

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

MEETING AGENDA

July 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 and Co-Chair
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 Hedt, USDA NRCS, Subject Matter Expert	

Public Meeting

1 PM to 5 PM

Main Auditorium

California Department of Food and Agriculture

1220 N Street

Sacramento, CA 95814

REMOTE ACCESS

Webinar information

Registration URL: <https://attendee.gotowebinar.com/register/1898744830902647820>

Webinar ID: 791-633-707

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	Co-chair Dlott	Informational Item
2. Minutes	Co-chair Dlott	Action Item Requires EFA SAP Approval
3. SWEEP Update <ul style="list-style-type: none"> Programmatic Update 	Carolyn Cook, MSc, CDFA	Informational Item
4. Healthy Soils Program (HSP) <ul style="list-style-type: none"> Programmatic Update 	Geetika Joshi, PhD, CDFA	Informational Item
5. Technical Assistance Program Draft Request for Proposals	Carolyn Cook, MSc, CDFA	Action Item Requires EFA SAP Approval
6. Public Comments	Co-chair Dlott	
7. Next Meeting and Location	Co-chair Dlott	Informational Item

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

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

Desert Research and Extension Center
1004 East Holton Road
Holtville, CA 92250
April 18, 2019

MEETING MINUTES

Panel Member in Attendance

Jocelyn Bridson, MSc, Rio Farms, (Chair and Member)
Don Cameron, Terranova Ranch (Member)
Emily Wimberger, PhD, CalEPA, ARB (Member)
Doug Parker, PhD, UC ANR (Subject Matter Expert)
Thomas Hedt, MSc, USDA NRCS (Subject Matter Expert)
Jeff Onsted, PhD, Resources Agency, DOC (Alternate for Member Bunn)
Scott Couch, MSc, CalEPA, State Water Resources Control Board (Member)
Jeff Dlott, PhD, Sure Harvest (Member)

State Agency Staff and Presenters

Scott Weeks, CDFA
Andrew Whitaker, PhD, CDFA
Carolyn Cook, MSc, CDFA
Geetika Joshi, PhD, CDFA
Amrith Gunasekara, PhD, Liaison to the Panel, CDFA
Jenny Lester Moffitt, Undersecretary, CDFA

AGENDA ITEM 1 – Introductions

The meeting was called to order at 10:01 AM by the Chair, Jocelyn Bridson. Introductions were made, and a quorum was established (minimum of six members). Dr. Jairo Diaz, Director of the Desert Research and Extension Center (DREC), welcomed the Science Panel members to the DREC. He also provided a brief history and activities associated with the DREC. Present at the meeting were all the members noted above under "Panel Members in Attendance."

AGENDA ITEM 2 – Previous Meeting Minutes

Chair Bridson introduced the January 17, 2019 meeting minutes. Member Cameron introduced the motion to approve the minutes and Member Couch seconded the motion. The motion was moved by all members present.

AGENDA ITEM 3 – State Water Efficiency and Enhancement Program (SWEEP) Update

Mr. Scott Weeks of CDFA provided program updates on State Water Efficiency Enhancement Program (SWEEP). He provided a background of Prop 68, the funding source for the current round of SWEEP, which was announced on December 28, 2018 until March 8, 2019. He provided an update on the successful adoption of the new WizeHive application submission platform for SWEEP. He noted that counties within the State where technical assistance providers were located. He noted that 343 applications totaling \$27.6 million in grant requests were received by CDFA, of which 48 were in Severely Disadvantaged Communities, and 68 applicants belonged to the group of Socially Disadvantaged Farmers and Ranchers as defined in the Farmer Equity Act of 2017. Mr. Weeks noted that applications were received from 36 counties within California. The applications are currently under review. Member Couch requested a clarification on definitions of Severely Disadvantaged Communities. Member Onsted requested to clarify technical reviewers for SWEEP and how the Socially Disadvantaged Farmers and Ranchers were scored in the review process.

Chair Bridson requested clarification on the number of projects needed to meet Prop 68 targets. She commented if the first round of SWEEP exceeded the target, it would be beneficial to consider this fact for the next solicitation of SWEEP to meet the Prop 68 requirements. Dr. Gunasekara agreed this would be a consideration for the next solicitation of SWEEP. Member Couch asked if there would be a special SWEEP solicitation for SDAC applicants if the program was undersubscribed for SDAC targets. Dr. Gunasekara noted this may not be necessary since CDFA already received a large number of SDAC applications. Member Couch asked how this compared with previous years. Dr. Gunasekara and Ms. Cook clarified that previous years employed different definitions for disadvantaged communities, although CDFA anticipated that the target for Prop 68 SDACs was likely to be met. The definitions for Prop 68 SDACs and Socially Disadvantaged Farmers and Ranchers was shared with the members and public upon request by Member Couch.

Member Onsted requested to clarify when the next solicitation of SWEEP would be announced. Ms. Cook noted that the date for next round will be announced after review of the first round. Member Couch asked if paper applications were accepted. Ms. Cook responded that all applications were electronic.

AGENDA ITEM 4 – Healthy Soils Program (HSP) Update

Dr. Andrew Whitaker provided an update on the recently closed solicitation period for the Healthy Soils Program. This application period combines funding from both Proposition 68 and California Climate Investments. Dr. Whitaker 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. Dr. Whitaker provided a live demonstration of the Healthy Soils Program webpage and solicitation documents; 222 and 30 applications were received for HSP Incentives Program and HSP Demonstration Projects, respectively. 40 technical service providers

were provided funding to assist HSP Incentives Program applicants. Member Onsted asked to clarify how the current number of applicants compared with last year. He also requested to clarify the difference between Type A and Type B Demonstration Projects. Dr. Whitaker responded that Type A Demonstration Projects have an additional requirement to collect greenhouse gas (GHG) emissions data from field implementations.

Member Cameron asked if the funds, if unused, could be rolled over to next year. Dr. Joshi responded that due to the legislative timelines on expenditure of the allocated funds, CDFA would not be able to fund 3-year projects unless funding was re-appropriated from the Legislature. CDFA would decide to potentially pursue legislative recourse if unallocated funds remained after awards were made in 2019.

AGENDA ITEM 5 – Proposed Framework for Technical Assistance (TA) Program and RFP

Ms. Carolyn Cook presented the proposed framework for the new TA program mandated by AB 2377 (2018, Irwin). She noted that CDFA OEFI staff have prepared a draft grant solicitation (Request for Proposals, or RFP) for public comment in collaboration with previously funded technical assistance providers and the CDFA Office of Grant Administration. Background of legislative requirements for the new program were provided. Proposed framework, including funding duration, maximum grant amount, eligibility criteria and, required and desirable grant activities were presented.

Panel members asked several clarifying questions and responses were provided by OEFI staff. Member Bridson asked if a TA providers (TAP) should conduct outreach to a minimum number of applicants to be eligible in the program. Ms. Cook responded that applicants would be required to explain the number of farmers and ranchers they can assist in the work plan. Chair Bridson inquired if subcontracting for language translation services would be allowed as an allowable cost. OEFI staff clarified it is an allowable cost. Member Cameron requested to clarify if an HSP/SWEEP/AMMP applicant that did not receive Phase I assistance were eligible to receive Phase II assistance if needed. Ms. Cook and Dr. Gunasekara responded that this would be allowable. Subject Matter Expert Hedt suggested that CDFA should consider including a feedback mechanism through which HSP/SWEEP/AMMP applicants and recipients would be able to provide feedback to CDFA on the quality of technical assistance received. Member Cameron suggested that CDFA should consider non-profit Groundwater Sustainability Agencies to be eligible entities for this program, as they can provide SWEEP-related technical assistance while also assisting farmers and ranchers with Sustainable Groundwater Management Act (SGMA) compliance. Member Onsted also suggested CDFA to further clarify eligibility language in RFP to eliminate confusing language. Member Wimberger suggested including TAPs' consultation with unawarded recipients to improve future competitiveness as an allowable activity. The panel discussed that unused funds in Phase 1 should be allowed to be used during Phase 2, and if funds were underutilized in years 1 or 2, they should be used in subsequent years as needed.

Panel members expressed interest in seeing an analysis of current TA grants awarded

at the next meeting. Chair Bridson requested CDFA to consider clarifying how an individual farm was defined, to comply with the legislative requirement of providing TA to farms of size 500 acres or less. Panel members discussed indirect rates allowed by CDFA and other agencies when making grant awards. Meeting was suspended for lunch following this agenda item.

AGENDA ITEM 6 - Public Comments

Chair Bridson resumed the meeting at 1:01 p.m. and announced the opportunity for the public to comment on any of the agenda items. No comments were provided by in-person attendees. The members heard public comment from remote attendees.

Mr. Brian Kolodji from Black Swan LLC asked when award decisions for the current round of SWEEP and next round SWEEP funding will be announced. OEFI staff provided a response that award announcements and next round of SWEEP funding are expected in summer and fall of 2019, respectively.

Mr. Brian Shobe of CalCAN informed the Panel that CalCAN had submitted a comment letter to CDFA on March 7, 2019. He also commented that funding for the AB 2377 TA Grant Program should be no less than 5% of total budget appropriation to CDFA for HSP, SWEEP and AMMP, and up to \$5 million.

Ms. Jo Ann Baumgartner of Wild Farm Alliance supported CalCAN Comments and noted that as a TA provider, she recommended increasing the payment rate of \$400 of a completed HSP or SWEEP application to \$600 and reducing \$200 for an individual assisted to \$100. She also suggested increasing the baseline cost of outreach activities to \$10,000 from \$5,000 and indirect rates and noted that \$13,333 a year for Phase 2 activities each year may be insufficient.

Mr. Rex Dufour of National Center for Appropriate Technology supported CalCAN comments and noted that per applicant payment structure was insufficient and indirect rate should be increased by CDFA.

Mr. Zach Bagley of California Tomato Research Institute noted that while CDFA had the choice to award up to \$5 million to TAPs, this would reduce funds available for actual farmer and rancher implementation awards and CDFA should maximize the funds it makes available to actual on-farm projects for GHG reduction.

Ms. Adria Arko of San Mateo RCD supported CalCAN comments and commented CDFA should clarify the eligibility of RCDs for the AB 2377 TA Grant Program. She noted that indirect rate was low at 10% and suggested a rate of 30%. She noted that within a region if multiple organizations were to collaborate on a TA grant, the grant amount be insufficient to support their activities.

Ms. Anya Starovoytov of Sonoma RCD supported comments by CalCAN and other RCDs to suggest indirect rate increase to 30%.

Mr. Ben Weise of Contra Costa RCD supported comments of San Mateo RCD.

Ms. Britta Baskerville of UC Cooperative Extension Ukiah commented that CDFA should consider application submission via non-online platform, and the implementation of awarded projects should begin before September of each year.

Ms. Frances Tjanstrom of Humboldt RCD suggested that CDFA should consider a more traditional grant structure instead of Phase 1 and Phase 2 and increasing payment rates for submitted applications.

Ms. Heather Podoll of Fibershed supported the new TA program and commented that Phase 1 should include project planning activities supported by a non-flat payment rate.

Ms. Jeanne Merrill of CalCAN commented that the two-phase approach did not align with intent of AB 2377, and noted that CDFA should consider a different payment system for application submission, and allow project design and planning in Phase 1. She noted that CDFA should start over and develop a new draft RFP as the proposed RFP did not align with legislative requirements.

Ms. Kristin Murphy of CalCAN supported prioritizing farms 500 acres or less. She noted that it will be challenging for RCDs to work outside of their districts. She suggested a traditional grant program without the two phases and commented that baseline outreach payment of \$5,000 should be increased.

Mr. Vince Trotter of UC Cooperative Extension Marin noted that burden of statewide assistance should not be on the TAP since local knowledge is necessary for Phase 1 activities and rate of compensation seemed insufficient.

Mr. Cooper Freeman of Occidental Arts and Ecology Center supported CalCAN's comments.

Panel members discussed the comments provided by members of the public. Following discussion, the Panel moved the following motions:

- (i) In response to concerns expressed on Phase 1 funds being insufficient, Member Cameron introduced the motion to allow flexibility to move funds between Phase 1 and Phase 2 up to 25%. Motion was seconded by Member Wimberger and approved by the Panel.
- (ii) In response to the comment on increasing indirect rates from 10%, Member Cameron introduced the motion to increase rates to 15%, which is consistent with ranges accommodated by other State agencies. The motion was seconded by Chair Bridson and approved by the Panel.
- (iii) In response to discussion on clarification for eligibility of RCDs, Member Onsted introduced the motion to edit the language in the RFP under 'Eligibility and Exclusions' to remove the sentence "Technical assistance providers cannot have a defined service area such as a region or a county" and move the sentence "CDFA encourages statewide cooperation between regional entities" under optional activities. Motion was seconded by Member Cameron and approved by the Panel.

During this discussion Member Dlott also recommended CDFA to consider robust, outcome-based reporting mechanism for AB 2377 TA Grant recipients.

AGENDA ITEM 7 – Next Meeting and Location: To be announced.

Meeting was adjourned at 2:52 p.m. 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

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

- First solicitation will be for \$10.4 million
- The first application period was announced in December of 2018



2018 Application Numbers

343 applications submitted

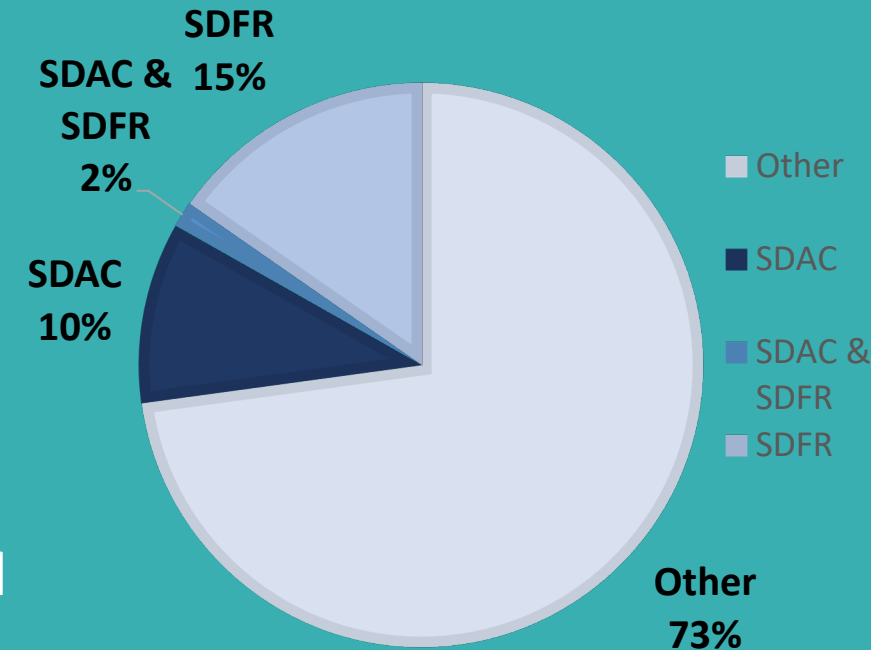
- \$27,642,642.82 requested
- \$19,335,621.08 in matching funds
- \$46,978,263.90 in potential economic impact

48 proposed projects were verified to be in Severely Disadvantaged Communities (SDACs)

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

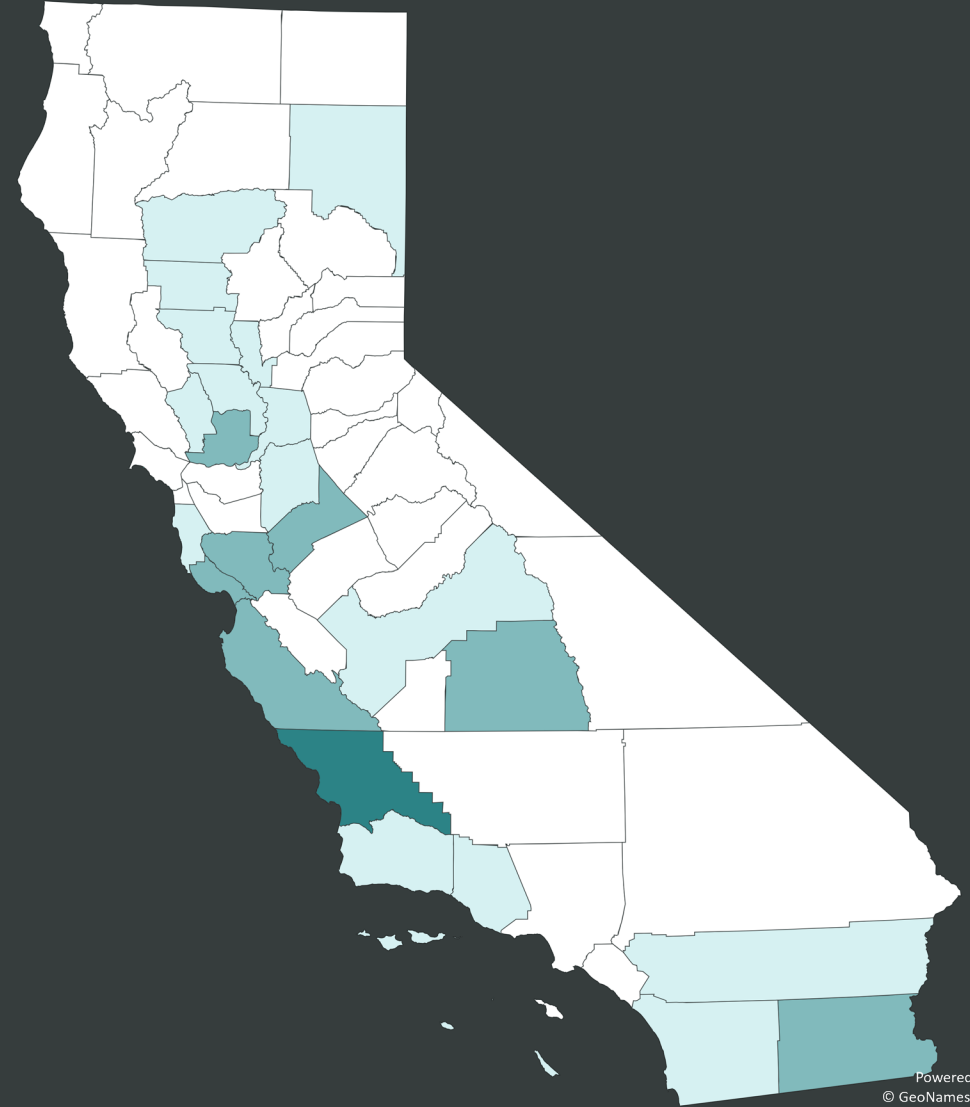
68 individual farmers that belong to Socially Disadvantaged Groups based upon the 2017 Farmer Equity Act definition

APPLICATION NUMBER



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



CDFA SELECTS 120 PROJECTS FOR 2018 STATE WATER EFFICIENCY AND ENHANCEMENT PROGRAM (SWEEP) GRANTS



SACRAMENTO, June 14, 2019 - The California Department of Food and Agriculture is pleased to announce the projects selected for the 2018 State Water Efficiency and Enhancement Program (SWEEP). 120 agricultural operations throughout the state have been selected to receive grant funding, totaling \$10.3 million, to improve crop irrigation systems that result in water savings and reduce greenhouse gas emissions. The 2018 SWEEP list of selected projects is available online at: www.cdfa.ca.gov/oefi/sweep.

120 projects across the state

- \$10.3 million selected to be awarded
- \$7.7 million in matching funds
- \$18 million in economic impact
- 14,025 acres will be impacted
- 37,100 MT CO2E reduced over the 10 year life of project
- 100,653 Acre-feet of water in estimated savings, equal to 32.8 billion gallons



90,709,046



Miles driven
by an average
passenger
vehicle

Administrative and Technical Review

Administrative review

- Applications reviewed for completeness
- Ensure that all required files are attached and readable
- Verify APN(s) has not been funded before
- Ensure that applicant will not exceed SWEEP cumulative award cap of \$600,000



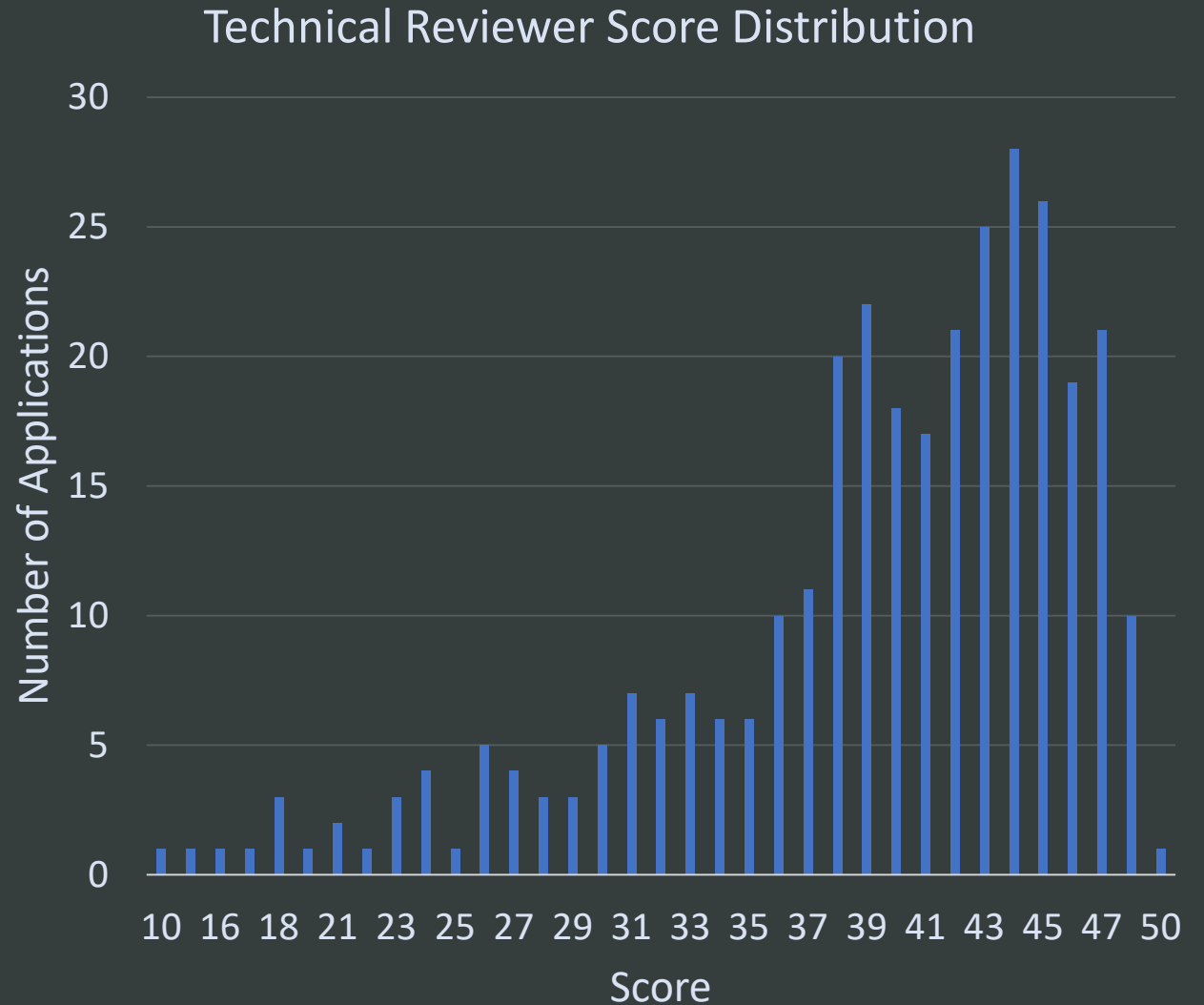
Technical review

- Projects reviewed and scored by third party technical irrigation experts
- Calculators validated or corrected
- Feedback provided for applicants

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

Technical Review

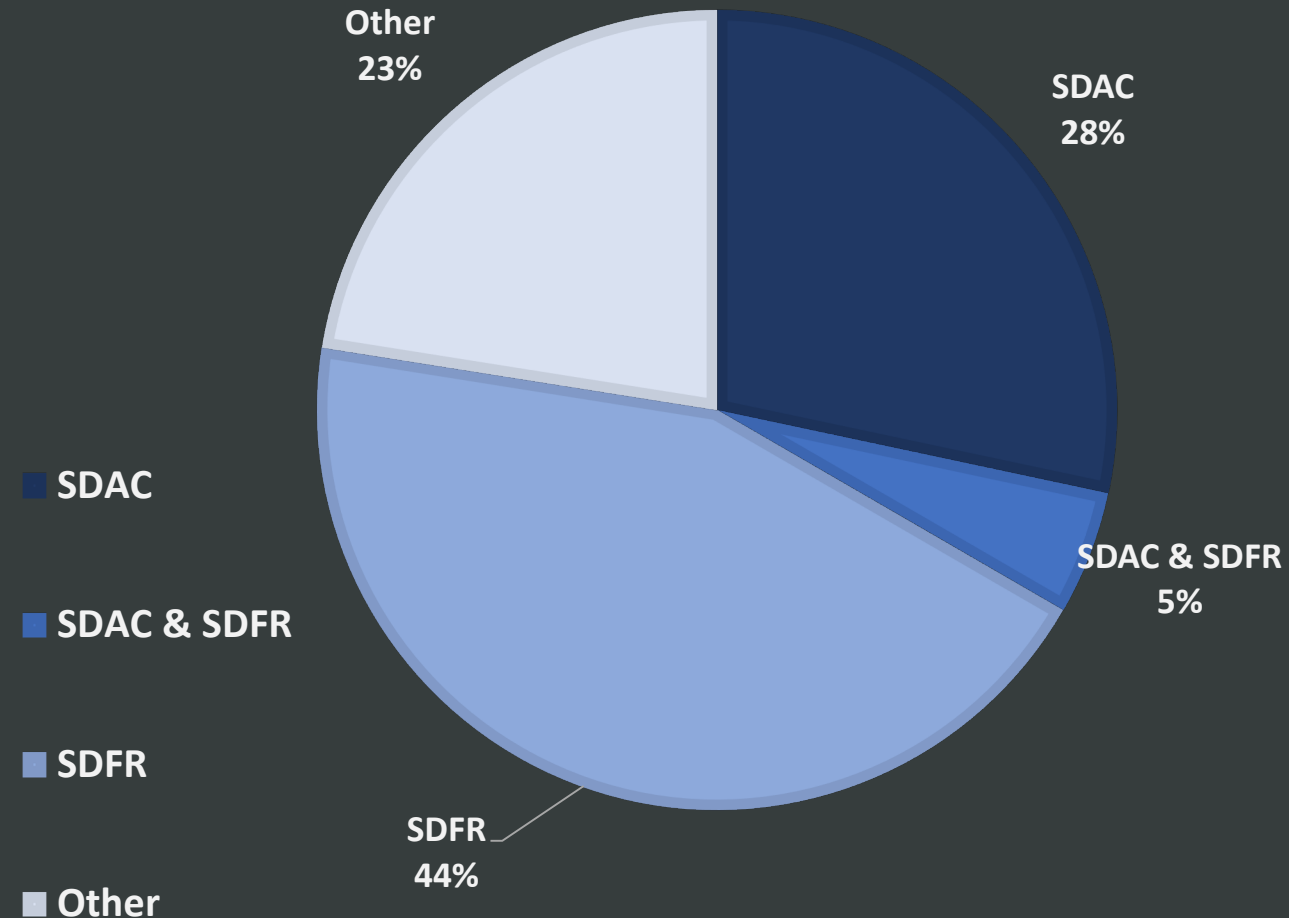
- 320 projects went to technical review
 - 23 were disqualified administratively
- The average score was 39
- SDAC and SDFR received selection prioritization
 - These projects were selected for an award if they scored above 30/50



Selected Projects

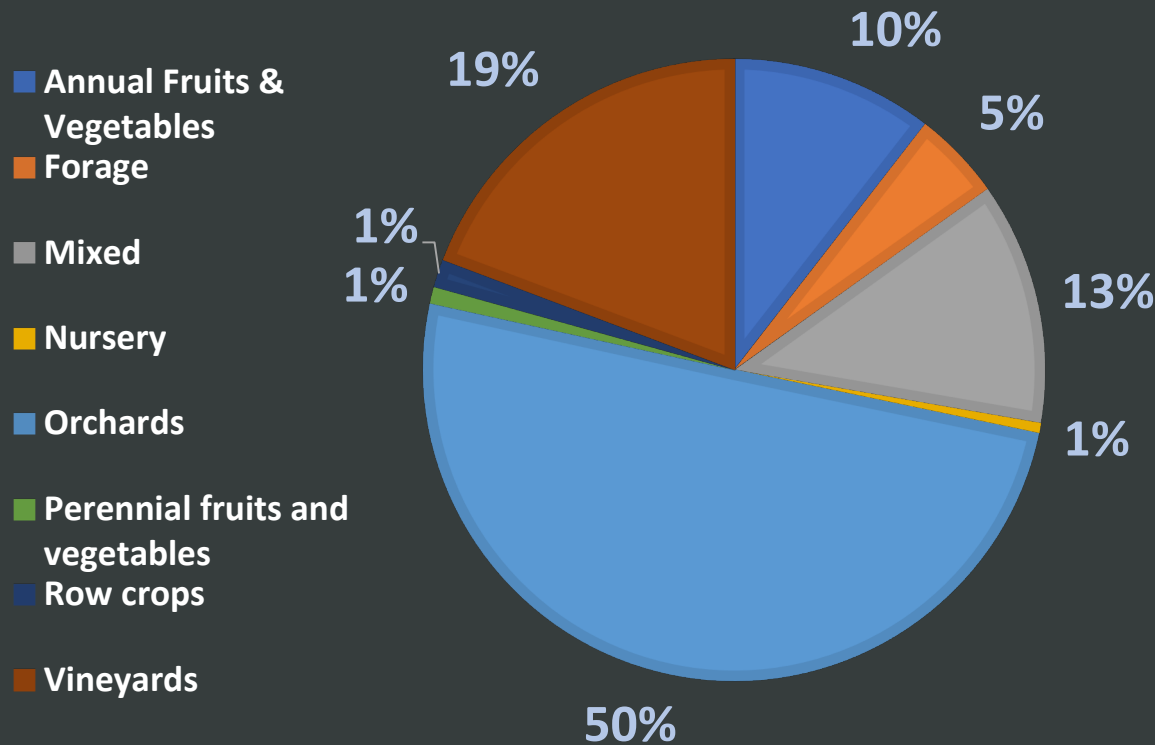
- 40 projects are located in and benefit SDACs
- 59 projects belong to SDFR
- 6 projects are both in an SDAC and belong to a SDFR

PROJECT NUMBERS BASED ON TYPE

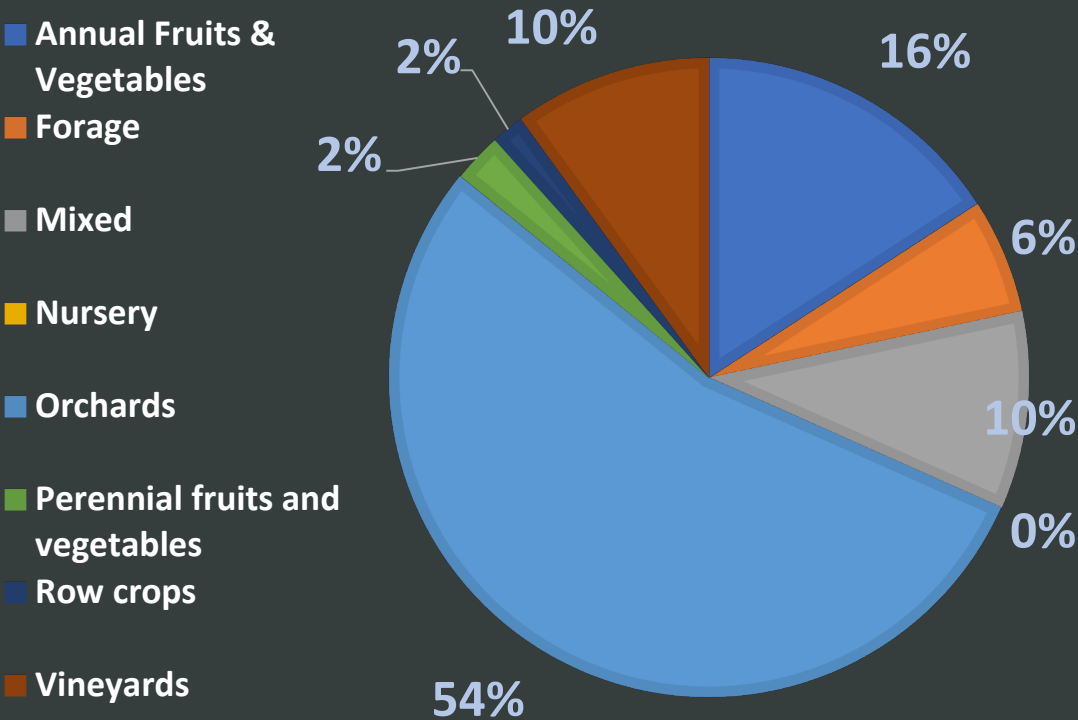


Project Crop Type Submitted Applications and Awarded Applications

CROPS FOR PROJECTS SUBMITTED (343)

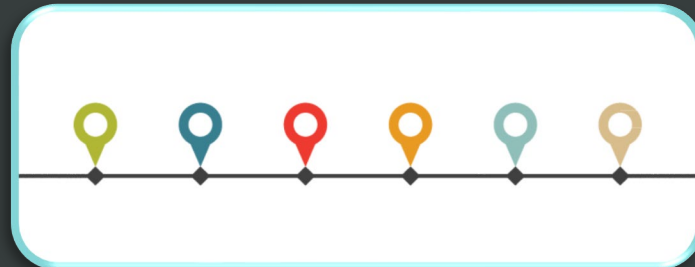


CROPS FOR PROJECTS AWARDED (120)



Estimated Timeline for Bond-Funded SWEEP Solicitation

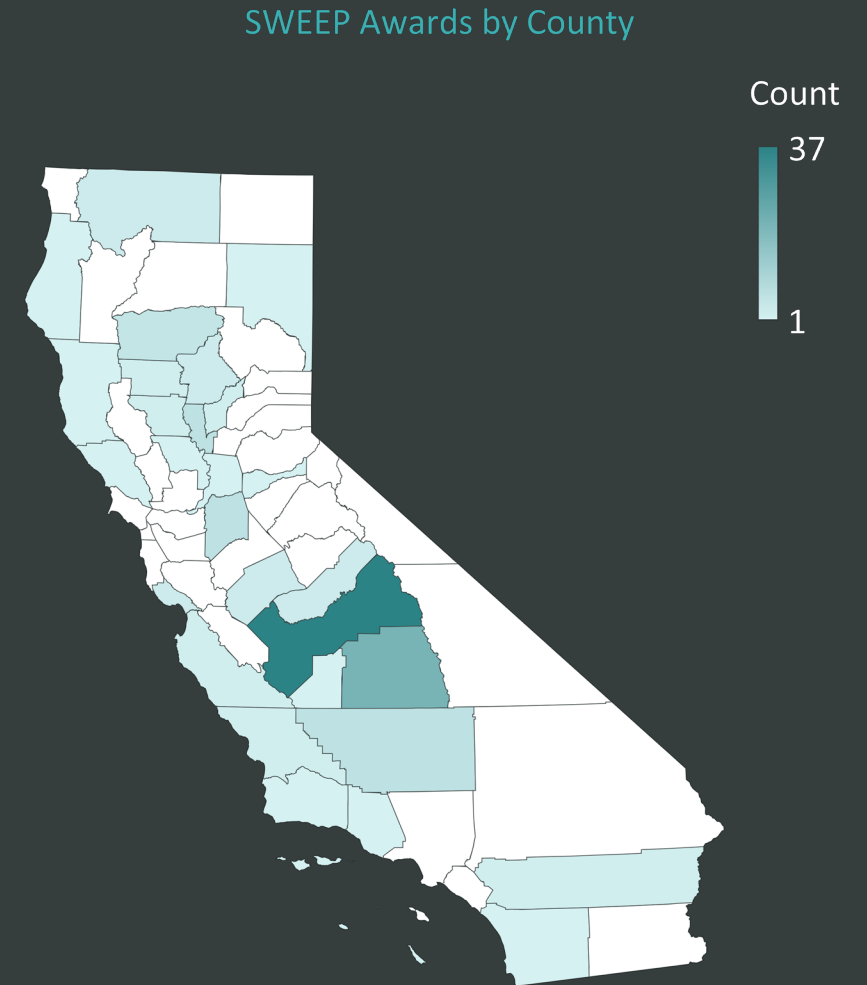
Item	Timeframe
Solicitation Release	December 28 th 2018
Grant Applications Due	March 15 th , 2019
Review Process	March – June 2019
Announce and Award Funding*	June 2019
Project Start Date	September 1 st 2019
*Subject to change	



Projects by County

County	Applications	Awarded
Amador	1	1
Butte	8	3
Colusa	3	2
El Dorado	1	0
Fresno	52	37
Glenn	13	2
Humboldt	1	1
Imperial	4	0
Kern	22	6
Kings	14	1
Lassen	2	1
Madera	9	3
Mendocino	7	1
Merced	7	3
Modoc	2	0
Monterey	14	2
Napa	4	0
Riverside	5	2

County	Applications	Awarded
Sacramento	2	1
San Benito	3	0
San Diego	7	1
San Joaquin	32	6
San Luis Obispo	20	2
Santa Barbara	6	1
Santa Cruz	6	3
Shasta	1	0
Siskiyou	3	3
Solano	3	0
Sonoma	7	1
Stanislaus	2	0
Sutter	9	6
Tulare	41	22
Tehama	11	0
Ventura	7	1
Yolo	12	1
Yuba	2	2



Pre Project Consultation

- CDFA is currently performing PPCs
 - Verify recipients contact information
 - Confirm field site location and acreage
 - Authenticate project component data
- Finalize and execute grant agreement
- Project start date is September 1st 2019



Thank you!

Next solicitation expected in fall 2019

SWEEP TEAM

Carolyn Cook, Sr. Environmental Scientist, Supervisor

Scott Weeks, Environmental Scientist

Steph Jamis, Environmental Scientist

Ravneet Behla, Sr. Environmental Scientist, Specialist

Wesley Franks, Staff Services Analyst

Cdfa.sweeptech@cdfa.ca.gov



CDFA HEALTHY SOILS PROGRAM

**Environmental Farming Act – Science Advisory Panel
Meeting**

July 18, 2019

Sacramento, CA



HSP Updates

- 2018-19 Funding:
 - 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)
- 2019-20 Funding:
 - Budget Act of 2019 - \$28 million through the GGRF.

2018 HSP Timeline

December 28, 2018

Funding
Availability
Announcement

Application
Submission
Deadline

March 13, 2019

March – June 2019

Review
Period

Award
Announcement

June 4, 2019

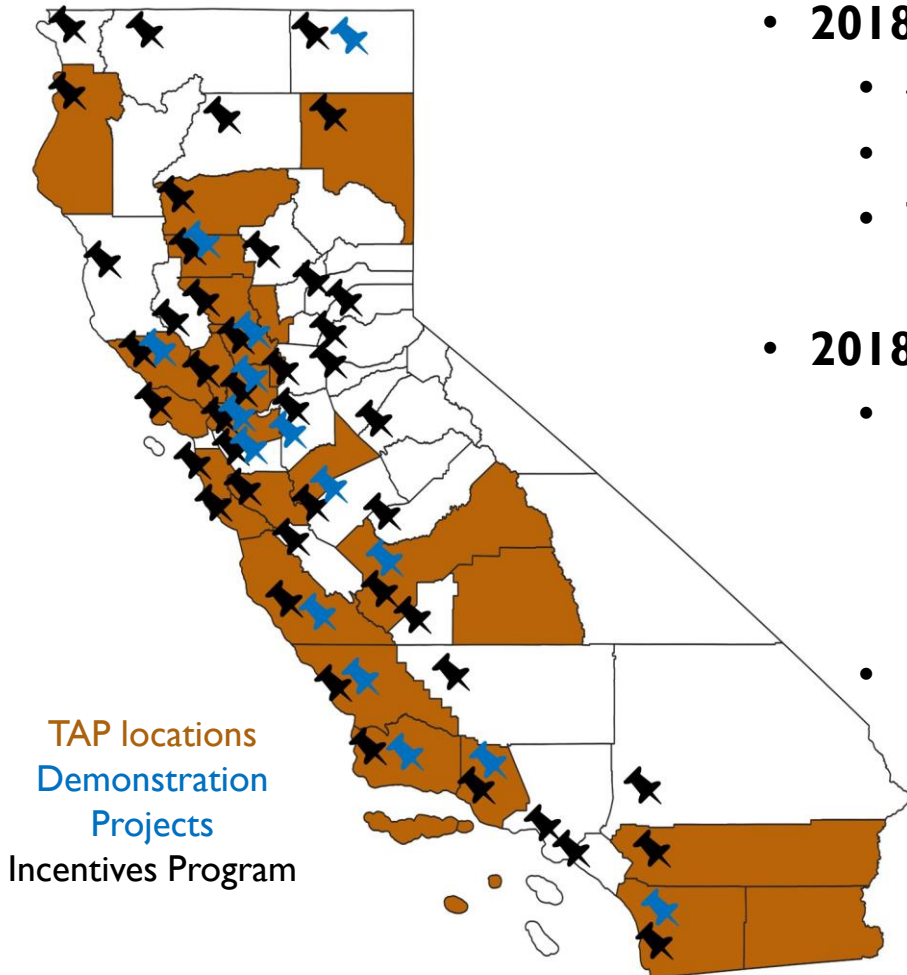
Execution of grant agreements ongoing.

2018 HSP Projects Selected for Award

Applications Submitted	Projects Selected for Award*
HSP Incentives Program	
222 applications	194 projects
\$9.7 million	\$8.7 million
	Estimated GHG reduction 24,000 MTCO ₂ e/year across 27,700 acres
HSP Demonstration Projects	
30 applications (A: 16, B: 14)	23 applications (A: 11 , B: 12)
\$5 million	\$3.8 million
	Estimated GHG reduction 1,000 MTCO ₂ e/year

*Subject to change pending final execution of grant agreements.

2018 HSP Statewide Snapshot



- **2018 HSP – Technical Assistance**

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

- **2018 HSP – Awards***

- HSP Incentives Program
 - Severely Disadvantaged Communities (SDACs): 23, \$1.18 million (15%)
 - Socially Disadvantaged Farmers and Ranchers (SDFRs): 43, \$1.71 million
 - AB 1550 Priority Population Benefits: 19, \$957 thousand
- HSP Demonstration Projects
 - SDACs: 3, \$576 thousand (87%)
 - SDFRs: 3, \$285 thousand
 - AB 1550 Priority Population Benefits: 7, \$1.45 million

*Subject to change pending final execution of grant agreements.

CDFA HSP Team

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Amrith Gunasekara, Ph.D.

Science Advisor to CDFA Secretary

Manager, Office of Environmental Farming and Innovation

Amrith.Gunasekara@cdfa.ca.gov



AB2377 Climate Smart Agriculture Program Technical Assistance Grants

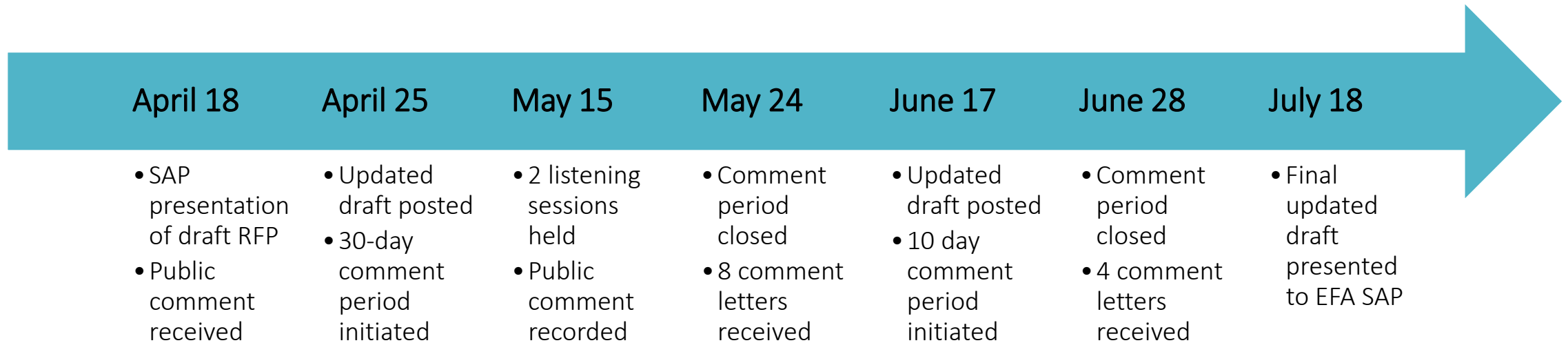
Presentation of Final Draft of RFP



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.

Timeline of AB 2377 Public Process



Comment Summary	Response
<p>There is no need for the two phase system. The complexity will cost the agency more than the provisions are aimed to save by being overly prescriptive.</p>	<p>Update Made: Elimination of two-phase structure. Applicants will propose a budget and workplan and outline expected activities and expenses.</p>

Two-Phase Grant Structure

Comment Summary	Response
<p>Commission-based payments are not adequate, especially to prioritize Socially Disadvantaged Farmers and Ranchers. Replace with a structure that reimburses TA providers based on actual costs incurred.</p>	<p>Update Made: Elimination of flat rate payment structure for individuals assisted. Technical assistance awardees will be reimbursed based upon submitted and approved budget.</p>

Individual Assistance Flat Payments

Comment Summary	Response
<p>Confirm the eligibility of technical assistance providers with a defined service area. These organizations are not able to work outside boundaries without significant administrative processes.</p>	<p>Update Made: Removed language that seemed to exclude organizations with service boundaries. Distributed geography of technical assistance will be addressed in the workplan by a “statement of need” and through prioritization in the selection process.</p>

Geography

Comment Summary	Response
<p>Do not require all technical assistance providers to meet the requirement of 25% of funds for technical assistance to Socially Disadvantaged Farmers and Ranchers.</p>	<p>Update Made: Within the Statement of Need the organization will describe how they will meet this requirement or they will provide a justification. Organizations that can meet this requirement will be prioritized for funding.</p>

Socially Disadvantaged Farmers and Ranchers

Comment Summary	Response
Omit the requirement for TA providers to report farmer and rancher personal information.	Update Made: Technical assistance provides will report to CDFA aggregated numbers on individuals assisted without submitting information on farmer identity. For auditing purposes, recipients are required to maintain detailed technical assistance records on-site.

Farmer Privacy

Comment Summary	Response
<p>Increase indirect rate and accept federal or state approved indirect rates.</p>	<p>Update Made: Indirect rate increased from initially proposed 10 percent to 20 percent. University of California and California State Universities may claim their established indirect cost rate with CDFA. All other eligible organizations for Climate Smart Agriculture technical assistance may claim an indirect cost rate not to exceed 20 percent of total direct costs.</p>

Indirect Costs

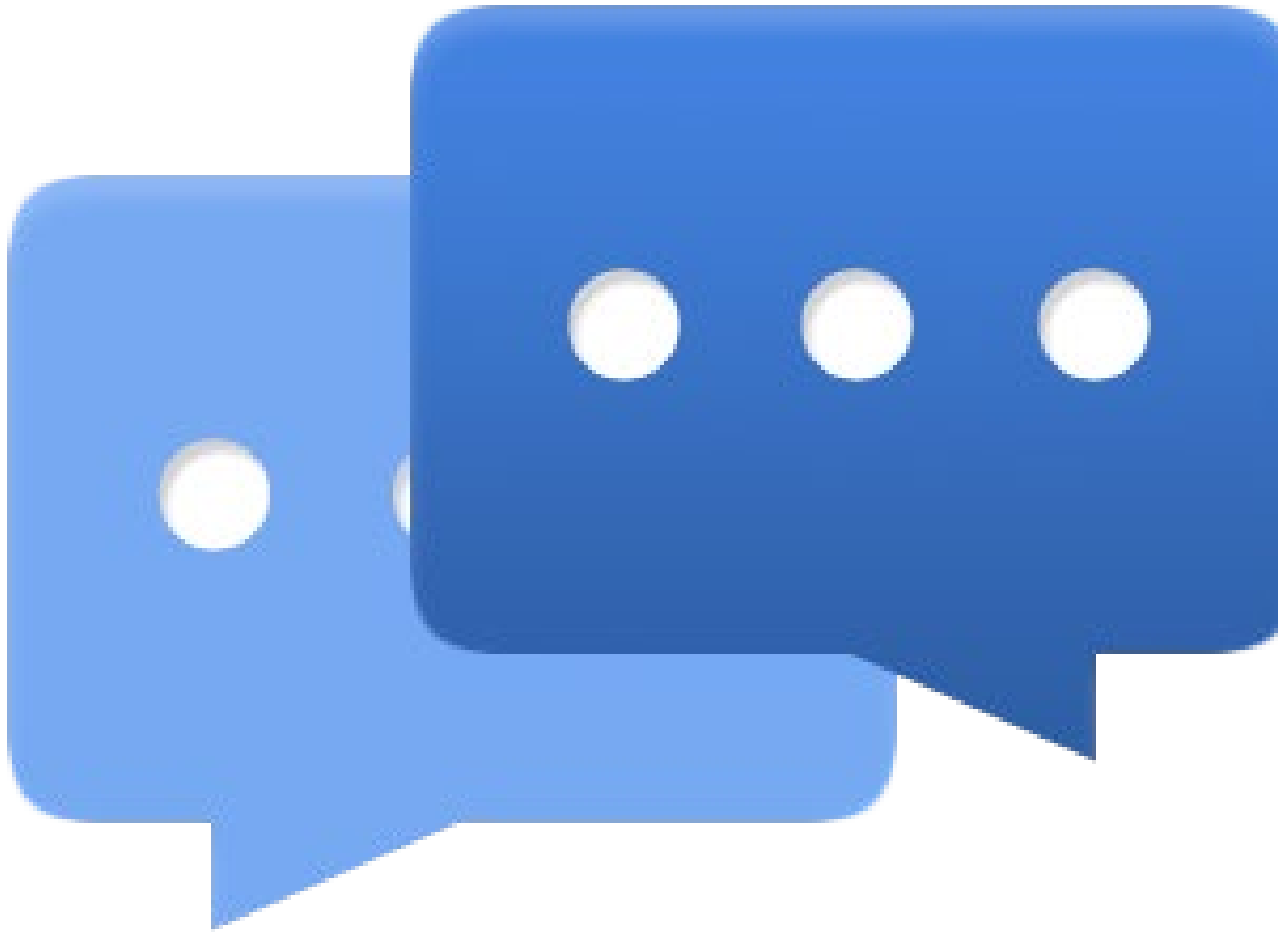
Comment Summary	Response
Separate scoring for resumes and statement of qualification is too heavily weighted (total of 40 points).	Update Made: CDFA incorporated the review of resumes into the scoring criteria related to the Statement of Qualifications. The maximum score for Budget has been increased to 30 points.

Review Criteria

Anticipated Schedule for 2019 Solicitation

Activity	Tentative Dates*
Application period begins	Summer 2019
Applications due	August 2019
Review of applications received	September 2019
Announcement of awards	November 2019
CDFA-led training for technical assistance grant recipients	January 2020
Technical assistance providers begin providing assistance to applicants	February 2020

*Announcement of application periods for AMMP, HSP and SWEEP may vary and overlap through 2019-20. Exact dates are subject to change.



Questions and Panel Discussion

Refer to presentation materials for the Final Draft Request for Proposals, Summary and Response of Comments Received.



2019 CLIMATE SMART AGRICULTURE TECHNICAL ASSISTANCE GRANTS

Request for Proposals

Release Date: TBD

Applications due: TBD by 5:00 p.m. PT



Office of Environmental Farming and Innovation
1220 N Street
Sacramento, CA 95814
CDFA.OEFI_CSA_TA@cdfa.ca.gov

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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 three Climate Smart Agriculture (CSA) programs: the Alternative Manure Management Program (AMMP), the Healthy Soils Program (HSP) and the State Water Efficiency and Enhancement Program (SWEEP).

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

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.

SWEEP provides financial incentives for California agricultural operations to invest in irrigation systems that reduce GHG emissions and save water. The program achieves both objectives through funding of holistic irrigation designs and supports project components such as sensors, new irrigation methods, pump retrofits or upgrades, fuel conversion, and renewable energy.

FUNDING & DURATION

The CSA Technical Assistance Grant is designed to provide 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 SWEEP.

Grant funds may not be expended prior to execution of the grant agreements for awarded projects, or after the completion of the grant agreement term. At least 25% of the grant funds must be used to provide outreach and technical assistance to Socially Disadvantaged Farmers and Ranchers¹.

Funding Distribution for CSA Program(s)

Applicants may provide technical assistance for up to three CDFA CSA program(s), i.e. AMMP, HSP and/or SWEEP:

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.

- The total maximum grant award for one CSA program is \$60,000 over three years.
- The total maximum grant award for two CSA programs is \$120,000 over three years.
- The total maximum grant award for three CSA programs is \$180,000 over three years.

CDFA reserves the right to offer an award different than the amount requested.

ELIGIBILITY

The following entities are eligible to apply for the 2019 CSA Technical Assistance Grants: Resource Conservation Districts (RCDs), University of California Cooperative Extension, and non-profit organizations. Entities applying for CSA Technical Assistance Grants, hereafter referred to as Technical Assistance Providers or TAPs, must have demonstrated technical expertise in the implementation of agricultural practices and technologies supported through AMMP, HSP and SWEEP.

PROGRAM REQUIREMENTS

TAPs that receive grants, (i.e., grant recipients) may not charge fees to provide technical assistance to farmers and ranchers who wish to apply for AMMP, HSP and SWEEP funding. Outreach materials prepared by the grant recipient must indicate that the assistance is free, and no additional fees or costs will be imposed on the farmer or rancher.

Grant recipients may not require farmers and ranchers to include specific proprietary products or favored contractors and other service providers when assisting in project design.

TAPs must declare all conflict(s) of interest including sponsorship or funding by any corporation that may profit from CDFA's CSA incentives programs.

A TAP may not be the lead applicant for more than one technical assistance grant award per CSA program. Multiple organizations can partner on a single application. CDFA encourages statewide cooperation among regional TAPs.

Grant recipients must prioritize assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs), and farms and ranches that are 500 acres or less. Additionally, grant recipients may be required to prioritize assistance to additional groups to comply with

requirements associated with specific funding sources, such as Severely Disadvantaged Communities² (SDACs) or AB 1550 Priority Populations³.

Grant recipients must attend a CDFA hosted annual meeting for providing feedback and continuous improvement of CDFA's CSA incentives programs.

Grant recipients are required to conduct pre- and post-award activities during the grant agreement term as described below.

Pre-award activities refer to tasks or activities conducted prior to receipt of an AMMP, HSP or SWEEP grant by a farmer or rancher, and include technical assistance provided to farmers and ranchers 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. Grant recipients must assist farmers and ranchers in gathering and preparing AMMP, HSP, and/or SWEEP application materials, including use of GHG Quantification Methodologies (QMs) and calculator tools, and other program-specific tools as applicable. Grant recipients will be required to provide internet and computer access to farmers and ranchers for preparation of their AMMP, HSP and/or SWEEP applications. Assistance must be made available to farmers and ranchers throughout the year since multiple CDFA CSA solicitations may be made during the term of the CSA Technical Assistance grant.

² Per SB-5 (Prop 68), "Severely disadvantaged community" means a community with a median household income less than 60 percent of the statewide average and can be identified through the Community FactFinder tool: <https://www.parksforcalifornia.org/communities>

³ AB 1550 Priority Populations as applicable to California Climate Investments include Disadvantaged Communities identified by the California Environmental Protection Agency (CalEPA) as the top 25% most impacted census tracts in [CalEnviroScreen 3.0](#), and Low-income Communities and Households, defined as the census tracts and households, respectively, that are either at or below 80 percent of the statewide median income, or at or below the threshold designated as low-income by the California Department of Housing and Community Development's (HCD) [2016 State Income Limits](#). For more information and mapping tool, visit <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>.

Conducting workshops is not required but encouraged. If choosing to conduct workshops, details such as date, time, location, languages in which assistance will be provided, and, name and contact information of the workshop lead person must be provided to CDFA two weeks before the workshop. This information will be posted on CDFA's program specific websites and will be publicly available as a resource for those seeking technical assistance. If multiple CSA programs are part of the same workshop, CDFA may request a breakdown of the activities and personnel costs for each program.

Post-award activities refer to tasks or activities conducted after a farmer or rancher has been awarded an AMMP, HSP or SWEEP grant, and include but are not limited to ongoing assistance provided to farmers and ranchers with project implementation, project coordination, information gathering and continued education of CSA-relevant topics. Providing ongoing outreach and technical assistance to AMMP, HSP and SWEEP grant recipients must include, at a minimum:

- Contacting awarded farmers and ranchers in the organizations' region and indicating the organizations' role as a post-award technical assistance resource.
- Assisting farmers and ranchers with all activities related to on-farm implementation of project activities including but not limited to working with service providers for installation of irrigation equipment and/or manure management equipment, and implementation of healthy soils practices.
- Assisting in potential Scope of Work or Budget revisions for on-farm project(s).
- Offering and providing assistance to farmers and ranchers for invoicing, matching funds coordination and reporting to CDFA. Such assistance may include a variety of activities including but not limited to water and energy report submission for SWEEP grant recipients, annual report submission for AMMP recipients, and, gathering receipts and records of plant species selected, compost analysis reports and soil testing for HSP recipients.
- Providing on-demand annual follow-up with farmers and ranchers for their technical assistance needs. For example, assisting with evaluation of soil, plant, and climate information to ensure incentivized technologies are being used optimally for SWEEP projects; or assisting in evaluation of alternative choices and availability of allowable plant species for HSP projects.

In addition to activities listed above, CDFA strongly encourages TAPs to consider activities such as providing CSA-relevant technical training to agricultural operation staff,

preparing compelling case studies noting outcomes and benefits of CSA grants to farmers and ranchers, consulting with farmers and ranchers who did not receive funding in previous solicitations and advising them to improve competitiveness of their applications, and, communicating with vendors and/or facilitating discussion between farmer/rancher and vendor, if requested.

PROGRAM TIMELINE

Activity	Tentative Dates*
Application period begins	July 30, 2019
Applications due	August 30, 2019
Review of applications received	September 2019
Announcement of awards	November 2019
Execution of grant agreements for awarded projects	December 2019 – January 2020
CDFA led AMMP, SWEEP and HSP specific training for TAPs	January 2020

*Announcement of application periods for AMMP, HSP and SWEEP may vary and overlap through 2019-20. Exact dates are subject to change.

HOW TO APPLY

The 2019 CSA Technical Assistance Program application must be submitted online. Details of application submission platform will be provided by CDFA in the final version of the Request for Proposals.

Refer to Appendix (page 13) for detailed information regarding application sections and attachments.

Questions and Answers (Q&A)

General questions regarding the solicitation process may be submitted to cdfa.oefi_csa_ta@cdfa.ca.gov. Responses to all questions received by email will be posted to CDFA's Technical Assistance website according the following schedule:

Questions Received By	Responses Provided By
TBD	TBD

[Date TBD] 5:00 p.m. PT is the final deadline to submit questions for the 2019 CSA Technical Assistance grant application. To maintain the integrity of the competitive grant process, CDFA is unable to advise and/or provide individuals with any information regarding specific grant application questions during the solicitation process.

REVIEW PROCESS

CDFA will select highest scoring applications for award of grant funds. Applications will be scored based on the Scoring Criteria provided on page 10.

Applications will be reviewed in a two-stage process:

I. Administrative Review

The purpose of the administrative review is to determine whether grant application requirements are met. Grant applications disqualified as a result of the administrative or financial review may be appealed.

During the administrative review, the following will result in the automatic disqualification of a grant application:

- One or more unanswered questions necessary for the administrative or technical review;
- Missing, blank, unreadable, or corrupt content;
- Unusable or unreadable attachments;
- Requests for more than the maximum award amount.

APPEAL RIGHTS: Any disqualification taken 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. It must state the grounds for the appeal and include any supporting documents and a copy of the CDFA 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.

II. Technical Review

Subject matter expert reviewers from state and federal government agencies and academia will serve as technical reviewers. Technical review will be based on the detailed scoring criteria outlined below.

Scoring Criteria

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

Criteria	Maximum Points
<p>1. WORKPLAN</p> <ul style="list-style-type: none">• Is an executive summary and project description provided?• Is sufficient information to demonstrate the applicant organizations' capacity to complete the project provided?• Are roles of key personnel from each participating organization clearly described?• Does the work plan include both pre- and post-award activities?• Are reasonable estimates of number of farmers and ranchers the TAP proposes to assist in pre- and post-award activities provided?• Does the work plan provide sufficient details of all activities proposed?• Does the workplan include one-on-one technical assistance to farmers/ranchers?• Does the applicant discuss their plan for conducting outreach and soliciting applications for each incentives program they propose to assist with?• Does the work plan include outreach details of reaching SDFRs, SDACs or AB 1550 Priority Populations?• Does the application clearly identify how the organization will prioritize assistance for farms and ranches that are 500 acres or less?• Does the workplan include efforts to provide assistance in multiple languages?• Is the workplan achievable with the requested budget?• Does the workplan include workshops/public presentations and the details (e.g. frequency, language, outreach methods) for workshops provided?• Does the workplan clearly identify the staff person or personnel who will be involved in each task, including alternative or secondary contacts?• Does the workplan include a detailed reporting and evaluation component?	40

<ul style="list-style-type: none"> • Does the work plan clearly indicate the regions that will be served by the applicant? • Does the Statement of Needs clearly detail the organization's case for serving the region proposed? • Does the project include partnership or regional coordination among multiple organizations? • Does the partnership provide technical assistance to a larger base of farmers and ranchers than would be accomplished by a single organization? 	
2. BUDGET <ul style="list-style-type: none"> • Does the proposed budget outline all 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? • Is the Budget consistent with the Work Plan? • Is the division of funds between pre- and post-award activities reasonable? • Are 25% of the funds allocated for providing assistance to SDFRs? If this target cannot be met, is a detailed and reasonable justification provided? 	30
3. STATEMENT OF QUALIFICATIONS (SOQ) <ul style="list-style-type: none"> • Does the SOQ clearly identify the capacity of the lead applicant organization to serve as a TAP for AMMP, HSP or SWEEP? • Has the applicant appropriately explained how the education, work history, and/or technical expertise of key personnel makes them qualified for this role? • Do the resumes of individuals listed in the proposal align well with relevant expertise for AMMP, HSP or SWEEP? 	30
Total Points	100

The CSA Technical Assistance program strives to ensure statewide distribution of TAPs to support AMMP, HSP and SWEEP applicants. CDFA will fund to the extent feasible, at least one project for each region noted 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:**

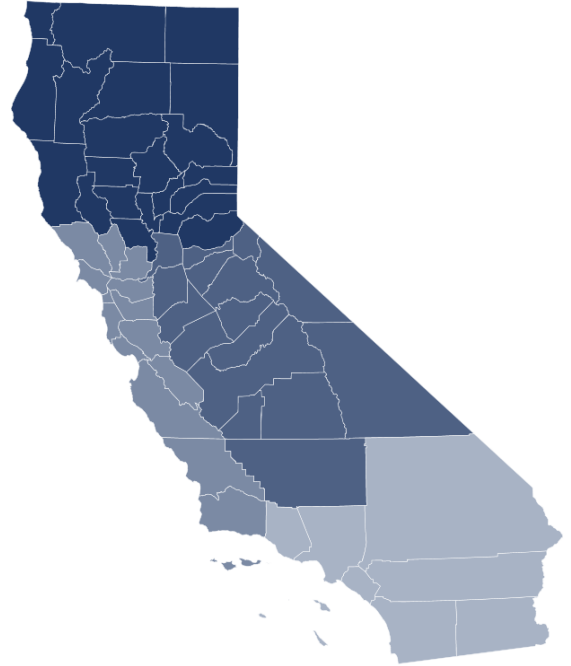
Sacramento, Amador, Alpine, San Joaquin, Calaveras, Stanislaus, Tuolumne, Mono, Merced, Mariposa, Madera, Fresno, Kings, Tulare, Inyo, Kern.

- **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.



In addition to criteria listed above, CDFA will prioritize funding the following:

- Proposals that will provide at least 25 percent of all technical assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs).
- Proposals that will provide assistance to farms and ranches that are 500 acres or less.

Past performance of TAPs, if applicable, may be taken into consideration during selection. Past performance may include timely and satisfactory completion of funded activities and reporting requirements.

In case multiple solicitations are made for 2019 CSA Technical Assistance Grants, CDFA may consider funding applicants that have not received funding in previous rounds.

Notification and Feedback

All applicants will be notified regarding the status of their grant applications. Successful applicants will receive specific instructions regarding the award process, including information on invoicing and reporting requirements. Applicants not selected for funding will receive feedback regarding their applications within 60 days after receiving notification.

CDFA will post basic information on the CSA Technical Assistance web site (<https://www.cdfa.ca.gov/oefi/technical/>) regarding the applications it has received at least 10 days before awarding grant funds. After projects are selected and all funds are encumbered, CDFA will post an updated list within 90 days that identifies status of awarded project applications.

GRANT RECIPIENT INFORMATION

Grant Agreement

Applicants with projects selected for award of funds will receive a Grant Agreement package with specific instructions regarding award requirements including information on project implementation and payment process. Once a Grant Agreement is executed, grant recipients can begin implementation of the project. Grant recipients are responsible for the overall management of their awarded project to ensure all project activities are completed no later than [date TBD].

Payment Process

CDFA will provide grant recipients with the necessary grant award and invoicing documents. Funds will be allocated on a reimbursement basis. Invoices must be submitted quarterly and include all supporting financial documentation to substantiate expenses. No more than \$100,000 may be reimbursed annually. CDFA will withhold 10 percent from the total grant award until the verification requirement is complete to ensure grant recipients install their project as approved by CDFA. Invoicing and closeout of all project expenditures must be completed no later than [date TBD].

Reporting

Grant recipients must submit detailed quarterly Progress Reports to CDFA identifying tasks and activities accomplished in the reporting period. CDFA will provide a reporting template and schedule to grant recipients. Progress Reports must include, at a minimum:

- Total number of individuals assisted.
- Information of farmer or rancher assisted including but not limited to application identification number (PIN) of submitted application.
- Number of individuals assisted who belong to groups such as SDFRs, SDACs, AB 1550 Priority Populations and/or farms and ranches 500 acres or less.

For auditing purposes, recipients are required to maintain detailed technical assistance records on-site.

Critical Project Review

Grant recipients must agree to a Critical Project Review and audit during the project term to verify project progress as reported in Progress Reports submitted to CDFA, including number of farmers and ranchers assisted. If it is determined by CDFA from the Critical

Project Review that at that time the grant project is not meeting and is unlikely to meet certain milestones, CDFA has the right to terminate the Grant Agreement pursuant to the Terms and Conditions of the Grant Agreement. If the grant is terminated and has incurred any costs during the term, the Grantee must return any previously reimbursed funds. Termination may result in forfeiture by the grantee of any funds retained pursuant to 10 percent retention policy. Critical Project Review may be completed through an auditing process.

APPENDIX: APPLICATION AND ATTACHMENTS

Application Questions

CDFA requires information for all entities involved in the CSA Technical Assistance grant agreement, including those that might assist during the solicitation period and/or workshops. The CSA Technical Assistance grant agreement will be between CDFA and the lead TAP 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
- Lead organization's Federal Tax Identification Number
- Lead organization type:
 - Non-Profit
 - Academic Institution
 - Resource Conservation District
- Lead organization's mailing address
- Lead 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
- Which CSA program(s) will you provide technical assistance for?
 - AMMP
 - HSP
 - SWEEP

Note: The maximum page limit for sections noted below (Workplan, Budget and Statement of Qualifications) is 30 pages, not excluding the Budget Worksheet (excel file).

Workplan

Provide responses to the sections outlined below.

Project Title

- Describe the project in 15 words or less.

Executive Summary (200-word limit)

- The Executive Summary is an overview of the project. In 200 words, describe the project and the overall goal of the project. 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. List the CSA programs that the project will include in their technical assistance plan.
- Briefly describe the audience, location of the project, technical assistance activities and the expected impacts and results of the project.

Project Team

- Provide the legal name of the organization that will serve as a lead for the project.
- If multiple organizations are partnering for the CSA Technical Assistance Grant, list the names of partner organizations and clearly describe their role in the project.
- Identify the key personnel within each organization, as applicable, that will be responsible for implementing the project. Key personnel typically include the project manager and others within the applicant and participating organizations that will significantly contribute to the activities of the project

and help ensure the project is successful. It is not necessary to include all personnel within each organization.

- Identify any contractors that will play a key role in project implementation.

Note: Name and contact information of key personnel from lead and partner organizations will be posted on CDFA's corresponding CSA program (AMMP, HSP and/or SWEEP) website during the application period as a resource for farmers and ranchers.

Statement of Needs

- Describe the target audience of the project, including which communities or regions will be served and the needs of that community/region. 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.
- The technical assistance program requires at least 25% of the funds will be spent to serve socially disadvantaged farmers and ranchers. Describe how your organization will achieve this target. If this target cannot be met within the region you serve, provide a justification.

Project Description: Goals and Intended Outcomes

- List the project goals and intended outcomes. Outcomes should describe what specific changes or results are expected as a result of the project. In summarizing the need for the project, consider the RFP priorities (i.e. SDFRs, SDACs, AB 1550 Priority Populations and farms and ranches 500 acres or less) and explain how the project will address those priorities. Project description must include number of farmers expected to be reached through the project.
- Goals must include an estimated number of farmers and ranchers the applicants anticipate assisting in (i) applying for CDFA's Climate Smart Agriculture incentives, and (ii) in implementation of grant-awarded projects. Include a justification for the proposed numbers consistent with proposed work plan and budget. Provide details of outreach methodologies that will be used to reach the proposed number of farmers and ranchers.
- Describe the steps that will be taken if the proposed target is not met.

Project Objectives: Activities and Timeline

Use the table provided below to list the technical assistance activities that will be performed to achieve the goals and outcomes. Project objectives must include outreach methods and activities.

Using the table below, provide information described below. Insert additional rows and columns as necessary to include as many Project Objectives and Activities as necessary to complete the project.

Objectives and activities must be provided individually for each CSA program (i.e., AMMP, HSP and/or SWEEP) that will be served by the TAP.

- **Objective:** Identify the main goals the project is seeking to accomplish. All projects must have at least one objective.
- **Activities:** In the tables provided, describe the tasks necessary to accomplish each of the identified project objective(s). If more than six activities will be required for any of the objectives, add additional rows as needed.
- **Performed by:** In the tables provided, identify the individuals who will do the work for each activity by title (e.g., graduate student researcher, nutrition educator, web designer, etc.). All individuals for whom funding is requested in the Budget Narrative must be responsible for activities listed in the Project Objectives and Work Plan attachment and must be identified using the same title.
- **Timeline:** In the tables provided, provide the estimated beginning and end dates for when each activity will be accomplished using the three-letter abbreviated month and four-digit numerical year (e.g., May 2019 – Oct 2020). Use specific dates when possible and only include activities occurring within the grant period.

CSA Program Name	Objective Provide a numbered list describing each objective that will be accomplished.	Activities Provide a numbered list describing each activity that will support the objective.	Performed by Name/Title	Timeline Month & Year - Month Year
(AMMP, HSP or SWEEP)	1.	1.1		
		1.2		
		1.3		
		1.4		
		1.5		
		1.6		

Evaluation and Reporting

To ensure accountability and future funding, it is important that the applicant organization can accurately keep track of the technical activities conducted, the numbers of farmers who applied for the CSA programs and the numbers of SDFR's reached. Briefly describe the internal system you will use to track technical assistance activities and the number of farmers/ranchers and SDFR's that you serve with this project. Attach sample table or list software or computer program that will be used to track technical assistance activities and farmers information.

Budget

Use the Budget template (MS Excel file) available at https://www.cdfa.ca.gov/oefi/technical/docs/CSA_TAG-BudgetWorksheet.xlsx to provide a detailed budget for the project. The template is divided into seven tabs, the first six representing a specific category of costs, and the seventh tab represents the cost summary of the project. Complete each of the first six tabs as applicable. Information entered in each tab will automatically populate the seventh tab.

Each budget item entered must be accompanied by the CSA program name, Project Objective and Activity number consistent with the Work Plan.

University of California and California State Universities may claim their established indirect cost rate with CDFA. All other eligible organizations for Climate Smart Agriculture technical assistance may claim an indirect cost rate not to exceed 20 percent of total direct costs.

Clearly describe each participating organizations' anticipated expenses, as applicable. All costs must be directly related to and necessary for completion of project. Awarded funds will be paid to the lead organization. The lead organization is responsible for disbursement of funds to other participating organizations and contractors as applicable.

Statement of Qualifications

Applicant Organization(s)

In this section, applicant must provide sufficient information to demonstrate that the lead organization and all participating organizations (if any) have the personnel, experience, knowledge, skills, time and resources to develop and deliver the project.

- Describe the lead applicant organization's background, purpose or mission as it relates to the project and address the organization's capacity to undertake the work of the project.
- Identify outside partners (if any) the organization to work and collaborate with on technical assistance and outreach to farmers and ranchers.
- Describe how the partner organization(s), if any, will complement and enhance the work of the lead organization, rather than being duplicative.
- Briefly describe the organizations' past experience providing technical assistance to farmers and ranchers for CDFA's CSA programs or similar programs.
 - (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 organizations' experience in setting up and maintaining communications with ranchers/farmers.
- Describe the organizations' experience working with SDFRs, SDACs and/or AB 1550 Priority Populations.
- Explain how the organization(s) (if applicable) are positioned to fulfil the goals of this program. Explain in detail the organizations' stakeholder base and strategies of stakeholder engagement which will be leveraged to support CDFA's Climate Smart Agriculture Programs.
- Describe how the organization(s) (if applicable) are 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.
- Outline the organizations' experience and resources working with communities and farmers.

Key Personnel

- Include a brief biography or summary of qualifications of the key personnel from lead applicant organization involved in the project. List CSA program experience for each staff if applicable.
The biography or summary of qualifications should be brief but adequate to demonstrate key personnel have knowledge and experience in the subject area of the project.
- Identify and provide biography or summary of qualifications for each key personnel from each partner organization.

- Include names, contact information and summary of qualifications for each contractor.
- Applicants must identify why this particular team composition and representation from within the organization(s) 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.
- Identify any relevant certifications that members of the organization(s) hold and indicate how it might be useful.

Resume

Attach resumes of each key personnel from each participating organization and contractors and indicate the role of each person whose resume is attached. Limit to two pages per resume. Provide in PDF format. PDF files should be named using the following format: LastName_Organization_Role.pdf.

2019 Climate Smart Agriculture Technical Assistance Grants
Public Comments Received on the Draft Request for Proposals (RFP)
April 25, 2019 - May 24, 2019

Comment	Response
Hosting or attending events, including field days and agricultural community meetings, to educate and learn from farmers about Climate Smart Agriculture practices and programs should be an allowable cost.	This activity is funded by the HSP Demonstration Projects grant and is not allowable under the CSA Technical Assistance Grant.
Assisting in obtaining CEQA and relevant permits for AMMP and HSP projects should be an allowable cost.	This may be allowable. However, grant funds may not be used to pay compliance costs, including but not limited to permitting fees or cost of preparing environmental reports.
Arranging rented or shared equipment and/or volunteer labor for project implementation should be an allowable cost.	Costs for labor and supplies necessary for project are allowable.
Attending trainings, conferences, or workshops on skills relevant to TA for the programs, including conservation or carbon farm planning, practice implementation, communication strategies, cultural-competency trainings for working with Socially Disadvantaged Farmers/Ranchers (SDFRs), and new science.	CSA Technical Assistance Grants are specifically intended for supporting technical assistance activities that directly benefit California farmers and ranchers who implement AMMP, HSP and SWEEP projects.
Replace Phase 1 payment structure (per application assisted and per application submitted) with a structure that reimburses TA providers based on actual costs incurred. Omit the two-phase funding structure. The budget structure is cumbersome. The budget and deliverables are onerous and prescriptive. Phase system should be removed and budget should not be broken down by deliverables.	Page 16 of the RFP reflects change in budget structure to accommodate this comment. An updated Budget Worksheet was provided to address this comment.
Allow sub-contracting translation services for materials and meetings with producers.	A category of contractor costs is included in the Budget worksheet and may include translation or other allowable costs.
Allow costs for traveling to and conducting farm visits and site surveys with farmers and ranchers interested in Climate Smart Agriculture.	Travel costs are allowed and included as a category in the Budget worksheet.
Maintain the \$100,000 per year maximum grant award for all 3 years, regardless of gap years in any individual program's funding.	Funding source for the CSA Technical Assistance Grants is subject to same limitations as the individual programs (AMMP, SWEEP and HSP). Therefore, funding for technical assistance for any program would be consistent with the funding for the program itself.
The budget that is submitted in the application is more detailed and prescriptive than needed. Its hard to know how many projects they will assist before and it results in a lot of line item shifts if you do not meet your deliverables.	Budget worksheet has been revised. Applicants are required to provide an estimate of individuals they propose to assist as part of the Work Plan (page 14).
Allow support and facilitation of the sharing of best management practices and outreach materials amongst TA providers through TA-provider led trainings.	Grant recipients must attend a CDFA hosted annual meeting for providing feedback and continuous improvement of CDFA's CSA incentives programs (page 4).
Allow joint applications from multiple TA providers for sharing TA staff and resources.	Multiple TAP organizations can partner on a single application. CDFA encourages statewide cooperation among regional TAPs (page 3).
Allow for these funds to be used for Conservations Plans and Carbon Farm Plans as well as other planning.	Per AB 2377 (Irwin, 2018), the CSA Technical Assistance Grant Program has been established to specifically support technical asisstance for CDFA's CSA programs, i.e., AMMP, HSP and SWEEP.

Allow costs for developing educational, culturally-relevant, and multi-lingual materials about Climate Smart Agriculture practices, such as videos, illustrated guides, and trainings.	These activities are allowable.
Allow costs for designing and engineering AMMP, SWEEP, and HSP projects directly or sub-contracting the design and engineering to technical experts.	This costs may be considered allowable. However, a TAP and a SWEEP, HSP or AMMP awardee may not simultaneously request CDFA for funds to support these activities for the same project.
Assisting farmers and ranchers in obtaining bids from contractors should be an allowable cost.	This activity may be considered allowable. However, the TAP may not require farmers and ranchers to include specific proprietary products or favored contractors and other service providers when assisting in project design.
Allow costs for paying the upfront cost of pump testing for SWEEP.	This cost may be considred allowable.
Allow costs for assisting farmers and ranchers in obtaining necessary documentation (e.g. maps, bills, farm records) for the application.	This is an allowable pre-award activity.
Allow costs for assisting HSP grant recipients in sourcing cover crop seeds, compost, mulch, plant materials, and other materials for eligible conservation planting projects.	This is an allowable post-award activity. However, TAP grant recipients may not require farmers and ranchers to include specific proprietary products or favored contractors and other service providers when assisting in project design and implementation.
Allow costs for preparing sites and installing HSP, SWEEP, and AMMP projects, including the systems and materials to ensure their success (e.g. watering systems, gopher and deer protection for hedgerows).	The cost of these activities are covered through the HSP, SWEEP and AMMP grants made to farmers and ranchers.
Allow costs for assisting grant recipients in filing paperwork for grant contracts, budget changes, reimbursements, and reporting.	This is an allowable post-award activity. However, a TAP and a SWEEP, HSP or AMMP awardee may not simultaneously request CDFA for funds to support these activities for the same project.
Allow costs for conducting baseline and years 2-3 soil sampling for HSP projects.	This is an allowable post-award activity.
Allow costs for providing training and in-field assistance with implementation, and, monitoring to optimize performance of HSP, SWEEP, AMMP projects.	This is an allowable pre- and post-award activity.
Phase 2 should allow for TA to assist folks who did not apply learn more about the programs and get involved. This can be expanded/clarified on the phase 2 deliverables.	This is allowable under post-award activities.
Required tasks that are "offer to provide" to be optional.	Required and optional activities have been clearly defined (pages 4-6).
Remove any designation or stipulation of service area to be covered by TA organizations.	Designated service area requirements have been removed. CDFA encourages statewide cooperation among regional TAPs (page 3).
Include in Admin review that geography will be considered.	TAPs must provide a Statement of Needs to describe demand for technical assistance in the region (page 14).
Some TAPs could be statewide providers.	CDFA encourages statewide cooperation among regional TAPS (page 3).

Remove the limitation on indirect costs that can be covered by the grant. Honor federally-negotiated indirect cost rate agreements for those grantees that have them in place. Increase indirect costs. Suggestions made to increase indirect cost to 20% and to 32.19%.	University of California and California State Universities may claim their established indirect cost rate with CDFA. All other eligible organizations for Climate Smart Agriculture technical assistance may claim an indirect cost rate not to exceed 20 percent of total direct costs.
CDFA should pre-certify organizations that can do TA. Then these organizations can apply on a first come first serve basis.	CDFA currently does not have resources to set up a pre-certification process.
Farmer privacy is a concern. Omit the requirement for TA providers to report farmer and rancher personal information. It will be hard to get information like address, ethnicity and self reporting on SDFR is not necessary and will deter people from attending.	Information of farmer or rancher assisted includes but is not limited to total number of individuals assisted, identification number of submitted application and number of individuals assisted who belong to groups such as SDFRs, SDACs, AB 1550 Priority Populations and/or farms and ranches 500 acres or less. The requirement to provide SDFR status of each individual farmer to CDFA has been removed. TAPs are expected to provide details of the system they will use to gather and store this information as it may be subject to an audit. This information is necessary to ensure that CDFA is able to verify project activities and meet AB 2377 target of providing 25% of the funds for assistance to SDFRs.
Coordinate grant program guideline development and outreach with NRCS and other agencies funding Climate Smart Agriculture technical assistance and implementation. AB 2377 states: "The department shall coordinate grant program guideline development and outreach with the Natural Resources Conservation Service of the United States Department of Agriculture."	CDFA has in the past, and will continue to consult with USDA-NRCS regarding the CSA Technical Assistance Grants.
Increase the funding allocation to this program to greater than 5% of total appropriation made to CDFA.	Increasing allocation would result in lesser dollars available for on-farm projects. CDFA may consider a different allocation upon evaluation of need for CSA Technical Assistance Grants as well as CSA incentives programs (i.e. AMMP, HSP and SWEEP).
Clarify what is meant by past performance and how will it be applied.	Past performance may include timely and satisfactory completion of previously funded activities and reporting requirements (page 10).
A minimum score for TA would be beneficial.	Since this the first round of funding being offered, CDFA cannot establish a minimum score for funding as the quality and quantity of applications cannot be anticipated. A minimum score may be considered in future rounds based on preceding years' application data.
The review committee should also include reviewers outside of the state as long as they do not have a conflict of interest. Past reviewers could be in the review group if we ensure no conflicts.	Subject matter expert reviewers from state and federal government agencies and academia can serve as technical reviewer (page 7).
Qualifications and resume are weighted too heavily.	Scoring criteria have been revised (page 8).
To ensure at least 25 percent of the grant program funds are used to provide TA to Socially Disadvantaged Farmers and Ranchers (SDFRs) (as required by AB 2377): 1. Establish clear expectations and outreach metrics. 2. Require detailed outreach plans and staff/partner qualifications. 3. Prioritize and provide additional support to TA providers working with a majority of SDFRs. 4. Plan for the Farmer Equity Advisor to attend key gatherings of SDFRs in the state.	Suggestions have been incorporated in the Work Plan and Statement of Qualifications. Suggestion to include Farmer Equity Advisor's attendance at meetings will be considered.
Statement of need to address geographical concerns can be included under statement of qualifications. Consider adding statement of need in a subsection of the statement of qualifications.	A Statement of Needs was included in the Work Plan (page 14).
The timeframe that CDFA needs to be notified of workshops should be 2 weeks and not 4 weeks.	This comment was accepted (page 5).

<p>TA Program awards should be contracted and finalized at least 3 months prior to CSA Program open solicitation.</p>	<p>This suggestion cannot be accommodated due to legislative requirements that govern the expenditure of CCI funds. This program shares the same funding source and requirements as the CSA incentives programs. In order to accommodate the complete grant agreement term for both the TAP grant and the HSP grants within the GGRF liquidation deadline, a three-month gap between the finalizing of CSA grants and announcement of program solicitations is not feasible.</p>
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**2019 Climate Smart Agriculture Technical Assistance Grant Program
Public Comments Received on the Draft Request for Proposals (RFP)
June 17, 2019 - June 28, 2019**

Comment	Response
Allow 20% flexibility between pre-award and post-award activities and budget line items	CDFA will award a grant based on the budget provided by an applicant. If awarded, grant recipients can request line item revisions to the budget which may be approved upon evaluation by CDFA. There is no limit on line item shifts that can be requested; however, line item shifts may not result in increase in the total grant award amount.
It is unclear what percentage of the budget should be made available to post award activities, or how one should choose between competing requests for post award assistance if remaining budget is restricted.	CDFA expects applicants to evaluate the need for Technical Assistance and explain it in the work plan. Applicants who are able to provide detailed and accurate work plans and budgets will be evaluated more competitively during review.
Accept federally or state approved indirect rates higher than 20%.	University of California and California State Universities may claim their established indirect cost rate with CDFA. All other eligible organizations for Climate Smart Agriculture technical assistance may claim an indirect cost rate not to exceed 20 percent of total direct costs.
Allow 20% indirect on total, not just personnel costs.	University of California and California State Universities may claim their established indirect cost rate with CDFA. All other eligible organizations for Climate Smart Agriculture technical assistance may claim an indirect cost rate not to exceed 20 percent of total direct costs.
Grant recipient is asked to provide name, ag operation name, email, telephone number and project location. This intrudes on the privacy of famrrers. This information should not be made publicly available.	Language in RFP has been modified to accommodate this request (page 11).
Allow for an appeal process after Critical Project Review, similar to disqialifications.	Appeals pprocess provides an opportunity for an applicant to appeal a disqualification decision made by CDFA during administrative review of applications. The purpose of Critical Project Review is to evaluate project progress reported through progress reports. During this evaluation, CDFA communicates directly with recipients, providing the opportunity for clarification or justification as necessary. Therefore, a separate appeals process is not required for Critical Project Review.
Do not require all TAPs to prioritize assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs), but only prioritize those that do, for funding. Prioritize those who meet 25% requirement.	This requirement has been added to allow CDFA to meet the legislative requirement to ensure at least 25 percent of the grant program funds are used to provide technical assistance to SDFRs. If an applicant is unable to meet this target, they must provide a justification (pages 9 and 14).

Ensure that TAP awards are contracted and finalized at least 3 months prior to CSA program solicitation. Timeline is tight.	This suggestion cannot be accommodated due to legislative requirements that govern the expenditure of CCI funds. This program shares the same funding source and requirements as the CSA incentives programs. In order to accommodate the complete grant agreement term for both the TAP grant and the HSP grants within the GGRF liquidation deadline, a three-month gap between the finalizing of CSA grants and announcement of program solicitations is not feasible.
Provide ahead of time how many program solicitations or funding rounds are expected to be served by TAPs to allow accurate development of Budget and Work Plan.	CDFA anticipates no more than two rounds of funding for each program, per year, corresponding to the funding allocation from the Greenhouse Gas Reduction Fund (GGRF) for that year. The need for TAPs and number of HSP, SWEEP or AMMP grants awarded per year is dependent upon funding allocation to CDFA in a particular year for these programs.
Clarify the level of detail in the workplan table as it may be cumbersome.	Work plan should be as detailed as possible as this is the metric against which CDFA will track project progress, deliverables and accountability. Total page limit of 30 pages is indicated in the RFP (page 13).
Change from one page application to full proposal is cumbersome. Detailed budget makes it difficult for smaller organizations to apply.	A full proposal including work plan and itemized budget has been prepared by CDFA to ensure the legislative requirements of the new program as outlined in AB 2377 can be met.