

Pollinator Habitat Program (PHP)

Questions and Responses

September 22, 2022

Eligibility

1. Are all 501c non-profits eligible to apply?
California Department of Food and Agriculture (CDFA) will utilize the Internal Revenue Service Tax Exempt Organization Search to determine eligibility. CDFA has not excluded certain types of non-profits from eligibility.
2. May a farmer apply directly with CDFA for Pollinator Habitat funding?
Organizations such as Resource Conservation Districts, non-profits, University of California, California State Universities, California Community Colleges, and Federally and California-Recognized Native American Indian Tribes are eligible to apply to the program. After being awarded, organizations can then work with farmers to develop a project on their farm. CDFA will post information about the awarded organizations on the Pollinator Habitat Program website so that farmers can identify and reach out to organization for an on-farm project.

Budget

3. Are administrative costs included in the Technical Assistance cost section or are they considered part of the "Practices" line item?
On the budget an applicant can enter personnel and contractor costs associated with administration and technical assistance. Tasks associated with reporting and invoicing CDFA are considered to be administrative tasks. Technical Assistance costs are related to an organization's outreach to farmers and working with farmers to plan an on-farm project. The "practices" line item must be 82% or more of the project costs. It includes costs related to installing the practice, including labor and supplies for the practices. CDFA will reimburse these costs based upon flat rates which are in the Request for Grant Applications. The flat payment rates have been adapted from payment rates developed by United States Department of Agriculture Natural Resource Conservation Services after an analysis of the anticipated costs. This reference describes the anticipated costs

associated with each practice:

https://www.nrcs.usda.gov/wps/PA_NRCSCConsumption/download?cid=NRCSERPD1853857&ext=pdf. CDFA's rates are higher than the anticipated costs outlined here, so it is expected that the rates will be adequate.

4. How much detail should be included when an applicant completes the budget? In particular how specific should each line item be?

Each line item for personnel (administrative, technical assistance, fringe benefits, and contractual) should include the employee classification, total estimated cost, and a brief narrative of activities that the employee classification will conduct within that budget category. Applicants can determine the level of specificity in describing their direct costs. If an award is granted and there are changes to the costs of budget categories from what was estimated at the application stage, CDFA can work with a grantee to shift costs between different budget categories. A line-item shift request and justification will be required. Changes to costs within a budget category will not require a line-item shift.

5. For the practices line item in the budget form on the application, does the applicant need to use the CDFA flat rate payment?

Please estimate the amount that will be used on CDFA Pollinator Habitat Program practices. In the application for funding, the applicant will simply estimate a lump sum for the budget related to practices. These practices include the current costs for material and labor. This must be at least 82% of the total amount requested. At this time, it is not necessary to know which practices will be utilized or how much will be spent on individual practices. If the project is funded this information will be required in Quarterly Reports as the project progresses. After an award, a recipient will submit invoicing based upon the flat rate for each type of practice that is installed. In short, at the time of application, it is not required to know all the practices and quantities that will be installed.

6. Can the entity applying use the 82% of funds devoted to implementation to assist farms and ranches with implementation tasks?

For each practice that can be supported on a farm, CDFA will pay a flat rate to the awardee of the PHP grant. CDFA will not require a line-item budget or supporting documents that outlines all of the actual costs associated with practice implementation. The flat payment rates have been developed in consideration of supplies, plants, labor, and other expected expenses. The payment rates have been adapted from

payment rates developed by United States Department of Agriculture Natural Resource Conservation Services. CDFA's payment rates are higher than the anticipated costs so it is likely that the rate may cover some costs such as assistance with implementation tasks.

7. There seems to be some overlap between allowable activities between the 18% admin and the 82% implementation divisions. How should an applicant accurately separate the staff time for the budget?

The 18% administrative and technical assistance costs will be related to the outreach, technical assistance, administration activities associated with the grant, identifying farmers to participate, planning the implementation of practices. Any activities that are directly associated with implementing or installing a specific practice are included within the flat payment rate associated with the practice. In the budget, administrative costs would be those costs associated with reporting and invoicing CDFA for the project, including tracking of progress or tracking of expenditures. Technical assistance costs would be those costs associated with performing outreach or working with farmers and ranchers.

8. Are subcontractors limited to the 18% for administration or only the leads?

Any costs directly associated with the administering and technical assistance aspects of the program are limited to 18%. The majority of the funds (82% or more) needs to be for practice implementation.

Matching Contributions

9. Is there a maximum amount/percentage of match funds when applying? Is that encouraged or discouraged?

CDFA will not be tracking matching funds; matching funds during the course of the grant agreement are not required. CDFA acknowledges that the outcome monitoring that is required after the project is completed will require resources. For this reason, we are identifying this outcome monitoring as match.

10. If volunteers help install the pollinator habitat, would their time be considered a match?

Yes, this could be considered match, but CDFA will not be tracking matching funds.

Integrated Pest Management

11. Is the technical assistance provider responsible for providing Integrated Pest Management training to the producer or are they required to attend an outside training?

The grant awardee (who will be providing technical assistance) will need to provide Integrated Pest Management training to the farmers/ranchers involved with the on-farm projects. An awardee could utilize a contractor to provide this training to the farmers or ranchers.

Eligible On-Farm Project Sites and Farmer/Rancher Partners

12. Are community gardens eligible on-farm project sites?

Yes.

13. Are school gardens eligible on-farm project sites?

The Request for Grant Applications specifies that 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 eligible project sites.

14. Do the on-farm projects need to be completed at a commercial agricultural operation?

The Request for Grant Applications specifies that 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 eligible project sites.

15. Are female farmers considered disadvantaged?

The Farmer Equity Act has defined Socially Disadvantaged Group as "...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". These are the groups that Pollinator Habitat Program will consider Socially Disadvantaged Farmers and Ranchers. CDFA's [Farmer Equity Report](#) is a good resource for more information.

16. Will the farmer or rancher need a farm identification number? Must they be a commercial rancher or farmer?

CDFA will not collect financial or tax information from farmers that work with awardees of Pollinator Habitat Program. CDFA will be requesting basic information about the farm including the name and location.

17. Are cannabis farms eligible?

Eligible 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.

Strategic Partnerships

18. Please provide guidance on what is meant by “strategic partnerships” and should this include both funded and unfunded partnerships in the responses to the questions in that section of the application.

Both funded and unfunded partnerships should be included. Strategic partnerships mean partnerships and collaborations the lead organization has built or plans to build to support their work and fill in any gaps of expertise or networks. It is important for CDFA to know how those connections will be utilized to plan, develop, and implement pollinator habitat projects. This includes: How will each partner contribute to the work conducted under the grant? Is it clear that the partnership will extend and enhance the ability of the lead organization to successfully implement the project as opposed to duplication of efforts? Is the partnership with an agricultural-focused organization or an organization with a history of pollinator-focused projects?

Other

19. When will the awarded organizations be announced and will there be a list of them posted for farmers/ranchers to contact?

CDFA expects to announce the awardees of this solicitation in early 2023. A list of grant awardees will be posted on the Pollinator Habitat Program website after the grants have been awarded and an email notification will be sent out regarding the awards. Please sign up for email notifications on the PHP website to receive those emails. CDFA will

encourage farmers and ranchers to reach out to awarded organizations if they wish to partner for an on-farm pollinator habitat installation.

20. Is this a one-time program or will there be future opportunities to apply for grants in 2023 or beyond?

CDFA expects to hold another solicitation in the future (likely in 2023), but this program is not continuously appropriated funding on an annual basis.