



Healthy Soils Program

CDFA OFFICE OF ENVIRONMENTAL FARMING & INNOVATION

Healthy Soils Program 2024 Incentives Grantee Introduction Workshop Fall 2024



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE



Agenda

- Welcome!
- Grant Start Date
- Getting Started
- Advance Payment Requests
- Practice Implementation Tips
- Implementation Templates
- Verification
- Reimbursement
- Resources



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Welcome Incentive Grantees!

- If your grant has been executed = you can start work on your grant
 - Received email with grant agreement signed by **both** grantee and CDFA and start date has started.
- If your grant is pending execution = you cannot start work on your grant
 - Have **not** received email with grant agreement signed by **both** grantee and CDFA
- If you are a conditional awardee = CDFA is determining eligibility for a grant
 - You have not received an email with grant agreement to sign



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How to Determine Grant Start Date

- Start date is the later of the two highlighted dates.
- For this project, work could start 8/1/2024
- CDFA cannot reimburse for activities done outside of grant term

2. The Agreement Term is: August 1, 2024 through December 31, 2027	
3. The maximum amount of this Agreement is: 201,000.00	
4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:	
Exhibit A: Recipient and Project Information	2 Pages
Exhibit B: General Terms and Conditions	5 Pages
Exhibit C: Payment and Budget Provisions	2 Pages
Attachments: Scope of Work and Budget	
IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.	
RECIPIENT	
RECIPIENT'S NAME (Organization's Legal Name) [REDACTED]	
BY (Authorized Signature) [REDACTED]	DATE SIGNED 7/31/24
PRINTED NAME AND TITLE OF PERSON SIGNING Michiel Rueb, Owner	
ADDRESS [REDACTED]	
STATE OF CALIFORNIA	
AGENCY NAME CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)	
BY (Authorized Signature) Andrea Perkins	DATE SIGNED Digitally signed by Andrea Perkins Date: 2024.07.31 14:45:28 -07'00'





Getting Started

- All grantees will be paired with CDFA HSP grant manager
- Will schedule 1:1 meeting to talk about grant
- Look through your grant and be familiar with practices and details about the implementation.

1) Scope of Work Details

II. Project Summary and Budget

Agricultural system	Practice	Implementation acres	Estimated GHG reductions (MT CO ₂ e/yr)*	Amount requested in the grant term
Cropland	Compost Application (USDA NRCS CPS 808)	4.51	20	\$6,962.07
Cropland	Mulching (USDA NRCS CPS 484)	4.51	1	\$19,778.54
Practice total		4.51**	21	\$26,740.62
Total number of soil samples		1 samples / year for 3 years		\$150.00
Project total		\$26,890.62		

* The estimation of Carbon Sequestration and Greenhouse Gas Emission Reductions is based on CDFA HSP COMET-Planner (<http://comet-planner-cdfahsp.com/>) developed by USDA-NRCS and Colorado State University coordinated by the CDFA and the California Air Resources Board (CARB).

** The total project implementation acreage is the total ground acreage where the project is to be implemented.

III. Project Years

Project Year 1	Project Year 2	Project Year 3
6/28/2024 – 06/30/2025	07/01/2025 – 06/30/2026	07/01/2026 – 06/30/2027



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Getting Started

2) Work Plan in RePlan Report

Page	Ag. system	Practice implementation	Payment scenario	Field	Implementation acres	Timeline	Soil samples	Parcels (APN)	County
6	Cropland	Compost Application (USDA NRCS CPS 808) - Compost (C:N > 11) Application to Annual Crops - Compost Purchased from a Certified Facility	8 tons/acre	Field 1	4.51	Project year 1, Project year 2, Project year 3	1 / yr for 3 years	██████████	██████
9	Cropland	Mulching (USDA NRCS CPS 484) - Add Mulch to Croplands	Wood Chips	Field 1**	4.51	Project year 1	1 / yr for 3 years**	██████████	██████

** The number of soil sample(s) is counted only once per field even though it may appear for each practice to be implemented on that field.



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Getting Started

3) Implementation & Verification Requirements in RePlan Report

Implementation & verification requirements:

In addition to the following general requirements and guidelines, you must meet the specific requirements of your selected payment scenario for this field.

During practice implementation, applicant must ensure following the requirements:

1. Application rate must be between 6-8 tons/acre

Applicant is required to submit the following for verification and issue of grant payments:

1. 3-5 Geotagged photographs showing compost piles, compost being spread and field ground right after compost is completely applied,
2. A copy of receipt for compost purchased
3. Compost analysis report on C:N ratio
4. A certificate of the compost facility if it is not included in the list at <https://www2.calrecycle.ca.gov/SolidWaste/Site/Search> Site



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Advance Payment Requests

- Recipients may be eligible to receive a one-time advance payment to cover anticipated project expenditures at the start of the project implementation during the first year.
- The advance payment may not exceed 25 percent of the total award and must be expended within a three-month period.
- Advance Payment will be liquidated against annual reimbursement until completely liquidated. The remaining funds will be allocated on a reimbursement basis.



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Advance Payment Requests Procedures

To ensure timely processing of an Advance Payment Request, Recipients must do the following:

- Estimate the advance amount needed for up to a three-month period;
- Complete an Advance Payment Request and justification (e.g., low cash flow);
- Submit the Advance Payment Request and justification to their assigned Grant Specialist no fewer than 45 days before the cost will be incurred.



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Advance Payment Request Form

Most of the information that is required to complete the Advance Payment Request form is in the executed grant agreement.

State of California, Department of Food and Agriculture
AGREEMENT
GAU-03 (Rev. 10/2021)

GRANT AGREEMENT
SIGNATURE PAGE

AGREEMENT NUMBER
24-0123-000-SO

1. This Agreement is entered into between the State Agency and the Recipient named below: STATE AGENCY'S NAME
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)
RECIPIENT'S NAME
CDFA FARMING INC
2. The Agreement Term is: August 1, 2024 through December 31, 2027
3. The maximum amount of this Agreement is: \$63,522.51
4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are b this reference made a art of the A reement:

Exhibit A: Recipient and Project Information

2 Page(s)

Exhibit B: General Terms and Conditions

5 Page(s)

Exhibit C: Payment and Budget Provisions

2 Page(s)

Attachments: Scope of Work and Budget

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.
RECIPIENT:

RECIPIENT'S NAME (Organization's Name)
CDFA FARMING INC

BY (Authorized Signature):

DATE SIGNED:

PRINTED NAME AND TITLE OF PERSON SIGNING

John Smith

ADDRESS

1220 N Street, Sacramento, CA 95814

ADVANCE PAYMENT REQUEST

Form 2.1.1. (Rev. 01.2024)

State of California

California Department of Food and Agriculture

Office of Grants Administration

1220 N Street, Sacramento, CA 95814

Make Check Payable to:

Organization Name

Address

City, State Zip

Attn:

Advance payments must be used in accordance with applicable Grant Agreement Terms and Conditions, Grant Management Procedures Manual, and any Federal or State regulations.
Note: The Advance Payment Request may take up to 45 calendar days to process.

Grant Recipient Information

Grant Agreement Number: _____

Organization Name: _____

Grant Award Amount: _____

Project Term End Date: _____

Advance Information

Advance Payment Request Number: _____

Advance Period: _____

Amount Requested: _____

Justification for Advance Request (Non-profit organizations receiving non-federal grant funds must complete Form 2.1.1.A. Advance Payment Request Supplement in addition to this form):

Recipient Authorization

Authorized Representative Email: _____

Authorized Representative Approval: _____

Authorized Date: _____



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Advance Payment Request – Non-Profit

Additional Forms and supporting documentation is required to be completed and provided by non-profit recipients.

- Advance Payment Request - Supplement Form (2.1.1.A)
- Advance Payment Request – Liquidation Form (2.1.1.B)

Recipient Responsibilities

The Grant Recipient must:

1. Provide an itemized budget for the eligible costs the advance payment will fund, a spending timeline, and a work plan.
2. Submit documentation to support the need for advance payment, which may include, but is not limited to, invoices, contracts, estimates, payroll records, and financial records.
3. Be in good standing as non-profit 501(c)(3).
4. Deposit the advance payment into a federally insured account that provides the ability to track interest earned and withdrawals. Any accumulated interest is deemed to be grant funds that must be spent on allowable costs and activities in the same manner as grant funds. The Recipient's account must be in the recipient entity's name, and cannot be in the name of any of its directors or officers.
5. Establish procedures to minimize the amount of time that elapses between the receipt of the advance payment and the expenditure of those funds.
6. Provide progress on the expenditure of advanced funds no less than on a quarterly basis, including a summary of work completed and proof of expenditure.



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Advance Payment Request – Resources

- Advance Payment Request Form (2.1.1.)
 - [Advance Payment Request Form 2.1.1. \(Adobe\)](#)
 - [Advanced Payment Request Form](#)
- Advance Payment Request - Supplement Form (2.1.1.A)
 - [Advanced Payment Request - Supplement Form](#)
- Advance Payment Request – Liquidation Form (2.1.1.B)
 - [Advanced Payment Request - Liquidation Form](#)

Practice Implementation Tips

- Know the frequency your practice must be done

- **Annual Practice Examples**

- Compost Application
- Cover Crop
- Conservation Crop Rotation
- No-Till & Reduced Till
- Nutrient Management
- Mulching with Nature Materials



- **1x Practice Examples**

- Hedgerow
- Whole Orchard Recycling
- Range Planting



Practice Implementation Tips

- All practices
 - Geotagged photos of implementation are required
 - [Instructions for Taking and Sending Photos with Geotagging Information](#)
 - Soil organic matter samples must be taken every year **prior** to practice implementation for 3 years
 - [Soil Sampling Protocol](#)



-----AMMONIUM ACETATE EXTRACTED CATIONS (ppm - %)------												C.E.C.	%	%
Calcium		Magnesium		Sodium		Potassium		Hydrogen		meq/100g	Organic	Organic		
mg/kg	%CEC	mg/kg	%CEC	mg/kg	%CEC	mg/kg	%CEC	mg/kg	%CEC	Sum	Carbon	Matter		
Sundale Walnut	1598	78.9	128	10.5	18	1.1	216	5.5	4	4.0	10.1	1.39	2.39	
Sundale Almond	1956	83.4	137	9.7	19	1.0	194	4.2	2	1.7	11.7	1.13	1.95	
Roadcap	2134	82.2	161	10.3	18	0.9	259	5.1	2	1.5	13.0	2.04	3.52	



Practice Implementation Tips

- **All practices**
 - [List of recommended labs for soil testing](#)
 - Project modifications may be allowed depending on the change. Talk to your HSP grant manager **prior** to making any changes.
 - Changes not approved beforehand = may not be reimbursed!
 - Project years are generally 7/1 - 6/30
 - [Request for Grant Applications](#) is another resource



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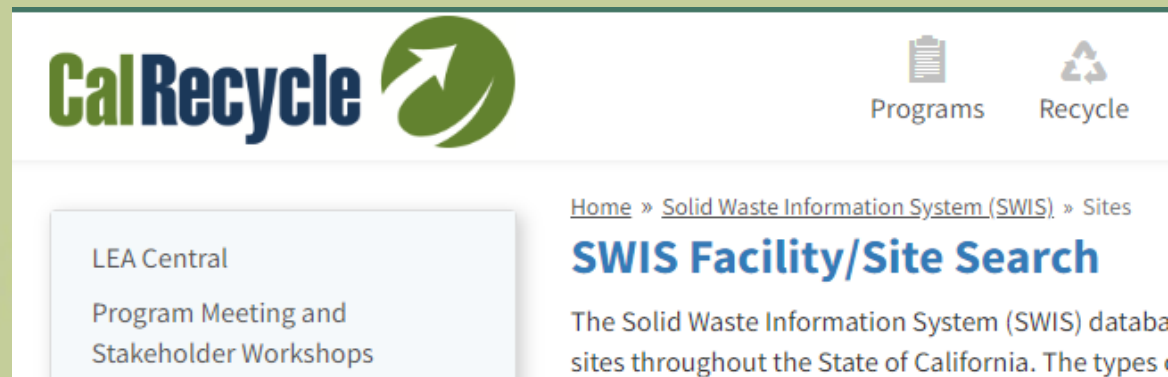
Practice Implementation Tips

- **Compost Application**
 - Look at the carbon:nitrogen ratio in RePlan report and check with compost provider **before** purchasing compost (or before applying on-farm compost)
 - C:N analysis must be date no more than **6 months** prior to compost application.

Project implementation work plan				
Page	Ag. system	Practice implementation	Payment scenario	
6	Orchard	Compost Application (USDA NRCS CPS 808) - Compost (C:N > 11) Application to Perennials, Orchards, and Vineyards - Compost Purchased from a Certified Facility	6 tons/acre	<p>peaches</p> <p>Crop(s) grown in the past 1 to 3 years: peaches</p> <p>Proposed crop(s) in the grant term: peaches</p> <p>Agricultural System: Orchard</p> <p>Practice implementation: Compost Application (USDA NRCS CPS 808) - Compost (C:N > 11) Application to Perennials, Orchards, and Vineyards - Compost Purchased from a Certified Facility</p> <p>Payment scenario: 6 tons/acre</p> <p>Timeline: Project year 1, Project year 2, Project year 3</p>
9	Orchard	Cover Crop (USDA NRCS CPS 340) - Add Non-Legume Cover Crop to Orchard/Vineyard Alleys	Mul spe	

Practice Implementation Tips

- **Compost Application**
 - Compost must be from certified provider
 - [CalRecycle SWIS website](#)
 - [CDFA-OIM Certified Facilities \(Only Dry Compost Eligible for HSP\)](#)
 - [STA Certified Compost Participants \(compostingcouncil.org\)](#)
 - Organic certified compost by [OMRI](#) or [CCOF](#) or other local authorities.
 - Vermicompost is **not** eligible
 - On-farm composting has other requirements
 - [On-farm Composting Log Template](#)



Practice Implementation Tips

- **Planting practices**

- Make sure to keep species consistent with what was selected in the grant agreement (e.g., legumes). Affects payment to you!
- If species need to change, speak to your HSP grant manager first **before** planting.
- Be familiar with seeding rates and planting requirements.
- Cover crop practice cannot be verified until field acreage covered by cover crop plants reaches 60% or higher.

Example of established cover crop in Orchard alleyways at verification



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Practice Implementation Tips

- **Planting practices**

- Cover crop biomass cannot be removed/harvest/burnt from field.
- Harvestable species cannot exceed 10% of plants.
- Hedgerow – must include at least 3 species (RePlan eVegGuide)
- Range plantings – ensure that 51% of plant species are perennial
- CDFA will confirm the survivorship of 1x planting practices at the end of grant term. Maintenance is important!



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Implementation Templates

- Available on [HSP Incentives Resource Webpage](#)
- [On-farm Composting Log Template](#)
- [Grazing Management Log Template](#)
- [Nutrient Management Farm Operation Log](#)
- [Reduced Till & No-Till Farming Log](#)



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Verification

- Once practice implementation is complete, send all verification documentation and soil organic matter tests to your HSP grant manager via email

Implementation & verification requirements:

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Applicant is required to submit the following for verification and issue of grant payments:

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2. A copy of receipt for compost purchased
3. Compost analysis report on C:N ratio
4. A certificate of the compost facility if it is not included in the list at <https://www2.calrecycle.ca.gov/SolidWaste/Site/Search> Site



Verification

- Geotagged photos can be texted to HSP grant managers.
- HSP grant manager will review all materials and will follow-up if there are any issues.
- HSP grant manager will let you know the practice has been verified and approved for payment.





Reimbursement

- You will receive a digital invoice through Adobe to sign. Must be signed by the **grantee**.
- After signed, grantees will receive an email indicating payment is in process at the State Controller's Office.
- Can expect physical check mailed to address in the grant agreement within 45 days after email.
- May take up to 90 days at end of fiscal year (May-July).



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Resources

- All linked materials in this presentation can be found on two webpages:
 - [HSP Incentives Resource Webpage](#)
 - [Main HSP Incentives Webpage](#)
- [Frequently Asked Questions](#)
- Technical Assistance Providers
 - No cost to grantees
 - Implementation and verification assistance
 - Split out by service areas/counties
 - [TAPs](#), and [UC ANR TAPs](#)





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Thank you!

Any questions?

HSP Email: cdfa.HSP_Tech@cdfa.ca.gov



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