

California Department of Food and Agriculture
2018 HSP Incentives Program
Frequently Asked Questions
December 28, 2018

1. Is it necessary for applicants to complete all application documents at the same time?
No. Applicants can save what they have entered and come back later to continue as long as they ensure saving their work by clicking “Save Draft” at the bottom of the application website. Before clicking “submit”, applicants will be able to continue working on the application periodically till March 8, 2019, 5:00PM PT.
2. Will applicants receive a confirmation once their application has been submitted?
Yes, applicants will be notified of the receipt of their application through an automated system-generated email.
3. Can applicants view, edit, or delete documents once they have been submitted?
Yes, applicants can still access their submitted documents by clicking “Edit” after they have been submitted before the submission is closed. However, applicants must click “Submit” again the applications after the edits are completed.
4. If an applicant intends to submit multiple grant applications, does the applicant need to create 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 create one profile on the application website. The same profile may be used to for multiple grant applications. However, each grant application must be created and submitted separately.
5. Does CDFA charge an application fee to submit a grant application?
CDFA does not charge an application fee to submit a grant application.
6. Are recipients who were awarded previous 2017 HSP funding eligible to apply for 2018 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.
7. Why the APN is required for the grant?
Assessor's Parcel Numbers or APNs is the primary mechanism by which CDFA tracks the implementation of practices on a farm, such as where exactly projects are implemented, and they continue to meet location-related requirements during the grant duration. Since we are a public agency, these data could be available to the public if requested.
8. When are 2018 HSP grant applications due?
Grant applications must be submitted electronically at the website: [2018 HSP Incentives Program Applications](#) by Friday, March 8, 2019 at 5:00 pm PT. Late applications cannot be accepted.
9. If a technical assistance provider is submitting a grant application on behalf of an agriculture operation, how will the technical assistance provider be identified in the grant application?
If a technical assistance provider will be used to develop and submit a grant application, the technical assistance provider must be identified on the Application as “Submitting Organization”.
10. Who should be listed as Cooperating entities?
Cooperating entities are organizations an applicant will be working with to plan and/or

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implement the proposed project, including, individuals/companies who provide cost share.

11. Who should be listed as the primary contact person or alternate contact person in the Applicant Information?

The primary contact person is the application organization representative that will sign the contract and/or serve as the leader for the project. The alternate contact person can be the Project Manager of the application organization that will serve as the day-to-day contact for the project.

Applicants are strongly encouraged to provide two different contacts for each application as this is the only contact information CDFA will have for grant applications.

12. 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.

13. 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 July 1, 2019 through March 31, 2022. 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.

14. Is newly leased land where the applicant does not have the past three year's cropping and management history eligible to be included in a project?

The applicant must provide best available cropping and management practice information about the operation and clearly indicate the time period of the lease to justify lack of information as part of their application.

15. Is newly purchased fallow land with no farming history in the past three years eligible?

Fallow land that was previously cropland and has been inactive recently is eligible for inclusion within an HSP project. However, natural fallow lands being converted to cropland are not eligible.

16. 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.

17. 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 within the application template.

18. Is there a minimum amount for a grant?

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No, this is only a maximum amount per application.

19. Is the maximum grant award \$75,000 per applicant or per application?

The maximum grant award is \$75,000 per agriculture operation / tax ID.

20. What is the maximum grant duration for any proposed project?

The maximum grant duration is 2 years and 9 months. Grant funded project activities cannot be conducted before July 1, 2019 or after March 31, 2022.

21. What is the difference between funds requested, cost share, and total budget?

Funds requested is the amount of 2018 HSP Incentives Program funding requested from CDFA and must not exceed \$75,000. Cost share is optional and is the amount of matching funds and in-kind contributions committed to the project between July 1, 2019 and March 31, 2022. Total budget is the sum of funds requested and cost share.

22. What are the acceptable or recommended rates for calculating in-kind contributions for labor and property? For the purposes of determining cost share, does property refer to equipment or land use?

Costs for in-kind contributions should be based on what it would cost to pay someone for the labor or property. Property can refer to either equipment or land use.

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

Project implementation cannot begin sooner than July 1, 2019 or later than December 31, 2019.

24. Can you give an example of timing in which 3 soil samplings would be covered (initial test and 2 follow up samplings)?

Soil organic matter content test results are required (1) prior to practice implementation, (2) one-year after practice implementation, (3) two-year after practice implementation, and (4) three-year after practice implementation. So, time for soil sampling depends on which practice an applicant is selected and when he/she starts to implement the practice.

25. 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.

26. 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: www.arb.ca.gov/cc-resources.

27. Please bring up the page www.arb.ca.gov/cc-resources and show which quantification calculator - it appears CARB only shows for "Transportation and Sustainable Communities". California Air Resources Board has worked to develop quantification methods for agencies receiving Greenhouse Gas Reduction Funds (GGRF), CDFA Healthy Soils Program is one among many programs that are funded by GGRF. Please scroll down on the above webpage to section "Natural Resources and Waste Division"; you will see in the table CDFA "Healthy Soils" Program.