WELCOME

2017 Healthy Soils Program Second Solicitation

Demonstration Projects

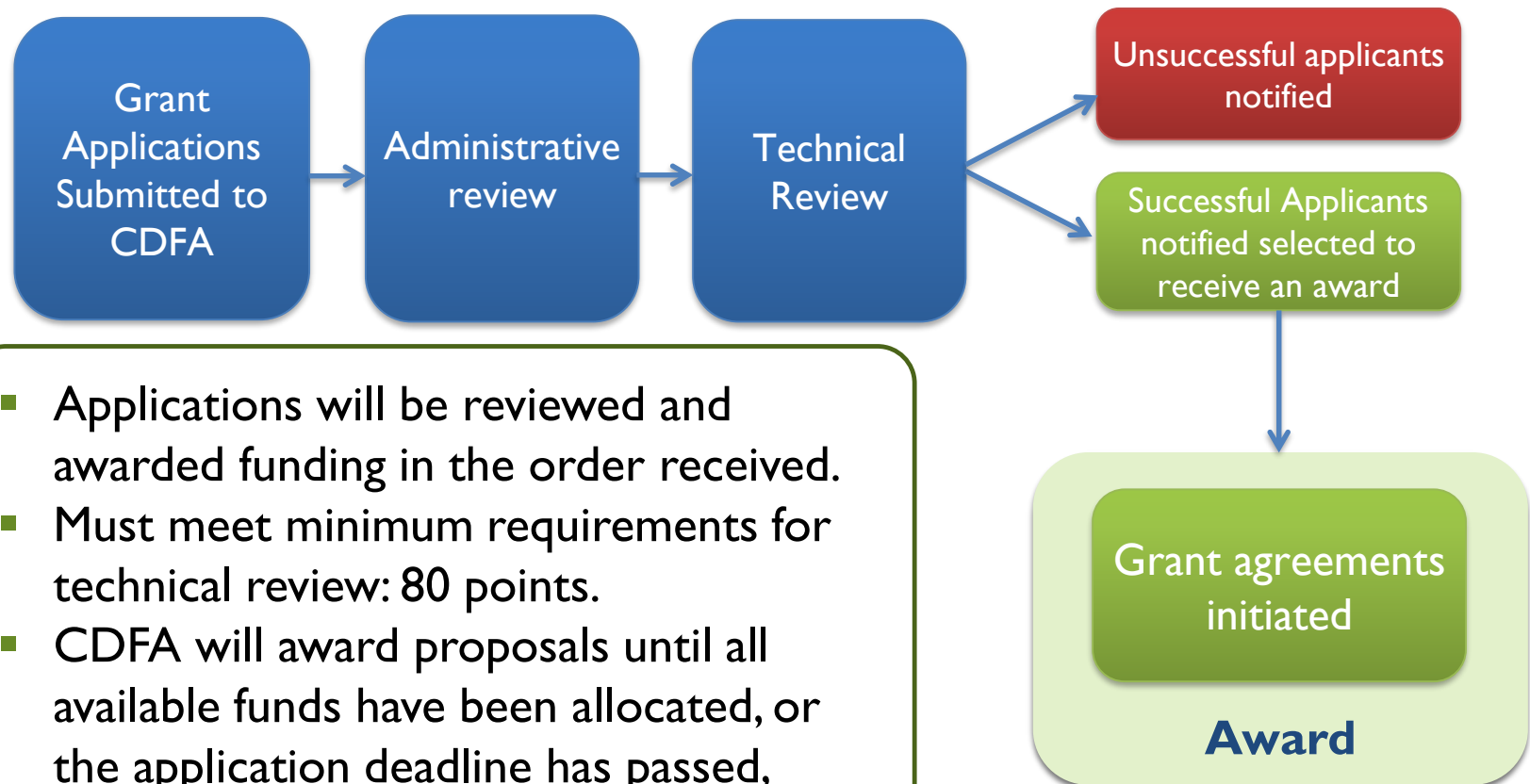# Application Assistance Workshop

OUTLINE

- Funding and Duration

- Solicitation Process and Timeline

- Review and Evaluation Process

- Eligibility and Exclusions

- Eligible Agricultural Management Practices

- Program Requirements

- How to Apply

- Award Process

FUNDING AND DURATION

- Maximum Grant Amount: $100,000 per project, no more than $500,000 for all awarded projects.

- Project duration and cost sharing:
  - Project/grant duration: May 1, 2018 – Dec 31, 2020
  - Project implementation to begin: no later than Nov 30, 2018
  - HSP funds cover: May 1, 2018 – Dec 31 2019
  - Cost sharing covers: Jan1, 2020 – Dec 31, 2020

- Applicant must have control of the land for the duration of the grant:
  - Letter of agreement from landowner for leased land.

SOLICITATION PROCESS

Grant Applications Submitted to CDFA → Administrative review → Technical Review →

Unsuccessful applicants notified

Successful Applicants notified selected to receive an award →

Grant agreements initiated

Award

- Applications will be reviewed and awarded funding in the order received.
- Must meet minimum requirements for technical review: 80 points.
- CDFA will award proposals until all available funds have been allocated, or the application deadline has passed, whichever comes first.

SOLICITATION TIMELINE

Item	Dates
Release Request for Grant Applications	March 6, 2018
CDFA Application Workshops & Webinar	March 13-21, 2018
Grant Applications Due	April 13, 2018, 5:00 pm PDT
Review Period	April – May, 2018
Award Announcement(s)	May, 2018
Project Implementation Begins	May, 2018

No late submissions accepted.

REVIEW PROCESS

Multiple Stages of Review:

- Step1: Administrative Review: Internal - Conducted by CDFA.

- Step 2: Technical Review: External - Conducted by Technical Advisory Committee (State and Federal Agency Subject Matter Experts).

- An application must score at least 80 points to qualify for award.

- Additional consideration to fire-affected counties: Butte, Lake, Los Angeles, Mariposa Mendocino, Napa, Nevada, Orange, Santa Barbara, Sonoma, Ventura, Yuba

SCORING CRITERIA

Scoring Criteria	Points
Project Merit	
• **Demonstration Component**	**10**
• **Outreach Component**	**30**
Project Timeline and Implementation Plan	**10**
Project Team Qualifications	**10**
Project Budget and Justification	**15**
GHG Emission Reduction Benefits	**15**
Additional Considerations	**10**
Total	**100**

ELIGIBILITY

- Not-for-profit entities, University Cooperative Extensions, Federal and University Experiment Stations, Resource Conservation Districts (RCDs), Federal and California Recognized Native American Indian Tribes, and, farmers and ranchers in partnership with one of the aforementioned entities.

- A project must include at least one farm.

- Projects must result in net positive GHG benefits from specific eligible agricultural management practices .

- Maximum two unique project applications submitted by the same applicant.

- Single organization can be collaborator on multiple projects.

- Applicants must lease, own or otherwise control the Assessor's Parcel Numbers (APNs) where project activities are proposed to occur for the entirety of the project duration.

- If selected for funding, applicants must be able to execute a grant agreement within 30 days of receiving a notice of award.

EXCLUSIONS

- Grant funds *cannot* be used to implement practices other than those listed under HSP RGA Section 6 (page 7).

- Grant funds *cannot* be used to fund fields or Accessor Parcel Numbers (APNs) with existing and ongoing implementation of any agricultural management practices listed under Section 6.

- Grant funds *cannot* be used to fund fields or Accessor Parcel Numbers (APNs) which a HSP Demonstration or Incentives project was previously awarded.

- Compost Application Practices *cannot* be implemented on APNs where soil organic matter content is greater than 20% by dry weight in top 20 cm (or 8 inch) depth.

- Grant funds *cannot* be used for projects that use potted plants or other plant growth media.

- The same farm *cannot* be included in multiple applications.

ELIGIBLE AGRICULTURAL MANAGEMENT PRACTICES

- **Soil Management Practices**

  Expected life of practice is 3 years.

  - **Cropland Management Practices**

    Must follow NRCS conservation practice standards and associated site specific requirements during implementation.

    - Mulching (USDA NRCS CPS 484)
    - Residue and Tillage Management – No-Till (USDA NRCS CPS 329)
    - Residue and Tillage Management – Reduced Till (USDA NRCS CPS 345)
    - Cover crops (USDA NRCS CPS 340)

  - **Compost Application Practices**

    Must follow guidance from CDFA Compost Application White Paper (page 7)

    - Compost Application to Annual Crops (CDFA)
    - Compost Application to Perennials, Orchards and Vineyards (CDFA)
    - Compost Application to Grassland (CDFA)

ELIGIBLE AGRICULTURAL MANAGEMENT PRACTICES

- **Cropland to Herbaceous Cover Practices**

  Follow NRCS conservation practice standards and associated site specific requirements during implementation.

  Expected life of practice is 3 years.

  - Herbaceous Wind Barrier (USDA NRCS CPS 603)

  - Vegetative Barriers (USDA NRCS CPS 601)

  - Riparian Herbaceous Cover (USDA NRCS CPS 390)

  - Contour Buffer Strips (USDA NRCS CPS 332)

  - Field Border (USDA NRCS CPS 386)

  - Filter Strip (USDA NRCS CPS 393)

ELIGIBLE AGRICULTURAL MANAGEMENT PRACTICES

- **<u>Establishment of Woody Cover Practices</u>**

  (1) Must follow NRCS conservation practice standards and associated site specific requirements during implementation.

  (2) Expected life of practice is 10 years.

  - ❑ Woody Plantings Practices
    - o Windbreak/Shelterbelt Establishment (USDA NRCS CPS 380)
    - o Riparian Forest Buffer (USDA NRCS CPS 391)
    - o Hedgerow Planting (USDA NRCS CPS 422)
  - ❑ Grazing Lands Practices
    - o Silvopasture (USDA NRCS CPS 381)

PROGRAM REQUIREMENTS – 1

- Treatment (T) field and Control (C) field.

    - T and C should be located side-by-side, and differ from each other with respect to the presence (or absence) of new management practice(s) implementation while keeping all other field activities the same as much as possible.

    - When selecting locations in the APN to layout T and C, ensure field conditions such as soil properties, drainage, landscape, and cropping and management histories and size are as similar as possible.

    - T and C must not be changed to a different location within the APN during the complete project term.

- Outreach:

    - 40 farmers per year to project site.

    - Project designee information on CDFA website for public inquiries.

PROGRAM REQUIREMENTS – II

- Baseline data for each APN:

    - Cropping and management history in the past three years (January 2015 – January 2018).

    - For Fields/APNs where compost application practices are to be implemented:

        - Soil organic matter content test result taken within the last five years for each APN, if available.

        OR

        - Major soil type (soil series) name and soil organic matter content data sourced from UCD Web Soil Survey at https://casoilresource.lawr.ucdavis.edu/gmap/

- Must use the California Air Resources Board (CARB) GHG Quantification Methodology and GHG Calculation Tools.

PROGRAM REQUIREMENTS – III

- If selected for an award, execution of the grant agreement is conditional upon applicants agreeing to the following program requirements:

    - Implementation of practice(s) to be located on the same field/APN(s) during the three-year program duration.

    - Project completion to be certified through the end of the Year 3 (December 31, 2020) using cost sharing obtained for this purpose.

    - Project verification to evaluate the project site and implementation of eligible agricultural management practice(s).

    - Report on soil organic matter content before practice implementation, and, after one, two and three years of practice implementation to be submitted to CDFA.

HOW TO APPLY

- Fillable application file - Microsoft Word.
    - Cover sheet and checklist
    - Application template
- Other application document files
- All documents must be titled using the following naming convention:

Demo_[Applicant Organization's Name]_[Last 4 of taxID]_[Document Name]

Example: Demo_UCDavis_6789_Your Last Name_Application Template

- No spaces should be used in the file name.

SUBMISSION OF APPLICATION FILES

Submit to CDFA Web Server Upload site by 5:00 PDT on April 13, 2018:
https://secure.cdfa.ca.gov/egov/upload/grant/

1. Select the right file that matches name in the submission window to upload.

2. Check the Cover Sheet and Checklist and mark the file once it is uploaded. You will have 30 minutes before you upload you next file.

3. After all files are uploaded, sign and date on the Cover Sheet and Checklist.

4. Upload the signed and dated Cover Sheet and Checklist.

5. CDFA will record date/time when the Cover Sheet and Checklist is submitted as the time for your complete application received.

6. In case you need to remove a uploaded file in your submission before you complete, contact the program staff for help.

7. All application documents must be submitted as a single submission, which include uploading of multiple document files.

LIVE DEMONSTRATION

CDFA HSP UPLOAD WEBSITE

APPLICATION STRUCTURE

Application Sections:

- Cover Sheet and Application Check List

- Application Template
    - I: Project Merit
    - II: Project Timeline and Implementation Plan
    - III: Project Team Qualifications
    - IV: Project Budget and Justification
    - V: GHG Emission Reduction Benefits
    - VI: Additional Considerations

COVER SHEET AND CHECKLIST - 1

Applicant Organization:

Name: Click here to enter the legal name of the organization that will serve as lead for the project and will receive grant funds.

Address: Click here to enter the applicant organization address

Federal Tax ID: Click here to enter the applicant organization Federal Tax ID

Project Director: Click here to enter the name, telephone number and email address for the authorized representative for the project

Project Manager: Click here to enter the name, telephone number and email address for the authorized representative for the project (if different from the Project Director

Project Title:

Click here to enter the project title as it appears on the Application Template.

COVER SHEET AND CHECKLIST – 2

Application Checklist:

Check the box below for each file uploaded to the CDFA Web Server Upload Site and enter the file name for each document. All file should be named according to the following format: "Demo_[Organization Name]_[Last 4 digits of Tax ID]_Document Name". To ensure compatibility with the upload site, do not include any spaces in the file name. Example: "Demo_AnExperimentStation_1234_Application"

☐ Coversheet and Application Checklist Click here to enter file name.
☐ Application Template Click here to enter file name.
☐ Budget Worksheet Click here to enter file name.
☐ Landowner Agreement* Click here to enter file name.
☐ Letters of Support Click here to enter file name.
☐ Resumes/CVs Click here to enter file name.
☐ Cooperator/Collaborator Letters Click here to enter document name.
☐ Compost Planner Report* Click here to enter document name.
☐ COMET Planner Report* Click here to enter document name.
☐ Soil Test* Click here to enter document name.
*if applicable

Submitted by:

Name: Click here to enter submitter name.   **Title:** Click here to enter title.

Signature: _____   **Date:** Click here to enter date.

Once complete, print, sign and scan this document as a pdf and upload to the CDFA Web Server Upload Site along with the other applicable documents selected above.

APPLICATION TEMPLATE

LIVE DEMONSTRATION

APPLICATION TEMPLATE

I: PROJECT MERIT - 40 POINTS

- Applicant Organization

- Organization Type

- Submitting Organization

- Cooperating Entities

- Project Title

- Project Description

- Project Budget

  - Funds Requested, Cost Share, Total Budget

No scores will be considered for general information,

I: PROJECT MERIT – I

- Ag Operation Data:

  - Size
  - APNs to be impacted by the proposed project
  - Address
  - Census Tract
  - Land owned?
  - List of APNs, practices and acreage

- Baseline Data

  - Cropping and management history (Jan 2015 – Jan 2018) for all APNs
  - Compost Application?
    - Check soil organic matter content – no more than 20%

LIVE DEMONSTRATION

CENSUS TRACT FINDER: HTTPS://GEOCODING.GEO.CENSUS.GOV/GEOCODER/GEOGRAPHIES/ADDRESS?FORM

SOIL ORGANIC MATTER CONTENT: HTTPS://CASOILRESOURCE.LAWR.UCDAVIS.EDU/GMAP/

I: PROJECT MERIT – 2

Project Logistics and Baseline Data

- Check if information for both is complete and reasonable
- Check if proposed practices meet the program requirements

Eligible management practice(s)	Fields/APNs where implemented	Acres to be implemented
	1) Not implemented currently or in the last year	
	2) A New management practice must be included	
	3) Compost application: soil organic matter content at 0-20 cm depth is less than 20%	
	4) Convert feet to acres for practices measured in length	

I: PROJECT MERIT – 3

Project Justification

- Mechanism of the proposed agricultural management practices in reducing GHG emissions, increasing carbon sequestration, improving soil health, and/or providing other environmental benefits.

- Geographic location and/or state or regional representation of the project.

- Rationale for the crop(s) (including cash crops and/or other plant species) selected for the project.

- Agronomic, environmental, or other impacts the project anticipates to have on a local and statewide basis.

- Possibility of farmers/ranchers to adopt the demonstrated agricultural management practices at state or local scale.

I: PROJECT MERIT – 4

Project Design

a. Detailed Schematic including specific Fields/APNs;

b. A layout of all **T** and **C** are to be implemented;

c. Acreage for each **T** & **C** to be implemented;

d. Plant species to be used, if applicable

Copy and paste your Design Schematic under Project Design
in the Application Template

I: PROJECT MERIT – 5

Project Design Requirements

- Describe approaches, procedures, and methodologies for the project;

- Outline scheme for measurements of soil organic matter content or other data on soil health and co-benefits.

Outreach Activities

- Proposed outreach activities:
  - On-farm Field Day activities;
  - Optional: workshops, farmer and/or rancher meetings, social media communications, and publications.

- Proposed approach, procedure, or methodology for the outreach activities are suitable and feasible for the project

  Methods for notification, recording attendance, distributing and collecting surveys, etc.

II: PROJECT TIMELINE AND IMPLEMENTATION PLAN: 10 POINTS

- **I: Project Merit**

- **II: Project Timeline and Implementation Plan**

  - Work Plan
  - Evaluation and Project Success

- **III: Project Team Qualifications**

- **IV: Project Budget and Justification**

- **V: GHG Emission Reduction Benefits**

- **VI: Additional Considerations**

II: WORK PLAN

- Management practice implementation plan

    - APN, field number, practice name, activities, performed by, start and end dates, acres, T or C

- Data collection plan

    - Activities, performed by, start and end dates

- Outreach plan

    - Activities, performed by, start and end dates

II: PROJECT TIMELINE AND IMPLEMENTATION PLAN

Evaluation and Project Success:

- Methods to assess the progress and success of practice implementation.

- Cost/benefit for adoption of the agricultural management practices and anticipate any barriers to adoption, if applicable.

- Methods to assess the success of outreach activities. Think beyond attendance counts from outreach events!

  - Methods and indicators to quantify potential impacts in the short (1-2 years) and long term (3 or more years).

  - Examples: percent increase in outreach participation, percent increase in adoption of demonstrated management practices by growers, and associated benefits such as more GHG reductions and more acreage in soil health improvement in state).

III: PROJECT TEAM QUALIFICATIONS
10 POINTS

- **I: Project Merit**

- **II: Project Timeline and Implementation Plan**

- **III: Project Team Qualifications**

- **IV: Project Budget and Justification**

- **V: GHG Emission Reduction Benefits**

- **VI: Additional Considerations**

III: PROJECT TEAM QUALIFICATIONS

Project Oversight

- Describe for all project management personnel in the project.
  - Roles
  - Specific time commitments
  - How they will impact the proposed project.
- For each project director or principal investigators (PIs), Attachments include
  - Current resume, a description of current outreach activities, and information on current/recent planned or pending research and/or outreach projects.
- For cooperators and collaborators
  - A letter with detailed contact information (Attachment)
  - A description of the role in the project;
  - Estimated time commitment, and
  - A statement of agreement to participate in the project.

IV: PROJECT BUDGET AND JUSTIFICATION 15 POINTS

- **I: Project Merit**

- **II: Project Timeline and Implementation Plan**

- **III: Project Team Qualifications**

- **IV: Project Budget and Justification**

- **V: GHG Emission Reduction Benefits**

- **VI: Additional Considerations**

IV: PROJECT BUDGET AND JUSTIFICATION

- **<u>Years 1 and 2:</u>**
  - Salary, wages
  - Fringe benefits
  - Travel
  - Special Purpose Equipment
  - Supplies
  - Contractual
  - Other
  - Indirect Costs
  - Cost Share

- **<u>Year 3 Cost Share</u>**

BUDGET NARRATIVE – 1

Allowable Costs:

- Costs to implement proposed eligible agricultural management practices (**T**s and **C**s).

- Costs to collect and analyze samples.

- Costs of meals/snacks/refreshments may be allowed when reasonable and necessary for hosting an official demonstration of the project's eligible agricultural management practices (excluding travel meal costs).

- Costs of materials needed for outreach activities (e.g., printed handouts or brochures).

BUDGET NARRATIVE – 2

Unallowable Costs :

- Costs incurred outside of the grant agreement term

- Costs covered by another State or Federal grant program.

- Pre-development costs for project design, grant application preparation

- General purpose equipment which is not required for research, scientific, or technical activities (e.g., office equipment and furnishings)

- Expenditures for purchasing or leasing land or buildings

V: GHG EMISSION REDUCTION BENEFITS
15 POINTS

- I: Project Merit

- II: Project Timeline and Implementation Plan

- III: Project Team Qualifications

- IV: Project Budget and Justification

- **V: GHG Emission Reduction Benefits**

- VI: Additional Considerations

V: GHG EMISSION REDUCTION BENEFITS

- Carbon Sequestration and GHG Reduction Estimation Report(s)

  - COMET-Planner Carbon Sequestration and Greenhouse Gas Estimation Report,

    AND/OR

  - Compost-Planner Carbon Sequestration and Greenhouse Gas Estimation Report

LIVE DEMONSTRATION OF DOCUMENT

CARB QUANTIFICATION METHODOLOGY AND TOOLS

VI: ADDITIONAL CONSIDERATIONS
10 POINTS

- **I: Project Merit**

- **II: Project Timeline and Implementation Plan**

- **III: Project Team Qualifications**

- **IV: Project Budget and Justification**

- **V: GHG Emission Reduction Benefits**

- **VI: Additional Considerations**

VI: ADDITIONAL CONSIDERATIONS

- Wildfire affected counties

- Disadvantaged Communities

  - Projects that maximize benefits to disadvantaged communities will receive additional points during review.

  - To determine if projects provide direct, meaningful and assured benefits to disadvantaged communities and meaningfully address an important community need, provide an answer questions listed in the Application Template page 14-15.

  - Attach DAC documentation if applicable

  - Benefits are determined using criteria consistent with CARB's Cap-and-Trade Auction Proceeds Funding Guidelines for Administering Agencies.

2017 HSP DEMONSTRATION PROJECTS ATTACHMENTS TAB

Required Attachment Files:

- Coversheet and Checklist
- Application Template

Other attachments:

- Landowner Agreement (if applicable)
- Letters of Support
- Resumes/CVs
- Cooperator/Collaborator letters
- Compost-Planner Report (if applicable)
- COMET-Planner Report (if applicable)
- Soil Test (if applicable)

GROUNDS FOR DISQUALIFICATION

- Incomplete grant applications: applications with one or more unanswered questions necessary for administrative or technical review.

- Incomplete grant applications: applications with missing, blank, unreadable, corrupt, or otherwise unusable attachments.

- Applications for more than the maximum award amount.

- Applications with unallowable costs or activities not necessary to complete the project objectives.

AWARD PROCESS & REPORTING REQUIREMENTS

- If selected for an award, execution of the grant agreement is conditional upon applicants agreeing to the following program requirements:

  - Year 3 Cost Share.

  - Project reporting requirements.

  - Project Verification.

  - Maintain implementation for a minimum of three years.

  - Maintain documentation related to HSP for a minimum of three years.

ASSISTANCE AND QUESTIONS

- CDFA has posted [Frequently Asked Questions (FAQ)](#) on the HSP Demonstration Projects website.

- Answers to questions received during CDFA's Workshops and Webinars will be posted on March 27, 2018 www.cdfa.ca.gov/oefi/healthysoils/DemonstrationProjects.html

- Final deadline to submit questions is Wednesday, March 21, 2018.

- Email questions to grants@cdfa.ca.gov.