialist

CDFA HEALTHY SOILS PROGRAM



Andrew Whitaker, Ph.D.
Environmental Scientist, HSP

Environmental Farming Act – Science Advisory Panel Meeting
April 18th, 2019
Imperial, CA

Outline

- HSP: Updates
- Program Timeline 2018-19
- HSP Application Metrics
- HSP Technical Assistance Providers
- Programmatic Information

HSP Updates

- Funding sources:
 - Budget Act of 2018 - \$10 Million through Proposition 68 (California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018).
 - Budget Act of 2018 (SB 856) - \$5 Million through the Greenhouse Gas Reduction Fund (GGRF)

Program Timeline 2018-19

December 28, 2018

Funding
Availability
Announcement

March – June 2019

Review
Period

Award
Announcement

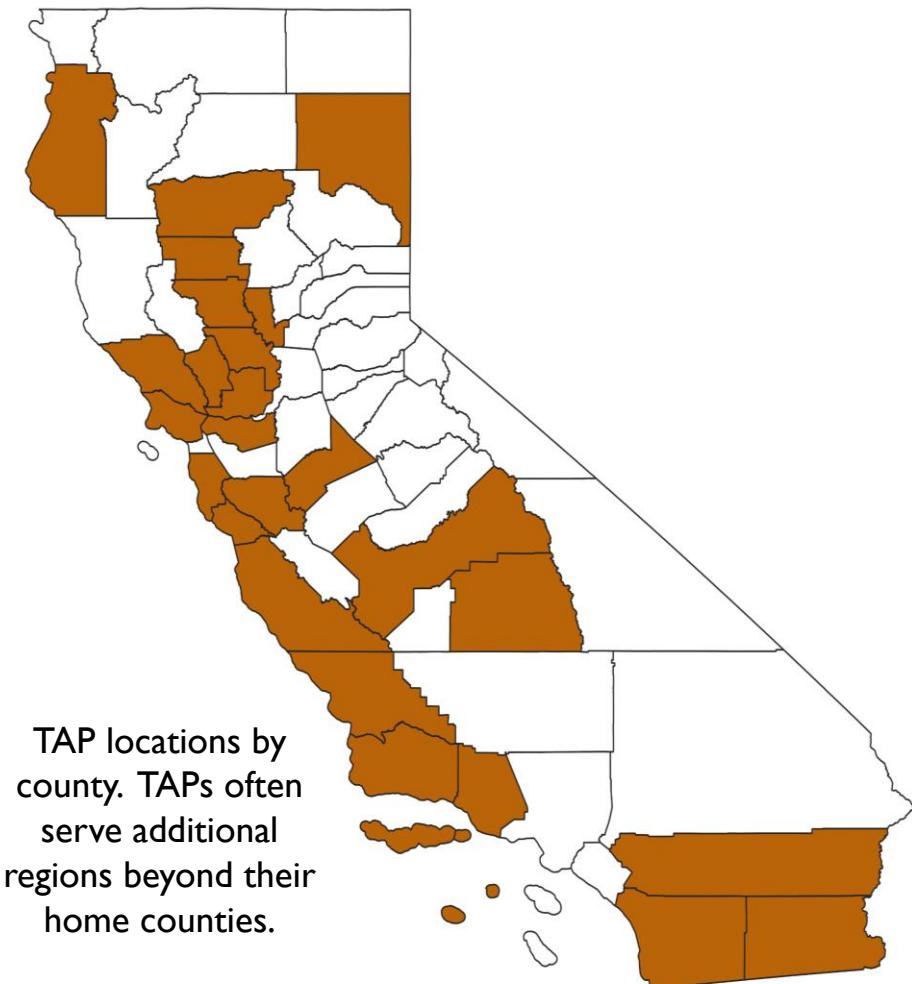
March 13, 2019

June 2019

2018 HSP Application Metrics

- HSP Incentives Program
 - 222 applications submitted
 - ~\$9.7 million requested
 - ~\$3.7 million in cost share
- HSP Demonstration Projects
 - 30 applications submitted (16 Type A & 14 Type B)
 - ~\$5 million requested
 - ~\$1.7 million in cost share

HSP Technical Assistance Providers



- **2018 HSP**

- 40 Technical Assistance Providers (TAPs) statewide
- Up to \$800,000
- TAPs to provide one-on-one assistance to HSP applicants

- **2019 and beyond**

- CDFA to develop a new technical assistance grant program (AB 2377)
- TAPs will assist with applications as well as post-award project implementation

Programmatic Information

- HSP Incentives Program

<https://www.cdfa.ca.gov/oefi/healthysouls/IncentivesProgram.html>

- HSP Demonstration Projects

<https://www.cdfa.ca.gov/oefi/healthysouls/DemonstrationProjects.html>

Program Contacts

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Amrith Gunasekara, Ph.D.

Science Advisor to CDFA Secretary

Manager, Office of Environmental Farming and Innovation

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AB2377 Climate Smart Agriculture Program Technical Assistance Grants

Draft for Public Comment



CALIFORNIA DEPARTMENT OF
FOOD AND AGRICULTURE

Background

- AB 2377 (Irwin, 2018) requires the California Department of Food and Agriculture (CDFA) to establish a technical assistance grant program to provide funds to technical assistance providers to assist the applicants of the Healthy Soils Program (HSP), the Alternative Manure Management Program (AMMP) and the State Water Efficiency and Enhancement Program (SWEEP).
- At least 25% of these grant funds will be used to provide technical assistance to Socially Disadvantaged Farmers and Ranchers
- Technical assistance must be in the form of (i) outreach activities, CSA project design, education, project planning and individualized application assistance to farmers, ranchers and agricultural operations, and (ii) project implementation and reporting of funded projects.



Funding Duration

CDFA will fund a maximum grant award of up to \$60,000 per technical assistance provider per CSA program. Therefore, the maximum award amount for all three programs is \$180,000.

The grant agreement will have a term of three years.

Each grant will be implemented in two phases:

Phase I: Pre-award Activities

Phase II: Post-award Activities

Funding and Duration

Table 1. Providing Technical Assistance for one of the CSA programs

Year	Phase 1	Phase 2	Total
Year 1	Up to \$20,000	Up to \$13,333	\$33,333
Year 2		Up to \$13,333	\$13,333
Year 3		Up to \$ 13,334	\$13,334
Total	Up to \$20,000	Up to \$40,000	\$60,000

Funding and Duration

Table 2. Providing Technical Assistance for two or more CSA programs

Year	Phase 1	Phase 2	Total
Year 1	Up to \$60,000 (\$20,000 for each CSA program)	Up to \$39,999 (\$13,333 for each CSA Program)	\$99,999
Year 2		Up to \$39,999 (\$13,333 for each CSA Program)	\$39,999
Year 3		Up to \$ 40,002 (\$13,334 for each CSA Program)	\$40,002
Total	Up to \$60,000	Up to \$120,000	\$180,000

Phase 1: Pre-award Activities

Phase 1 technical assistance must include:

- A technical expert must be made available throughout the year and during solicitation application periods to potential applicants.
- Assist with application materials including instruction and/or completion of the Quantification Methodologies and calculator tools.
- Computer and internet access for CSA applicants.
- Technical assistance providers must record the name, email, telephone number, address, and if they fall into one of CDFA's priority populations, of each applicant assisted.
- Bilingual outreach and assistance is strongly encouraged.
- Workshops are not required, but encouraged.



Phase 2: Post-award Activities

Phase 2 technical assistance must include:

- Ongoing outreach and technical assistance to grant recipients:
- Invoicing assistance and/or matching funds coordination.
- Post award and post project reporting.
- Annual check-in with farmers on technical needs.
- Attendance at CDFA-hosted annual meeting.
- Quarterly report to CDFA documenting these tasks and individuals assisted.

Phase 2 technical assistance optional activities:

- Additional technical training (e.g., on-site training, webinar, video, or other options).
- Provide case studies.
- Consult with applicants who did not receive funding in previous rounds and advise on solutions.
- Facilitate communication with growers and vendors, if requested.

Payments and Invoicing

Phase 1: Pre-award Activities – Up to \$20,000 over 3 year term per CSA program

Payments will be made on the following basis:

CSA Program	Base Outreach Activities	For Individual Assisted
Healthy Soils Program	Up to \$5,000 per solicitation	<ul style="list-style-type: none">• \$200 without application submittal• \$400 with application submittal
State Water Efficiency and Enhancement Program	Up to \$5000 per solicitation	<ul style="list-style-type: none">• \$200 without application submittal• \$400 with application submittal
Alternative Manure Management Program	Up to \$5,000 per solicitation	<ul style="list-style-type: none">• \$400 without application submittal• \$1,000 with application submittal

Phase 2: Post-award Activities -\$13,333 per year per CSA program

Phase 2 expenses will be reimbursed on a quarterly basis.

A detailed invoice will be submitted with each quarterly report.

Regional Considerations



The CSA program needs to ensure adequate statewide distribution of its programs. CDFA will fund, to the extent feasible, at least one project for each region.

- Northern California counties
- Central California counties
- Southern California counties
- Central coastal California counties

Criteria	Points Available
Workplan	40
Budget	20
Statement of Qualifications	30
Resume	10
Total	100

Review Process Scoring Criteria

Third party reviewers from state agencies will be selected to review applications.

Each CSA program will have its own application questionnaire which will be scored independently of the others.

Detailed scoring guidance questions are located in draft Request for Proposals.



Public Comment

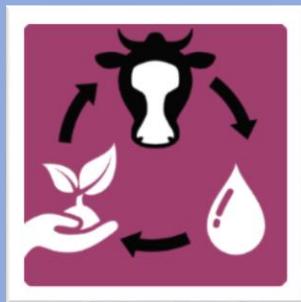
Draft for public comment will be released April 8, 2019

Comments due: May 21, 2019 by 5:00 p.m. PT

Send comments to
CDFA.OEFL@cdfa.ca.gov

CLIMATE SMART AGRICULTURE

TECHNICAL ASSISTANCE GRANTS



*Request for
Proposals*

Draft for Public Comment

Anticipated Release Date April 22, 2019

Anticipated Comment Period Due Date: May 21, 2019 by 5:00 p.m. PT

Send comments to CDFA.OEFI@cdfa.ca.gov



CALIFORNIA DEPARTMENT OF
FOOD AND AGRICULTURE

California Department of Food & Agriculture
Office of Environmental Farming and Innovation
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CLIMATE SMART AGRICULTURE TECHNICAL ASSISTANCE GRANT

REQUEST FOR PROPOSALS

BACKGROUND

AB 2377 (Irwin, 2018) requires the California Department of Food and Agriculture (CDFA) to establish a technical assistance grant program to provide funds to technical assistance providers to assist the applicants of the Alternative Manure Management Program (AMMP), the Healthy Soils Program (HSP) and the State Water Efficiency and Enhancement Program (SWEEP).

For fiscal year **20xx-20xx**, CDFA will award *up to \$xxx* million to the following entities (bulleted below) with demonstrated technical expertise in designing and implementing agricultural management practices to support CDFA's 2019 Climate Smart Agriculture (CSA) incentive programs. At least 25% of these grant funds will be used to provide outreach and technical assistance to Socially Disadvantaged Farmers and Ranchers¹.

- Resource conservation districts
- The University of California Cooperative Extension
- Nonprofit organizations

Technical assistance must be in the form of;

1. Outreach activities, CSA project design, outreach, education, project planning and individualized application assistance to farmers, ranchers and agricultural operations.
2. Project implementation and reporting of funded projects. Technical assistance grants by CDFA will cover the following three programs:

- *Alternative Manure Management Program (AMMP)*

AMMP is designed to provide financial incentives to dairy and livestock operators to implement non-digester manure management practices that reduce their greenhouse gas emissions.

- *Healthy Soils Program (HSP) – Incentives Program*

The CDFA's HSP Incentives Program provides financial incentives to California growers and ranchers to implement conservation management practices that sequester carbon, reduce atmospheric GHGs, and improve soil health.

- *State Water Efficiency and Enhancement Program (SWEEP)*

SWEEP's objective is to provide financial incentives for California agricultural operations to invest in irrigation systems that reduce GHG emissions and save water. The program achieves both objectives through

¹ "Socially disadvantaged farmer or rancher" means a farmer or rancher who is a member of a socially disadvantaged group. "Socially disadvantaged group" means a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. These groups include all of the following: (1) African Americans (2) Native American Indians (3) Alaskan Natives (4) Hispanics (5) Asian Americans (6) Native Hawaiians and Pacific Islanders.

funding of holistic irrigation designs and supports project components such as sensors, new irrigation methods, pump retrofits or upgrades, fuel conversion, and renewable energy.

PROGRAM FRAMEWORK

Each organization that receives a CSA technical assistance grant is required to conduct both Phase 1 and Phase 2 activities over the three-year life of the agreement. The phases differentiate pre-award activities and post-award activities and result in different tasks and deliverables.

Phase I: Pre-award Activities

Pre-award activities refer to a task or activity conducted prior to awarding of AMMP, HSP or SWEEP grants to a farmer or rancher, and includes technical assistance provided for application preparation and submission. These activities may further include, but are not limited to, outreach and education about the CSA programs, project planning and design.

Phase II: Post-award Activities

Post-award activity refers to a task or activity conducted after a farmer or rancher has been awarded an AMMP, HSP or SWEEP grant, and includes but is not limited to, ongoing assistance with project implementation, project coordination, information gathering and continued education of CSA -relevant topics.

FUNDING & DURATION

The CSA Technical Assistance Grant is designed to facilitate technical assistance to individual farmers and ranchers who are interested in applying for or have received funds from three of CDFA's CSA programs; AMMP, HSP, and/or the SWEEP. Each grant will be implemented in two phases: Phase I and Phase II as described above under Program Framework. Grant funds may not be expended prior to [date; TBD] or after [date; TBD].

Funding distribution for one CSA Program;

Applicants may provide technical assistance for one CDFA CSA program. The funding distribution by phase and year is provided in Table 1.

- The total maximum grant award for one CSA program = \$60,000 over three years
- Phase 1 technical assistance funding maximum = \$20,000
- Phase 2 technical assistance funding maximum = \$13,333 per year for three years

Table 1. Providing Technical Assistance for one of the CSA programs

Year	Phase 1	Phase 2	Total
Year 1	Up to \$20,000	Up to \$13,333	\$33,333
Year 2		Up to \$13,333	\$13,333
Year 3		Up to \$ 13,334	\$13,334
Total	Up to \$20,000	Up to \$40,000	\$60,000

Funding for two or more CSA Programs;

Applicants may apply to more than one CSA Program to provide technical assistance services. The total maximum grant award amount when providing technical assistance for all three CSA programs is \$180,000 over the three-year period. If supporting all three CSA programs, an organization can receive up to \$60,000 for Phase 1 activities and \$120,000 for phase 2 activities over the three-year grant agreement period.

Table 2. Providing Technical Assistance for two or more CSA programs

Year	Phase 1	Phase 2	Total
Year 1	Up to \$60,000 (\$20,000 for each CSA program)	Up to \$39,999 (\$13,333 for each CSA Program)	\$99,999
Year 2		Up to \$39,999 (\$13,333 for each CSA Program)	\$39,999
Year 3		Up to \$ 40,002 (\$13,334 for each CSA Program)	\$40,002
Total	Up to \$60,000	Up to \$120,000	\$180,000

Phase 1 activity payments will be made on the following basis:

- AMMP: Up to \$20,000 maximum, which shall include \$5,000 base payment per solicitation, and, \$400 per individual assisted, or, \$1,000 per application submitted.
- HSP: Up to \$20,000 maximum, which shall include \$5,000 base payment per solicitation, and, \$200 per individual assisted, or, \$400 per application submitted.
- SWEEP: Up to \$20,000 maximum, which shall include \$5,000 base payment per solicitation, and, \$200 per individual assisted, or, \$400 per application submitted.

The total costs of all activities, including indirect costs that is not to exceed 10% (unless established agreements/contracts between CDFA and the applicant has been previously established), must not exceed \$20,000 per program with a maximum award no greater than \$60,000.

Phase 2 expenses will be reimbursed on a quarterly basis. A detailed invoice is required with each report outlining expenses.

Phase 1 budget activities can be rolled into the following year if they are still supporting phase 1 activities for the same budget allocation.

Phase 2 activities may be used for year 2 and 3 activities if not utilized fully in the proposed years. Awardees will be required to submit a justification requesting the reallocation of unused funds from one year to another.

PROGRAM REQUIREMENTS AND DELIVERABLES

CDFA has several requirements that applicants and awardees must comply with.

- A technical assistance provider cannot apply as the lead applicant for more than one award per CSA program.
- Multiple organizations can partner on a single application.

- Past performance of technical assistance providers will be considered during the review process.
- CDFA reserves the right to offer an award different than the amount requested.
- A technical assistance provider cannot limit services to a specific county and/or region.
- An awardee must be able to serve farmers and ranchers seeking technical assistance from multiple counties.

Phase 1: Pre-award Activities

Mandatory Activities

- Technical assistance must be conducted between [date;TBD] and [date;TBD] and depends upon when incentive program solicitations are released and actively receive applications from farmers and ranchers throughout California.
- Assisting potential applicants with AMMP, HSP, and/or SWEEP application materials including use of existing and new Quantification Methodologies (QMs) and other calculator tools.
 - The applicant's technical expert must have CSA experiences that align with the program it is proposing to support. For example, a dairy and livestock manure management technical expert for assisting with AMMP applications, an irrigation and energy efficiency expert for assistance with SWEEP applications, and a soil scientist, conservationist, or agronomist for assistance with HSP applications.
 - Technical assistance providers must record the name, farm or ranch name, email, telephone number, address, and if they fall into one of CDFA's priority populations, of each applicant assisted.
 - Workshops are not required but are encouraged. If choosing to conduct workshops, the date, time location, languages of the workshop, and person to be contacted must be provided to CDFA two weeks before the workshop. This information will be posted on CDFA's program specific websites and may be publicly available as a resource for those seeking technical assistance. If multiple CSA programs are part of the same larger workshop, CDFA would request a breakdown of the time spent on each program in the form of billable hours.
 - Bilingual outreach and assistance are strongly encouraged.
- Technical assistance providers must submit the name, contact information and a resume of the program-specific expert assigned to each program to CDFA prior to commencement of application period.
 - Name and contact information will be posted on CDFA's corresponding program website during the application period as a resource for farmers and ranchers.
 - A single technical assistance expert may provide technical assistance for all three programs given they have the adequate experiences and knowledge base.
- Assistance must be made available to farmers, ranchers and agricultural operations throughout the year since multiple CDFA CSA solicitations may be made and for the entire duration of the application periods.
- Budget breakdown of incurred costs, to be submitted on CDFA-provided template.
- Internet and computer access to allow applicants access to the electronic applications for the duration of the application periods is required.

Phase II: Post-award Activities

Phase 2 funding has both mandatory and optional tasks. These tasks are as follows:

Mandatory Activities

- Provide ongoing outreach and technical assistance to CDFA CSA grant recipients including the following activities:
 - Contacting the farmers and ranchers of a CDFA CSA funding award in the organizations region and indicating the organizations ability to act as a Phase 2 technical assistance resource.
 - Assisting farmers and ranchers with all activities related to on-farm implementation of project activities, including but not limited to, installation of irrigation equipment, installation of manure management equipment, and implementation of healthy soils practices.
 - Assist in potential Scope of Work revision documentation submission by farmers and ranchers to CDFA.
- Offer and provide to farmers and ranchers, if requested, invoicing assistance.
 - Assisting CDFA CSA grant recipients in submitting invoices in the correct format and in a timely manner.
- Offer and provide to farmers and ranchers, if requested, matching funds coordination.
 - May include funding from federal, state, local, and private entities. For example, USDA-NRCS EQIP funds, and/or utility rebates.
- Offer post-project reporting assistance to farmers and ranchers including the following examples.
 - Post project water and energy record compilation and submission (e.g., SWEET).
 - Preparing annual project reports (e.g., AMMP).
- Offer post-award reporting assistance to farmers and ranchers including the following examples.
 - Gathering receipts, listing of species used for Healthy Soils woody and herbaceous cover management practices including quantity of species selected, compost analysis reports (e.g., HSP).
 - Soil testing assistance (e.g., HSP).
- Provide on-demand annual follow up with farmers and ranchers on technical assistance needs.
 - Provide assistance on soil, plant, and climate information to ensure incentivized technologies are being used (e.g., SWEET).
- Required attendance at a CDFA CSA hosted annual meeting for providing feedback and continuous improvement of existing CSA programs.
- Submit a detailed quarterly report to CDFA, within 60 days of providing assistance for a specific CDFA CSA program solicitation, documenting farmer and rancher technical assistance activities;
 - Report will include recipients name, recipients farm or ranch, phone number, grant agreement number (if applicable), self-reported socially disadvantaged status, project task(s) assisted with, type of contact (e.g., owner, farm manager), hours spent on providing technical assistance, follow up activities to ensure project success for the duration of the reporting period and reporting of project issues with the CDFA CSA program (if any).

- Report must be submitted using the CDFA provided template and must include:
 - Invoice of all incurred expenses that are requesting reimbursement.
 - Reports will be submitted to CDFA's email address (cdfa.oefi@cdfa.ca.gov) on the working day closest to each of the following days;
 - January 1st
 - April 1st
 - July 1st
 - October 1st

Optional Activities

- Additional/technical training.
 - Can be conducted via on-site training, webinar, video, or other options.
- Provide case studies.
 - Compile reports and briefing documents on projects implemented, outcome, and other notable factors to convey the benefits of the CSA programs.
- Consult with applicants who did not receive funding in previous solicitations and advise on solutions including improving the overall competitiveness of applications.
- Communicate with vendors and facilitate discussion between grower/rancher and vendor, if requested.
- Organizations will submit a quarterly report which must include if applicable:
 - Recipients name, phone number, grant agreement number, self-reported socially disadvantaged status, project task(s) assisted with, type of contact, follow up on project success, and report and state the reason for project issues (if any).

ELIGIBILITY AND EXCLUSIONS

- Technical assistance providers that are awarded funding from CDFA will provide technical assistance to CSA applicants without any additional cost to the applicant.
- Outreach materials prepared by the technical assistance provider must indicate that the assistance is free to the applicant and no additional fees or costs will be imposed.
- Technical assistance providers that are awarded funding from CDFA may not require applicants to include specific brands or contractors' products in project designs.
- Technical assistance providers must declare any conflicts of interests including sponsorship or funding by any corporation that may profit from CDFA's CSA incentive programs.
- Technical assistance providers cannot have a defined service area such as a region or a county. CDFA encourages statewide cooperation between regional entities.

HOW TO APPLY

The Technical Assistance Program application must be submitted by the prescribed method. CDFA is in the process of developing the online application submission portal, which will be included in the next solicitation for technical assistance for farmers and ranchers that engage in CDFA's CSA programs.

TIMELINE OF PROGRAMMATIC ACTIVITIES

Activity	Dates
Request for technical assistance applications released	TBD
Applications due anytime between	TBD
Announce Awardees	TBD
Program-specific training webinars provided by CDFA	TBD
Awardees provide technical assistance*	TBD
Summary report(s) to CDFA	TBD

*CDFA anticipates announcing requests for funding at various times throughout the 2019-2020 fiscal year. These program timelines are estimated and are subject to change. Also, program solicitation periods may overlap, meaning that technical assistance may be requested for multiple programs during the same timeframe.

REVIEW PROCESS

Applications proposals will be ranked based on organizations' qualifications, workplan, budget narrative, project goals and history of technical assistance. Proposal review will include an administrative and technical review process.

CSA applications will undergo a two-phase review process.

Administrative Review

- Applications will be reviewed for completeness, ensuring application attachments are in the correct format and are legible.
- Past performance of technical assistance providers, if applicable, will be taken into consideration during selection.
- CDFA will prioritize funding the following:
 - Proposals that will provide at least 25 percent of all technical assistance to Socially Disadvantaged Farmers and Ranchers.
 - Proposals that will provide assistance to farms and ranches that are 500 acres or less.
- In future rounds of funding CDFA may prioritize funding organizations that meet all program requirements but have not received funding from previous rounds.

Technical Review

Third party reviewers from different state and federal agencies will be selected to review the applications. The reviewers will score the projects based on the following:

- Qualifications of program specific technical experts will be assessed based on the required statement of qualifications (SOQ) and CV/resume.
- Work plan, budget, projected deliverables.

- Requested budget amounts may be reduced if third-party reviewers deem an individual is not qualified to provide technical assistance for a program based on the applicants SOQ and CV/resume.

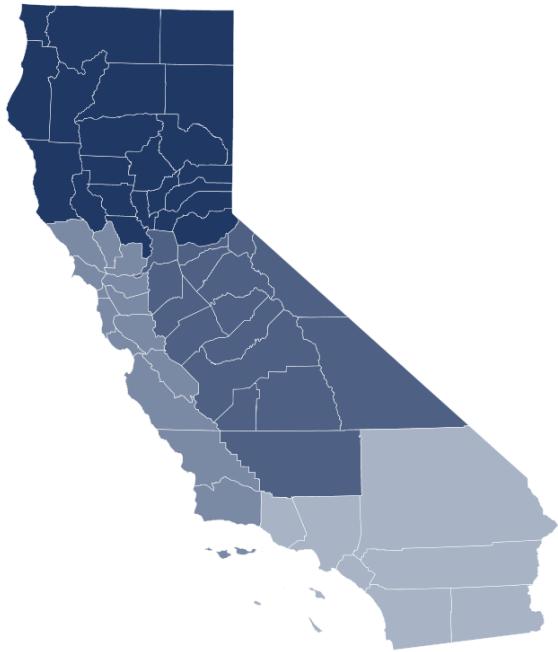
Review Scoring criteria for third party reviewers.

Each CSA program will have its own application and will be scored independently.

Criteria	Max Points
1. WORKPLAN AND REPORTING <ul style="list-style-type: none"> • How thorough is the work plan? • Does the workplan include workshops/public presentations? • Does the workplan include one-on-one technical assistance to farmers/ranchers? • How are the providers planning on letting farmers and ranchers know of the funding opportunity and availability of assistance? • Does the work plan include details of how specific programmatic required audiences will be reached? Examples include, SDAC, SDAF and other priority populations. • Does the workplan include efforts to provide assistance in multiple languages? • Is the workplan achievable with the requested budget? • Does the workplan clearly identify the staff person or personal who will be involved in the task? • Does the application include an alternative contact? • Does the workplan include Phase 1 Pre-award activities and Phase 2 post-award activities reporting? • Does the application clearly identify how the organization will prioritize assistance for farms and ranches that are 500 acres or less? 	40
2. BUDGET <ul style="list-style-type: none"> • Does the proposed budget outline anticipated expenses? • Is the budget at or below the maximum requested budget amount for the number of programs they are applying for? • Are the costs included in the budget for each task reasonable? 	20
3. STATEMENT OF QUALIFICATIONS <ul style="list-style-type: none"> • Does the SOQ clearly identify the applicant's qualifications? • Has the applicant appropriately explained how their education, work history, and/or technical expertise makes them qualified for this role? 	30
4. RESUME <ul style="list-style-type: none"> • How well does the resume align with relevant expertise for the program? 	10
Total Points	100

The CSA program needs to ensure adequate statewide distribution of its programs. CDFA will fund, to the extent feasible, at least one project for each region defined below.

- Northern California counties:
 - Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Lassen, Tehama, Plumas, Mendocino, Glenn, Butte, Lake, Colusa, Sutter, Nevada, Yuba, Sierra, Sonoma, Napa, Marin, Yolo, Placer, El Dorado.
- Central California counties:
 - Sacramento, Amador, Alpine, San Joaquin, Calaveras, Stanislaus, Tuolumne, Mono, Merced, Mariposa, Madera, Fresno, Kings, Tulare, Inyo, Kern.
- Southern California counties:
 - Ventura, Los Angeles, San Bernardino, Riverside, Orange, San Diego, Imperial.
- Central coastal California counties:
 - Sonoma, Marin, Napa, Solano, San Francisco, Contra Costa, Alameda, San Mateo, Santa Cruz, Santa Clara, San Benito, Monterey, San Luis Obispo, Santa Barbara.



REQUIRED APPLICATION DOCUMENTS

All required application documents must be submitted electronically by the deadline specified in this solicitation. In addition to the mandatory and optional attachments each applicant will provide, applicants must download, complete and upload the templates provided below.

- Project Work Plan Template
- Project Budget Template (must be submitted in the Excel Format)
- Statement of Qualifications
- Resume

APPENDIX 1: REFERENCE DOCUMENTS TO ASSIST PREPARATION OF APPLICATION

Document 1: Preview of Applicant Information and Questions

The California Department of Food and Agriculture (CDFA) requires information for all entities involved in the Climate Smart Agriculture (CSA) grant agreement, including those that might assist during the solicitation period and/or workshops. The CSA grant agreement will be between CDFA and the lead technical assistance organization. The lead organization must ensure that all required and proposed tasks are fully completed.

- Name of the organization that will serve as lead for the project and will receive grant funds

- Organization's Federal Tax Identification Number
- Organization type
 - Non-Profit
 - Academic Institution
 - Resource Conservation District
- Organization's mailing address
- Organization's county
- Full name of the primary contact person. This is the person who will sign the grant agreement if awarded.
- Title of primary contact person
- Email of primary contact person
- Phone number of primary contact person
- Full name of secondary contact person
- Title of secondary contact person
- Email of secondary contact person
- Phone number of secondary contact person
- Will your organization be working with a cooperating entity?
 - Yes
 - No
- Cooperating organization name
- Cooperating organization's lead contact person
- Email of cooperating organization's lead person
- Phone number of cooperating organization's lead person

Technical Assistance Climate Smart Agriculture Programs

Assembly Bill (AB) 2377 (Irwin, 2018) required CDFA to establish a technical assistance grant program to provide technical assistance to assist the applicants of the Healthy Soils Program (HSP), the Alternative Manure Management Program (AMMP) and the State Water Efficiency and Enhancement Program (SWEEP).

Technical assistance must be in the form of (i) outreach activities, climate smart agriculture (CSA) project design, outreach, education, project planning and individualized application assistance to farmers, ranchers and agricultural operations, and (ii) project implementation and reporting of funded projects.

Each CSA program agreement will be distributed into two phases over a three-year period.

Phase 1: Pre-award activities

Phase 2: Post-award activities

- Which CSA program(s) will you provide technical assistance for?
 - AMMP
 - HSP
 - SWEEP

If Yes to AMMP

- Project Description

Summarize the projects goals, outcomes, and a plan for evaluating the success of the project

- Who is the individual in your organization who will take the lead on all the AMMP related tasks?
 - Name
 - Title
 - Email
 - Phone
- How will you reach the programmatic required audiences of 25% socially disadvantaged farmers, and other programmatic requirements, specifically for AMMP?
- Will you be working with any for the AMMP technical assistance?
 - Yes
 - Name
 - Title
 - Email
 - phone
 - No

If Yes to HSP

- Project Description
Summarize the projects goals, outcomes, and a plan for evaluating the success of the project
- Who is the individual in your organization who will take the lead on all the HSP related tasks?
 - Name
 - Title
 - Email
 - Phone
- How will you reach the programmatic required audiences of 25% socially disadvantaged farmers, and other programmatic requirements, specifically for HSP?
- Will you be working with any contractors for the HSP technical assistance?
 - Yes
 - Name
 - Title
 - Email
 - phone
 - No

If Yes to SWEEP

- Project Description
Summarize the projects goals, outcomes, and a plan for evaluating the success of the project
- Who is the individual in your organization who will take the lead on all the SWEEP related tasks?
 - Name
 - Title
 - Email
 - Phone
- How will you reach the programmatic required audiences of 25% socially disadvantaged farmers, and other programmatic requirements, specifically for SWEEP?
- Will you be working with any contractors for the SWEEP technical assistance?

- Yes
 - Name
 - Title
 - Email
 - Phone
- No

Workplan

Submitting a detailed workplan with the anticipated task categories, number, location and time frame is important for the reviewer to better understand your projects goals and deliverables.

- How will the organization perform outreach for the program(s) indicated? List communication forms such as flyers, radio announcements, newspaper, television, attendance at events, etc.
- Does your workplan include efforts to provide assistance in multiple languages?
 - Yes – which languages
 - No
- The program will require quarterly reporting. Is your organization able to meet this requirement over the term of the agreement? Please explain.
- The CSA program expects awarded technical assistance providers to assist a wide range of incentives grant recipients in Phase 2 (post-award activities). Explain how the applicant will engage with and assist incentives recipients that were not assisted by the applicant in Phase 1 (pre-award activities).
- This application requires a workplan to be submitted. Please explain in detail about your proposed workplan.
- Provide a list of project team members and identify their specific role on the project as well as a description of their technical expertise. This should also include cooperating entities. Provide a professional resume for each of the listed team members in the Resume section as attachments.
- Attach workplan

Budget

The budget template will be divided per program you are applying for. Insure that you add enough clarity to what your organizations anticipated expenses will be and that you are not including unallowable costs. Awarded funds will be paid to the lead organization and it is up to the lead organization to reimburse any cooperating entities, if any.

- Describe the basic components of your budget
- Attach budget

Statement of Qualifications

- (AMMP) Describe the organizations experience working with the dairy and livestock industry including technical expertise in manure management.
- (HSP) Describe the organizations work experience facilitating, designing, and/or implementing various soil management practices.
- (SWEEP) Describe the organizations work experience assessing, designing, implementing, and/or maintaining an irrigation system and/or its various components.
- Describe the organizations experience in leading a technical workshop.
- Describe the organizations experience in providing one-on-one technical assistance.

- Describe the organization's experience in setting up and maintaining communications with ranchers/farmers as well as targeting specific programmatic required audiences.
- Describe the organization's experience working with disadvantaged communities (DAC), severely disadvantaged communities (SDAC) and/or socially disadvantaged farmers and ranchers (SDFR).
- How will the organization ensure that all work is completed over the three-year life of the project agreement?
- Explain how the organization is positioned to fulfill the goals of this program. Explain in detail the organization's stakeholder base and strategies of stakeholder engagement, which will be leveraged to support CDFA's Climate Smart Agriculture Programs.
- Explain why the organization is specifically able to address the regional needs of the community as it relates to CSA. Describe in detail both the community needs and your organization's ability to address them through the CSA program.
- Describe issues of local and regional urgency and demand for CSA programs in the region and among priority populations.
- Describe how your organization is capable of handling time sensitive issues including but not limited to meeting the demands from multiple CDFA grant recipients during peak times to ensure successful project implementation (i.e., to meet the program timeline and achieve deliverables as outlined in the Program Requirements). This should include a systematic plan, list of qualified primary and alternative staff who are able to provide timely assistance to the recipients.
- Applicants must identify why this particular team composition and representation will enable successful implementation of the proposed workplan. Explain how various tasks will be managed and coordinated and how the project manager's technical expertise will help achieve the goals of the project. Describe previous experience of the project team with (irrigation for SWEEP, management practices for HSP and dairy/livestock manure management for AMMP) in California.
- Outline the organization's experience and resources working with communities and farmers.
- Identify outside partners the organization will work and collaborate with on technical assistance and outreach to farmers and ranchers.
- Identify any relevant certifications that members of the organization hold and indicate how it might be useful.

Resume

- Attach all of the resumes and indicate the role of each person whose resume is attached
- Attach Resume – Indicate role

Document 2: Preview of the Project Work Plan Template

Applicant Organization	
Date:	
CSA Program:	AMMP/HSP/SWEEP



Phase 1 Pre-award activities: Activities include outreach, workshops, one-on-one technical assistance, reporting, and other relevant tasks

Task	Anticipated Number	Person	Location, if applicable	Start Date	End Date
Reporting					

Phase 2 Post-award activities: Activities include providing ongoing implementation and technical assistance, invoicing assistance, post project reporting, annual checkup with farmers, reporting and other relevant tasks

Document 3: Preview of the Project Budget Worksheet Template

AMMP/HSP/SWEEP Technical Assistance Providers Budget Breakdown List			
Phase 1 Budget			
Technical Assistance Tasks	Itemized Cost	Projected Quantity	Cost(s)
Phase 1 Base Payment	\$5,000		
Technical assistance provided to potential applicants	\$200 per person assisted (HSP, SWEEP); \$400 per person assisted (AMMP)		
Technical assistance provided that resulted in a submitted application	\$400 per submitted application (HSP, SWEEP); \$1,000 per submitted application (AMMP)		
Facility rental for Workshop			
PowerPoint/Printing handouts for workshops			
Language translation fees			
Postage			
Outreach and advertising			
Staff Coordination and on-demand technical assistance			
Accounting and reporting			
Mileage and travel			
Indirect Cost			
Other			
Total Phase 1 Cost (\$):			

Note: Phase 1 budget cannot exceed \$20,000

Phase 2 Budget			
Technical Assistance Tasks	Itemized Cost	Quantity	Cost(s)
Facility rental for Workshop	Year 1: Year 2: Year 3:		
PowerPoint/Printing handouts for workshops	Year 1: Year 2: Year 3:		
Language translation fees	Year 1: Year 2: Year 3:		
Postage	Year 1: Year 2: Year 3:		
Outreach and advertising	Year 1: Year 2: Year 3:		
Staff Coordination and on-demand technical assistance	Year 1: Year 2:		

	Year 3:		
Accounting and reporting	Year 1:		
	Year 2:		
	Year 3:		
Mileage and travel	Year 1:		
	Year 2:		
	Year 3:		
Indirect Cost	Year 1:		
	Year 2:		
	Year 3:		
Other	Year 1:		
	Year 2:		
	Year 3:		
Year 1 Cost (\$)			
Year 2 Cost (\$)			
Year 3 Cost (\$)			
Total Phase 2 Cost (\$)			

Note: Phase 2 budget cannot exceed \$13,333.33 per year or \$40,000 over the duration of the grant.