

W E L C O M E

Healthy Soils Program Overview

2017 Incentives Program

Second Solicitation

Application Assistance Workshop



2017 HSP INCENTIVES PROGRAM REQUEST FOR GRANT APPLICATIONS

Outline

- Program Overview
- Solicitation Process and Timeline
- Review and Evaluation Process
- Eligibility and Exclusions
- Eligible Agricultural Management Practices
- Program Requirements
- How to Apply
- Award Process

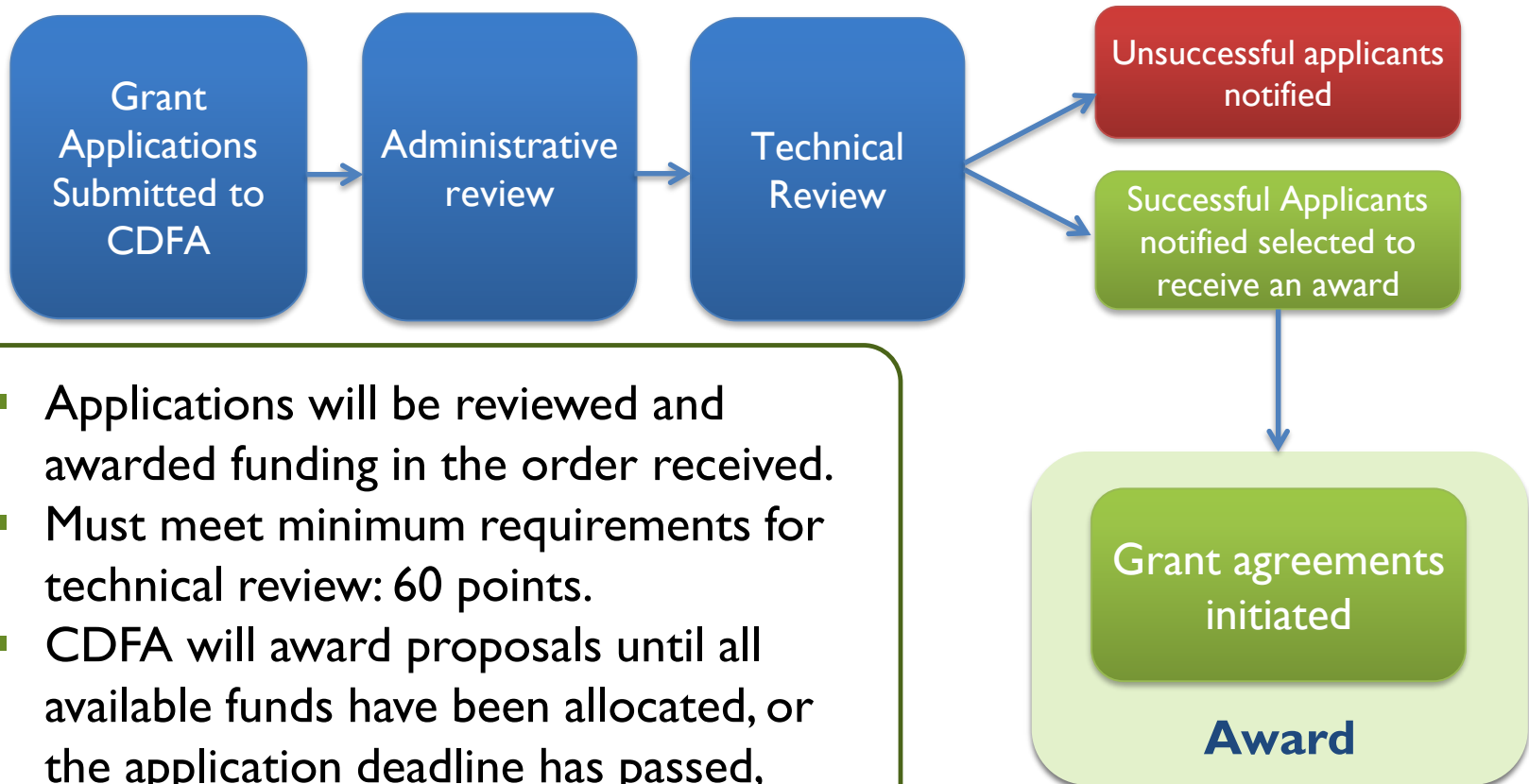
PROGRAM OVERVIEW

- Healthy Soils Program (HSP) Incentives and demonstration competitive grant programs conducted by California Department of Food and Agriculture (CDFA).
- Funded by the Greenhouse Gas Reduction Fund - \$7.5 Million total appropriated.
 - Second solicitation: \$1.6 million, with no more than \$500,000 for Demonstration Projects.
- Objective: To build soil carbon and reduce agricultural Greenhouse Gas (GHG) emissions.
- Funds must be expended/liquidated by June 30, 2020.

FUNDING AND DURATION

- Maximum Grant Amount: \$50,000.
- Grant Duration: May 1, 2018 – December 31, 2020.
- Cost Share Required:
 - CDFA funds from May 1, 2018 to December 31, 2019.
 - Awardee provides cost share from January 1, 2020 to December 31, 2020.

SOLICITATION PROCESS



- Applications will be reviewed and awarded funding in the order received.
- Must meet minimum requirements for technical review: 60 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
Additional Technical Assistance	March 13 – April 13, 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:

- Step 1: Administrative Review: Internal - Conducted by CDFA.
- Step 2: Technical Review: External - Conducted by Technical Reviewers (University experts).
- An application must score at least 60 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 Feasibility	30
Project Sustainability	10
GHG Emission Reduction Benefits	20
Soil Health and Environmental Co-Benefits	10
Conservation Plan	10
Disadvantaged Communities	10
Additional Considerations	10
Total	100

PROGRAM ELIGIBILITY

- California farmers, ranchers and Federal and California Recognized Native American Indian Tribes.
- Projects must be located on California agricultural operation, reduce agricultural greenhouse gases and sequester soil carbon.
- One application per unique tax identification number.
- Grant amount not to exceed \$50,000.
- Implement at least one HSP eligible agricultural management practice.

PROGRAM EXCLUSIONS

- Grant funds **cannot** be used to implement practices other than those listed as *eligible* under the HSP RGA (Section 6, page 6).
- Grant funds **cannot** be used to fund fields or Assessor 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 Assessor 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.

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

Must 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

- **Establishment of Woody Cover Practices**

(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**

- Windbreak/Shelterbelt Establishment ([USDA NRCS CPS 380](#))

- Riparian Forest Buffer ([USDA NRCS CPS 391](#))

- Hedgerow Planting ([USDA NRCS CPS 422](#))

- **Grazing Lands Practices**

- Silvopasture ([USDA NRCS CPS 381](#))

PROGRAM REQUIREMENTS – I

- Applicant ID: a unique tax ID or last four digits of the applicant's SSN.
- Applicant must have control of the land for the duration of the grant:
 - Letter of agreement from landowner for leased land (attachment).
- Program duration and cost sharing:
 - Program/grant duration: May 1, 2018 – Dec. 31, 2020.
 - Project implementation to begin: no later than Nov 30, 2018.
 - HSP funds cover Project Years 1 and 2: May 1, 2018 – Dec 31, 2019.
 - Cost sharing covers Project Year 3: Jan 1, 2020 – Dec 31, 2020.

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 or Excel.

- Cover sheet and checklist
- Application template
- Budget Worksheet Template

- Other application document files

- All documents must be titled using the following naming convention:

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

Example: Incentives_SmithRanch_6789_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 your 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



COVER SHEET AND CHECKLIST

- Assist applicants to ensure their submission includes all component.

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.](#)
- 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

2017 HEALTHY SOILS PROGRAM INCENTIVES PROGRAM APPLICATION FILE

Applicant Organization:

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

Submitting Organization:

If applicable, click here to enter the legal name of the organization submitting on behalf of the applicant.

Cooperating Entities:

Click here to list the cooperating entities and identify the role or contribution each will make to the project.

Project Title:

Click here to provide a concise description of the project in 15 words or less.

Project Description (Abstract) (300 words or less)

Click here to Summarize the need for the project, describe the goals and outcomes, and present a plan for evaluating and measuring the success of the project.*

**The Project Description should minimize the use of technical terms and be appropriate for dissemination to the public as it may be included with information shared publicly for projects funded through California Climate Investments.*

APPLICATION TEMPLATE

Project Budget:

Funds Requested: [Click here to enter the total amount of grant funds requested.](#)

Cost Share: [Click here to enter the total amount of cost share committed to the project.*](#)

Total Budget: [Click or here to enter the sum of funds requested and cost share.**](#)

** Cost sharing is not a requirement in Project Years 1 and 2 (May 1, 2018 – December 31, 2019); however, cost sharing is encouraged and may serve as evidence to demonstrate commitment to, or support for, the project. Cost sharing is required for Project Year 3 (January 1, 2020 – December 31, 2020).*

***The total budget will not calculate automatically.*

APPLICATION TEMPLATE

Agricultural Operation Data:

Total size of the applicant's farm/agricultural organization: Click here to enter the total farm/agricultural organization size (in acres).

Assessor's Parcel Number (APN) that will be impacted by the proposed Healthy Soils project: Click here to enter APN(s).

Be sure to use the APN format that is used by your county Assessor's Office. Visit your county's Assessor's Office in person or the Assessor's Office webpage to look up or verify the APN(s).

Address or Nearest Cross Streets: Click here to enter address.

City, Zip Code: Click here to enter city and zip code.

County: Click here to enter the county.

Census Tract: Click here to enter the census tract.

The census tract for each APN can be found using the U.S Census Bureau [census tract finder](#).

PROJECT FEASIBILITY

30 POINTS

- **Section I: Project Feasibility**
- Section II: Project Sustainability
- Section III: GHG Emissions Reduction Benefits
- Section IV: Soil Health and Environmental Co-Benefits
- Section V: Conservation Plan
- Section VI: Disadvantaged Communities

PROJECT FEASIBILITY

- Project Feasibility:
 - APN, address, Lat/Long, Census Tract, Leased Land?
 - Census Tract Finder:
<https://geocoding.geo.census.gov/geocoder/geographies/address?form>
- Letter of Landowner Agreement for leased land
- Multiple fields within a single APN?
- Project Logistics
 - APN#, Field #, Practice, Acres, Implemented previously?
- Baseline Data
 - Cropping and management history (Jan 2014 – Jan 2018)
 - For compost application projects, soil organic matter data required (lab test or determined online)

PROJECT SITE INFORMATION

Accessor's Parcel Number (APN)	Address (or nearest cross street) City, Zip Code	Latitude	Longitude	<u>Census Tract</u> *	Leased Land? **
123-475-090-000	2800 Gateway Oaks Dr, Sacramento, 95833	GPS Coordinates Finder			Yes – Letter to be attached
123-555-507-000					No, self owned



LIVE DEMONSTRATION

CENSUS TRACT AND GPS COORDINATES FINDER



PROJECT LOGISTICS

How to prepare:

- Have your farm map (with the APN number) in front of you.
- Have a copy of the farm operation log in front of you.
- Determine the fields where you will implement eligible management practices.
- Record this information on a notebook or computer.

PROJECT LOGISTICS

Accessor's Parcel Number (APN)	Field #	Name of HSP Practice	Acres to Be Implemented	Was the Practice Implemented Previously?
123-475-090-000	1	Cover crop	25	no
123-555-507-000	1	Compost Application	30	no
123-555-507-000	2	Compost Application	40	no
123-555-507-000	1, 2	Windbreak Establishment	5000 (feet)	no

If Compost Application is to be implemented, provide soil organic matter content data for the associated APNs/Fields.

HOW TO DETERMINE SOIL ORGANIC MATTER CONTENT

- Soil organic matter test result taken within the last five years for each APN (if available).
[Attachment](#): laboratory report;

OR

- Find major soil type (i.e. soil series name) and soil organic matter content data using the UCD Web Soil Survey.
- Please see [Appendix II Document 2](#).
 - Example: UC Davis Russell Ranch, Experimental Station, Kinsella Lane, Davis, CA:
 - Write down: [Field 1: Yolo silt loam, SOM: 2%](#)
[Field 3: Rincon silty clay loam, SOM 2.0%](#)



LIVE DEMONSTRATION

HOW TO DETERMINE SOIL ORGANIC MATTER CONTENT FROM SOIL SURVEY



PROJECT DESIGN

- Project Design Must Include:
 - Detailed Schematic including specific Fields/APNs.
 - A layout of where all eligible management practices to be implemented.
 - The total acreage for each practice to be implemented.
 - Indicate the plant species to be planted on each field, if applicable.

PROJECT DESIGN EXAMPLE – I

Example of a
Schematic map

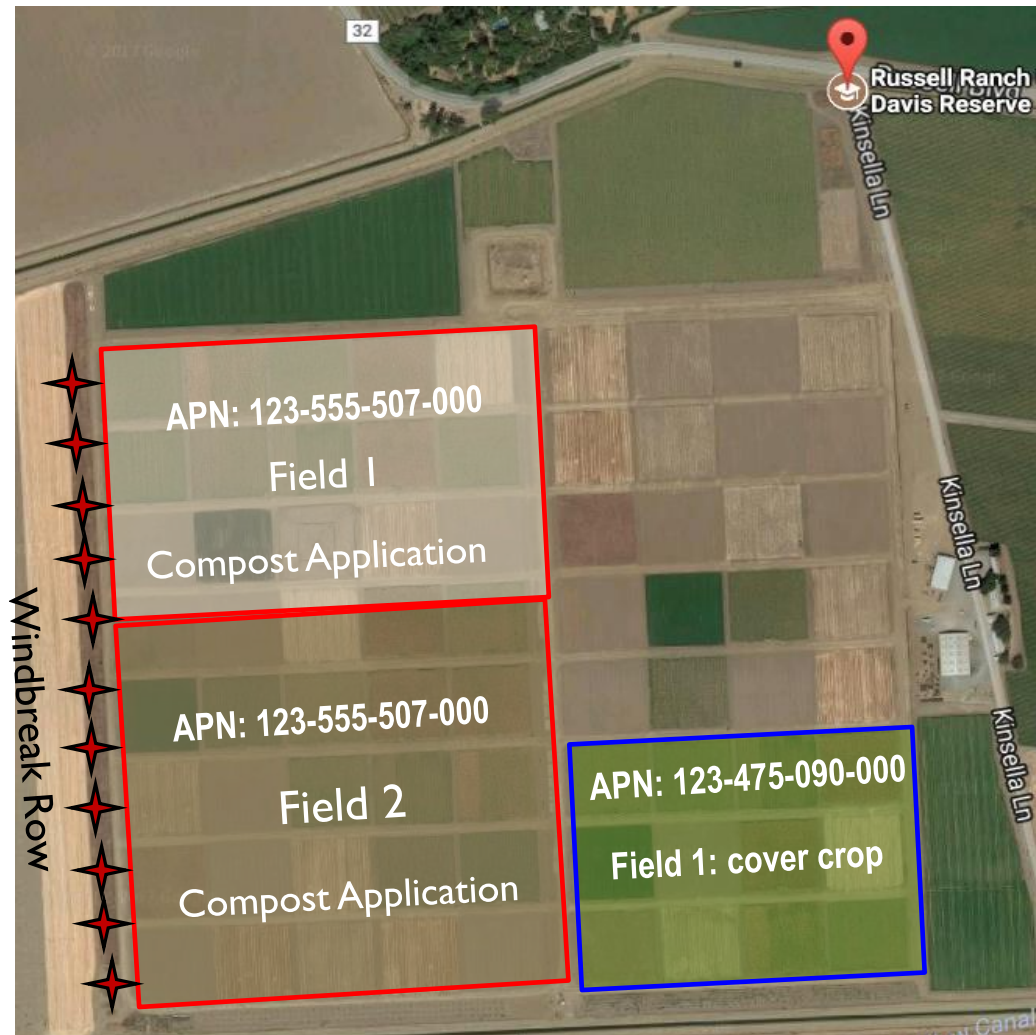
- Farm map, if available.

OR

- Google Earth map.


**Must include land marks
such as road intersection.**

**Copy and Paste the Map to
the Application Template**



PROJECT DESIGN EXAMPLE – II

Provide this information on the map, or as a table or write-up along with map. For example:

Practice Name	Field # and Practice Details	Acres
Compost Application	<u>Field 1: Annual cropland</u> (C:N ≤ 11) at 3.6 dry tons/Ac (all area inside the red frame)	30
	<u>Field 3: Perennial cropland</u> (C:N > 11) at 5.0 dry tons/Ac (area inside Blue frame)	40
Windbreak Establishment	<u>Field 1 & 2</u> marked by  Plant: <i>Eastern Redcedar</i>	5000 ft
Cover Crop	<i>Triticale, 100 lb/acre seeding rate</i>	25

WORK PLAN

Table I. Management Practice Implementation Plan

In the table below, provide the required data for each eligible management practice to be implemented on all fields within an APN that are part of the project. Add additional rows as necessary.

APN	Field Number	Practice Name	Activities *	Performed by	Timeline (start mm/yyyy – end mm/yyyy)	Acres of Practice Implementation

***Describe each activity that will support *implementation* of the identified management practice(s) for listed APNs.**

WORK PLAN –EXAMPLE

APN	Field Number	Management Practice Name	Activities	Performed by	Timeline (start mm/yyyy – end mm/yyyy)	Acres of Practice Implementation
123-555-507-000	1	Compost Application	1. Spread compost 2. Plowing	John Davis	06/2018 – 07/2018	30
123-555-507-000	2	Compost Application	1. Spread compost 2. Plowing	John Davis	06/2019 – 07/2019	40

BUDGET WORKSHEET

- Download here:

[https://www.cdfa.ca.gov/oefi/healthysoils/2017SecondSolicitationDocs/2017%20HSP%20Incentives%202%20Budget%20template 3-2-2018.xlsx](https://www.cdfa.ca.gov/oefi/healthysoils/2017SecondSolicitationDocs/2017%20HSP%20Incentives%202%20Budget%20template%203-2-2018.xlsx)

Note acres for practices implemented in feet from Budget Worksheet for use in GHG calculations later. *

- Cost Sharing

- Applicants must provide funding in Project Year 3.
- Applicants can provide cost sharing during Project Years 1 and 2 to receive extra points during the application review process.



LIVE DEMONSTRATION

BUDGET WORKSHEET



PROJECT SUSTAINABILITY

10 POINTS

- Section I: Project Feasibility
- **Section II: Project Sustainability**
- Section III: GHG Emissions Reduction Benefits
- Section IV: Soil Health and Environmental Co-Benefits
- Section V: Conservation Plan
- Section VI: Disadvantaged Communities

PROJECT SUSTAINABILITY

- Explain why this project is important to the agricultural operation.
- Describe how the project will be sustained beyond December 31, 2020, including:
 - Anticipated learning or successes from the implemented management practices.
 - Impacts on future adoption:
 - Continuing the practice(s) in the long-term (>3 years) **and/or**
 - Adding the practice(s) to new fields.
- Describe plan to assess and measure possible changes and impacts after project implementation.

GHG EMISSIONS REDUCTION BENEFITS

20 POINTS

- Section I: Project Feasibility
- Section II: Project Sustainability
- **Section III: GHG Emissions Reduction Benefits**
 - Carbon sequestration and GHG estimation reports
- Section IV: Soil Health and Environmental Co-Benefits
- Section V: Conservation Plan
- Section VI: Disadvantaged Communities

GHG REDUCTION BENEFITS

Two conditions **must** be met when selecting management practices:

1. Must be listed in the ELIGIBLE AGRICULTURAL MANAGEMENT PRACTICES in the program.
2. Must be **new** (new practice or new acreage) in the proposed field or APN.

COMET-PLANNER/COMPOST-PLANNER CARBON SEQUESTRATION AND GREENHOUSE GAS ESTIMATION REPORT

CARB GHG Quantification Webpage

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>

2017 HSP Quantification Methodology

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/cdfahsfinalqm16-17.pdf>

Comet-Planner

<http://comet-planner-cdfahsp.com/>

Compost-Planner

<http://www.comet-planner.com/>



LIVE DEMONSTRATION

COMET-PLANNER AND COMPOST-PLANNER



SECTION IV: SOIL HEALTH AND ENVIRONMENTAL CO-BENEFITS

10 POINTS

- Section I: Project Feasibility
- Section II: Project Sustainability
- Section III: GHG Emissions Reduction Benefits
- **Section IV: Soil Health and Environmental Co-Benefits**
- Section V: Conservation Plan
- Section VI: Disadvantaged Communities

SECTION IV: SOIL HEALTHY AND ENVIRONMENTAL CO-BENEFITS

- Describe environmental benefits achieved through implementing the proposed project in
 - Short-term (within three years), and long-term (beyond three years).
 - Include:
 - Water quality improvements
 - Air quality improvements
 - Ecosystem services.
- Describe how the proposed project will improve soil health.

SECTION V: CONSERVATION PLAN

10 POINTS

- **Section I: Project Feasibility**
- **Section II: Project Sustainability**
- **Section III: GHG Emissions Reduction Benefits**
- **Section IV: Soil Health and Environmental Co-Benefits**
- **Section V: Conservation Plan**
- **Section VI: Disadvantaged Communities**

SECTION V: CONSERVATION PLAN (OPTIONAL)

The Conservation Plan must be submitted as a PDF and include, at a minimum, all of the following:

- a. An aerial photo or diagram of project fields.
- b. A list of current management decisions.
- c. The location of and schedule for applying new conservation practices.
- d. Resource Assessment which includes an inventory of resources and resource concerns, soils information, topographic maps, plan maps showing location of property, existing practices, structures, planned practices, soils, water features and other environmentally sensitive areas, and environmental assessment.
- e. Information explaining how specific management decisions will be implemented.
- f. A plan for operation and maintenance of selected management practices.

SECTION VI: DISADVANTAGED COMMUNITIES

10 POINTS

- **Section I: Project Feasibility**
- **Section II: Project Sustainability**
- **Section III: GHG Emissions Reduction Benefits**
- **Section IV: Soil Health and Environmental Co-Benefits**
- **Section V: Conservation Plan**
- **Section VI: Disadvantaged Communities**

SECTION VI: DISADVANTAGED COMMUNITIES (OPTIONAL)

- Applications that include a consideration for Disadvantaged Communities will receive additional points during review.
- To qualify as a benefit to disadvantaged communities, projects must provide direct, meaningful, and assured benefits to one or more disadvantaged communities AND meaningfully address an important community need regardless of location.
- To determine if projects provide benefits to disadvantaged communities consistent with the California Climate Investments program, provide answers to all of the following questions listed in Application Template (page 8).
- Attach DAC documentation if applicable

APPLICATION DOCUMENTS

- ✓ Application Template
- ✓ Budget Worksheet
- ✓ Letter of agreement for leased land (if applicable)
- ✓ COMET-Planner Sequestration & GHG Estimation Report **and/or**
- ✓ Compost-Planner Carbon Sequestration & GHG Estimation Report(s) (as applicable)
- ✓ Soil organic matter test report (if applicable)
- ✓ DACs document (if applicable)
- ✓ Conservation plan (if applicable)
- ✓ [Coversheet and Checklist](#)

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.

TECHNICAL ASSISTANCE

- CDFA has partnered with local Resource Conservation Districts (RCDs) and other organizations throughout the state to provide technical assistance for applying for the **HSP Incentives Program – Second Solicitation**
- List of Technical Assistance providers available at:
<https://www.cdfa.ca.gov/oefi/healthysoils/IncentivesProgram.html>

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