

# Conservation Agriculture Planning Grants Program (CAPGP)

Informational Workshop for Applicants  
August 3 and August 17, 2022

The Office of Environmental Farming and Innovation





# Agenda



Welcome and Introductions



Overview of CAPGP Program  
Requirements and Application



Demonstration of  
Application Process



Questions and Answers

# CAPGP Website

[www.cdfa.ca.gov/oefi/planning](http://www.cdfa.ca.gov/oefi/planning)



## CDFA is Accepting Applications for the Conservation Agriculture Planning Grants Program

Eligible entities include Tribes, technical service providers (TSPs) registered with the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS), professional certified crop advisors, pest control advisors, rangeland managers, non-profit organizations, Resource Conservation Districts, California Public Universities, agricultural cooperatives, groundwater sustainability agencies, and farmers and ranchers in collaboration with a qualified planner. All eligible applicants will be required to demonstrate qualifications.

Applicants may apply for up to \$250,000 to prepare conservation agriculture plans in the following categories:

- Agricultural Energy Design
- Carbon Farm Planning
- Comprehensive Nutrient Management
- Fish and Wildlife Habitat
- Grazing Management
- Irrigation Water Management
- Nutrient Management
- Organic Transition
- Pollinator Habitat
- Pest Management
- Soil Health Management

Before initiating an application for the CAPGP, please review the Request for Grant Applications to learn more about the program and application process.

- [Request for Grant Applications](#)
- [Conservation Agriculture Planning Grants Program - Questions and Answers, August 15, 2022](#)
- [Click Here to Apply](#)

### Second Draft Request for Proposals

[Public Comments Received - 9/16/21 to 10/19/21](#)

[Public Comment Summary and Response - 2nd Round](#)

[Public Comments Received - 5/13/21 to 6/15/21](#)

[Public Comment Summary and Responses - 1st Round](#)

### Related Grant Opportunities

[Climate Smart Agriculture Technical Assistance](#)

[Water Efficiency Technical Assistance Program](#)

[Healthy Soils Demonstration Program](#)

[Beginning Farmer and Farmworker Training Program](#)

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# Funding and Duration

**The Budget Act of 2021 appropriated \$17 million to CDFA for Technical Assistance and Conservation Management Plans.**

CAPGP will provide up to \$15 million in funding to eligible applicants for the development of plans.

- 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 like Conservation Plan Supporting Organic Transition (CPA 138), Organic System Plan or Transition to Organic (DIA 140).
- The duration of the grant agreement will be 24 months from the date of execution.



# Eligible Entities

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

## ➤ 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)





# Program Priorities

CDFA aims to expend 25% of the planning assistance funds to benefit Socially Disadvantaged Farmers and Ranchers (SDFRs). Will prioritize CAPGP applications from:

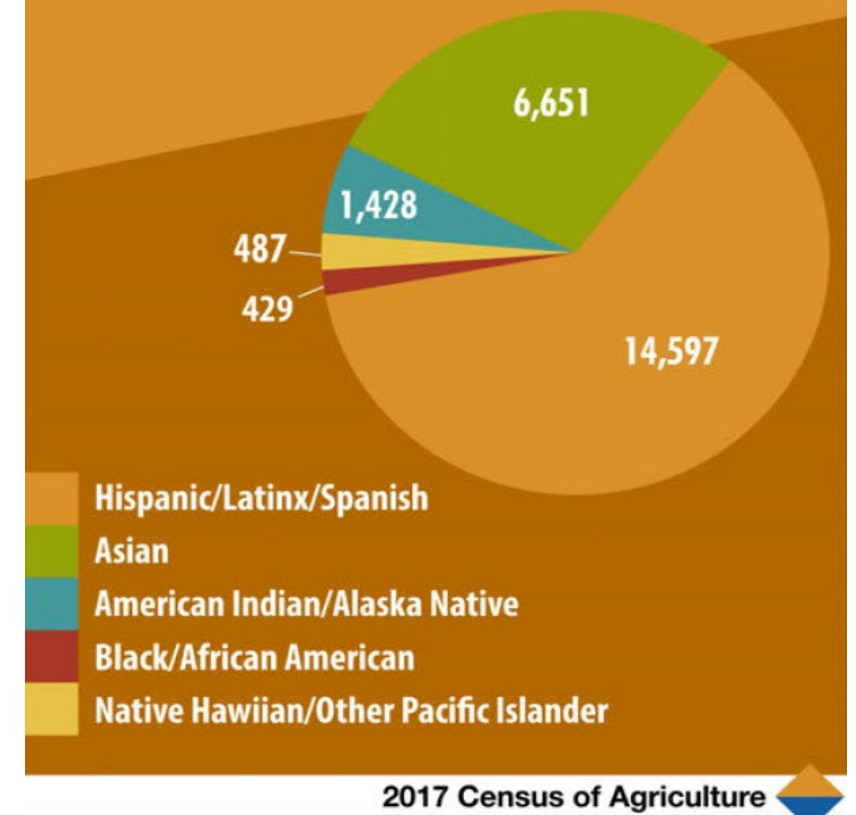
1. SDFR farmer applications that meet minimum qualifications.
2. Non-farmer applicants that commit to expending 25% of the funding to provide planning assistance to SDFRs.

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

2020 Report to the California Legislature on the Farmer Equity Act

# EQUITY

## Demographics of Socially Disadvantaged California Producers



# 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).

[More Info on USDA NRCS Conservation Activity Plans](#)

- **Conservation Planning Activities**

**(CPAs):** Activities that result in a conservation plan. The CPA will document client decisions regarding selected alternatives including identification of desired primary and supporting practices that the client would like to use to treat identified resource concerns.

- **Design and Implementation Activities**

**(DIAs):** Activities that allow for development of specific practice designs, management prescriptions, or other instructions that allow the client to implement the conservation practice or system of conservation practices. (Does not include assistance with conservation practice installation, review, and checkout.)

- **Conservation Evaluation and Monitoring Activities (CEMAs)**

Activities that include evaluation, monitoring, testing, or assessment for a specific purpose, to complete practice implementation requirements, or to determine the effectiveness of conservation practices and activities.

Conservation Planning Activity (CPA)	Design and Implementation Activity (DIA)	Conservation Evaluation and Monitoring Activities (CEMA)
Comprehensive Nutrient Management Plan (CPA 102)	Comprehensive Nutrient Management (DIA 101)	Carbon Sequestration and Greenhouse Gas Mitigation Assessment (CEMA 218)
Soil Health Management Plan (CPA 116)	Agricultural Energy Design Plan (DIA 120)	Agricultural Energy Assessment (CEMA 228)
Conservation Plan Supporting Organic Transition (CPA 138) or Organic System Plan	Transition to Organic (DIA 140)	
Carbon Farm Plan	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)	

# Technical Requirements for Plans

Appendix A of **the Request for Grant Applications** includes critical information for applicants to review including:

- Link to NRCS technical document
- Description of plans
- Any specific scenarios that differentiate plans and payment rates
- CDFA payment rates





# Program Timeline

Activity	Tentative Dates*
Release Request for Grant Applications	July 29, 2022
CDFA Hosts Application Webinars	August 3 & August 17, 2022 <a href="https://www.cdfa.ca.gov/Programs/OP/Pages/CDFA-OEFI-Conservation-Agriculture-Planning-Grants-Program.aspx">CDFA - OEFI - Conservation Agriculture Planning Grants Program (ca.gov)</a>
Grant Applications Due	October 23, 2022, 5 PM Pacific Time
Review Period	October – December 2022
Announce and Award Funding	January 2023

# How to Apply



## Online Application Platform

1. The CAPGP application must be submitted online through an electronic application submission platform - **AmpliFund** <https://www.cdfa.ca.gov/oefi/planning/>.
2. No late applications will be accepted.

## Applicant Requirements

1. 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.
2. Applicants may not be lead applicant on more than one application. This will help CDFA distribute the funds widely.
3. 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.

## Application Questionnaire and Budget

A preview of the application questionnaire and brief instructions for navigating the application process are included as Appendix B in RGA.



# Questions and Answers

- General questions regarding the solicitation process may be submitted to [cdfa.oefi\\_capgp@cdfa.ca.gov](mailto: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.

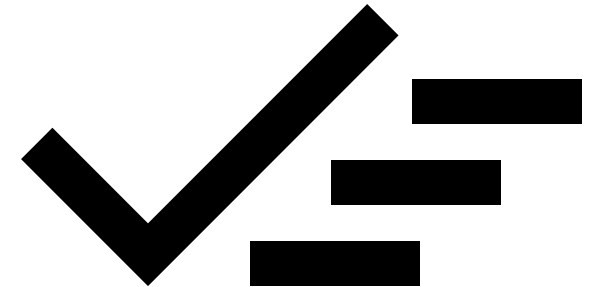
To maintain the integrity of the grant process, CDFA is unable to advise and/or provide individuals with any information regarding project-specific grant application questions during the solicitation process.

# 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:

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







# Minimum Qualifications Review

Proposals meeting the minimum qualifications will be selected for funding based upon the order they were submitted and priority considerations.

## Minimum Qualifications (MQs) Criteria

1. Is the applicant a TSP registered with the USDA NRCS in the planning categories indicated?
  - If Yes, Determined to meet MQs
  - If No, move to (2) to assess
2. 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)?
  1. The resume or Curriculum Vitae (CV) provided aligns well with the necessary expertise for the selected plan(s). **Required\***
  2. The applicant provided relevant certificates for the training or credentials mentioned in the resume or CV. **Strongly Encouraged, if Applicable**
  3. The applicant or identified individual previously developed plans for agricultural operations and provided examples. **Strongly Encouraged, if Applicable**
  4. The applicant clearly described the capacity to assist farmers and ranchers in establishing a plan. **Required\***

# Awards and Regrets Notices

**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

## 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 <a href="#">Payment Process</a> )	Up to 4 weeks

## Project Implementation

1. 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).
2. Recipients must maintain frequent communication with CDFA staff about the project.

## Project Implementation Requirements

Recipients will follow technical requirements outlined by UDSA NRCS to develop plans (Appendix A in RGA).



## 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:

1. Total number of agricultural operations assisted, including name and contact information.
2. Information of number and type of plans completed.
3. Number of individuals assisted who belong to groups such as SDFRs and/or farms and ranches 500 acres or less.
4. 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.





## 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.

# Key Takeaways

- Applications will be reviewed in the order they are received.
- Applications from SDFRs and TAPs that commit to expending 25% of funds to assist SDFRs will be prioritized for funding if MQs are met.
- TAPs don't need to identify specific farmers and ranchers in the application.
- Each applicant is only allowed to submit one application with a maximum award of \$250,000.
- Be thorough to describe qualifications in the application.
- Each plan has a unique payment rate.
- Complete Project Information section last with information from Budget section.







# Questions?



[cdfa.oefi\\_capgp@cdfa.ca.gov](mailto:cdfa.oefi_capgp@cdfa.ca.gov)

