

# Preview of Application Questions

Prior to starting an application for the 2021 HSP Incentives Program, review [the HSP Incentives Program Request for Grant Applications](#).

How to Apply - [Video Tutorial](#)

The HSP grant application consists of four parts. When all four parts are complete, the "Submit" button on the right will become green and clickable.

The application is not fully submitted until you click the green "Submit" button. Once you click "Submit", the application will no longer be editable.

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This application requires two important documents - the HSP RePlan Report and the HSP COMET-Planner Report. Applicants are strongly encouraged to obtain the two reports first and utilize the information in these reports to complete Application Part 3. This would help ensure that the project will have net GHG reductions (i.e., the total GHG reduction estimation is a positive value) and total funds requested do not exceed \$100,000.00.

Instructions to create the HSP RePlan Report are included in Application Part 1. Instructions to create the HSP COMET-Planner Report are included in Application Part 3.

## Application Part 1 - Project Information

*Applicant must provide detailed and accurate answers to all questions in the project. Information needed to answer some of the questions in this section may be taken from the CDFA HSP RePlan Report created for the project utilizing instructions provided in this section.*

## Application Part 2 - Project Design

*This section of the application includes the project design created through the CDFA HSP RePlan Tool. Instructions to create the HSP RePlan Report are provided in Application Part 1. Saving the application ID and PIN created in Application Part 1 in the CDFA HSP RePlan Tool will allow this section to be completed automatically.*

*Applicants can view or read their CDFA HSP RePlan Report in this section but CANNOT make changes. Any changes desired must be made within the CDFA*

HSP RePlan Tool, and they will be automatically updated in this section once the Application ID and PIN are saved in the tool.

### Application Part 3 - GHG Reduction Estimates and Project Budget

Applicants should carefully select options in the [CDFA HSP COMET-Planner Tool](#) to be consistent with their project design and HSP RePlan Report. Once you have completed selecting all practices and entered acreage for each practice, download the report (pdf file) and save it to your local computer. Next, upload the HSP COMET-Planner Report to this section.

### Application Part 4 – Applicant Information

This section includes information about the applicant and applicant's organization. Individuals or business entities receiving grant award funds must be located in California with a physical California business address.

# Application Part 1 - Project Information

Complete all required fields.

Click "Save Draft" whenever you have made changes to this part to save your work and return later to complete.

When you have completed this part and are ready to submit, click the blue button "Mark Complete".

## Project Overview

Project Title \*

Provide a concise description of the project in 15 words or less.

Project Description \*

A large text area for the project description. It has a white background and a thin grey border. On the right side, there are three small square buttons: a top one with an upward arrow, a middle one with a downward arrow, and a bottom one with a downward arrow. At the bottom left, there are two small square buttons: one with a leftward arrow and one with a rightward arrow. At the bottom right, there is a small white box containing the text "0 / 150".

Word Count: 0 / 150

At a minimum, summarize project justification, goals, outcomes, and plan for evaluating and measuring the success of the project. (150 words or less)

Has this agricultural operation previously received CDFA Healthy Soils Program funds? \*

- Yes
  - No
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## HSP Agricultural System(s) and Management Practice(s)

Choose the applicable agricultural system for your project.

List of available HSP Management Practices will appear after selecting an Agricultural System. More than one Agricultural System can be selected. More than one HSP practices can be selected.

- Cropland
- Orchard or Vineyard
- Grazing Land (e.g. Rangeland, Pasture and Grazed Grassland)

**Choose cropland practice(s) that will be implemented in your project. \***

- Alley Cropping (CPS 311)
- Compost Application (Interim CPS 808)
- Conservation Cover (CPS 327)
- Conservation Crop Rotation (CPS 328)
- Contour Buffer Strips (CPS 332)
- Cover Crop (CPS 340)
- Field Border (CPS 386)
- Filter Strip (CPS 393)
- Forage and Biomass Planting (CPS 512)
- Grassed Waterway (CPS 412)
- Hedgerow Planting (CPS 422)

- Herbaceous Wind Barriers (CPS 603)
- Mulching (CPS 484)
- Multi-story Cropping (CPS 379)
- Nutrient Management (CPS 590)
- Residue and Tillage Management - No-Till (CPS 329)
- Residue and Tillage Management - Reduced Till (CPS 345)
- Riparian Forest Buffer (CPS 391)
- Riparian Herbaceous Cover (CPS 390)
- Stripcropping (CPS 585)
- Tree/Shrub Establishment (CPS 612)
- Vegetative Barriers (CPS 601)
- Windbreak/Shelterbelt Establishment (CPS 380)

**Choose orchard or vineyard practice(s) that will be implemented in your project. \***

- Compost Application (Interim CPS 808)
- Conservation Cover (CPS 327)
- Cover Crop (CPS 340)
- Filter Strip (CPS 393)
- Hedgerow Planting (CPS 422)
- Mulching (CPS 484)
- Nutrient Management (CPS 590)
- Residue and Tillage Management - No-Till (CPS 329)
- Residue and Tillage Management - Reduced Till (CPS 345)
- Whole Orchard Recycling (Interim CPS 808)

- Windbreak/Shelterbelt Establishment (CPS 380)

**Choose grazing land practice(s) that will be implemented in your project. \***

- Compost Application (Interim CPS 808)
- Hedgerow Planting (CPS 422)
- Prescribed Grazing (CPS 528)
- Range Planting (CPS 550)
- Riparian Forest Buffer (CPS 391)
- Silvopasture (CPS 381)
- Tree/Shrub Establishment (CPS 612)
- Windbreak/Shelterbelt Establishment (CPS 380)

Enter the total number of practices implemented as part of the project. \*

Include all HSP practices from all applicable agricultural systems. For example, if the same practice is implemented on two agricultural systems (e.g., cropland and grazing land) as part of the same project, it should be counted as 2 separate practices.

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## CDFA HSP RePlan

To assist providing accurate information in the remaining questions in this section, follow the directions below to create a Project Design Report using the CDFA HSP RePlan Tool. Information generated in the report should be used to complete the questions that follow.

Enter a 4-digit Project Identification Number (PIN) to identify your project in the CDFA HSP RePlan Tool and input information in Part 2 of the HSP application. \*

If you forget your pin you can always return to this form and view it at a later stage.

Click "Save Draft" after entering PIN.

You will need to go to the [CDFA HSP RePlan Tool](#) to complete some of the questions in this section.

See instructions below to create the HSP RePlan Report.

1. Click "Begin" at the bottom of the website to start.
  2. Use Address Finder by entering field address (e.g., 1220 N ST, SACRAMENTO, CA 95814) or APN Finder by selecting county and then entering the APN (006-0222-026-0000) to locate your field.
  3. Follow steps 1, 2, and 3 to select your agricultural system, practice to be implemented, draw field boundaries and choose species as applicable.
  4. Once you have completed all practices to be implemented, click "Finished" at the bottom.
  5. Enter your application ID and the PIN you selected in Application Part 1, and then click "Save".
  6. Application Part 2 will be automatically completed with two files uploaded (project design schematics as a pdf file and project details including but not limited to APN, fields, acreage and co-benefits as Microsoft excel file).
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## Project Logistics

### Project Site Information

Acres of agricultural operation included in the proposed HSP project. \*

Enter the amount of acreage that HSP practices will be implemented on. Count the acreage only once if multiple practices overlap on the same acreage.

How many APNs will be included in the proposed project? \*

Enter the number of APNs that will be included in the proposed project.

List all APNs included in the proposed project. Use comma separator while entering multiple APNs. \*

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. Separate by comma if more than one APN entered.

Does the APN format in CDFA HSP RePlan Report match the APN format used by your county assessor's office? \*

You may come back to answer this question after you complete the HSP RePlan Report. Information about the CDFA HSP RePlan Tool is provided at the end of this section.

Yes

No

Provide names of all counties your project is located in. Use comma separator to list multiple counties (e.g., Sacramento, Placer).

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## Baseline Data

Provide cropping history for the past three years for all fields included in the project. \*

Provide management practice history for the past three years for all fields included in the project. \*

Management history here specifically refers to activities related to soil health, including but not limited to soil amendments (e.g., compost application), tillage, nutrient management, cover crop, mulching, and woody or herbaceous plantings.

Provide proposed plan of crops of all fields included in the project during the next three years. \*

Do not include cover crop, herbaceous or woody plantings here.

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## Work Plan

Download [the work plan template](#) and fill information as accurately as possible. You may work on the CDFA HSP RePlan Tool first to create your HSP RePlan report and use information from the report to complete your work plan.

Upload completed Project Work Plan template. \*

Follow instructions provided to complete the template. Name document as "Application ID number\_Applicant Operation\_WorkPlan", example of file name: 1234567\_SmithFarms\_WorkPlan.

Select a file

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## Conservation Plan (Optional)

Although optional, applications that include a qualified conservation plan will receive up to 10 points towards their total score. A conservation plan is a plan of broad environmental/ecological impacts and solutions for the whole farm and is prepared by an NRCS specialist, an NRCS-trained individual or entity, a certified Crop Advisor, a certified Professional Soil Scientist, or a certified Professional Agronomist. Conservation Plan must, at a minimum, include all of the following:

- An aerial photo or diagram of project fields.
- A list of current management decisions.
- The location of and schedule for applying new conservation practices.
- A Resource Assessment. This 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.
- Information explaining how specific management decisions will be implemented.
- A plan for operation and maintenance of selected management practices."

Will you be providing a Conservation Plan as part of the application? \*

Yes

No

Upload conservation plan. \*

Name document as "Application ID number\_Applicant Operation\_Conservation Plan", example of file name: 1234567\_SmithFarms\_Conservation\_Plan.

Select a file

## Application Part 2 - Project Design

**To edit your RePlan Report, please use this link:**

replan-tool.org/cdfa/XXXXX

**Agricultural system**

**Name(s) of practice(s) included in project**

**Total acres of practice(s) implementation included in project**

In case of a project with partially overlapping fields, total acreage of practice(s) implementation may be slightly overestimated.

**Total acres of pollinator species planted (if applicable)**

**Does the project provide benefits to AB 1550 Priority Populations?**

**Upload RePlan Report**

**Upload project-specific data**

## Application Part 3 - GHG Reduction Estimates and Project Budget

Complete all required fields.

Click "Save Draft" whenever you have made changes to this part to save your work and return later to complete.

When you have completed this part and are ready to submit, click the blue button "Mark Complete".

By checking this box you confirm that you have completed the HSP RePlan Report in Application Part 2. \*

Yes, I confirm the project design is completed using CDFA HSP RePlan Tool.

Before proceeding with this application, applicant must follow guidance of CARB Greenhouse Gas (GHG) Quantification Methodology for CDFA Healthy Soils Program at <https://www.arb.ca.gov/cci-resources> and use CARB Greenhouse Gas (GHG) calculator Tool: [CDFA HSP COMET-Planner](#) to estimate project GHG benefits.

When using the model tools, Applicants must ensure that:

(1) Select the correct county where your project site is located,

- (2) Select the correct agricultural system,
- (3) Select the correct practice to be implemented, and,
- (4) Enter the acreage/feet for the practice.

Applicants must also ensure that project attributes such as acreage and application rates are consistent with the HSP RePlan Report.

If your HSP RePlan Report includes more than one county, multiple COMET-Planner Reports may be needed. For example:

- If the project has one large contiguous field located in two counties, one COMET-Planner report for the county with majority of the field acreage must be provided.
- If a project has noncontiguous fields located in two counties. Applicant must provide two COMET-Planner reports, one for each county. Applicant must ensure that the values for estimated GHG reductions and cost of practice(s) implementation entered in questions below is a sum of corresponding values from all COMET-Planner reports.

## Estimated GHG Reductions

Provide the number of counties your project is located in.

Upload HSP COMET-Planner report. \*

Select a file

Enter estimated GHG reduction (metric tons of CO2 equivalent) from the HSP COMET-Planner Report(s). \*

Enter number of soils samples to be collected for testing soil organic matter content per project year. (At least one soil sample analysis is required) \*

In general, one soil sample per practice per APN/field is recommended if practices are not overlapped. If multiple practices are implemented on one field, one soil sample may be fine if no big differences in field condition for field less than 50 acres.

Total cost of soil samples (\$)

Estimated cost of practice(s) implementation from COMET-Planner report(s) \*

Total funding requested (\$)

Grant amount requested must not exceed the maximum allowable grant amount of \$100,000. If this value exceeds \$100,000, please adjust either the acreage of practices in your project or number of soil samples to ensure total does not exceed \$100,000.

Will applicant provide cost share? \*

Cost share is optional. Not providing cost-share will not negatively affect your HSP application score.

Yes

No

If selected for funding, applicants may be eligible for advance payments of up to 25 Percent of the grant award. Please indicate below if advance payment is needed for your project. \*

Yes

No

## Application Part 4 – Applicant Information

Complete all required fields.

Click "Save Draft" whenever you have made changes to this part to save your work and return later to complete.

When you have completed this part and are ready to submit, click the blue button "Mark Complete".

Is the applicant any of the eligible entities below?

Farmer

Rancher

Native American Indian Tribe

By clicking yes below, I certify that the proposed HSP project is 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.

Yes

Applicant Name or Name of Applicant's Agricultural Operation \*

Enter the legal business name of the organization or applicant that will serve as lead for the project and will receive grant funds. Organization should match the name on the payee's tax return as filed with the federal Internal Revenue Service.

Name of submitting organization or person (if applicable).

Enter the legal name of the organization or person submitting on behalf of the applicant.

Will part or entirely of project be implemented on leased land? \*

Yes

No

Total size of the agricultural operation (acres) \*

Did a technical assistance provider help with your HSP application? \*

HSP Technical Assistance Provider

UCCE Climate Smart Agriculture Community Education Specialist

Other

No

Identify and list your State Assembly and Senate Members information below. Address should be the location where the HSP practices will be implemented.

Visit: <https://bit.ly/30B7QsO> to identify your State Assembly and Senate representative.

State Assembly District \*

Enter the District number for your State Assembly Member.

State Assembly Member \*

Enter the name of your state assembly member obtained from the link above.

State Senate District \*

Enter the District number for your State Senate Member.

State Senate Member \*

Enter the name of your state senate member obtained from the link above.

What is the type of entity applying for the HSP grant? \*

- Sole Proprietor/individual
- Corporation/partnership/trust

Payee residency status \*

- California resident
- California non-resident

Note: Individuals or business entities receiving grant award funds must be located in California

Full name of individual who would sign grant agreement with CDFA if the project was awarded. An individual must list his/her full name as shown on SSN. \*

Phone number of person who would sign grant agreement with CDFA if the project was awarded. \*

xxx-xxx-xxxx

Email address of person who would sign grant agreement with CDFA if the project was awarded \*

Full name of alternate contact person \*

Alternate phone number \*

xxx-xxx-xxxx

Alternate email address \*

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Gender: make appropriate selection.

- Male
- Female
- Prefer not to disclose.

Has the applicant served on active duty in the US Armed Forces, Reserves, or National Guard?

- Yes
- No

## Additional Priority

This section is optional. Not filling out this section of the application will not negatively impact the score of your HSP application. CDFA prioritizes 25% of available HSP funds to Socially Disadvantaged Farmers and Ranchers and 35% of California Climate Investments funds to projects providing benefits to AB 1550 Priority Populations. Determination of benefits to AB 1550 Priority Populations is made automatically in the RePlan Report for your project.

Does the applicant identify as a Socially Disadvantaged Farmer or Rancher?

If yes, select all that apply. \*

- African American
- Native Indian
- Alaskan Native
- Hispanic
- Asian American
- Native Hawaiian and Pacific Islander