

California Department of Food and Agriculture
Second Solicitation
2017 Healthy Soils Program- Demonstration Projects
Frequently Asked Questions
March 9, 2018

GENERAL QUESTIONS

1. Are recipients who were awarded previous 2017 HSP funding eligible to apply for second solicitation 2017 HSP funds?
Yes, grant recipients awarded previous HSP funding are eligible, as long as the new grant application is not directly affecting the same Assessor Parcel Numbers (APNs). Grant recipients are encouraged to apply for a new project with different APNs.
2. When are second solicitation 2017 HSP grant applications due?
Grant applications must be submitted electronically to the secure California Department of Food and Agriculture (CDFA) website [CDFA Web Server Upload site](#) by Friday, April 13, 2018 at 5 pm PDT. Late applications cannot be accepted.
3. **Revised March 9, 2018.** How do applicants upload a grant application to the submission website?
Proposals must be submitted to the CDFA Upload Server at <https://secure.cdfa.ca.gov/egov/upload/grant/>. The password for Healthy Soils applicants is "4cdfaProp". The password is not unique to any individual applicant and can be shared with project partners. A username is not required. Also, note that the CDFA Upload Server will time out after thirty minutes of inactivity. To reset the time, Applicants can click "upload more" or resume their session by reentering the CDFA Upload Server password.
4. If an applicant intends to submit multiple grant applications, does the applicant need to request more than one log-in to upload each grant application to the program's submission website?
No, an applicant intending to submit multiple grant applications only needs to submit one request for log-in information to CDFA. The log-in information may be used to upload multiple grant applications. However, each grant application must be uploaded separately, and named using the following format and no spaces should be used in the file name:

`Demo_[Applicant Organization Name]_[last 4 digits of Tax ID]_[Submitter Last Name]_[Document Name]`
5. If a grant writer is submitting a grant application on behalf of an applicant, may the grant writer sign as the "Authorized Signature" on the Cover Page of the grant application?
It is up to each applicant to determine if an individual is authorized to sign the grant application documents on behalf of their organization. However, if a grant writer will be used to develop and submit an application, the grant writer must be identified on the Application Template in the "Submitting Organization" section.
6. Does CDFA charge an application fee to submit a grant application?
The CDFA does not charge an application fee to submit a grant application.

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7. Is the maximum grant award \$100,000 per applicant or per application?
The maximum grant award is \$100,000 per application.
8. What is the maximum grant duration for any proposed project?
The maximum grant duration is 1 year, 7 months. Grant funded project activities cannot be conducted before May 1, 2018 or after December 31, 2019. However, grant recipients must secure cost share to continue project implementation January 1, 2020 through December 31, 2020).
9. If a grant application is submitted prior to the deadline, will CDFA advise concerning omissions or errors on applications?
No, CDFA cannot advise applicants regarding omission or errors on grant applications.
10. When applicants are leasing land, does the land owner need to apply on behalf of the applicant organization?
No, the land owners do not need to apply on behalf of the applicant organization. However, when leasing land, applicants must have documented landowner approval to implement proposed practice(s) from May 1, 2018 through December 31, 2020. Applicants are responsible for obtaining the consent of the lessor and ensuring that project implementation does not violate the lease agreement(s). Landowner consent must be uploaded as an attachment titled, "Lease Agreement" with the grant application.
- It is the responsibility of the agriculture operation to comply with the terms of their lease agreement(s). CDFA encourages all applicants to notify the land owner of the proposed project.
11. Can one grant application include two or more farms?
Grant applications can include multiple farms. However, the same farm cannot be included in multiple applications.
12. Are applicants required to include a soil management practice to be eligible?
No. Applicants are not required to include a soil management practice. Applicants may select any eligible HSP agricultural management practice.
13. Is there a minimum Greenhouse Gas (GHG) reduction that a project must achieve?
No. There is no minimum GHG reduction per project. All GHG reductions achieved through a project must be quantifiable using the HSP Quantification Methodology (QM) Tool. Refer to the current CARB Quantification Methodology and Tools for details at:
<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/cdfahsfinalqm16-17.pdf>.
14. If an applicant intends to change crops during the course of a proposed project, is the project eligible for funding?
Yes, crop rotation is eligible. If applicant currently implements crop rotation, this should be explained clearly in the responses to the questions in the application template.

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15. Within the Application Template, what is the difference between funds requested, cost share, and total budget?

Funds requested is the amount of 2017 HSP funding requested from CDFA and must not exceed \$100,000. Cost share is the amount of matching funds and in-kind contributions committed to the project. Total budget is the sum of funds requested and cost share.

16. What is the latest applicants can begin project implementation?

Project implementation cannot begin sooner than May 1, 2018 or later than November 30, 2018.

17. Who should be listed as the Project Director or Project Manager on the Cover Page?

The applicant organizations primary contacts for the project must be listed as the Project Director and the Project Manager. The Project Director is the applicant organization representative that will serve as a lead for the project. The Project Manager is the applicant organization's representative that will serve as the day-to-day contact for the project. Applicants are strongly encouraged to provide two different contacts for the Project Director and Project Manager as this is the only contact information CDFA will have for grant applications.

18. Who should be listed as Cooperating entities?

Cooperating entities are organizations an applicant will be working with to plan and/or implement the proposed project, including, individuals/companies who provide cost share.

19. What files are required to be submitted with the grant application?

All applications must include the following 5 required files: (1) Cover Sheet (2) Application Template; (3) Letters of Support; (4) Resumes/ Curriculum Vitaes; (5) Cooperator/Collaborator Letters; and any additional attachments as applicable to the grant application.

20. What are indirect costs and is there a maximum rate?

Indirect costs (also known as "facilities and administrative costs") are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Typically, these involve costs to run an organization, including administrative staff salaries, information technology services, rent, utilities, internet and telephone service, general use office supplies, insurance, and maintenance. Indirect costs rate must be consistent with the applicant organization's policies and procedures. In the absence of a formal policy, applicants cannot request more than 10% of total modified direct cost.

21. For the purpose of determining the allowable indirect cost rate for UC system applicants, do Healthy Soils Program funds originate with CDFA?

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23. Can applicants use their federally approved indirect cost rate for HSP projects?
HSP funds are non-federal, for this reason a federally approved indirect cost rate is not directly applicable. In the absence of a policy that addresses non-federal funds, applicants are encouraged to use the 10% di minimis rate. If selected to receive an award, applicants selecting a rate greater than the 10% di minimis will be required to provide their policy on indirect cost before an agreement can be executed.
24. Can cost incurred before the grant duration meet the cost share requirement?
No. Mandatory cost share must be incurred between January 1, 2020 and December 31, 2020.
25. What are the acceptable or recommended rates for calculating in-kind contributions for labor and property? For the purposes of determining cost sharing, does property refer to equipment or land use?
Costs for in-kind contributions should be based on what it would actually cost to pay someone for the labor or property. Property can refer to either equipment or land use.
26. Is there a specific format required for Project design?
No, there is not a specific format required for project design. However, in general, a project design should include a schematic detailing layout (e.g., APN, property boundary, acreage, fields identified as Treatment (T) or Control (C)).

Additional Questions added March 9, 2018

27. How does CDFA define an 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 greenhouse operations producing food crops or flowers as defined in Food and Agricultural Code section 77911.
28. Is it necessary for applicants to upload all application documents at the same time?
Applicants may submit all application documents at the same time, or over a period of time. Because applications are reviewed and prioritized for funding based on the order received, an application will only be considered received once all necessary and any additional appropriate application documents have been uploaded to the CDFA Upload Server.
29. Will applicants receive a confirmation once their application has been submitted?
The CDFA Upload Server will provide a confirmation screen after each application document has been successfully submitted. In addition, once all documents have been uploaded applicants will receive an email confirmation within 48 hours.

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30. Can applicants view, edit, or delete documents once they have been uploaded?
Applicants cannot access their uploaded documents after they have been submitted. If it is necessary to revise a document after it has been uploaded, applicants can either resubmit the corrected document or contact the CDFA Office of Grants Administration at grants@cdfa.ca.gov. Because applications are given priority based on the order received, any revisions to application documents will affect the time at which the application is considered “received”.