

2017 Healthy Soils Program Incentives Program – Second Solicitation

The Healthy Soils Program is funded by California Climate Investments.



Request for Grant Applications

Released:
March 6, 2018

Applications Due:
By 5:00 p.m. PDT on April 13, 2018
No late submissions accepted



California Department of Food and Agriculture
Office of Grants Administration
1220 N Street, Room 120
Sacramento, CA 95814
(916) 657-3231
grants@cdfa.ca.gov

CONTENTS

1. BACKGROUND AND PURPOSE	3
2. FUNDING AND DURATION	3
3. ELIGIBILITY AND EXCLUSIONS	4
3.1 ELIGIBILITY	4
3.2 EXCLUSIONS	5
4. TIMELINE.....	5
5. WORKSHOPS AND TECHNICAL ASSISTANCE.....	5
6. ELIGIBLE AGRICULTURAL MANAGEMENT PRACTICES.....	6
7. TECHNICAL SPECIFICATIONS FOR ESTIMATION OF GHG BENEFITS	6
8. PROGRAM REQUIREMENTS	7
8.1 APPLICANT ID	7
8.2 PROJECT DURATION AND COST SHARING.....	8
8.3 BASELINE DATA	9
8.4 GHG REDUCTION ESTIMATION	9
8.5 CERTIFICATION OF PROJECT COMPLETION	10
9. GRANT APPLICATION PROCESS.....	10
9.1 HOW TO APPLY	10
10. REVIEW AND EVALUATION PROCESS.....	10
10.1 REVIEW PROCESS.....	10
10.2 EVALUATION CRITERIA	11
10.3 ADDITIONAL CONSIDERATIONS	11
11. ASSISTANCE AND QUESTIONS	11
12. NOTIFICATION AND FEEDBACK.....	12
13. DISQUALIFICATIONS	12
14. AWARD PROCESS	12
14.1 GRANT AGREEMENT.....	12
14.2 PROJECT IMPLEMENTATION	12
14.3 PROJECT REPORTING REQUIREMENTS	13
15. PAYMENT PROCESS	13
16. PROJECT VERIFICATION.....	13
17. POST-PROJECT COMPLETION REQUIREMENTS.....	14
Appendix I. REQUIRED APPLICATION DOCUMENTS	14
Appendix II. REFERENCE DOCUMENTS TO ASSIST PREPARATION APPLICATION.....	15

1. BACKGROUND AND PURPOSE

The California Department of Agriculture (CDFA) is pleased to announce, in coordination with the California Air Resources Board (CARB), a competitive grant process for the 2017 Healthy Soils Program (HSP) Incentives Program second solicitation. Applications will be reviewed and awarded funding in the order received subject to the minimum requirements for the competitive technical review process, as described in [section 11 Review and Evaluation Process](#), below. CDFA will award proposals until all available funds have been allocated, or the application deadline has passed, whichever comes first.

The 2017 HSP Incentives Program is part of the Healthy Soils Program (HSP), which is funded by the Greenhouse Gas Reduction Fund (GGRF), and stems from the [California Healthy Soils Initiative](#), a collaboration of state agencies and departments that promotes the development of healthy soils on California's farmlands and ranchlands. All projects that receive GGRF monies are required by statute ([Government Code Section 16428.9](#)) to achieve greenhouse gas (GHG) emission reductions and further the purposes of the Global Warming Solutions Act of 2006 ([AB 32](#)).

The objectives of the HSP are to build soil organic carbon and reduce atmospheric GHGs by (1) providing financial incentives to California growers and ranchers for agricultural management practices that sequester carbon, reduce atmospheric GHGs and improve soil health, (2) funding on-farm demonstration projects that showcase conservation management practices that mitigate GHG emissions and increase soil health, and (3) creating a platform promoting widespread adoption of conservation management practices throughout the state.

The HSP Incentives Program addresses Objective 1. Objectives 2 and 3 are addressed in the 2017 HSP Demonstration Projects. Request for Applications for both the HSP Incentives Program and the HSP Demonstration Projects are available on the HSP website:

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

2. FUNDING AND DURATION

The HSP will provide up to \$1.6 million in Healthy Soils Incentives Program and Demonstration Projects, with no more than \$500,000 provided to Demonstration Projects. The HSP Incentives Program will provide financial incentives to California growers and ranchers for implementation of agricultural management practices that sequester carbon, reduce atmospheric GHGs, and improve soil health.

- The maximum grant award is \$50,000.
- Grant funds cannot be expended before May 1, 2018 or after December 31, 2019.
- Cost sharing (matching funds or in-kind contributions) must be contributed for approximately one third of the anticipated project costs (See: [8.2 Project Duration and Cost Sharing](#)). Grant

recipients must expend cost share from January 1, 2020 to December 31, 2020.

- CDFA reserves the right to offer an award different than the amount requested.
- The HSP funds may be combined with other funds as matching funds for the same project, such as funds from the United States Department of Agriculture (USDA), Natural Resource Conservation Service (NRCS) Environmental Quality Incentive Program (EQIP).

3. ELIGIBILITY AND EXCLUSIONS

3.1 ELIGIBILITY

- California farmers, ranchers and Federal and California Recognized Native American Indian Tribes are eligible to apply.
- Projects must be located on a California agricultural operation. For the purpose of this program, an agricultural operation is defined as row, vineyard, field and tree crops, commercial nurseries, nursery stock production, and livestock and livestock product operations.
- Awards are limited to one per agricultural operation using a unique tax identification number per round of funding.
- Projects must result in net GHG benefits (i.e., net positive GHG reductions) from specific eligible agricultural management practices identified in this solicitation for the grant agreement term supported by document(s) of Carbon Sequestration and GHG Estimation Report(s) (See [8.4 GHG Reduction Estimation](#)).
- Applicants must provide baseline data on cropping and management histories directly related to fields identified by Assessor's Parcel Numbers (APNs) where eligible agricultural management practices are proposed for implementation to be eligible for funding.
- If selected for funding, applicants must be able to execute a grant agreement within 30 days of receiving a notice of award.
- 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 leasing land, applicants must have documented landowner approval to implement proposed practices(s) from May 1, 2018 through December 31, 2020. If the applicants are leasing property on which practices will be implemented, the applicant is responsible for obtaining the consent of the lessor and ensuring that project implementation does not violate the lease agreement.
- Any project, at a minimum, must:
 - Implement at least one of the eligible agricultural management practices listed under [Section 6. Eligible Agricultural Management Practices](#), on fields/APNs where it was not implemented previously.

This ensures alignment with the California Climate Investments requirement to reduce GHGs relative to a baseline or business-as-usual scenario.

3.2 EXCLUSIONS

- APNs that have previously received HSP Incentives or Demonstration awards are not eligible.
- HSP Incentives Program funds cannot be used to implement management practices that are not listed as an [Eligible Agricultural Management Practices](#) in this grant solicitation.
- HSP Incentives Program funds cannot be used to fund fields or APNs with existing and ongoing implementation of any agricultural management practices listed under [6. Eligible Agricultural Management Practices](#) including APNs for which a HSP Demonstrations or Incentives project was previously awarded.
- Compost Application Practices may not be implemented on APNs where soil organic matter content is greater than 20% by dry weight in top 20 cm (or 8 inch) depth.
- HSP Incentives program funds cannot be used for projects that use potted plants or other plant growth media.

4. TIMELINE

The application period begins March 6, 2018. The deadline to submit a grant application is April 13, 2018 at 5:00 p.m. (PDT). *No exceptions will be granted for late submissions.*

Invitation to Submit Grant Applications	March 6, 2018
CDFA Grant Application Workshops and Webinar	March 13 - 21, 2018
Applications Due (in six weeks)	5:00 p.m. PDT, April 13, 2018
Review Period	April – May, 2018
Award Announcement	May, 2018
Project Implementation Begins	May, 2018

5. WORKSHOPS AND TECHNICAL ASSISTANCE

CDFA will conduct two workshops and two webinars on the 2017 HSP Second Solicitation grant application process.

In addition, CDFA-funded Technical Assistance (including one-to-one on-demand assistance and workshops) across the state will be offered on the technical aspects of the application process, including the GHG calculation requirements. CDFA strongly encourages applicants to obtain technical assistance when developing a grant application.

For information about CDFA-conducted workshops and webinars and CDFA-funded Technical Assistance, visit the HSP Incentives Program website:

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

6. ELIGIBLE AGRICULTURAL MANAGEMENT PRACTICES

CDFA has identified eligible agricultural management practices that sequester carbon, reduce atmospheric GHGs and improve soil health for the 2017 HSP. An applicant must include the APN(s) of the field(s) where the eligible management practice(s) will be implemented. An applicant may include multiple practices on the same APN or the same practice on multiple APNs.

The following management practices were selected from the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Conservation Practice Standards (CPS) and CDFA specified Compost Application Practices:

Soil Management Practices

- Cropland Management Practices
 - Cover Crop ([USDA NRCS CPS 340](#))
 - 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](#))
- Compost Application Practices
 - Compost Application to Annual Crops (CDFA)
 - Compost Application to Perennials, Orchards and Vineyards (CDFA)
 - Compost Application to Grassland (CDFA)

Cropland to Herbaceous Cover Practices

- Contour Buffer Strips ([USDA NRCS CPS 332](#))
- Field Border ([USDA NRCS CPS 386](#))
- Filter Strip ([USDA NRCS CPS 393](#))
- Herbaceous Wind Barrier ([USDA NRCS CPS 603](#))
- Riparian Herbaceous Cover ([USDA NRCS CPS 390](#))
- Vegetative Barriers (601) ([USDA NRCS CPS 601](#))

Establishment of Woody Cover Practices

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

7. TECHNICAL SPECIFICATIONS FOR ESTIMATION OF GHG BENEFITS

- For the purpose of estimating the net GHG benefits due to a practice implementation, the expected life of the practice is as follows:

Eligible Agricultural Management Practice	Practice Lifespan*
Soil Management Practices	3 Years
Cropland to Herbaceous Cover Practices	3 Years
Woody Cover Establishment Practices	10 Years

*Practice lifespan for the HSP is different from that required by USDA-NRCS.

- Compost Sources and Application Rates Eligible for Funding:

Crop Type	Compost Type	Dry Tons/Acre*
Annual Crops	Higher N (C:N ≤ 11)	2.2 – 3.6
	Lower N (C:N > 11)	4.0 – 5.3
Tree / Perennial	Higher N (C:N ≤ 11)	1.5 – 2.9
	Lower N (C:N > 11)	4.0 – 5.3
Rangeland	Lower N (C:N > 11)	4.0 – 5.3

*Compost eligible for the program and Compost application rates eligible for funding through this program were developed under the guidance of the [Environmental Farming Act – Science Advisory Panel \(EFA-SAP\)](#) and are published in a white paper report titled “Compost Application Rates for California Croplands and Rangelands for a CDFA Healthy Soils Incentives Program” (abbreviated as [Compost Application White Paper](#)) by CDFA.

* Compost must be produced by a facility permitted or otherwise authorized by state and local authorities that can demonstrate compliance with all state regulations. STA (US Composting Council’s Seal of Testing Assurance Program) or CDFA-OIM (Organic Input Material) Program certified compost is recommended.

8. PROGRAM REQUIREMENTS

Eligible agricultural management practices can be implemented alone or in combinations. Single or combined agricultural management practice groupings can be implemented on one APN or several APNs. For the purposes of the grant application, name specific fields within each APN that will have agricultural management practice(s) implemented on them as Field 1, Field 2, Field 3, etc.

- All fields must have the selected agricultural management practices implemented each year for the project term from May 1, 2018 through December 31, 2020.
- Implementations must begin prior to the end of each calendar year.
- Multiple management practices may be included within the same APN, and multiple APNs within the same agricultural operation may be included in the project.
- Implementation of eligible management practices will be incentivized based on payment rates provided in the HSP Incentives Program website [Management Practice Payment Rates](#).

8.1 APPLICANT ID

An agricultural operation can only submit one grant application using a unique tax identification

number. If an agricultural operation does not have a unique tax identification number, that operation should only use the *last four digits* of their social security number (e.g., 000-00-1234) as their unique business identification number in their grant application.

An agricultural operation must use the operation’s legal business name and associated tax identification number in their application. The business name provided in the application is the entity to which CDFA will extend a Grant Agreement if the project is selected for an award. (See: [14. Award Process](#)).

8.2 PROJECT DURATION AND COST SHARING

The project duration is from May 1, 2018 to December 31, 2020 for all awarded projects. The program will provide funds for implementation of eligible agricultural management practice(s) for Project from May 1, 2018 to December 31, 2019. Applicants are required to continue implementing the same eligible agricultural management practice(s) in 2020 (January 1 – December 31) with cost sharing (See: [Timeline table](#) below). Applicants are encouraged to provide matching funds in Project Years 2018 and 2019 (May 1, 2018 – December 31, 2019) and those who provide matching funds may receive additional consideration during project review (See [10.3 Additional Considerations](#)).

Cost sharing must be obtained for approximately one third of the anticipated project costs. Cost sharing can be in the form of matching funds or an in-kind contribution. ‘Matching funds’ refers to a dollar amount committed to a project from a source other than the HSP. An in-kind contribution is the estimated dollar value of any time, property, or supplies donated to a project including costs associated with labor for work involved in the implementation of the proposed project.

Applicants are required to certify that they have obtained cost sharing for Project Year 3. In addition, applicants must certify the project will continue to completion in order to receive any funds withheld for verification by March 31, 2020 (See: [8.5 Certification of Project Completion](#) and [16. Project Verification](#)).

Table: Timeline for funding expenditures of awarded projects

Project Year	Duration of Project Year	Implementation must begin no later than	Reimbursement Schedule
1	May 1, 2018-December 31, 2018	November 30, 2018	May 1, 2018 – March 31, 2019
2	January 1, 2019- December 31, 2019	November 30, 2019	January 1, 2019 – March 31, 2020
3	January 1, 2020 –December 31, 2020	November 30, 2020	None; to be covered by cost share.

8.3 BASELINE DATA

Applicants must submit the following baseline data at the time of application.

Required baseline data include:

- Cropping history in the past three years (January 2015 – January 2018) in all APN(s) included in the application.
- Management practice history in the past three years (January 2015 – January 2018) in all APN(s) included in the application.
- Applicants proposing to include Compost Application Practices in their projects must submit either of the following documents for each APN where the practice will be implemented:
 - One soil organic matter 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/> for the specific APNs where Compost Application Practices will be implemented, to confirm that soil organic matter content on the APNs does not exceed 20% by dry weight for a 20 cm (or 8 inch) depth. Instructions to use Web Soil Survey are provided in the HSP Incentives Program website [Step-by-Step Instructions to Determine Soil Organic Matter Content Using Web Soil Survey](#).

8.4 GHG REDUCTION ESTIMATION

An estimation of the reduction in GHG emissions from the selected [Section 6. Eligible Agricultural Management Practices](#) must be calculated using the Quantification Methodology (QM) and calculator tools developed by the California Air Resources Board (CARB). The QM and calculator tools used for this program can be accessed at the CARB Quantification Materials website:

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>. Once on the website, click on the QM for instructions on how to use the GHG reduction calculation tools for the selected type of management practice (as indicated below). The current version of the QM is available at <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/cdfahsfinalqm16-17.pdf>.

There are two GHG reduction calculation tools as part of the QM: [Compost-Planner](#) QM and Tool (this will be used to estimate GHG reduction from Compost Application Practices) and [COMET-Planner](#) QM and Tool (this will be used to estimate GHG reduction from all other eligible agricultural management Practices).

A Carbon Sequestration and GHG Estimation Report will be generated upon completion of the calculation. One Compost-Planner Carbon Sequestration and GHG Estimation Report is required if Compost Application Practice(s) is/are selected. One COMET-Planner Carbon Sequestration and GHG Estimation Report is required if any of the other eligible NRCS practice(s) is/are selected. If

both NRCS practice(s) and Compost Application Practices are selected in the project, then one COMET-Planner Carbon Sequestration and GHG Estimation Report and one Compost-Planner Carbon Sequestration and GHG Estimation Report are required.

Projects eligible for HSP funding must achieve net GHG reductions, i.e., GHG reductions estimated using the QM and calculator tools must be positive in consideration of all the practices selected.

8.5 CERTIFICATION OF PROJECT COMPLETION

Applicants will be required to certify in the application and the Grant Agreement that the project will continue through the end of the Year 3 project completion date (i.e., December 31, 2020) using the cost sharing obtained for this purpose (See: [8.2 Project Duration and Cost Sharing](#)).

9. GRANT APPLICATION PROCESS

9.1 HOW TO APPLY

The second solicitation for 2017 HSP Incentives Program will utilize a fillable application file that can be completed using Microsoft Word. Applicants must submit their application cover sheet and checklist, completed application template and budget worksheet. Applicants must submit their application cover page and checklist, application file, and all mandatory and applicable attachments electronically to the secure [CDFA Web Server Upload site](#) by 5:00 PDT on April 13, 2018.

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

All documents must be titled using the following naming convention:

Incentives_[Applicant Organizations Name]_[Last 4 of taxID or SSN]_Document Name

Example: Incentives_SmithFarm_6789_ApplicationFile

No spaces should be used in the file name.

10. REVIEW AND EVALUATION PROCESS

Projects will be selected for award on a first-come-first-served basis, so long as the application meets the minimum criteria set forth below. CDFa will conduct multiple levels of review during the grant application process.

10.1 REVIEW PROCESS

CDFa will conduct multiple levels of review during the grant application process:

- 1) The first level review is an administrative review to determine whether application requirements were met. All required documentation must be submitted to avoid disqualification.
- 2) The second level review is a technical review by a committee made up of academic

researchers, extension specialists, and farm advisors affiliated with the University of California and California State University systems, and state and federal agency experts. The technical reviewers will evaluate grant applications based on the overall expected success of the project, including the potential for the project to reduce GHG emissions, sequester carbon, improve soil health, and provide other co-benefits (e.g., air and water quality improvement).

10.2 EVALUATION CRITERIA

Applications are evaluated based on the following criteria. To qualify for award, a project must score a minimum of 60 points.

Criteria	Score
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 (See: Section 10.3)	10
Total	100

10.3 ADDITIONAL CONSIDERATIONS

During the review process, the following additional considerations will be evaluated when selecting projects for an award of funds based on the number of additional criteria met:

- Project Assessor's Parcel Numbers (APNs) located in the following counties for which a state of emergency was declared in 2017 or 2018 due to wildfires under Governor Edmond G. Brown, Jr.'s executive orders [B-41-17](#), [B-45-17](#), [B-46-18](#) and [B-47-18](#):
Butte, Lake, Los Angeles, Mariposa Mendocino, Napa, Nevada, Orange, Santa Barbara, Sonoma, Ventura, Yuba.
- Applicants that provide additional cost share during Project Years 1 and 2 (May 1, 2018 – December 31, 2019).

11. ASSISTANCE AND QUESTIONS

CDFA has posted Frequently Asked Questions (FAQ) on the HSP Incentives Program website: <https://www.cdfa.ca.gov/oefi/healthysoils/IncentivesProgram.html>. CDFA will post additional questions and answers on March 27, 2018 to provide responses to questions received during the workshops and webinars. CDFA cannot assist in the preparation of individual grant applications. However, one-to-one technical assistance may be provided by third parties (California academic

research institutions, California Resource Conservation Districts and non-profit organizations) during the application period

12. NOTIFICATION AND FEEDBACK

All applicants will be notified regarding the status of their grant application no later than May 13, 2018, 30 days after the application deadline.

13. DISQUALIFICATIONS

The following will result in the disqualification of a grant application:

- Incomplete grant applications: applications with one or more unanswered questions necessary for administrative or technical review.
- Incomplete grant applications: applications with missing, blank, unreadable, corrupt, or otherwise unusable attachments.
- Applications for more than the maximum award amount.
- Applications with unallowable costs or activities not necessary to complete the project objectives.

APPEAL RIGHTS: Any discretionary action taken by the Office of Grants Administration (OGA) may be appealed to CDFA's Office of Hearings and Appeals within ten (10) days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party named on the grant application or his/her authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the OGA 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 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.

14. AWARD PROCESS

14.1 GRANT AGREEMENT

CDFA will initiate the Grant Agreement process with applicants selected to receive a 2017 HSP Incentives Program grant award. 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, verification, and payment process.

14.2 PROJECT IMPLEMENTATION

Once a Grant Agreement is executed, the grant recipient can begin implementation of the project. Recipients are responsible for the overall management of the awarded project to ensure all project activities are completed as identified in the Work Plan Template.

Implementation must begin on or after May 1, 2018, but no later than November 30, 2018. Failure to implement the project prior to November 30, 2018 may result in all or any portion of the grant funding withheld or termination of the Grant Agreement.

14.3 PROJECT REPORTING REQUIREMENTS

Recipients are required to submit reports on soil organic matter (or soil organic carbon, which is approximately equivalent to about 58% of soil organic matter) content to CDFA at the following times:

- After the award has been made and before implementation of funded practices,
- Three annual data submissions beginning one year after initial implementation of practice(s) and ending one year after the final implementation of practice(s).

For each submission, a laboratory report of soil organic matter content for each APN from any of the accredited soil analytical laboratories recommended by CDFA¹. Please follow the [“Soil Sampling Protocol”](#) provided in HSP Incentives Program website when collecting soil samples.

15. PAYMENT PROCESS

CDFA will provide the grant recipient with the necessary grant award and invoicing documents. Grant recipients may be eligible to receive an advance payment up to 25 percent of the total grant award for a project. The remaining funds will be allocated on a reimbursement basis through yearly invoicing.

CDFA will withhold ten percent from the total grant award until the verification requirement is complete to ensure grant recipients complete the project as approved by CDFA. Invoicing and closeout of all project expenditures must be completed no later than March 31, 2020.

Grant Recipients will be required to certify that the project will continue to completion through December 31, 2020 as part of the verification process and to receive funds withheld (See: [16. Project Verification](#)).

16. PROJECT VERIFICATION

Applicants will be subjected to verification that the eligible agricultural management practices are implemented in a manner consistent with the USDA NRCS CPS guidelines. Verification will be conducted by CDFA or a third-party contracted entity who will conduct field evaluations by APN to

¹ CDFA recommended soil analytical labs are listed at the following websites:

- Selected Plant and Soil Laboratories in Northern and Central California: <http://cesonoma.ucanr.edu/files/27431.pdf>.
- UC Cooperative Extension El Dorado County List of Laboratories for Tissue/Soil/Water – Agricultural Analysis: <http://cecentralsierra.ucanr.org/files/115331.pdf>.
- UC ANR Soils Testing Laboratories for Home Gardeners: <http://ccmg.ucanr.edu/files/51308.pdf>.

verify program compliance during the grant agreement term. CDFA will be responsible for the expense of verification.

The purpose of project verification is to determine whether and when deliverables are being met and evaluate project progress to ensure the eligible agricultural management practice(s) are completed within the grant agreement term. Recipients may be required to submit financial records and project related documentation (such as receipts for payment of services/goods) to ensure HSP Incentives Program funds are used in compliance with the Grant Agreement terms and conditions. The verification must be completed by March 31, 2020.

Consistent with the [CARB Funding Guidelines for Administering Agencies \(Final Supplement – December 2016\)](#), the State of California has the right to review project documents and conduct audits during project implementation and over the project life.

17. POST-PROJECT COMPLETION REQUIREMENTS

Execution of the Grant Agreement is conditional upon agreement to post-project completion requirements. Awardees are required to maintain implementation of practices incentivized through this program for a minimum of 3 years. However, benefits from implementation of practices are expected to be achieved in the long term. Recipients are encouraged to continue and/or expand these practices on their operations in order to achieve long-term benefits. Additionally, grant recipients are required to maintain documentation related to their HSP funded projects, including records documenting maintenance of the agricultural management practice(s) and any soil testing reports for the project APNs, to report actual benefits achieved for three years.

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

CDFA will contact a subset of awarded projects to collect data including, but not limited to, eligible agricultural management practice implementation and GHG reduction estimates, for three years after project completion, consistent with [CARB Funding Guidelines for Administering Agencies \(Final Supplement – December 2016\)](#).

APPENDIX I: REQUIRED APPLICATION DOCUMENTS

All required application documents must be uploaded to the secure web server upload site by the deadline specified in this solicitation. In addition to the mandatory and optional attachments each applicant will provide, applicants must download, complete and upload the following templates.

- Cover Sheet and Application Checklist
Accessible at:

<https://www.cdfa.ca.gov/oefi/healthysoils/2017SecondSolicitationDocs/HSPIncentivesCoverSheet.docx>

- Application Template

Accessible at:

<https://www.cdfa.ca.gov/oefi/healthysoils/2017SecondSolicitationDocs/HSPIncentivesCoverSheet.docx>

- Budget Worksheet

Accessible at:

https://www.cdfa.ca.gov/oefi/HealthySoils/2017SecondSolicitationDocs/2017%20HSP%20Incentives%20%20Budget%20template_3-2-2018.xlsx

The mandatory and applicable attachments include:

- Landowner Agreement (if applicable)
- Compost-Planner Report (if applicable)
- COMET-Planner Report (if applicable)
- Soil Test (if applicable)

APPENDIX II: REFERENCE DOCUMENTS TO ASSIST PREPARATION OF APPLICATION

Document 1: Management Practice Payment Rates :

https://www.cdfa.ca.gov/oefi/HealthySoils/docs/2017-HSPIncentives_Payments.pdf

Document 2: Step-by-Step Instruction to Determine Soil Organic Matter:

https://www.cdfa.ca.gov/oefi/HealthySoils/docs/HSP_SoilSurvey.pdf

Document 3: Soil Sampling Protocol for Soil Organic Matter Analysis

https://www.cdfa.ca.gov/oefi/HealthySoils/docs/HSP_SoilSampling.pdf

Application Submission Instructions:

<https://www.cdfa.ca.gov/oefi/HealthySoils/2017SecondSolicitationDocs/ApplicationSubmissionGuidelines.pdf>