



Pollinator Habitat Program

CDFA OFFICE OF ENVIRONMENTAL FARMING & INNOVATION

Review of Request for Grant Applications

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Funding Appropriation

SB 170, Skinner. Budget Act of 2021.

Chapter 240. SEC. 170. Item 8570-102-0001. (1). 7.

"Of the amount appropriated in this item, \$15,000,000 shall be available for the Pollinator Habitat Program. The department shall prioritize the planning of native habitats for the benefit of native biodiversity and the use of locally appropriate native plant seed mixes when feasible."

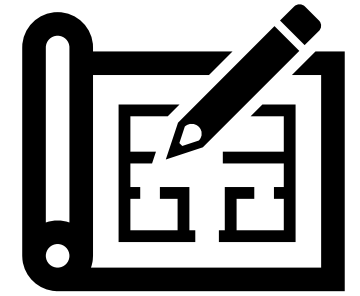
The Pollinator Habitat Program will provide up to \$14.5 million in funding to established and experienced organizations to work directly with farmers and ranchers to install habitat and implement management practices that support pollinators.

Award Term and Maximum Grant

- Three Year Grant Term
- Maximum Award of \$2 Million
 - 18% can be used for technical assistance, administrative tasks, and indirect
 - **Indirect is taken out of the 18%** and indirect costs of up to 25% of direct costs (**direct costs do not include the flat payment for practice implementation**) are included in this amount
 - The remainder will be flat payment for practice implementation
- Reimbursement-Based Payments



Eligibility



- Resource Conservation Districts
- University of California, California State Universities, California Community Colleges
- Non-Profits
 - Including, Land Trusts with the conservation of agricultural lands as their mission or amongst their stated purpose
- Federally and California-Recognized Native American Indian Tribes

Agricultural commodity groups are encouraged to apply in partnership with the above eligible entities.

Must have demonstrated expertise and experience in habitat restoration on agricultural lands or implementation of conservation management practices that support pollinators.

Funding

- Funding will be to organizations rather than directly to ranchers and farmers because CDFA must balance providing assistance directly to farmers and ranchers with administrative demands within CDFA. Technical assistance is a critical component of the Pollinator Habitat Program and for that reason and for administrative logistics related to costs and timelines, providing grants to qualified organizations to work with farmers and ranchers is most feasible.
- Recipients may request 25% of the grant as an advance payment. This advance may be used for any aspect of the project.



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pollinator habitat program

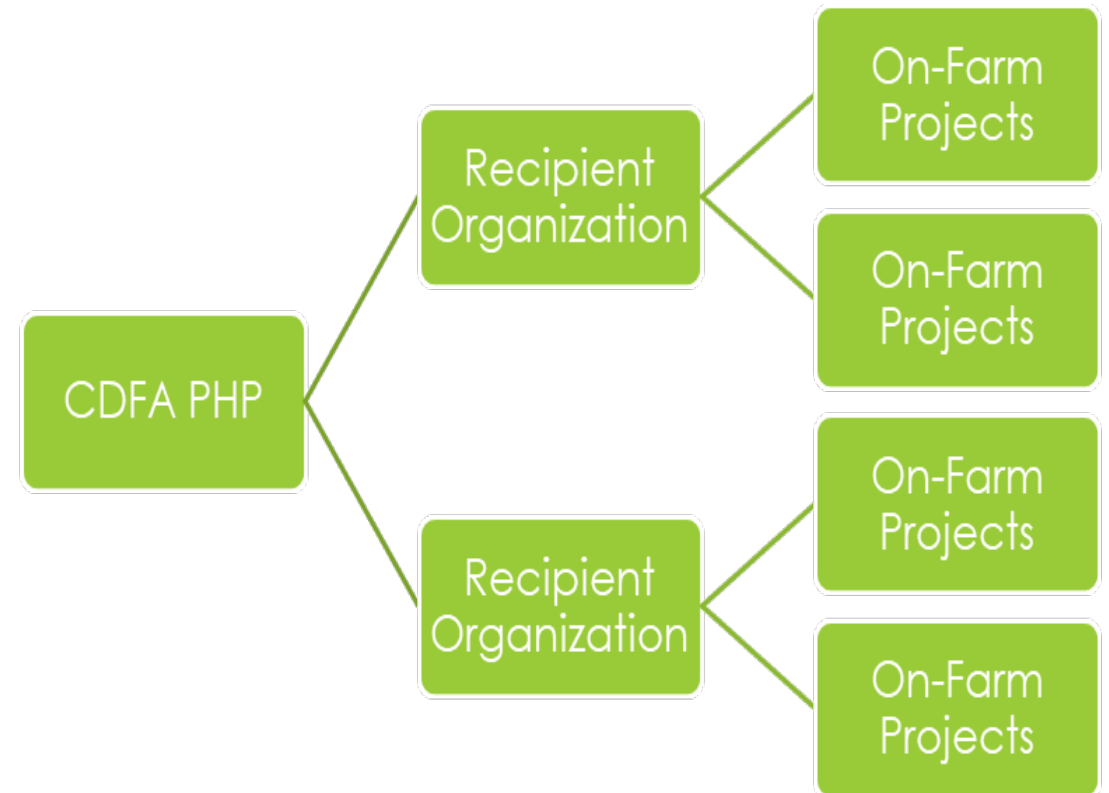
Program Activities

Recipients of PHP will perform the following activities during the grant term

- 1) Outreach to partner farmers and ranchers and identification of on-farm pollinator habitat project sites
- 2) Plan and implement the installation of conservation management practices in partnership with farmers and ranchers.

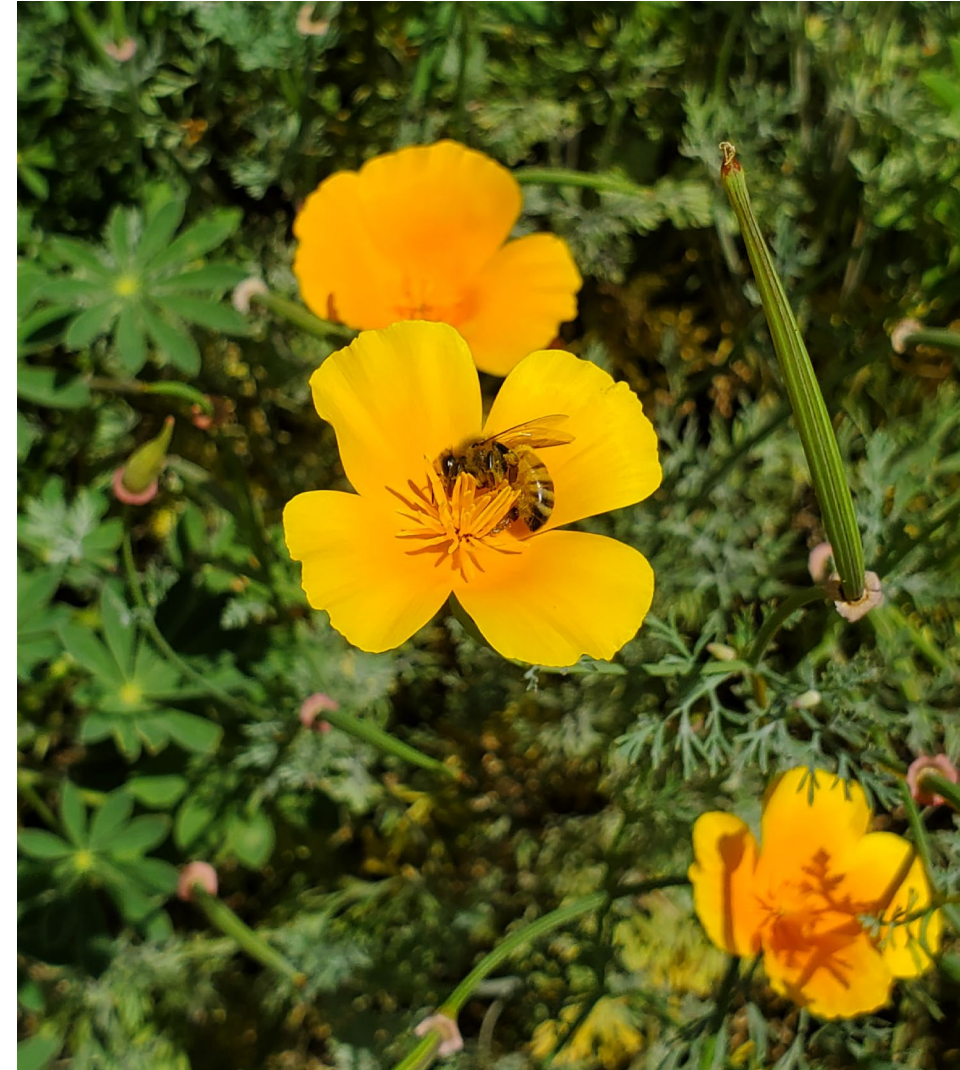
Program Structure

- Trusted Connections
- Outreach and Technical Assistance
- Implementation on Agricultural Lands



Identification of Farmers and Ranchers

- During the application phase, applicants will not need to identify the farmers and ranchers that they will work with to implement projects.
- Following the award, and through progress reports, the awardees will provide a letter of commitment to the project from each farm involved.
- Grant recipients must not charge additional fees to the farmers and ranchers for technical assistance services.
- In selecting partner farmers to work with, Recipients will consider, among other factors, CDFA's priority groups (specifically SDFRs), farmer/rancher commitment (financial commitment and ongoing maintenance of habitat), pollinator species of regional concern, and appropriate project siting.



Prioritize Socially Disadvantaged Farmers and Ranchers

- Grant Recipients must prioritize Socially Disadvantaged Farmers and Ranchers (SDFRs) when selecting farmer/rancher project partners.
- “Socially disadvantaged farmer or rancher” means a farmer or rancher who is a member of a socially disadvantaged group. “Socially disadvantaged group” means a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. These groups include all of the following: (1) African Americans (2) Native American Indians (3) Alaskan Natives (4) Hispanics (5) Asian Americans (6) Native Hawaiians and Pacific Islanders.

Identification of On-Farm Projects and Agricultural Partners

On-farm 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.
- University and research farms are not eligible on-farm project sites.
- Urban farms and community gardens are included.

Agricultural Systems/Land Use Types

- Annual Cropland
- Orchard/Vineyard
- Grazing Land
- Annual Cropland Removed from Production in the last 24 months or Orchard/Vineyard Removed in the last 36 months



Natural Resource Conservation Services – Conservation Practice Standard in PHP RGA

- Alley Cropping ([CPS 311](#))
- Conservation Cover ([CPS 327](#))
- Contour Buffer Strips ([CPS 332](#))
- Cover Crop (CPS 340)
- Critical Area Planting ([CPS 342](#))
- Field Border ([CPS 386](#))
- Filter Strip ([CPS 393](#))
- Hedgerow Planting ([CPS 422](#))
- Integrated Pest Management ([CPS 595](#))
- Riparian Forest Buffer ([CPS 391](#))
- Riparian Herbaceous Cover ([CPS 390](#))
- Silvopasture ([CPS 381](#))
- Tree/Shrub Establishment ([CPS 612](#))
- Wildlife Habitat Planting ([CPS 420](#))
- Windbreak/Shelterbelt Establishment ([CPS 380](#))

Native Plants?

- The RGA, to align with the language of the funding appropriation in SB 170 (Budget Act of 2021) the PHP does provide language prioritizing, but not requiring native plants.



Budget

- Applicants must clearly describe each participating organization's anticipated expenses, as applicable. All costs must be directly related to and necessary for completion of the project.
- Awarded funds will be paid to the lead organization. The lead organization is responsible for disbursement of funds to other participating organizations, contractors, and farmer/rancher partners.
- Applicants will prepare a line-item budget. The Budget will consist of administrative costs and costs for practices.

Costs Associated with Technical Assistance and Administration – up to 18% of requested funds

- A1. Salary and Wages – Administration: Estimate the hourly cost of salary, wages associated with administrative activities by individuals employed by the applicant organization.
- A2. Salary and Wages – Technical Assistance: Estimate the hourly cost of salary, wages associated with technical assistance by individuals employed by the applicant organization.
- B1. Fringe Benefits - Administration: Estimate the cost of fringe benefits associated with administrative activities by individuals employed by the applicant organization.
- B2. Fringe Benefits – Technical Assistance: Estimate the cost of fringe benefits associated with technical assistance by individuals employed by the applicant organization.
- C. Travel: Estimate the cost of project-related travel associated with each activity except contractual personnel. In the description column, describe the travel that will be necessary to accomplish the objectives of the project. Federal mileage reimbursement rate will be used.

Costs Associated with Technical Assistance and Administration – up to 18% of requested funds

- D. Supplies: Estimate the cost of supplies associated with each activity. Supplies are items with an acquisition cost less than \$5,000 per unit that are used exclusively for the objectives of the project. Categorize the types of supplies to be purchased. General use office supplies (paper, printer ink, pens, etc.), facilities costs (telephone, internet, etc.), and administrative costs are considered indirect and should not be included under “Supplies”.
- E. Equipment: Estimate the cost of equipment associated with each activity. Equipment is nonexpendable, tangible personal property with a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.
- F1. Contractual - Administration: Estimate the cost of work on the project that will be performed by individuals/organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.) for administrative purposes. This amount should include all associated salary and wages, fringe benefits, travel, equipment, supplies, other, and indirect costs. List the services to be provided and the contractors that will work on the project and be paid with grant funds. Provide description of each line item within the narrative.
- F2. Contractual – Technical Assistance: Estimate the cost of work on the project that will be performed by individuals/organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.) for technical assistance purposes. This amount should include all associated salary and wages, fringe benefits, travel, equipment, supplies, other, and indirect costs. List the services to be provided and the contractors that will work on the project and be paid with grant funds. Provide description of each line item within the narrative.

Costs Associated with Technical Assistance and Administration – up to 18% of requested funds

- G. Other: Estimate the cost of all other project related expenses to support each activity. Expenses typically listed under “Other” include equipment rentals, etc. List the specific types of expenses necessary to accomplish the objectives of the project.
- H. Indirect Costs: Indirect costs are facilities and administrative costs that cannot easily be tied directly to the activities of the grant. Examples of common indirect costs include administrative/clerical services, rent, utilities, internet and telephone service, maintenance, and general office supplies. UC CSU may claim the established indirect cost rate with CDFA. All other eligible organizations may claim a maximum indirect cost rate of 25 percent of total direct costs.

Estimate Costs of Conservation Management Practice Implementation – 82% or more of requested funds

- The budget for these practices will be based upon CDFA-established payment rates. Cover crop (USDA NRCS CPS 340) practice cannot be in excess of 10% of total budget. More than 10% for cover crop (USDA NRCS CPS 340) practice will not be reimbursed.
- See Appendix A: Payment Rates, Implementation Guidelines, and Requirements.

Estimated Timeline

Program Application Activity	Estimated Timeframe
Release Request for Grant Applications (RGA)	August 31, 2022
CDFA grant application webinars	September 2022 – visit program website for details
Grant applications due	November 23, 2023
Administrative and technical review	November 2022 – January 2023
Announce and award funding	January 2023
Award Process Timeline	See Award Process

Questions and Answers (Q&A)

- General questions regarding the solicitation process may be submitted to CDFA.OEFI_php@cdfa.ca.gov. Responses to all questions received by email will be posted to CDFA's PHP website according to the following schedule:

Questions Received By:	Responses Provided By:
September 16, 2022	September 22, 2022
October 14, 2022	October 20, 2022
November 11, 2022	November 17, 2022

- November 11, 2022 is the final deadline to submit questions for the Pollinator Habitat Program grant application. To maintain the integrity of the competitive grant process, CDFA is unable to advise and/or provide individuals with any information regarding specific grant application questions during the solicitation process.

Administrative Review – Disqualifications

- During the administrative review, the following will result in the automatic 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 that include activities outside the grant duration.
 - Applications with unallowable costs or activities necessary to complete the project objectives.
 - Requests for more than the maximum award amount.
 - Applications that do not comply with Eligibility or meet Program Requirements and Restrictions.

Technical Competitive Review Process

Criteria	Maximum Points
Qualifications of Applicant	12
Strategic Partnerships	8
Workplan Merit and Feasibility	15
Budget	5
Commitment to Expending 25% of Funding to Support Pollinator Habitat with SDFR Partners	10
Total	50

Notification and Feedback

- Successful applicants will be notified of their grant award through email and will enter the grant agreement execution process.
- Applications that are not selected for funding will receive feedback on their grant application within 60 business days after receiving notification.
- CDFA will post basic information on the PHP website regarding the applications received at least 10 days before awarding grant funds. After projects are selected and all funds are encumbered, CDFA will post an updated list of awarded projects

Award Timeline

Grant Agreement Stage	Estimated Time for Stage Completion
Grant packet is completed – During this step, CDFA will work with awardees to get the information the state needs to execute the grant. The timeline for this step is dependent on how quickly information is provided to CDFA staff.	Variable
Grant Execution	Up to 120 days
Processing advance payments – If awardees request and are granted an advance payment, please be aware that it will take up to 4 weeks to process this payment once the grant is executed. (See Payment Process)	Up to 4 weeks

Project Implementation

- Once a Grant Agreement is executed, the Recipient can begin implementation of the project if it is after or on the **official project start date (which is estimated for May 1, 2023)**.
- During project implementation, Recipients must maintain frequent communication with CDFA staff about the PHP project. CDFA staff may regularly send emails or surveys to gauge project progress in addition to quarterly invoicing and progress reports. Recipients must be responsive. CDFA will schedule project review calls several times a year during project implementation to discuss progress.
- Recipients are responsible for the overall management of their awarded project to ensure all project activities are **completed no later than April 30, 2026**.

Payment Process

- The PHP is a reimbursement grant program.
- Recipients will be required to submit quarterly invoices for costs associated with outreach, provision of technical assistance to farmers and ranchers, and practice implementation.
 - These costs will be reimbursed based upon the line-item budget submitted with the application.
- Grant payment for the implementation of practices is a flat-rate payment system on a reimbursement basis through invoicing upon practice verification.
 - Verification of practice implementation will be by geotagged and dated photographs that will be submitted with the invoice for management practice reimbursement.

Quarterly Progress Report

- On a quarterly basis the Recipient will submit a progress report and on-farm project details to CDFA's PHP scientific team for review. The progress report will collect information related to outreach and technical assistance activities, and training on integrated pest management. To document the initiation of on-farm projects, Recipients will also be required to submit:

Quarterly Progress Report

1. **Letter of commitment** from farmer/ranchers that are working with Recipient to implement pollinator habitat.
2. **On-Farm Project Summary** – project description, project location and assessor's parcel numbers, practices selected for implementation, acreage of practices, target pollinator species, plant list, and implementation timeline.
3. **Matching funds documentation** (if any).

Final Report and Project Verification

- At the close of the grant agreement term or when all project activities have been completed, the Recipient will submit a final report. The final report will gather metrics such as total acreage of practices implemented, number of farmer/rancher partners, number of SDFR partners. CDFA may conduct a Critical Project Review, which may involve an on-site visit,. Additionally, Recipients will submit:
 - Comet-Planner report for each on-farm project site.
 - Documentation of integrated pest management training provided to partner farmers and ranchers.
 - Outcome Monitoring Plan
 - Western Association of Fish & Wildlife Agencies (WAFWA) Crucial Habitat Assessment Tool (CHAT)

Comet-Planner

- Only practices in Comet-Planner will be included in the Comet-Planner report.
- Comet-Planner is an online calculator tool developed to support the HSP program.
- CDFA is interested in quantifying climate benefits from PHP project in support of CDFA's broader climate change policy and in recognition of the importance of natural and working land in meeting California's goals related to climate change.
- The Comet-Planner tool involves few inputs and should be easily completed by Recipients.

Integrated Pest Management

- Recipients of the PHP funding will be required to provide Integrated Pest Management Training to the farmer and rancher partners that they will work with to install habitat. Recipients will refer to the California Managed Pollinator Protection Plan but may also call upon other resources or curriculum to provide appropriate training materials.
- CDFA will require a certificate that the organization provided integrated pest management training to ranchers and farmers. In addition, copies of the training materials (pamphlets, presentations, etc.) will need to be provided to CDFA.

Outcome Monitoring Plan

- Awardees will work with CDFA to propose metrics for tracking success of projects, which will include habitat establishment.
- Development of an Outcome Monitoring Plan will identify metrics to be monitored and reported to CDFA for three years following the end of the grant agreement.
- Execution of the monitoring plan in years 1-3 after the end of the grant term will be considered cost share.
- CDFA intends for outcome monitoring plans to be flexible. This is consistent with other CDFA programs as a post-project reporting period.

WAFWA CHAT

- The WAFWA CHAT is a centralized online tracking software program that anonymizes location to protect private landowners. It delivers data-driven solutions to provide a non-regulatory, decision support system of state fish and wildlife agency priorities to aid the proactive decision-making process during pre-planning stages.
- It is an online system of maps that displays crucial wildlife habitat based on commonly agreed upon definitions developed by the Western Governor's Wildlife Council. One CHAT is specifically designed to track Western Monarch conservation efforts. More information on this can be found here: <https://monarchchat.org/>



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