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REQUEST FOR GRANT APPLICATIONS
RELEASED: JULY 29, 2022
APPLICATIONS DUE: OCTOBER 23, 2022



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Background

The Conservation Agriculture Planning Grant Program (CAPGP) will fund the development of various types of agricultural conservation plans related to the California Department of Food and Agriculture's (CDFA) Climate Smart Agriculture (CSA) programs. CSA addresses risks that climate change poses to agriculture, including but not limited to, drought, uncertain water availability, increased temperatures, and increased pest pressures. The funded plans will promote CSA efforts which will help to mitigate greenhouse gas (GHG) emissions, support agricultural adaptation to climate change impacts and promote environmental and agricultural sustainability. The CAPGP funds the development of plans, not the implementation of those plans.

- For the purpose of this program, a plan is defined as a comprehensive document that sets forth goals and strategies to achieve them.
- 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, including dairies.

Funding and Duration

The Budget Act of 2021 appropriated \$17 M to CDFA for Technical Assistance and Conservation Management Plans. With this funding, CAPGP will provide up to \$15 million in funding to eligible applicants for the development of plans.

- This is a reimbursement program with cost incurred first by the awardee and invoices submitted to CDFA for reimbursement.
- Reimbursement will be based upon a flat payment rate established for each type of plan.
- The maximum award amount is \$250,000 per applicant.
- \$6 million will be reserved for plans that support organic transition (Conservation Plan Supporting Organic Transition (CPA 138), Organic System Plan or Transition to Organic (DIA 140)).
- Grant funds may not be expended prior to execution of the grant agreements for awarded projects or after the completion of the grant term.
- The duration of the grant agreement will be 24 months from the date of execution.
- CDFA may offer an award different than the amount requested.

Eligibility

The CAPGP will provide funding to eligible entities in California to assist California farmers and ranchers in developing plans for on-farm use. The following entities are eligible to apply in collaboration with farmers or ranchers on private land or Native American Indian Tribal land.

- **Individuals**
 - [Technical Service Providers](#) (TSPs) registered by the United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS)
 - Farmers and ranchers – in collaboration with qualified experts that meet minimum qualifications criteria
 - Professionals with the following certifications: Certified Crop Advisor (CCA), Pest Control Advisor (PCA), Certified Rangeland Manager
- **Federal and California-Recognized Native American Indian Tribes**
- **Organizations**
 - Not-for-profit entities including agricultural industry not-for-profit entities
 - Resource Conservation Districts (RCDs)
 - Federal and University Experiment Stations
 - University of California Division of Agriculture and Natural Resources (UC ANR) and Cooperative Extension (UCCE)
 - Public universities such as University of California (UC), California State University (CSU) and community colleges
 - Agricultural cooperatives
 - Groundwater Sustainability Agencies (GSAs)

Entities applying for CAPGP must collaborate with farmers and ranchers that need assistance with conservation agriculture planning activities.

Applicants must have demonstrated technical expertise in the implementation of agricultural conservation practices that are included in any proposed plans for farmers and ranchers. To meet minimum qualifications, applicants must either be a Technical Service Provider (TSP) certified by USDA NRCS or provide documentation demonstrating qualifications pertaining to the development of specific plans and their proposed agricultural conservation practices.

Applicants will provide a resume or C.V. and any certifications relevant to the plans for development. Applicants will also provide justification of how their education, experience and certifications make them qualified for developing the plans indicated. See [Minimum Qualifications Criteria](#).

Farmers and ranchers who wish to utilize the funded plans to seek future funding through USDA NRCS are strongly encouraged to work with a USDA NRCS certified TSP. Plans developed without the assistance of a NRCS-certified TSP may not be eligible for implementation funding through USDA programs.

Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order [N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid, proposal, or application, Bidder/Applicant represents that it is not a target of Economic Sanctions. Should the State determine Bidder/Applicant is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Bidder's/Applicant's bid/proposal/application any time prior to contract/agreement execution, or, if determined after contract/agreement execution, shall be grounds for termination by the State.

CDFA Priorities

CDFA encourages applications from organizations who serve small to medium sized and socially disadvantaged California food producers and farmworkers, including but not limited to BIMPOC (Black, Indigenous, Multiracial, and People of Color), LGBTQ+, women and veterans.

CDFA aims to expend 25% of the planning assistance funds to benefit Socially Disadvantaged Farmers and Ranchers (SDFRs)¹. For this reason, CDFA will prioritize CAPGP applications that meet minimum qualifications of SDFR farmers or non-farmer applicants that commit to expending 25% of the funding to provide planning assistance to SDFR farmers.

Plans Eligible for Funding

USDA NRCS has divided Conservation Activity Plans into three categories: Conservation Planning Activity (CPA), Design and Implementation Activity (DIA), and Conservation Evaluation and Monitoring Activities (CEMA)². For more details

¹ "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.

² USDA NRCS has updated planning terminology and templates since the most recent CAPGP draft Request for Grant Applications. CDFA has aligned whenever possible.

on each CPA, DIA, or CEMA, see [Appendix A](#). The following types of conservation activity plans are eligible to be funded:

- Comprehensive Nutrient Management (DIA 101)
- Comprehensive Nutrient management Plan (CPA 102)
- Soil Health Management Plan (CPA 116)
- Agricultural Energy Design Plan (DIA 120)
- Conservation Plan Supporting Organic Transition (CPA 138)
 - or Organic System Plan
- Transition to Organic (DIA 140)
- Fish and Wildlife Habitat (DIA 144)
- Pollinator Habitat (DIA 148)
- Nutrient Management (DIA 157)
- Grazing Management (DIA 159)
- Pest Management Conservation System (DIA 161)
- Soil Health Management (DIA 162)
- Irrigation Water Management Design (DIA 163)
- Conservation Plan/Carbon Plan (CPA 199)
- Carbon Sequestration and Greenhouse Gas Mitigation Assessment (CEMA 218)
- Agricultural Energy Assessment (CEMA 228)

The development of CPAs, DIAs, and CEMAs will be reimbursed based on standard flat payment rates provided in [Appendix A](#). Payment rates have been adapted from [practice scenarios](#) developed by USDA NRCS and include overhead costs. CDFA rates are approximately double the mid-range rate established by NRCS for each type of plan.

Program Timeline

Activity	Tentative Dates*
Release Request for Grant Applications	July 29, 2022
CDFA Hosts Application Webinar(s)	August 2022 – see program website for dates and registration
Grant Applications Due	October 23, 2022, 5 PM Pacific Time
Review Period	October – December 2022

Announce and Award Funding	January 2023
Award Process Deadline	See Award Process

*Dates are subject to change

How to Apply

Online Application Platform

The CAPGP application must be submitted online through an electronic application submission platform. The application materials and a link to application portal can be found at: <https://www.cdfa.ca.gov/oefi/planning/>. All applications, supporting documents, and submissions are subject to public disclosure including posting on the CDFA OEFI website.

The application submission period of twelve weeks will run from July 29, 2022, to October 23, 2022 at 5 PM Pacific Time. No late applications will be accepted.

Applicant Requirements

Eligible organizations or individuals may submit one application for a maximum award amount of \$250,000 to develop one or multiple plans in collaboration with and for use by agricultural operations.

Applicants may not be lead applicant on more than one application. This will help CDFA distribute the funds widely.

If the applicant is not a farmer or rancher, the agricultural operations that will receive planning assistance do not need to be identified at the time of application. However, if they are known at the time of application, the applicant should list the agricultural operations to be assisted.

An estimate of the number of agricultural organizations and number of plans to be completed is required at time of application.

Application Questionnaire and Budget

The application process includes the following stages: 1) Opportunity Details, 2) Project information, 3) Application Forms, 4) Budget Template, 5) Submit

A preview of the application questionnaire and brief instructions for navigating the application process are included as [Appendix B](#).

Assistance for Applicants

During the application period, CDFA will host two informational webinars to provide an overview of program guidelines and application materials. Visit the CDFA OEFI [CAPGP website](#) for more information and to register for the webinars.

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

Questions Received By:	Responses Provided By:
August 19, 2022	August 26, 2022
September 16, 2022	September 23, 2022
October 12, 2022	October 19, 2022

October 12, 2022 is the final deadline to submit questions related to the CAPGP application process. To maintain the integrity of the grant process, CDFA is unable to advise and/or provide individuals with any information regarding project-specific grant application questions during the solicitation process.

Review Process

Proposals will be reviewed using a two-stage process:

Administrative Review

The purpose of the administrative review is to determine whether grant application requirements are met. Grant applications disqualified as a result of the administrative review may be appealed.

During the administrative review, the following will result in the automatic disqualification of a grant application:

- One or more unanswered questions necessary for the administrative or technical review
- Missing, blank, unreadable, or corrupt content
- Unusable or unreadable attachments
- Applications that do not comply with Eligibility or meet Program Requirements
- Requests for more than the maximum award amount.

Appeal Rights: Any disqualification by the OEFI during the administrative review for the preceding reasons may be appealed to CDFA's Office of Hearings and Appeals Office within 10 days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party name on the grant application or his/her authorized agent. It must state the grounds

for the appeal and include any supporting documents and a copy of the OEFI decision being challenged. The submissions must be emailed to CDFA.LegalOffice@cdfa.ca.gov (preferred) or sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814. If submissions are not received within the time frame provided above, the appeal will be denied. Appeal rights are only afforded to disqualifications.

Minimum Qualifications Review

Proposals will be evaluated based upon the minimum qualifications criteria outlined below. Proposals meeting the minimum qualifications will be selected for funding based upon the order they were submitted and priority considerations. CDFA will prioritize funding proposals that will provide at least 25% of all planning grant assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs).

Minimum Qualifications Criteria

- Is the applicant a TSP registered with the USDA NRCS in the planning categories indicated?
- If the applicant is not a registered TSP (any other applicant type), do the below criteria apply for the individual identified as the person who will prepare the plan(s)?
 - The resume or Curriculum Vitae (CV) provided aligns well with the necessary expertise for the selected plan(s).
 - The applicant provided relevant certificates for the training or credentials mentioned in the resume or CV.
 - The applicant or identified individual previously developed plans for agricultural operations and provided examples.
 - The applicant clearly described the capacity to assist farmers and ranchers in establishing a plan.

Commitment to Expending 25% of funding to Benefit SDFRs

This condition will be used to determine whether to [prioritize](#) a project for funding

- Is the farmer/rancher applicant a member of a socially disadvantaged group or, if the applicant is not a farmer or rancher, has the applicant made a commitment to providing at least 25% of planning services to Socially Disadvantaged Farmers or Ranchers?

Notification and Feedback

All applicants will be notified regarding the status of their grant applications. Successful applicants will receive specific instructions regarding the award

process, including information on invoicing and reporting requirements. Applicants not selected for funding will receive feedback regarding their applications within 30 days after receiving notification.

CDFA will post a list of the received applications on the CAPGP website <https://www.cdfa.ca.gov/oefi/planning/> at least 10 days before awarding grant funds. After projects are selected and all funds are encumbered, CDFA will post an updated list that identifies the status of the awarded projects.

Award Process

Grant Agreement Execution

CDFA will initiate the grant agreement execution process with applicants selected to receive a grant award. This process is estimated to take several months. A CDFA CAPGP staff member will contact each applicant selected for award to schedule a pre-project consultation to confirm project information and timeline for completion. Applicants with projects selected for an award of funds will then receive a grant agreement package with specific instructions regarding award requirements including information on the payment process.

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 March 2023). Grant recipients are responsible for the overall management of their awarded project; all project activities must be completed during the term of the grant agreement.

During project implementation, Recipients must maintain frequent communication with CDFA staff about the 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.

Project Implementation Requirements

Recipients will follow technical requirements outlined by UDSA NRCS to develop plans. Click on the links in [Appendix A](#) to review technical requirements.

Payment Process

CDFA will provide grant recipients with the necessary grant award and invoicing documents. Funds will be allocated on a reimbursement basis consistent with payment rates listed in [Appendix A](#) when completed plans are submitted. Invoices must be submitted quarterly. Advanced payments (of up to 25%) may be provided with appropriate justification.

CDFA will withhold 10% of the total grant award until the completed plan is submitted to ensure grant recipients meet all program requirements. Project completion must be within the grant agreement duration.

Reporting

Progress Report

Grant recipients must submit a detailed semi-annual report to CDFA identifying tasks and activities accomplished in the reporting period. CDFA will provide a reporting template and schedule to grant recipients. Progress Reports must include, at a minimum:

- Total number of agricultural operations assisted, including name and contact information.
- Information of number and type of plans completed.
- Number of individuals assisted who belong to groups such as SDFRs and /or farms and ranches 500 acres or less.
- Description of plan development activities completed in the reporting period.

Final Report

Grant recipients must submit a final report detailing all completed plans consistent with the project budget. Completed plans must be approved by the farmer and rancher and submitted to CDFA.

Critical Project Review

CDFA may conduct a Critical Project Review during the project term to verify project progress as reported in the Progress Report submitted to CDFA. If it is

determined by CDFA from the Critical Project Review that the grant recipient is not meeting and is unlikely to meet project deliverables, CDFA has the right to terminate the Grant Agreement pursuant to the Terms and Conditions of the grant agreement. Termination may result in forfeiture by the grantee of any funds retained pursuant to the 10% retention policy. Critical Project Review may be completed through an auditing process.

Appendix A: Payment Rates and Technical Requirements for Eligible Plans

The following details and payment rates are based upon guidance developed by USDA NRCS. For background information and explanation please reference the [USDA NRCS Field Office Technical Guide for California \(Section 3\)](#) and the website for [California Payment Schedules](#).

The costs associated with each type of plan or planning activity are outlined in the [Practice Scenarios document](#) prepared by NRCS. Payment rates established by USDA NRCS include direct costs and overhead (indirect costs) of planning activities. To incentivize the development of the following Conservation Agriculture Plans the CDFA Payment Rate has been increased to approximately double the NRCS rate. In the situation where there are multiple funding scenarios available for a plan, CDFA has adopted the median rate.

USDA NRCS technical documents (linked in the third column) provide the details of each plan's purpose, definition, general requirements, technical requirements, plan deliverables and references as required by NRCS programs. Recipients of CAPGP funding will not submit plans to USDA NRCS but instead will submit one copy of the plan deliverables to CDFA's CAPGP to receive full reimbursement (flat rate).

Note: Plans that are not completed by USDA NRCS certified Technical Service Providers, may not be eligible for implementation funding by USDA NRCS programs. If farmers and ranchers wish to use the completed plans to seek funding opportunities through USDA NRCS, please consult with a local [NRCS office](#).

USDA NRCS Code	USDA NRCS Type ³	Name and Link to Technical Document	Description of Plan	Plan-Specific Scenario (If Any)	CDFA Payment Rate
101	DIA	Comprehensive Nutrient Management	A site-specific design and implementation activity plan developed for an Animal Feeding Operation (AFO) or user of the by-products of an AFO that includes components for both structural and non-structural conservation practices that address the planned practices for land application of manure and nutrients, and the handling, transfer, storage and treatment of animal wastes.	Design – Dairy or Non-Dairy with Land Application	\$17,000
				Design- Livestock Operations without Land Application	\$10,000

³ The planning types are divided into three categories: Conservation Planning Activity (CPA), Design and Implementation Activities (DIA) and Conservation Evaluation and Monitoring Activities (CEMA). For more information, visit: <https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/financial/eqip/?cid=nrcseprd1833492>

USDA NRCS Code	USDA NRCS Type ³	Name and Link to Technical Document	Description of Plan	Plan-Specific Scenario (If Any)	CDFA Payment Rate
102	CPA	Comprehensive Nutrient Management Plan	A site-specific conservation plan developed for an Animal Feeding Operation (AFO) or user of the by-products of an AFO that includes the following two components: (a) The production area including the animal confinement, feed and other raw materials storage areas, and the waste handling containment or storage areas, and (b) the land treatment area, including any land under control of the AFO owner or operator, whether it is owned, rented, or leased, and to which manure or process wastewater from the production area is, or might be, applied for crop and/or pasture production	Planning - Dairy ⁴ with Land Application	\$14,200
				Planning – Livestock Operations ⁵ without Land Application or Small Livestock ⁶ Operations with or without Land Application;	\$8,000
				Planning – Non-Dairy Operation with Land Application	\$11,400
116	CPA	Soil Health Management Plan	Component of a conservation plan that identifies soil health concerns related to the physical, biological and chemical properties of the soil	None	\$3,000
120	DIA	Agricultural Energy Design	Plan, design, and document one or more conservation practices that address inefficient energy use.	1 Design	\$6,800
				2-3 Designs	\$9,400
				4-5 Designs	\$11,800
				6+ Designs	\$14,400
138	CPA	Conservation Plan Supporting	A conservation plan that contains planned conservation treatment activities for resource concerns resulting from the transition of conventional to organic production systems.	Crops and Livestock	\$9,400
				Crops or Livestock	\$8,000

⁴ Dairy - Livestock managed for milk production (e.g., cow, goat, sheep)

⁵ Livestock Operation - Large animal livestock without milk production (e.g., beef feedlot, horses)

⁶ Small Livestock – small-sized livestock (e.g., poultry, market goat, market sheep, alpaca)

USDA NRCS Code	USDA NRCS Type ³	Name and Link to Technical Document	Description of Plan	Plan-Specific Scenario (If Any)	CDFA Payment Rate
		Organic Transition ⁷	Conservation Plan Supporting Transition to Organic is a component plan that includes a combination of structural and management practices for an agricultural operation transitioning to become certified organic by USDA.		
140	DIA	Transition to Organic	A site-specific component of a conservation plan. The DIA-140 is developed for a client to address one or more resource concerns on farms transitioning to certified organic production where related conservation activities and/or practices will be planned and implemented. The plan describes how to implement long-term goals through practices that direct farm development to provide for intended future uses.	None	\$16,700
144	DIA	Fish and Wildlife Habitat	Plan, design and document the conservation practices needed to address a fish or wildlife habitat resource concern. A fish and wildlife habitat Design and Implementation Activity (DIA) is a site-specific plan developed for a client who wishes to plan and implement decisions with consideration for fish and wildlife habitat.	None	\$5,800
148	DIA	Pollinator Habitat	Plan, design and document the conservation practices needed to address a pollinator habitat resource concern. A pollinator habitat enhancement plan is a site-specific plan developed for a client that addresses the improvement, protection, restoration, enhancement, or expansion of flower-rich habitat that supports native and/or managed pollinators.	None	\$6,700

⁷ Recipients may elect to complete an Organic System Plan instead of the USDA NRCS Conservation Plan Supporting Organic Transition (CPA 138)

USDA NRCS Code	USDA NRCS Type ³	Name and Link to Technical Document	Description of Plan	Plan-Specific Scenario (If Any)	CDFA Payment Rate
157	DIA	Nutrient Management	<p>Design the rate, source, placement, and timing of plant nutrients and soil amendments while reducing environmental impacts. Implementation requirements for Conservation Practice Standard (CPS) 590 Nutrient Management along with other supporting conservation practices are developed.</p> <p>Nutrient management plans are documents of record, establishing how nutrients will be managed including the Rate, Source, Placement and Timing of plan nutrients for plant production while addressing identified resource concerns including the offsite movement of nutrients. Prepare plans in collaboration with the producer and/or landowner design them to help the producer implement and maintain an effective nutrient application plan based on available sources.</p>	None	\$7,800
159	DIA	Grazing Management	<p>Manage the harvest of vegetation with grazing and/or browsing animals with the intent to achieve specific ecological, economic and management objectives. Plan prescribed grazing to accomplish one or more purposes described in the conservation practice following general criteria, considerations and operation and maintenance.</p> <p>A Grazing Management Design and Implementation Activity (DIA) is a site-specific plan developed for a client who wishes to plan and implement decisions on land where grazing related activities or practices will be planned and applied.</p>	None	\$9,800
161	DIA	Pest Management	Pest Management Conservation System manages pests using a combination of conservation practices and Prevention,	None	\$8,400

USDA NRCS Code	USDA NRCS Type ³	Name and Link to Technical Document	Description of Plan	Plan-Specific Scenario (If Any)	CDFA Payment Rate
		Conservation System	Avoidance, Monitoring, and Suppression (PAMS) techniques. It addresses beneficial organism, plant pressure, surface, and groundwater impacts. Pest management plans are documents of record establishing how pests will be managed while addressing identified resource concerns including plant pest pressure, beneficial organisms, and the movement of pesticides. These plans are prepared in collaboration with producer and/or landowner and designed to help the producer implement and maintain an effective plan for the management of pests from available sources.		
162	DIA	Soil Health Management	Develop site specific recommendations and designs for soil health related practices that address the 4 principles of soil health as identified in CPA 116 or a conservation plan.	None	\$7,200
163	DIA	Irrigation Water Management Design	Design the volume, frequency, and application rate of irrigation water. Implementation requirements for CPS 449 Irrigation Water Management along with other supporting conservation practices are developed.	1-2 Designs - With Pump Test	\$12,800
				3 or More Designs - With Pump Test	\$20,000
Under Development		Carbon Farm Plan	A Conservation Plan addresses a limited number of resource concerns - or even a single resource concern – and consequently does not achieve a resource management system (RMS) level of treatment.	None	\$10,000 ⁸

⁸ Payment Rate for Carbon Farm Plan has been aligned with payments supported by California Department of Conservation. Recipients of Carbon Farm Plan funding may be eligible for supplemental funding through a partnership with California Association of Resource Conservation Districts. CDFA will provide additional information to Recipients.

USDA NRCS Code	USDA NRCS Type ³	Name and Link to Technical Document	Description of Plan	Plan-Specific Scenario (If Any)	CDFA Payment Rate
			<p>A carbon plan is a whole-farm conservation plan that when implemented will enhance soil health, increase carbon sequestration, and reduce greenhouse gas (GHG) emissions. The planner and client develop the carbon plan by addressing resource concerns with a focus on opportunities for carbon sequestration of the entire operation. Resource concerns on the farm, ranch, or forestland are, thus, addressed through the application of targeted, site-specific conservation practices with known and/or quantifiable greenhouse gas benefits. A carbon plan can include supporting conservation practices that do not necessarily have a direct benefit to soil health, carbon, or greenhouse gas, but are essential to the function of the plan.</p>		
218	CEMA	Carbon Sequestration and Greenhouse Gas Mitigation Assessment	<p>Quantitative assessment of the carbon sequestration and greenhouse gas (GHG) mitigation scenarios for an operation with a conservation plan using COMET-Farm.</p>	None	\$2,400
228	CEMA	Agricultural Energy Assessment	<p>An assessment of the energy consuming activities and components of an agricultural operation.</p>	None	\$7,800

Appendix B: Navigation of Application Process and Preview of Questionnaire

Application Navigation

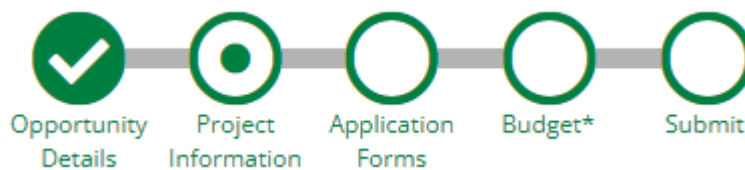
Step 1: Click on the link on the [CAPGP website](#) to go to the application portal.

Arrive at the [Opportunity Details](#) page. This page provides a summary of the funding opportunity offered by the Conservation Agriculture Planning Grants Program.

Several options are linked at the top right of the page including printing the Opportunity Information, downloading a copy of the entire application, reviewing the Help Guide, or proceeding to apply.

Step 2: When ready, click on the “Apply” button on the top right of the screen.

Arrive at the [Project Information](#) page. Once arriving at this page, a graphic will appear at the top of the screen showing progress through the application. This graphic is also a navigation tool.



It is best to complete the inputs on the [Project Information](#) page after completing the next two stages, [Application Forms](#) and [Budget](#), because information from those stages will be useful to complete [Project Information](#).

Step 3: Proceed to [Application Forms](#) by clicking on the navigation graphic.

Arrive on the [Application Forms](#) page. On this page, the required application questionnaire is linked.

Step 4: Click on the Conservation Agriculture Planning Grants Program Application Questionnaire.

Arrive at the application questionnaire. This form has been developed to gather project-specific details regarding the funding proposal. There are several questions that are conditional upon the responses to other questions. This has been designed so that applicants only answer questions that are relevant to

their applicant type and the types of conservation agriculture plans for which funding is proposed. The full set of questions is included below in [Preview](#).

Take time to complete the application questionnaire. Use the “Save” button on the top right or on the bottom of the questionnaire to save work frequently. The questionnaire does not need to be completed in one session. Refer to the Conservation Agriculture Planning Grants Program Request for Grant Applications frequently to ensure that questions are answered adequately.

Step 5: Once all required questions in the questionnaire have been answered, click “Mark as Complete” at the bottom of the page.

✓ Mark as Complete

The button will transform to “Mark as In Progress”. If necessary, click “Mark as In Progress” to make further edits any time before submitting the application.

Step 6: Use the navigation graphic to go to the [Budget](#).

Arrive at the [Budget](#) page. On this page, develop a budget for the proposal using the existing categories in the “Proposed Budget” section. To add a plan to the budget, click the “+” sign next to the plan. A pop-up box will appear which will provide the flat payment rate available for the plan. Enter the name of the farm for which the plan will be developed. Or, if the farm is not known, use a number to designate a unique agricultural operation for which the plan will be

The screenshot shows a 'New Line Item' form with the following fields and values:

- Category:** 101 DIA Comprehensive Nutrient Management – Design with Land Application
- Flat payment rate of:** \$17,000
- Item Type:** Non-Personnel
- Name*:** Farm 1
- Direct Cost*:** \$17,000.00
- Total Budgeted:** \$17,000.00
- Narrative:** Will develop a Comprehensive Nutrient Management DIA 101 for an unknown farm (Farm 1).

At the bottom right, there are two buttons: 'Create' (highlighted in green) and 'Cancel'.

developed. Enter the standard payment rate in “Direct Costs” input. Enter a brief narrative. Click “create” to add the plan to the budget.

An applicant may enter multiple plans of the same type on the budget. These may be for additional agricultural operations (e.g., Farm 1, Farm 2, Farm 3). Additionally, an applicant may propose to develop multiple plan types for one agricultural operation. For example, a DIA 148 Pollinator Habitat and DIA 161 Pest Management Conservation System may be developed for one farm.

Make sure that the plans entered into the budget also align with and match the plans that were indicated in the application questionnaire.

Step 7: Once all the proposed plans or budget line items have been entered, note the amount indicated for “Total Expense Budget Cost”, click “Save and Continue”.

Arrive at the [Submit](#) page

The Budget cannot be marked as complete, and the application cannot be submitted until information is entered on the [Project Information](#) page.

Step 8: Use the navigation graphic to return to the [Project Information](#) page.

Arrive on the [Project Information](#) page.

On this page, enter an “Application Name” that is concise but descriptive of the proposal (for example, “Jane Doe - Carbon Farm Planning in Sacramento County”).

Enter the “Award Requested”. This will be the amount indicated on the [Budget](#) page as the “Total Expense Budget Cost”.

Enter primary contact information and then click “Mark as Complete”.

Step 9: Return to the [Budget](#) page.

Once back on the Budget page, verify that the “Award Requested” matches the “Total Expense Budget Cost”. If these do not match, verify that the “Amount Requested” entered on the [Project Information](#) page is correct. Also verify that the correct payment rates were entered for each plan/line item. Once the match is verified, click “Mark as Complete”.

Step 10: Navigate to the [Submit](#) page.

Now that all stages of the application have been marked as complete. Take the time to review the application before clicking “Submit”.



Project Description

Conservation Agriculture Planning Grants Program Application Questionnaire

Applicant Information

Before initiating an application, please review the Request for Applications and all application materials on the CAPGP webpage:
<https://www.cdfa.ca.gov/oefi/planning/>

In this section of the application provide basic information that will help CDFA confirm eligibility.

Applicant Type - Please select from the eligible applicant types

Name of primary applicant (individual, Tribe or organization)

Provide the name of the individual that will lead preparation of the plan(s). Later on in the application, evidence of the qualifications of this individual will be required.

Link to USDA NRCS Registry of Technical Service Providers:
<https://nracs-sites.secure.force.com/FindaTSP>

Enter the Technical Service Provider (TSP) number assigned by United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS).

Upload a copy of the crop advisor certification

Upload a copy of the pest control advisor certification

Upload a copy of rangeland manager certification

Proof of Nonprofit Status: Upload evidence of non-profit tax exempt status

What is the Federal Employer Identification Number (FEIN) of the applicant non-profit organization?

Upload a copy of the cooperative's bylaws or other documentation of cooperative structure

Provide the Groundwater Sustainability Agency (GSA) name as posted on the Department of Water Resources, SGMA Portal at <https://sgma.water.ca.gov/portal/gsa/all>

Applicant Contact Information

Provide contact information for the applicant. If the applicant is an organization, up to three contacts may be included. The primary contact is the authorized individual, or the person that will sign the grant agreement if an award is offered. CDFA strongly encourages a secondary contact be provided in case the authorized individual is unavailable. A financial contact may be provided if the project invoicing will be handled by a designated financial contact.

Full Name of Authorized Representative - this is the individual who would sign a grant agreement if the project is awarded

Title of Authorized Representative

Phone number of Authorized Representative

Email of Authorized Representative

Full Name of Secondary Contact Person

Title of Secondary Contact Person



Phone number of Secondary Contact Person

Email of Secondary Contact Person

Full Name of Financial Contact Person

Title of Financial Contact Person

Phone number of Financial Contact Person

Email of Financial Contact Person

Project Summary

In this section provide summary information about the proposal.

Project Summary: Provide a basic description of the project. Describe the environmental or resource concerns that will be addressed by the conservation agriculture plan(s) to be prepared. Justify why the plan(s) is needed.

Estimate the number of agricultural operations that will provided planning assistance

0

Indicate whether the farmers or ranchers that will receive planning assistance are known or if they will be identified after an award of funds. If applying for funding as a farmer or rancher, indicate that the "Farmers are identified".

Select an item... [dropdown arrow]

If the names of the agricultural operations are known, provide the name and county of each agricultural operation that will receive planning assistance. (Example: Jane Doe Farm, Sacramento County). If the farms are not yet identified, indicate "not yet identified".

California Senate and Assembly District: Provide information on the legislative district(s) in which planning assistance would be provided. Multiple selections can be made.

Find California legislative districts:
<https://findyourrep.legislature.ca.gov/>

California Senate District

California Assembly District

Select the California counties in which the planning assistance would be provided

Plan Types and Evidence of Qualifications

Indicate the types of plans for which funds are requested, upload evidence of qualifications and provide explanation of qualifications. The types of plans that can be funded and links to the technical supporting documentation are included in Appendix A of the Conservation Agriculture Planning Grants Program Request for Applications. Applicants must demonstrate that the individual that will prepare the plans for, or in coordination with, the agricultural operations have sufficient expertise and qualifications for the specific plan(s) to be prepared. Please review the minimum qualifications criteria outlined in the Request for Grant Applications. Upload any required documents in Adobe PDF (.pdf) or Microsoft Word format. Multiple files may be uploaded for any upload field, but it is preferred that all documents that provide evidence of qualifications to be combined into a single file for upload. Applicants must provide evidence and explanation of qualifications for every plan type for which funding is requested.

The Conservation Agriculture Planning Grants Program Request for Applications can be found at:
<https://www.cdfa.ca.gov/oefi/planning/>

Is funding sought to prepare one or more Comprehensive Nutrient Management Plan (CPA 102)?

- Yes
- No



Name of the individual who will prepare the Comprehensive Nutrient Management Plan (CPA 102)

Upload the resume or CV of the individual who will lead preparation of the Comprehensive Nutrient Management (CPA 102) in pdf format. Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Comprehensive Nutrient Management (CPA 102)

Is funding sought to prepare one or more Comprehensive Nutrient Management (DIA 101)?

- Yes
- No

Name of individual who will prepare the Comprehensive Nutrient Management (DIA 101)

Upload the resume or CV of the individual that will lead preparation of the Comprehensive Nutrient Management (DIA 101). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Comprehensive Nutrient Management (DIA 101).

Is funding sought to prepare one or more Soil Health Management Plan (CPA 116)?

- Yes
- No

Name of the individual who will prepare the Soil Health Management Plan (CPA 116).

Upload the resume or CV of the individual who will lead preparation of the Soil Health Management Plan (CPA 116). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Soil Health Management Plan (CPA 116).

Is funding sought to prepare one or more Agricultural Energy Design (DIA 120)?

- Yes
- No

Name of the individual who will prepare the Agricultural Energy Design (DIA 120).

Upload the resume or CV of the individual who will lead preparation of the Agricultural Energy Design (DIA 120). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Agricultural Energy Design (DIA 120).

Is funding sought to prepare one or more Conservation Plan Supporting Organic Transition (CPA 138) or Organic Systems Plan?

- Yes
- No

Name of the individual who will prepare the Conservation Plan Supporting Organic Transition (CPA 138) or Organic Systems Plan

Upload the resume or CV of the individual who will lead preparation of the Conservation Plan Supporting Organic Transition (CPA 138) or Organic Systems Plan. Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Conservation Plan Supporting Organic Transition (CPA 138) or Organic Systems Plan

Is funding sought to prepare one or more Transition to Organic (DIA 140)?

- Yes
- No

Name of the individual who will prepare the Transition to Organic (DIA 140)

Upload the resume or CV of the individual who will lead preparation of the Transition to Organic (DIA 140). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.



Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Transition to Organic (DIA 140).

Is funding sought to prepare one or more Fish and Wildlife Habitat (DIA 144)?

- Yes
- No

Name of the individual who will prepare the Fish and Wildlife Habitat (DIA 144).

Upload the resume or CV of the individual who will lead preparation of the Fish and Wildlife Habitat (DIA 144). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Fish and Wildlife Habitat (DIA 144).

Is funding sought to prepare one or more Pollinator Habitat (DIA 148)?

- Yes
- No

Name of the individual who will prepare the Pollinator Habitat (DIA 148).

Upload the resume or CV of the individual who will lead preparation of the Pollinator Habitat (DIA 148). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Pollinator Habitat (DIA 148).

Is funding sought to prepare one or more Nutrient Management (DIA 157)?

- Yes
- No

Name of individual who will prepare the Nutrient Management (DIA 157).

Upload the resume or CV of the individual who will lead preparation of the Nutrient Management (DIA 157). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Nutrient Management (DIA 157).

Is funding sought to prepare one or more Grazing Management (DIA 159)?

- Yes
- No

Name of individual who will prepare the Grazing Management (DIA 159).

Upload the resume or CV of the individual who will lead preparation of the Grazing Management (DIA 159). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Grazing Management (DIA 159).

Is funding sought to prepare one or more Pest Management Conservation System (DIA 161)?

- Yes
- No

Name of the individual who will prepare the Pest Management Conservation System (DIA 161).

Upload the resume or CV of the individual who will lead preparation of the Pest Management Conservation System (DIA 161). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Pest Management Conservation System (DIA 161).

Is funding sought to prepare one or more Soil Health Management (DIA 162)?

- Yes
- No



Name of the individual who will prepare the Soil Health Management (DIA 162).

Upload the resume or CV of the individual who will lead preparation of the Soil Health Management (DIA 162). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Soil Health Management (DIA 162).

Is funding sought to prepare one ore more Irrigation Water Management Design (DIA 163)?

- Yes
- No

Name of the individual who will prepare the Irrigation Water Management Design (DIA 163).

Upload the resume or CV of the individual who will lead preparation of the Irrigation Water Management Design (DIA 163). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Irrigation Water Management Design (DIA 163).

Is funding sought to prepare one or more Carbon Farm Plan?

- Yes
- No

Name of individual who will prepare the Carbon Farm Plan.

Upload the resume or CV of the individual who will lead preparation of the Carbon Farm Plan. Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Carbon Farm Plan.

Is funding sought to prepare one or more Carbon Sequestration and Greenhouse Gas Mitigation Assessment (CEMA 218)?

- Yes
- No

Name of individual who will prepare the Carbon Sequestration and Greenhouse Gas Mitigation Assessment (CEMA 218).

Upload the resume or CV of the individual who will lead preparation of the Carbon Sequestration and Greenhouse Gas Mitigation Assessment (CEMA 218). Also Upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Carbon Sequestration and Greenhouse Gas Mitigation Assessment (CEMA 218).

Is funding sought to prepare one or more Agricultural Energy Assessment (CEMA 228)?

- Yes
- No

Name of individual who will prepare the Agricultural Energy Assessment (CEMA 228).

Upload the resume or CV of the individual that will lead preparation of the Agricultural Energy Assessment (CEMA 228). Also upload any additional documents (e.g., transcripts, certifications, samples of plans) to strengthen evidence of qualifications.

Provide an explanation of how the coursework, work history, certifications and/or expertise that that are outlined in the resume or CV attached above demonstrate the necessary expertise to the develop the Agricultural Energy Assessment (CEMA 228).

Commitment to Assist Socially Disadvantaged Farmers and Ranchers

CDFA Funding Priority



CDFA aims to expend 25% of the planning assistance funds to benefit SDFRs. Grant recipients must prioritize assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs). For this reason, CDFA will prioritize CAPGP applications of SDFR farmers or non-farmer applicants that commit to expending 25% of the funding to provide planning assistance to SDFR farmers.

“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.

Does the applicant belong to a socially disadvantaged group as defined above?

- Yes
- No

Select the group(s) that apply.

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

Will the applicant commit to expending 25% of the awarded funds to assisting Socially Disadvantaged Farmers and Ranchers (as defined above) with conservation agriculture planning?

- Yes
- No

Describe how the applicant will meet and track the commitment to expend 25% of funds to assist SDFRs. Limit the response to one to three paragraphs.



Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
101 DIA Comprehensive Nutrient Management – Design with Land Application		
Subtotal	\$0.00	\$0.00
101 DIA Comprehensive Nutrient Management – Design without Land Application		
Subtotal	\$0.00	\$0.00
102 CPA Comprehensive Nutrient Management Plan – Planning: Dairy with Land Application		
Subtotal	\$0.00	\$0.00
102 CPA Comprehensive Nutrient Management Plan – Planning: Non-Dairy Livestock or Small Livestock with or without Land Application		
Subtotal	\$0.00	\$0.00
102 CPA Comprehensive Nutrient Management Plan – Planning: Non-Dairy Livestock with Land Application		
Subtotal	\$0.00	\$0.00
116 CPA Soil Health Management Plan		
Subtotal	\$0.00	\$0.00
120 DIA Agriculture Energy Design – 1 Design		
Subtotal	\$0.00	\$0.00
120 DIA Agriculture Energy Design – 2-3 Designs		
Subtotal	\$0.00	\$0.00
120 DIA Agriculture Energy Design – 4-5 Designs		
Subtotal	\$0.00	\$0.00
120 DIA Agriculture Energy Design – 6+ Designs		
Subtotal	\$0.00	\$0.00
138 CPA Conservation Plan Supporting Organic Transition – Crops AND Livestock		
Subtotal	\$0.00	\$0.00
138 CPA Conservation Plan Supporting Organic Transition – Crops OR Livestock		
Subtotal	\$0.00	\$0.00
140 DIA Transition to Organic		
Subtotal	\$0.00	\$0.00
144 DIA Fish and Wildlife Habitat		
Subtotal	\$0.00	\$0.00
148 DIA Pollinator Habitat		
Subtotal	\$0.00	\$0.00
157 DIA Nutrient Management		
Subtotal	\$0.00	\$0.00



	Grant Funded	Total Budgeted
159 DIA Grazing Management		
Subtotal	\$0.00	\$0.00
161 DIA Pest Management Conservation System		
Subtotal	\$0.00	\$0.00
162 DIA Soil Health Management		
Subtotal	\$0.00	\$0.00
163 DIA Irrigation Water Management Design - 1-2 Designs with Pump Test		
Subtotal	\$0.00	\$0.00
163 DIA Irrigation Water Management Design - 3+ Designs with Pump Test		
Subtotal	\$0.00	\$0.00
218 CEMA Carbon Sequestration and Greenhouse Gas Mitigation Assessment		
Subtotal	\$0.00	\$0.00
228 CEMA Agricultural Energy Assessment		
Subtotal	\$0.00	\$0.00
Carbon Farm Plan		
Subtotal	\$0.00	\$0.00
Total Proposed Cost	\$0.00	\$0.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00
Total Proposed Revenue	\$0.00	\$0.00

Proposed Budget Detail

Proposed Budget Narrative

101 DIA Comprehensive Nutrient Management – Design with Land Application

Flat payment rate of \$17,000

101 DIA Comprehensive Nutrient Management – Design without Land Application

Flat payment rate of \$10,000

102 CPA Comprehensive Nutrient Management Plan – Planning: Dairy with Land Application

Flat payment rate of \$14,200



102 CPA Comprehensive Nutrient Management Plan – Planning: Non-Dairy Livestock or Small Livestock with or without Land Application

Flat payment rate of \$8,000: This scenario/payment rate should be selected for non-dairy livestock (large animals without milk production) where manure or process wastewater from the production area will not be applied for crop and/or pasture production OR for small livestock (examples include poultry, market goat, sheep or alpaca) where manure will or will not be applied for crop and/or pasture production.

102 CPA Comprehensive Nutrient Management Plan – Planning: Non-Dairy Livestock with Land Application

Flat payment rate of \$11,400: This scenario/payment rate should be selected for non-dairy livestock (large animals without milk production) where manure or process wastewater from the production area is to be applied for crop and/or pasture production.

116 CPA Soil Health Management Plan

Flat payment rate of \$3,000

120 DIA Agriculture Energy Design – 1 Design

Flat payment rate of \$6,800

120 DIA Agriculture Energy Design – 2-3 Designs

Flat payment rate of \$9,400

120 DIA Agriculture Energy Design – 4-5 Designs

Flat payment rate of \$11,800

120 DIA Agriculture Energy Design – 6+ Designs

Flat payment rate of \$14,400

138 CPA Conservation Plan Supporting Organic Transition – Crops AND Livestock

Flat payment rate of \$9,400

138 CPA Conservation Plan Supporting Organic Transition – Crops OR Livestock

Flat payment rate of \$8,000

140 DIA Transition to Organic

Flat payment rate of \$16,700

144 DIA Fish and Wildlife Habitat

Flat payment rate of \$5,800

148 DIA Pollinator Habitat

Flat payment rate of \$6,700

157 DIA Nutrient Management

Flat payment rate of \$7,800

159 DIA Grazing Management



Flat payment rate of \$9,800

161 DIA Pest Management Conservation System

Flat payment rate of \$8,400

162 DIA Soil Health Management

Flat payment rate of \$7,200

163 DIA Irrigation Water Management Design - 1-2 Designs with Pump Test

Flat payment rate of \$12,800

163 DIA Irrigation Water Management Design - 3+ Designs with Pump Test

Flat payment rate of \$20,000

218 CEMA Carbon Sequestration and Greenhouse Gas Mitigation Assessment

Flat payment rate of \$2,400

228 CEMA Agricultural Energy Assessment

Flat payment rate of \$7,800

Carbon Farm Plan

Flat payment rate of \$10,000