State Water Efficiency and Enhancement Program Block Grant Pilot

Request for Grant Applications

Released: April 19, 2023
Applications Due: June 19, 2023, by 5:00 pm Pacific Time

Contents

Definitions

Name	Definition	Entities and/or Person
Block Grant Recipient (BGR)	The entities that will receive the State Water Efficiency and Enhancement Program (SWEEP) Block Grants. These entities will enter into agreements with CDFA to disburse funds to Grant Beneficiaries for on-farm projects. These entities will select Grant Beneficiaries and assist them with project implementation and verification. BGR, or their subcontracted Technical Assistance Providers (TAPs), will provide technical assistance to the Grant Beneficiaries to select and implement eligible irrigation management practices.	Resource Conservation Districts (RCDs); University of California (UC), California Community Colleges, or California State Universities (CSU); Federally- and California-Recognized Native American Indian Tribes; Local or regional government agencies such as air pollution control districts; Agricultural commissions; Nonprofit organizations including, but not limited to: Groundwater Sustainability Agencies, Irrigation districts, and Land trusts.
Technical Assistance Provider (TAP)	Entities with demonstrated technical expertise in designing and implementation of agricultural management practices, who will assist Grant Beneficiaries with project design and implementation. For the SWEEP Block Grant, BGRs can also serve as TAPs if they are eligible under Assembly Bill (AB) 2377, 2018, or be a separate entity subcontracted by the BGR.	Resource Conservation Districts (RCDs); University of California Cooperative Extension; Nonprofit organizations.
Grant Beneficiary	Individuals or entities that either own or control the agricultural land where SWEEP project will be implemented. These individuals or entities may be referred to as farmers, ranchers, agricultural operations, or farm lessee.	California Farmers / Ranchers; California Agricultural Operations; Nonprofit organizations working as agriculture operations; Federally- and California-Recognized Native American Indian Tribes.

Name	Definition	Entities and/or Person
Socially Disadvantaged Farmers and Ranchers (SDFRs)	A socially disadvantaged farmer or rancher is farmer or rancher that belongs to a socially disadvantaged group. A socially disadvantaged group is defined by the 2017 Farmer Equity Act as 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.	African Americans; Native Indians; Alaskan Natives; Hispanics; Asian Americans; Native Hawaiians and Pacific Islanders.

Background and Purpose

The California Department of Food and Agriculture (CDFA) is pleased to announce a competitive funding opportunity for the State Water Efficiency and Enhancement Program (SWEEP) Block Grant Pilot.

The SWEEP Block Grant Pilot is a part of the State Water Efficiency and Enhancement Program, which was first developed in 2014 in response to severe drought. SWEEP provides financial incentives for California agricultural operations to invest in irrigation systems that save water and reduce greenhouse gas (GHG) emissions. Through this Block Grant Pilot solicitation, which will provide funding to organizations to further disburse to agricultural operations, CDFA aims to support regional capacity building and provide opportunities for regional strategic use of SWEEP funding to address local concerns regarding water conservation and water efficiency.

Funding and Duration

Up to $40 million will be made available for the SWEEP Block Grant Pilot Program.

- The maximum award is $5,000,000; the minimum award is $2,000,000.
  - 15% of the awarded funds may be used for direct and indirect costs related to administration of the grant including disbursement of funds to Grant Beneficiaries.
  - An additional 5% of the award may be used for technical assistance activities as defined by AB 2377 (2018).
  - The remainder of the grant funds (at least 80%) must only be used for implementation of on-farm SWEEP projects.
  - The maximum funding that can be made available to a Grant Beneficiary is $200,000.
- CDFA reserves the right to offer an award different than the amount requested.
- CDFA will consider equitable regional distribution of funds along with evaluation criteria while selecting projects for award.
- All payments will be made to the Block Grant Recipients. Block Grant Recipients will be responsible for further disbursement of funds.
- The grant term is three years.
- All project activities must occur within the grant term. Costs incurred outside of the grant agreement term will not be reimbursed.

Program Objectives and Structure

CDFA aims to collaborate with entities with a mission to promote and develop climate change resilient agriculture. CDFA acknowledges the trusted

connections that exist between farmers and ranchers and regional entities such as Resource Conservation Districts (RCDs), University Extension Offices, Tribes, Land Trusts, and nonprofits organizations. CDFA wishes to leverage and strengthen these connections through the SWEEP Block Grant Pilot.

Figure 1 below illustrates the program structure and the relationship among various entities. BGRs may be one of the organizations listed in AB 2377 that can provide technical assistance or may contract with a TAP. BGRs and TAPs will work together to support the development and implementation of on-farm SWEEP projects for/with Grant Beneficiaries.

Figure 1: Structure of the SWEEP Block Grant Program
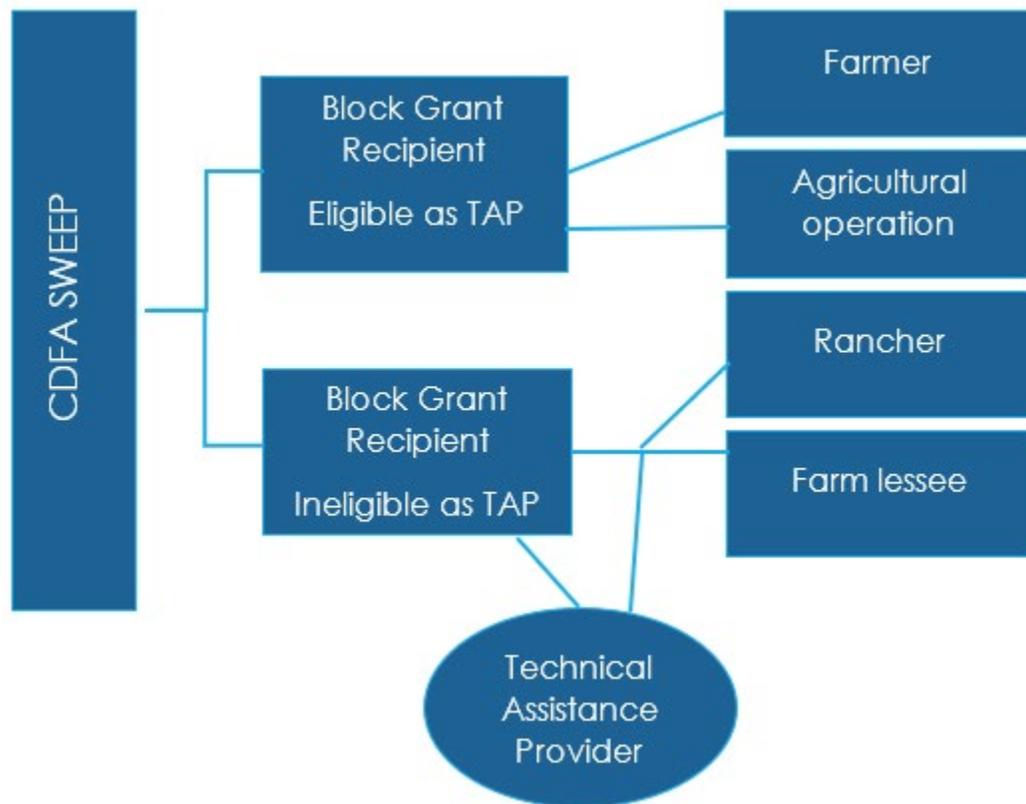
BGRs may prioritize project types that fulfill specific needs of the region they serve. Such priorities must be supported in the statement of need of the block grant application; however, such prioritization must not disqualify applicants from applying for grant funds who otherwise meet the program requirements as described in Requirements and Restrictions for On-Farm SWEEP Projects. BGRs may either choose to directly assist with the implementation of on-farm projects or they may award monies to Grant Beneficiaries to implement their own projects. The ultimate outcome will be verifiable implementation of an on-farm project. BGRs and TAPs must not charge any fees to the Grant Beneficiaries for

any activities related to grant awards including but not limited to selection, implementation, verification, or payment disbursement. The BGR may either choose to directly fund implementation of on-farm projects or they may enter into sub-award agreements with Grant Beneficiaries to implement projects.

Eligibility and Exclusions

Block Grant Recipients (BGRs)

The following entities are eligible to be BGRs of SWEEP Block Grant funding through this pilot solicitation:

- Resource Conservation Districts (RCDs)
- University of California (UC), California Community Colleges, or California State Universities (CSU)
- Federally- and California-Recognized Native American Indian Tribes
- Local or regional government agencies such as air pollution control districts.
- State agricultural marketing programs, and federal marketing programs that represent California commodities
- Non-profits including, but not limited to:
  - o Groundwater Sustainability Agencies
  - o Irrigation districts
  - o Land trusts
  - o Non-profit industry organizations
- Eligible entities must be located in California with a physical California business address.
- Applicant organizations are required to provide or facilitate technical assistance to grant beneficiaries as required by AB 2377. AB 2377 defines technical assistance organizations as RCDs, University of California Cooperative Extension and non-profit organizations. If the block grant applicant organization is not one of the entities defined as a technical assistance provider in AB 2377, then they must partner with one such organization to provide the technical assistance elements of the block grant project.

Partnerships among organizations are strongly encouraged to leverage expertise and ability to conduct outreach to the farming community. Together applicants and their partners must demonstrate experience and expertise in irrigation system design and water management practices, grant administration and outreach. Partner organizations must be California-based.

CDFA encourages applications from organizations who serve farms under 500 acres and socially disadvantaged California food producers and farmworkers.

Grant Beneficiaries

The following types of agricultural operations may be selected by BGRs for an on-farm project as Grant Beneficiaries:

- California farmers, ranchers, Federally- and California-Recognized Native American Indian Tribes, and non-profit organizations engaged in agricultural production.
- For the purposes of this program, an agricultural operation is defined as row, vineyard, field and tree crops, commercial nursery, nursery stock production, or greenhouse operation producing food crops or flowers as defined in Food and Agricultural Code section 77911.
- Individuals or business entities receiving grant award funds must be located in California with a physical California business address. The project boundaries must be within the state of California.
- Grant Beneficiary representatives must be at least 18 years old.

On-Farm Project Site Restrictions

- University and research farms are not eligible for funding.
- Awards are limited to one per agricultural operation using their unique Federal Tax Identification Number.
- An agricultural operation or individual cannot receive a total cumulative SWEEP award amount of more than $600,000 (since the SWEEP program was initiated in 2014).
- Medicinal and recreational cannabis operations are not eligible.

Technical Assistance Providers (TAPs)

The following entities with demonstrated technical expertise in designing and implementing agricultural management practices are eligible per AB 2377 (See Technical Assistance):

- Resource Conservation Districts
- University of California Cooperative Extension
- Nonprofit organizations

Executive Order N-6-22 – Russia Sanctions
On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 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.

Timeline

Program Activity	Timeframe*
Release Final Request for Grant Applications	April 19, 2023
CDFA Grant Application Webinars	May 2, 2023, 9 AM Pacific Time May 3, 2023, 1 PM Pacific Time
Grant Applications Due	June 19, 2023
Administrative and Technical Review	June - July 2023
Announce Awards	July 2023
Awardee Training Workshops	August 2023
Award Process	See Award Process

*Subject to Change

On-Farm Project Selection and Approval

Organizations applying to be SWEEP BGRs will develop a proposal for how agricultural operations will be selected for development of a SWEEP project (e.g., competitive; first-come, first-served; other). Block Grant Applicants must propose a method for review and transparency in this process. For example, a BGR may subcontract an impartial third party to participate in the selection process or form a review committee made up of representatives of partner organizations. Upon grant agreement execution, BGRs, in collaboration with TAPs, will implement a robust outreach campaign to ensure awareness and access in their service area and to identify interested farmers and ranchers to be Grant Beneficiaries. Prior to onboarding Grant Beneficiaries, BGRs must ensure that Grant Beneficiaries are fully aware of program requirements and continuing expectations. See Requirements and Restrictions for On-Farm SWEEP Projects and Continuing Expectations for SWEEP Projects.

Through reporting, CDFA will require information on outreach activities including details about outreach events, methods of communication, and efforts to support outreach in languages other than English.

BGRs and their TAP partners, as applicable, will complete or gather SWEEP project designs and quantify GHG emissions reduction and water savings using CDFA-required tools for each selected on-farm project. BGRs will seek CDFA approval on each on-farm project to ensure that the selected projects meet program requirements. CDFA may request project-specific documents during the approval process. See Reporting and Requirements and Restrictions for On-Farm Sweep Projects for more details of what will be required.

On-farm projects may be ineligible for reasons including, but not limited to, the following:

- Projects that do not meet program requirements.
- Grant Beneficiaries requesting funds for multiple on-farm projects.
- Agricultural operation that has reached the $600,000 cap on SWEEP funding.
- Projects proposing to remove previously funded SWEEP projects.
- Requesting more than the on-farm project cap of $200,000.

On-Farm Project Implementation and Verification

BGRs and/or TAPs will maintain regular contact with Grant Beneficiaries during on-farm project implementation, providing technical assistance as necessary. BGRs will request advance payments and submit invoices for reimbursement to CDFA to support the installation of SWEEP projects. The BGR will be responsible for tracking on-farm project expenses and disbursing funding to Grant Beneficiaries or directly to vendors. For more information see Invoicing and Payments.

Following the completion of each on-farm project, the BGR will visit the site to verify project completion. As part of the reporting process, the BGR will submit geo-tagged and dated photographs to CDFA of all the major project components. The BGR will remind Grant Beneficiaries of CDFA's Continuing Expectations and post-project outcome monitoring.

BGRs are required to collect and maintain all required documentation during the verification process.

Technical Assistance

BGRs must provide technical assistance to Grant Beneficiaries at no cost. AB 2377 (Irwin, 2018) requires CDFA to establish a technical assistance grant program to provide funds to TAPs to assist program applicants. AB 2377 stipulates that CDFA will make available no less than 5%, but not more than $5 million, of each appropriation for technical assistance to farmers and ranchers over three (3) years. AB 2377 further defines eligible technical assistance entities as Resource Conservation Districts, the University of California Cooperative Extension, and nonprofit organizations with demonstrated technical expertise in designing and implementing agricultural management practices. If the BGR applicant is not one of these entities, they must partner with an eligible entity to be eligible for block grant funding. Additionally, any entity lacking technical assistance expertise is encouraged to partner with eligible entities with the

desired expertise. Lists of existing SWEEP TAPs can be found at CDFA's Climate Smart Agriculture Technical Assistance webpage.

TAPs must comply with the following requirements:

- TAPs may not charge fees to Grant Beneficiaries for their services.
- Outreach materials must indicate that no fees or costs will be imposed on the Grant Beneficiaries.
- TAPs may not require Grant Beneficiaries to include specific products or practices or favor specific contractors or other service providers when assisting with project design.
- TAPs must declare all conflict(s) of interest including sponsorship or funding by any corporation that may profit from CDFA's CSA incentives programs.
- TAPs must prioritize assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs), and farms and ranches that are 500 acres or less.
- As required by AB 2377, at least 25 percent of the technical assistance funds must be used to provide technical assistance to SDFRs.
- BGRs and their TAP partners are required to track and report funds utilized assisting SDFRs.

Technical Assistance Activities
Technical assistance must include pre-project and project implementation activities during the grant agreement term as described below.

Pre-project activities refer to activities conducted after the execution of the agreement between CDFA and the BGR, and before selection of on-farm projects. These tasks and activities must include, but are not limited to:

- Outreach and promotion of efficient irrigation systems and their benefits.
- Connecting interested farmers and ranchers to the BGR.
- Assisting potential Grant Beneficiaries with project design and planning.
- Assisting potential Grant Beneficiaries with gathering quotes, preparing project designs, and completing water and GHG quantification tools.

Project implementation activities refer to tasks or activities conducted after an on-farm project has been approved by the CDFA for award. These activities include, but are not limited to:

- Assisting Grant Beneficiaries with all activities related to on-farm implementation of the project activities including working with vendors for installation of irrigation systems, renewable energy, pumping systems and/or irrigation scheduling tools.
- Communicating with vendors and/or facilitating discussion between farmer/rancher and vendors.

- Assisting in potential on-farm project design and budget revisions.
- Providing regular follow-up with farmers and ranchers for their technical assistance needs.
- Ensuring Grant Beneficiaries have necessary training to properly use the funded system.

Program Priorities

BGRs and TAPs must prioritize technical assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs), and farms and ranches that are 500 acres or less. Twenty-five percent (25%) of the total technical assistance funds must benefit SDFRs. An SDFR is a farmer or rancher that belongs to a socially disadvantaged group. A socially disadvantaged group is defined by the 2017 Farmer Equity Act (AB 1348 (Aguiar-Curry, 2017)) as 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

- African Americans
- Native Indians
- Alaskan Natives
- Hispanics
- Asian Americans
- Native Hawaiians and Pacific Islanders

BGRs and their TAP partners are required to track and report funds utilized assisting SDFRs. The SWEEP aims to allocate 25 percent of total grant funding to projects that benefit SDFRs and encourages BGRs to meet or exceed this target. The block grant applicants are required to provide a SDFRs percentage target commitment in their application. If the proposed target is lower than 25 percent, applicants must provide justification of why they could not achieve 25 percent target. Applicants will be scored on their ability to set and justify an ambitious target to serve SDFRs based on SDFR demographics in their service area.

Reporting

Ongoing Submission of On-Farm Projects for CDFA Approval

As the BGR selects the on-farm projects, the projects must be submitted to CDFA for clearance on an ongoing basis. The program will at minimum require the following information to review and approve on-farm projects:

1. **Letter of commitment** from the Grant Beneficiary.
2. **On-Farm Project Summary** – CDFA will provide an on-farm project summary template to gather information including:
   a. Name of agricultural operation or sole proprietor
   b. Tax identification number or last four digits of Social Security Number

    c. Mailing address
    d. Phone number
    e. SDFR status
    f. Farm size (acreage)
    g. Project description
    h. Project budget and matching funds documentation
    i. Project location and assessor's parcel numbers
    j. Geotagged photos of project site
    k. Proposed irrigation system components
    l. Crops and acreage impacted by project
    m. Implementation timeline
    n. Completed Water Savings and GHG Emission Calculator Tools and Supporting Documentation

CDFA will review each on-farm project summary for any conflicts with SWEEP implementation requirements or potential conflicts of awards with CDFA's past SWEEP funding. See Requirements and Restrictions for On-Farm SWEEP Projects. Farmers and ranchers that have received SWEEP funding in the past may receive funding for the same APN, but proposed projects must build upon past projects as opposed to replace past projects. SWEEP projects are expected to have a 10-year project life. A SWEEP recipient (Grant Beneficiary) may not receive more than $600,000 in cumulative SWEEP funding from 2014 to present. This funding cap will be tracked with tax identification number, name and mailing address.

For a subset of the projects, CDFA staff may consult with irrigation experts at University of California or California State University to validate calculations prior to indicating approval to BGR.

Quarterly Progress Report

On a quarterly basis the BGR will submit a progress report detailing administrative activities, technical assistance activities and progress on approved on-farm projects. The reports must include, but is not limited to, the following topics:

- Progress status of each on-farm project
- Geo-tagged photographs of completed projects
- Components installed during the reporting period
- Funds disbursed
- Changes and delays encountered for each on-farm project
- Number of projects provided technical assistance
- Number of SDFRs assisted

- Number of farms or ranches of 500 acres or less assisted
- Technical assistance funding benefitting SDFRs

Final Report

At the close of the grant agreement term or when all project activities have been completed, the BGR will submit a final report. The final report will include high-level metrics such as total number of on-farm projects implemented, number of farmer/rancher partners, number of SDFR partners, cumulative estimated water and GHG benefits.

BGRs will submit at least three one-page case studies highlighting Grant Beneficiaries who have successfully implemented SWEEP projects. Case studies will include photos, water and GHG savings metrics, and a description of the project. BGR's will ensure that featured producers consent to CDFA using the case studies in promoting SWEEP, including but not limited to website, print and social media channels.

Invoicing and Payments

The BGR will receive payments through both advances and reimbursements. CDFA will provide BGRs with the necessary grant award invoicing documents. Invoices must be submitted quarterly and include supporting financial documentation to substantiate expenses. BGRs will be required to submit quarterly invoices for costs associated with administration, provision of technical assistance to farmers and ranchers, and on-farm project implementation.

The BGRs are eligible for no more than15% of awarded funds as administrative expenses. The administrative costs may be requested quarterly. BGR may request advance payments of up to 25% of the award amount on a recurring basis. Additional advance payment request may not be processed without a proof of expenditure of prior advance payment. Advance payments are subject to the provisions of section 316.1 "Advance Payments" of the California Code of Regulations, Division 1, Chapter 5.

No more than $100,000 may be reimbursed annually for technical assistance expense, as directed by AB 2377.

Following submission of the final report, a CDFA Environmental Scientist, or a CDFA-contracted third party, will carry out an exit interview with the awardee and will inspect a sample of the on-farm projects with the SWEEP BGR.

CDFA may withhold 10 percent from the total grant award until a final report is submitted to ensure BGRs and TAPs meet all program requirements. Invoicing

and closeout of all project expenditures must be completed within 60 days after the grant agreement expires.

Failure to work with CDFA or its designees to provide the necessary project-related documentation will be considered non-performance. In the event of non-performance, CDFA shall take any action deemed necessary to recover all or any portion of the grant funding. If it is determined by that a Block Grant project is not meeting, and is unlikely to meet certain milestones, 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 percent retention policy.

Post-Project Requirements
BGRS will retain all project records for a period of three (3) years after final payment is made by the State.

Grant Beneficiaries are expected to maintain documentation related to the SWEEP on-farm project, including energy and water use documentation, be responsive to requests for information about the project, and may be asked to report actual water and energy use for a period of three years after project completion. The purpose of this reporting is to evaluate the long-term success of SWEEP awarded projects. After the project is operational, a CDFA Environmental Scientist will work with Grant Beneficiaries to collect the necessary data, evaluate the co-benefits and maintenance of the project and to quantify water savings and GHG emission reductions. This may entail enrollment with a third-party contractor to monitor energy and/or water use from the project site. In the situation that a third-party contractor enrollment is required, the Grant Beneficiary shall take all required steps for timely enrollment. Besides the enrollment, the Grant Beneficiary may be required to provide data which could not be collected utilizing third-party services.

State Audit and Accounting Requirements
In addition to SWEEP program requirements, awarded projects may be subject to State Audit and Accounting Requirements listed below.

Audit Requirements
Projects are subject to audit by the State annually and for three (3) years following the final payment of grant funds. If the project is selected for audit, the BGR will be contacted in advance. The audit shall include all books, papers, accounts, documents, or other records of the BGR, as they relate to the project. All project expenditure documentation should be available for an audit, whether paid with grant funds or other funds. The BGR must have project

records, including source documents and evidence of payment, readily available and must provide an employee with knowledge of the project to assist the auditor. The BGR must provide a copy of any document, paper, record, etc., requested by the auditor.

Accounting Requirements

The BGR must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and timecards, evidence of payment, etc.
- Provides accounting data so the total cost of each individual project can be readily determined.

Records Retention

Records must be retained for a period of three (3) years after final payment is made by the State. The BGR must retain all project records at least one (1) year following an audit.

How to Apply to the Block Grant Program

Online Application Platform

CDFA uses an online application platform to receive SWEEP Block Grant applications from organizations eligible for block grant funding. The application can be accessed through the SWEEP webpage. Applicants must create a user account to submit a grant application. All applications, supporting documents, and submissions are subject to public disclosure including posting on the CDFA OEFI website.

Eligible organizations may submit one application for an award of $2 million to $5 million. Applicant organizations may not be the lead applicant on more than one application. If awarded, the grant agreement will be between CDFA and the lead applicant organization. The lead organization must ensure that all required and proposed tasks are fully completed.

The online application process includes the following stages: 1) Opportunity Details, 2) Project Information, 3) Application Forms, 4) Budget Template, 5) Submission. More detailed information on how to apply in Amplifund can be found in Appendix B: Navigation of Application Process and Preview of Questionnaire.

Questions and Answers (Q&A)

During the application period, CDFA will host informational webinars to provide an overview of program guidelines and application materials. Visit the CDFA SWEEP website for more information and to register for the webinars.

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

Questions Received By	Responses Provided By
May 12, 2023	May 19, 2023
May 26, 2023	June 2, 2023

May 26, 2023 is the final deadline to submit questions for the SWEEP Block 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.

Program Deliverables

The application questions will guide the applicants to describe how the program deliverables will be met.

1. **Outreach Plan**
   BGRs must develop a robust outreach plan to ensure that information about the available funding is shared widely. The plan must include specifics on how the applicant will ensure outreach to and prioritize the participation of SDFRs in the program. AB 2377 requires that 25% of technical assistance funding is utilized to benefit SDFRs. Block grant applicants should estimate the percentage of grant award, they will commit to serve SDFRs and outline ways to achieve that target.

2. **On-farm Project Development**
   BGRs, in collaboration with TAP partners as applicable, must provide free technical assistance to Grant Beneficiaries to develop projects consistent with program requirements. Grant Beneficiaries in collaboration with TAP, develop projects using CDFA-provided tools to estimate water and GHG emissions reduction.

3. **On-farm Project Selection and Approval**
   During the project selection process, BGRs must provide required project level data to CFDA for clearance using CDFA-provided reporting template(s). CDFA review is essential to ensure that funding is not

provided to prior SWEEP awardees for improvements that would remove previously funded projects on the same field(s).

4. **Project Implementation**

    After an on-farm project has been cleared by CDFA, project implementation may begin. Technical assistance should continue to be available during the implementation stage. TAP in collaboration with BGRs may assist implementing on-farm projects. BGRs must review and approve all scope of work changes to the approved project. BGRs must maintain records of such changes and notify program in their quarterly reports.

5. **Progress Reporting and Project Completion Verification**

    BGRs will visit each project site to verify on-farm project completion to ensure that program requirements are met prior to final reimbursement of Grant Beneficiaries. BGRs must maintain records and notify CDFA in their quarterly reports.

6. **Disbursement of Funding**

    The BGR will be responsible for tracking its own administrative expenses and those of its partners, and for disbursing funds to partners and Grant Beneficiaries. On a quarterly basis, BGRs will submit invoices for reimbursement to CDFA with a brief explanation of the costs incurred. TAPs will keep track and report funds utilized to assist SDFRs.

7. **Training and Communication**

    CDFA recognizes that to maintain consistency and quality of projects amongst the various BGRs, trainings will be required. CDFA will provide the required trainings on various block grant administration steps. All BGRs are required to attend the trainings and may invoice CDFA for the time spent participating. The BGR will also maintains communication with CDFA in the form of quarterly reports and/or regular check-in. In addition to CDFA-led training, the BGR should provide a plan overview for assuring consistency and quality of on-farm projects.

BGRs and TAPs must discuss, assign, and memorialize all program activities and who is responsible for each. The table below provides an overview of the primary SWEEP Block Grant Program objectives and gives examples of potential responsible entities for each objective.

#	Objective	Description	Responsible Entity
1	Outreach Plan	The Block Grant Recipient will perform outreach and identify Grant Beneficiaries for participation.	BGR

2	On-farm Project Development	The Technical Assistance Provider will work closely with the Grant Beneficiary to gather necessary information, prepare a project design, and other project documents.	TAP and Grant Beneficiary
3	On-farm Project Selection and Approval	The Block Grant Recipient will submit Project level data and supporting documentation to CDFA for clearance.	BGR and TAP
4	Project Implementation	The Technical Assistance Providers will support project implementation.	TAP and Grant Beneficiary
6	Project Verification and Progress Reporting	The Block Grant Recipient will collect documents supporting successful implementation as directed by CDFA and submit verification reports and associated documents to CDFA.	BGR
5	Disbursement of Funding	The Block Grant Recipient will disburse funding to partners and Grant Beneficiary or directly to vendors by utilizing advances and reimbursements from CDFA.	BGR
7	Training and Communication	The Block Grant Recipient will attend required trainings provided by CDFA and maintain communication with CDFA.	BGR

Review Process and Notification of Application Status

Applications will be reviewed in a two-stage process: Administrative Review and Technical Review

Administrative Review

The purpose of the administrative review is to determine whether the proposal meets eligibility criteria and grant application requirements. The Administrative Review will occur after the application due date.

Disqualifications

During the administrative review, the following will result in the 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 or less than the minimum award.
- Applications that do not comply with Eligibility or meet Program Objectives.

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's 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.

Technical Review

The second level of review is a technical review to evaluate the merits of the application and overall expected success of the proposal. The applications will be scored based on the scoring criteria explained below. CDFA may take into consideration the past performance of applicants in the OEFI's Climate Smart Agriculture Programs during selection. Past performance criteria may include timely and satisfactory completion of funded activities and reporting requirements, data on meeting funding priorities, quantity and quality of past project performance including project termination or incomplete projects, or unresponsiveness.

Scoring Criteria

The technical reviewers will do an in-depth evaluation of each application and will use a 100-point scale to evaluate the merit of the proposed project, the capacity and qualifications of the applicant. The technical reviewers will also evaluate whether objectives are realistic, achievable, and budget is reasonable. The table below shows and describes the distribution of points

among the scoring criteria. The table below shows the distribution of points among scoring criteria.

Criteria	Maximum Points
Qualifications of Applicant • Does the organization provide evidence of capacity to administer the program? • Does the project team have expertise in irrigation system implementation to be able to support agricultural operations? • Does the applicant organization or partners have experience providing technical assistance?	30
Statement of Need • Does the proposal outline the community demographic that would be served? • Does the proposal identify the needs of the agricultural operations in the service area? • Does the proposal outline the demographic communities that would be served, and their language or technical assistance needs? • Is the project area within over-drafted groundwater basins? • Is the proposal's Statement of Needs aligned with and provide opportunity to meet CDFA's equity priorities and serve SDFRs?	25
Workplan • Does the proposal clearly identify activities to address each of the program deliverables? • Does the workplan address the needs that were identified in Statement of Needs?	30
Budget • Are the costs outlined in the budget reasonable? • Is the budget completed correctly and does it include costs associated with all required deliverables? • Does the proposal provide a budget narrative to support the costs? • Is the workplan feasible with the requested budget?	15
Total	**100**

Qualifications

Applicants provide a statement of qualification describing their expertise in irrigation practices; grant administration; technical assistance and outreach;

and relationships with farming communities including SDFRs and farms under 500 acres. If the lead organization will partner with other organization(s), the qualifications of the applicant's section must also include a description of the partners expertise in same criteria listed above. CDFA encourages strategic partnerships among various regional organizations to leverage diverse expertise. Applicants must also provide resumes of key personnel.

Statement of Need

The applicant must provide a statement describing the need for funding, and how SWEEP funding can address the needs of the community and prepare farming operations for climate resiliency. Applicants will provide a list of counties they are intending to cover. Application must discuss the community demographics in their service area and describe the target communities and related language needs. The program's goal will be to achieve at least 25% targeted funding to SDFRs. The proposal must either make a commitment to 25% target or provide an estimate of the percent of grant funding they will commit to serve SDFRs if unable to commit to the 25% goal. If estimating a percentage less than 25%, applicant must provide justification of why 25% is not achievable and set a reasonably ambitious alternative. The proposal must also outline ways to achieve the target. Applicants will be scored on their ability to set and justify an ambitious SDFR target based on their service area's SDFR demographics. The proposal must clearly explain their outreach strategy to address technical assistance needs, equity, and transparency. The statement of need must be consistent with the project Work Plan.

The applicant may also address regional water-related concerns, in particular, whether on-farm projects will likely be within a critically over-drafted groundwater basin and reduce groundwater extraction from the basin.

Work Plan

The applicant will complete and upload a detailed Work Plan describing the plan for addressing program deliverables, including listing each task associated with the program deliverables, start and end dates for the tasks, and title(s) of the personnel responsible for each task. As part of the program deliverables to be included in the Work Plan, the applicant will be asked to outline a proposal for how on-farm projects will be selected (e.g., competitive, first-come first-served, others). The applicant must propose a method of review and transparency in this process. For example, an applicant may subcontract a third party to participate in the selection process or form a review panel or board. Applicants must provide detailed descriptions of how equity will be incorporated into their funding decisions, and whether multilingual services will be provided, and if so, to what extent (e.g., grant administration, outreach, and

technical assistance, etc.). The Work Plan template can be downloaded from SWEEP Block Grant website and from the application portal.

Budget

Applicants will submit an itemized budget outlining tasks and costs associated with each task. Through the application narrative, applicants will indicate projected/estimated expenses related to administration, technical assistance, and on-farm projects. The proposal will also discuss how block grant funding will be tracked over the grant terms including monitoring and disbursement of funds to partner organization and Grant Beneficiaries, and how technical assistance will be tracked including expenses related to SDFR. The budget categories are:

A. **On-Farm Grants**: Estimate the total amount of funds that the organization can disburse based on the number of on-farm grants that the BGR can assist implementing during the grant period. At the time of application, the detailed budget breakdown for on-farm projects is not required. On-farm project budgets will be developed after award to BGRs. For more details allowable and unallowable costs for on-farm projects see Required Documentation for On-Farm Projects

B. **Personnel Salary and Wages, and Fringe Benefits**: Estimate the hourly cost of salary, wages associated with each task and the total numbers of hours or percent of full-time employee (FTE) required. Also, estimate the fringe benefits associated with compensation.

B1: Administration

B2: **Technical Assistance**

C. **Travel**: Estimate the cost of project-related travel necessary for successful implementation of the grant.

C1: **Administration**

C2: **Technical Assistance**

D. **Supplies and Equipment**: 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 (e.g., paper, printer ink, pens, etc.), facilities costs (telephone, internet, etc.), and administrative costs are considered indirect and should not be included under "Supplies". Also, 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. Applicants must provide detailed justification including why such purchase(s) are necessary over renting such equipment. Please refer to California Code of Regulations-Title 3, Division 1, Chapter 5 <u>Grants Administration</u> including procurement, property records and disposition of equipment. These regulations are applicable budget category (D) and any equipment identified under the other budget categories, including On-Farm Grants (A).

D1: Administration

D2: Technical Assistance

E. **Contractual**: 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 other than TAPs, 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.

E1: Administration

E2: Technical Assistance

F. **Other**: All other costs that are necessary for technical assistance but not covered under the categories above.

F1: Administration

F2: Technical Assistance

G. **Indirect Cost**: 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. The University of California or California State University may claim their agreed upon indirect cost rate with CDFA, all other entities are eligible for up to 25% of total direct costs as indirect cost (not including on-farm grant funds).

G1: Administration

G2: Technical Assistance

Please note that the total administrative cost (B1+C1+D1+ E1+F1+G1) must not exceed 15% of total funds requested and total technical assistance cost (B2+C2

+D2+ E2+F2+G2) must not exceed 5% of total funds requested. The application will be disqualified if either of the costs exceed maximum allowable limit.

Please refer to the list of allowable/ unallowable costs of the California Code of Regulations – Title 3, Division 1, Chapter 5 Grants Administration, and refer to the lists below.

Estimated project costs must be reasonable and consistent with cost paid for equivalent work on non-grant funded activities or for comparable work in the labor market.

Allowable costs associated with project administration or technical assistance include, but are not limited to:

- Cost of materials needed for outreach activities (e.g., printed handouts or brochures).
- Travel expenses such as mileage, lodging, per diem, vehicle rental etc. for outreach, project implementation and verification assisting Grant Beneficiaries.
- Translation services

Unallowable costs include, but are not limited to:

- Costs incurred outside of the grant term
- Costs covered by another State or Federal grant program
- Costs of activities unrelated to program and project objectives
- Research, product development or evaluation
- Purchase of a vehicle
- Expenditures for purchasing or leasing land or buildings
- Out of state traveling costs

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 SWEEP website regarding the applications received at least 10 days before awarding grant funds. After projects are selected, CDFA will post an updated list of awarded projects. Applications will be treated in accordance with Public Records Act requirements and certain information, subject to those requirements, may be disclosed.

Award Process

Grant Agreement Execution

CDFA will initiate the Grant Agreement process with applicants selected to receive a grant award. This process of executing a grant agreement is estimated to take several months. A CDFA SWEEP staff member will contact each applicant selected for award to schedule a pre-project consultation to confirm project information and discuss implementation plans. CDFA will review submitted budgets to confirm costs are allowable. Applicants with proposals selected for award of funds will then receive a Grant Agreement package with instructions regarding award requirements, including information on implementation, reporting, verification, and payment process. Communication during the grant execution process is done primarily via email - CDFA reserves the right to rescind an award due to lack of response from an award recipient.

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 90 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 Invoicing and Payments.	Up to 4 weeks

Requirements and Restrictions for On-farm SWEEP Projects

This section describes the program requirements that must be met when BGRs select on-farm projects, support implementation, and verify project completion.

All on-farm projects must reduce on-farm water use and reduce GHG emissions. CDFA has identified the following strategies that address water conservation and GHG emission reductions. On-farm projects may incorporate several strategies listed below to achieve both water conservation and GHG emission reductions.

Water Savings Strategies

Weather, Soil, or Plant Based Sensors for Irrigation Scheduling

- Examples include the use of soil moisture or plant sensors (United States Department of Agriculture (USDA) Natural Resource Conservation Service

(NRCS) Conservation Practice Standard (CPS) 449 may apply) with electronic data output, the use of weather station(s) linked to an irrigation controller to ensure efficient irrigation scheduling, or the use of evapotranspiration (ET) based irrigation scheduling, such as the California Irrigation Management Information System (CIMIS) to optimize water use efficiency for crops.

- Telemetry components that allow electronic communication between technology devices are eligible for funding through SWEEP.
- For use of ET-based irrigation scheduling, provide sufficient documentation to show that water deliveries can be made on a consistent basis to accommodate that scheduling.

Irrigation System Changes

- Examples include conversion to a more water-efficient irrigation method or improvement of an existing irrigation method to conserve water.
- Project designs should follow NRCS CPS 441, 442, 443 specifications.
- Those applicants currently utilizing surface water (e.g., canal or river water) to flood irrigate crops are encouraged to maintain flood irrigation infrastructure along with any proposed efficient micro irrigation system(s), in order to facilitate groundwater recharge when surface water is available for recharge.

Greenhouse Gas Emission Reductions Strategies

Fuel Conversion

- Examples include pump fuel conversion resulting in reduction of GHG emissions, such as replacing a diesel pump with an electric pump.
- Renewable energy that is used to power irrigation systems is also eligible for SWEEP funding and can reduce GHG emissions.

Improved Energy Efficiency of Pumps

- Examples include retrofitting or replacing pumps, or the addition of variable frequency drives to reduce energy use and match pump flow to load requirements.

Low Pressure Systems

- For example, the conversion of a high-pressure sprinkler system to a low-pressure micro-irrigation system or lower pressure sprinkler system to reduce pumping and energy use.
- Project designs should follow NRCS CPS 441 or 442 specifications.

Reduced Pumping through Water Savings Strategies

For example, improved irrigation scheduling may lead to reduced pump operation times.

Other Management Practices

CDFA supports innovative projects and recognizes there is variability in irrigation systems throughout California. For this reason, applicants may propose project components that do not fit into the above project types as long as water savings can be estimated and GHG reductions can be quantified using the SWEEP GHG Quantification Methodology.

Required Documentation for On-Farm Projects

BGRs are required to submit the following attachments for each of the on-farm project sites:

1. Project Design

Project designs must include the following:

- Labeled Assessor's Parcel Numbers (APNs)
- Detailed schematic of the locations of proposed for improved infrastructure and technology including irrigation piping, reservoirs, pumps, and sensors
- Pertinent agronomic information, such as the crop and water source
- Location, engineering and energy output specifications of any proposed renewable energy installations
- Project overview using aerial imagery software (e.g., online or electronic mapping tools)
- Location of existing flow meters and location of flow meters proposed to be installed through the project.

2. Geotagged/dated photos

The geotagged and dated photos should reflect the current conditions at the project site including crop, irrigation system and pumps.

3. Completed SWEEP Irrigation Water Savings Assessment Tool[1]

The tool must be used to demonstrate baseline water use and projected water savings estimates. Complete the "before" tab of the calculator to estimate baseline water use on the field with the current crop and irrigation practice and complete the "after" tab to estimate the projected water savings after project installation. The estimated water savings will be shown on the "Estimated Water Savings" tab of the calculator. Supplementary information that will allow refined water savings estimates may also be submitted.

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[1] The SWEEP irrigation water savings assessment tool and GHG Calculator tool are currently under review and may be revised before the SWEEP Block Grant Pilot Program begins accepting applications.

4. Completed GHG Calculator Tool

To determine the impact of the proposed project on GHG emissions, applicants must follow the California Air Resources Board (ARB)-approved GHG Quantification Methodology. This methodology utilizes a GHG Calculator Tool developed by ARB to estimate GHG emission reductions from changes in fuel use. Grantees are required to complete and attach the GHG Calculator Tool. Grantees must use energy records from the previous calendar year (January through December) and other on-farm specifications (e.g., pump tests) to complete the calculator. Note that the estimated water savings from the SWEEP Water Savings Assessment Tool is a required input of the ARB GHG Calculator Tool, so the GHG Tool should be filled out after the Water Savings Tool.

5. Supporting Documentation for GHG Calculations

To complete the GHG calculator, the following supporting documentation will be needed. Supporting documentation will be submitted along with the calculator tool and must be sufficient to allow reviewers to replicate the calculations. Required documentation includes:

- Utility bills, actual fuel receipts, and/or field operational logs covering the previous growing year (12 months; January to December).
    - In situations where the project involves crop rotation, up to three years of supporting documents may be provided to substantiate a representative baseline of energy use from pumping.
    - Documents must capture actual, not estimated or modelled, energy use data (e.g., gallons, kWh, etc.).
    - Documents must indicate a specific time period (e.g., months/dates) for the on-farm energy use. For months with no on-farm energy use, indicate no usage for those months.
    - Field operational logs are defined as on-farm records compiled during a growing season and maintained as a common business practice by the agricultural operation to capture an actual time period (e.g., months and dates) of on-farm energy use (e.g., gallons, kWh, etc.). Documents that provide estimates are not considered field operational logs.
- Pump and motor specifications for any proposed pumps.
- Pump efficiency tests for existing pump(s) related to the proposed project.

6. Budget

A budget template will be provided by CDFA to document estimated expenditures, not to exceed $200,000, for an on-farm project. The budget template will include the following cost categories: Supplies and equipment, labor, and other. The budget should also reflect the costs anticipated with each

of the following water conservation and/or GHG reduction strategies: irrigation system improvements, irrigation water management tools, pump and energy improvements, solar/renewable energy, and other management practices.

Examples of **allowable on-farm costs** associated with SWEEP projects include:

- Installation of photovoltaic panels to power irrigation systems
- All components of irrigation systems
- Sensor hardware and telemetry
- Software associated with sensors and weather stations
- Flow meters
- Permits

Unallowable on-farm project costs include, but are not limited to:

- Project design costs (e.g., engineering)
- Costs associated with technical assistance or project management, including drive time and fuel cost
- Post-project service charges or subscriptions that extend past the end of the grant term and maintenance costs associated with the irrigation system
- Non-labor costs (e.g., management) and fees associated with project oversight
- Labor costs in excess of 25 percent of the total on-farm project costs
- Any labor provided by the Grant Beneficiary's employees (such costs could be categorized as "in-kind")
- Supplies and equipment costs not related to irrigation or water distribution systems (e.g., lighting, water efficiency improvements related to food processing)
- Renewable energy may only be funded where water pumping is, or will be, electric.
- Tools and equipment with useful life of less than two years
- Costs associated with drilling or expanding groundwater wells
- Irrigation training courses
- Pump efficiency tests
- Leasing of weather, soil and irrigation water-based sensors for irrigation scheduling
- Purchase of trees, crops, or seeds
- Purchase of soil amendments
- Research
- Conversion of land to agricultural production

Continuing Expectations for SWEEP Projects

CDFA will monitor and report on the continuing outcomes of SWEEP on-farm projects. This reporting increases transparency and accountability of the program and allows CDFA to quantify the benefits of the program. To meet reporting requirements, CDFA has the following expectation of Grant Beneficiaries:

Grant Beneficiaries will use and maintain the funded system for a minimum of 10 years, to the extent feasible, or according to the United States Department of Agriculture (USDA), Natural Resources Conservation Services (NRCS) Practice Life Span Table.

A CDFA environmental scientist or CDFA-designated third-party may request the post-project records from Grant Beneficiaries for three years following project completion. Grant Beneficiaries will gather and provide the following documentation related to the on-farm SWEEP projects.

Water Savings
- Collect and maintain actual on-farm water use records directly related to the SWEEP project for three years following the complete installation of the on-farm project.
- Water use documentation must include water bills, flow meter readings, or other on-farm water records.

GHG Emissions Reduction
- Collect and maintain actual on-farm energy use records directly related to the SWEEP project for three years following complete installation of the on-farm project.
- Energy use documentation must be consistent or comparable with the supporting documentation provided with the original SWEEP project summary, including utility bills, fuel receipts, and field operational logs.

If you have any questions regarding these continued expectations, please contact CDFA at cdfa.sweeptech@cdfa.ca.gov

Appendix A: Confidential Information

The California Public Records Act (Government Code sections 6250, et seq.) and related statutory definitions of "confidential or proprietary information" (also known as "trade secrets") determine what information provided by the applicant is exempt from public disclosure. The following describes how questions are resolved regarding what information is confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

What is "confidential?"

The California Public Records Act prevents the disclosure of confidential or proprietary information including, but not limited to:

- Confidential Business and financial information, including volume of business, costs and prices, customers, financial condition, trade secrets, and similar information obtained under an express or implied pledge of confidence. (Eva. Code § 1060 and Gov. Code § 6254).
- Personal data including tax information prohibited from disclosure. (Gov. Code § 6254 and Rev. & Taxation Code § 19542.
- Information Practices Act of 1977 (Civ. Code section 1798 et seq.)

Applicants are directed to clearly marked, on each page, "confidential/proprietary information" those documents they feel contain confidential or proprietary information. However, the mere marking of documents as "confidential/proprietary information" will not result in their being treated as confidential if they are not exempt from disclosure under the California Public Records Act.

What if there is a question about what is confidential?

The CDFA Legal Office will review the records and make a determination as to whether or not the records are exempt from disclosure.

What program procedures will keep information confidential?

Financial information will be analyzed, on a need-to-know basis, by staff from the CDFA, kept confidential, and will be maintained with restricted access. Grantee businesses will agree to provide specific key financial information for three years to develop benchmarks to evaluate the program. The records will be kept for the amount of time set forth in CDFA's Internal Record Retention Policy.

Appendix B: Navigation of Application Process and Preview of Questionnaire

Application Navigation

Step 1: Click on the link on the <u>SWEEP Block Grant Pilot Program</u> website to go to the application portal.

Arrive at the Opportunity Details page. This page provides a summary of the funding opportunity.

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 naviagtion 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 Program Application Questionnaire.

Arrive at the application questionnaire. This form has been developed to gather project specific details regarding the funding proposal. The full set of questions is included the Application Questionnaire Preview following these instructions.

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

SWEEP Block Grant Pilot 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 in which the line item can be described, and an amount of funds indicated. Enter a brief narrative. Click "create" to add the line item to the budget.

Step 7: Once all the proposed 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, "A Non-profit – Supporting SWEEP Projects in Northern California").

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".

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General Instructions for Navigating the Application

- **Click the "S a v e " or "S a v e   &   C o n t i n u e " button on the top right corner or the bottom left corner often during the process of filling out the application. Please ensure to save your work before leaving the webpage or computer. Navigating away from the application form without saving will result in lost work.**
- **Please do NOT click "M a r k   a s   C o m p l e t e " button at the bottom left corner until you are completely ready to submit the application. CDFA will not be able to make the application editable again after a section has been marked as complete.**
- **CDFA highly encourages all applicants to check the completed applications before clicking the "M a r k   a s   C o m p l e t e " button for each section.**
- **An asterisk, *, next to a field indicates this field requires a response from the applicant. All required fields must be filled out prior to selecting "M a r k   a s   C o m p l e t e " and submitting the application.**
- **If there are duplicate options and/or the questionnaire options appear to not be working, it is recommended to save the application and restart it. Please ensure to "save" the application before reopening the webpage.**
- **Once the each section of the application has been saved and is ready to be submitted the applicant will need to "Mark as Complete" each of the sections and Submit the application. After an application is submitted, it cannot be edited.**

Part 01: Applicant Information

Application ID

The application ID is located in the URL of the application browser. The ID is the 5-digit number at the end of the URL. For example, if the application browser is https://www.gotomygrants.com/Public/OportunityApplications/ApplicationForm/12345, then 12345 is your application ID.

Application ID

Lead Organization Name - Block Grant Recipient (BGR)

Will the Lead Organization be the organization serving as the technical assistance (TA) provider?
- ○ Yes
- ○ No

Lead Organization Address Line 1

Lead Organization Address Line 2

County

Lead Organization State

Select an item... ▼

Lead Organization Postal Code

Primary Contact First Name

Primary Contact Last Name

Will the Primary Contact be signing the grant contract?
○ Yes
○ No

Primary Contact Phone (000-000-0000)

Primary Contact Phone Extension

Primary Contact Email

Fiscal Contact First Name

Fiscal Contact Last Name

Fiscal Contact Phone (000-000-0000)

Fiscal Contact Phone Extension

Fiscal Contact Email

California Senate and Assembly District

Applicants may enter the California Senate District and California Assembly District number for the Lead Organization in the two-digit format XX. Use the lead organizations business address.

California Senate District

California Assembly District

Tax Identification

Please enter either the Taxpayer Identification Number or your Federal Employer Identification Number (FEIN) for the Lead Organization

Taxpayer Identification Number (xx-xxxxxxx):

Federal Employer Identification Number

Previous Funding from the Office of Environmental Farming and Innovation

Has the Lead Organization ever received grant funding from the Office of Environmental Farming and Innovation at CDFA?
○ Yes
○ No

_____

Part 02: Partner Information

If awarded, the Lead Organization (Block Grant Recipient) will be the responsible party for receiving funds from CDFA and distributing funding to any Partner Organizations. Partner Organizations may be treated as a sub-contractor for the purpose of the budget. If the Lead Organization is not an eligible organization to provide Technical Assistance (TA) or will not be providing TA, then the Lead Organization must have a Partner Organization which will provide TA.

Partner Organization Name

Will the Partner Organization provide Technical Assistance?

○ Yes
○ No

Partner Organization Address Line 1

Partner Organization Address Line 2

Partner Organization State
    Select an item... ▾

Partner Organization County

Partner Organization Postal Code

Partner Organization Contact First Name

Partner Organization Contact Last Name

Partner Organization Contact Phone (000-000-0000)

Partner Organization Contact Phone Extension

Partner Organization Contact Email

Will there be additional partner organizations that have already agreed to participate in the BG proposal?

Part 03: Qualification of Applicants

Applicants provide a statement of qualification describing their expertise in efficient irrigation practices; grant administration; technical assistance and outreach; and relationships with farming communities including Socially Disadvantaged Farmers and Ranchers (SDFRs) and farms of small size. If the lead organization will partner with other organization(s), the qualifications of the applicant's section must also include a description of the partners expertise in same criteria listed above. Applicants must also provide resumes of key personnel.

Please upload CV's of all relevant persons for the application (lead org and partnership org)

1) In no more than 3 paragraphs (900 words), please describe the lead person's, lead organization, and partner organization's (if applicable) experience with the implementation of water and energy efficiency practices in agricultural settings within California. The response must include a description of the lead persons', lead organization, and partner organization's experience with technical assistance for practice implementation. Lead persons are those listed on the application contact section and any additional persons whose CV's or resumes are uploaded in this section.

2) In no more than 3 paragraphs (900 words), please describe the lead persons', lead organization, and partner organization's (if applicable) experience and expertise in relationship building and outreach to farming communities relevant to the scope of this project. Please include any outreach or relationship building experience or plans that targets SDFR, small farms, and/or priority populations. As part of your answer, you must include a description of the lead persons', lead organization, and partner organization's experience with technical assistance for outreach and relationship-building. Lead persons are those listed on the application contact section and any additional persons who had CV's or resumes uploaded in this section.

3) In no more than 2 paragraphs (600 words), please describe the lead person's, lead organization expertise in grant administration and project management. The response should include a description of the grant administration personnel structure and any tools that will be used for tracking grant progress and reportable data.

Part 04: Statement of Need

The applicant must provide a statement describing the need for funding, and how SWEEP funding can address the needs of the community and prepare farming operations for climate resiliency. Applicants will provide a list of counties they are intending to cover. Applicants must discuss the community demographics in their service area and describe the target communities and related language needs. The program goal will be to achieve at least 25% targeted funding to Socially Disadvantaged Farmers and Ranchers (SDFRs). The proposal must either make a commitment to 25% target or provide an estimate of the percent of grant funding they will commit to serve SDFRs if unable to commit to the 25% goal. If estimating a percentage less than 25%, applicant must provide justification of why 25% is not achievable. The proposal must also outline ways to achieve the target. Applicants will be scored on their ability to set and justify an SDFR target based on their service area's SDFR demographics. The proposal must clearly explain their outreach strategy to address technical assistance needs, equity, and transparency. The statement of need must be consistent with the project Work Plan.

1) Please indicate the counties included in the proposed project's main service area
- ☐ State-Wide
- ☐ Alameda
- ☐ Alpine
- ☐ Amador
- ☐ Butte
- ☐ Calaveras
- ☐ Colusa
- ☐ Contra Costa
- ☐ Del Norte
- ☐ El Dorado
- ☐ Fresno
- ☐ Glenn
- ☐ Humboldt
- ☐ Imperial
- ☐ Inyo
- ☐ Kern
- ☐ Kings
- ☐ Lake
- ☐ Lassen
- ☐ Los Angeles
- ☐ Madera
- ☐ Marin
- ☐ Mariposa
- ☐ Mendocino
- ☐ Merced
- ☐ Modoc
- ☐ Mono
- ☐ Monterey
- ☐ Napa
- ☐ Nevada
- ☐ Orange
- ☐ Placer
- ☐ Plumas
- ☐ Riverside
- ☐ Sacramento
- ☐ San Benito
- ☐ San Bernardino
- ☐ San Diego
- ☐ San Francisco
- ☐ San Joaquin
- ☐ San Luis Obispo
- ☐ San Mateo

- ☐ Santa Barbara
- ☐ Santa Clara
- ☐ Santa Cruz
- ☐ Shasta
- ☐ Sierra
- ☐ Siskiyou
- ☐ Solano
- ☐ Sonoma
- ☐ Stanislaus
- ☐ Sutter
- ☐ Tehama
- ☐ Trinity
- ☐ Tulare
- ☐ Tuolumne
- ☐ Ventura
- ☐ Yolo
- ☐ Yuba

Description of service area

Attachment submission for service area map (optional)

2) Will the applicant consider SWEEP applications outside of the proposed service area? Please note, offering coverage beyond the service area will not impact the scoring of the application.
- ○ Yes
- ○ No

3) In no more than 3 paragraphs (900 words), please describe the target communities in the proposed project's coverage area. Make sure to highlight any underserved communities that would benefit from SWEEP funding.

4) In no more than 4 paragraphs (1200 words), describe the outreach strategy for the proposed service area. In the response, please include an explanation of how equity will be assessed and achieved in the service area. CDFA makes it a priority to achieve at least 25% of funding spent to benefits Socially Disadvantaged Farmers and Ranchers (SDFR)s. As part of the response, please provide a realistic estimate of the percent funds that can be committed to support SDFRs (via grant beneficiaries) and explain the estimate in the context of the service area's target communities and outreach capabilities. If the organization is unable to commit to at least 25% of the funding to support SDFRs, applicants must provide a justification of why they are unable to commit to meeting the 25% funding requirement. If applicable, the applicant may reference the project Workplan.

Indicate the estimated percentage of the funds requested that will be going to SDFR support and projects. Please input a decimal.

0.00 %

5) In no more than 3 paragraphs (900 words), explain how SWEEP funding will address the needs of the identified target communities and prepare farming operations for climate resiliency. As part of the response, make sure to identify the technical and/or language assistance needed for the target communities in the proposed service area.

Will your organization or partner organization provide language support beyond English?
- ○ Yes
- ○ No

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Part 05: Workplan Merit and Feasibility

The applicant will provide a detailed Work Plan describing the plan for addressing program deliverables, including listing each task associated with the program deliverables, start and end dates for the tasks, and title(s) of the personnel responsible for each task. As part of the program deliverables to be included in the Work Plan, the applicant will be asked to outline a proposal for how on-farm projects will be selected (e.g., competitive, first-come first-served, others). The applicant must propose a method of review and transparency in this process. For example, an applicant may subcontract a third party to participate in the selection process or form a review panel or board. Applicants must provide detailed descriptions of how equity will be

incorporated into their funding decisions, and whether multilingual services will be provided, and if so, to what extent (e.g., grant administration, outreach, and technical assistance, etc.).

Work Plan Template and Upload

Please download the Workplan template below and fill out information regarding the tasks associated with accomplishing each program deliverable. When ready to upload the Workplan, please save the file in a .xls or .xlsx file format and use the naming convention, "ApplicationID_WorkPlan.fileformat", and then upload the completed workplan below.

Downloadable Template
  SWEEP_Block_Grant_2023WorkPlanTemplate.xlsx

Information on finding the application ID for the Work Plan

The Work Plan Template requires applicants to enter your application ID in the first entry row (will auto-populate for the rest of the rows). The application ID can be found in the URL of your application browser. The ID is the 5 digit number at the end of the URL. Please see the attached example below of an application URL with the application ID highlighted.

example for locating App ID
  Where to Find Your Application ID.PNG

Please Upload the Completed Work Plan Template Here:

1) Outreach – In no more than 3 paragraphs (900 words), describe the outreach plan for identifying potential grant beneficiaries in the project service area. The outreach plan must include specifics on how the applicant will ensure transparency and equity, including prioritization of technical assistance to SDFRs within the service area. Where relevant, please reference responses in the "Statement of Need" section.

2) On-farm project (grant beneficiary) approval – In no more than 4 paragraphs (1200 words), describe how grant beneficiaries will be selected for award and provide an estimated number of grant beneficiaries that will be selected. Provide information on the application selection process. For example, whether the anticipated solicitiation will be a first come first serve, competitive, or another type of selection process. Indicate how project will be reviewed and if a third party will be utilized to review these proposals. Wherever relevant, reference responses in the "Statement of Need" section.

What is the estimated number of SDFR grant beneficiaries that is indicated above?
  0

What is the estimated number of Total Beneficiaries that is indicated above?
  0

3) On-farm project development and implementation – In no more than 2 paragraphs (600 words), please describe how on-farm implementation of efficient irrigation practices will be facilitated for the grant beneficiaries. In the description, describe the methods that technical assistance (TA) will be available to the grant beneficiaries. Additionally, include details on how consistency and quality will be assured across all on-farm projects and how any potential changes to an on-farm project that are necessary to meet quality and consistency standards will be recorded. Where relevant, please reference responses in the "Statement of Need" section.

4) On-farm project verification – breifly describe how verification for implemented on-farm projects for grant beneficiaries will be performed with an emphasis on transparency. In the description, make sure to reference the Workplan timeline to ensure adherence to SWEEP implementation timelines.

6) Reporting - Frequent and quality reporting is required as part of this grant. Organizations that fail to report in a timely manner will be subjugate to a critical project review. Recipients are required to collect information from potential block grant applicants and provide it to CDFA on an ongoing basis. In no more than 2 paragraphs (600 words), please describe the applicants organization's ability to collect program and project level data to provide to CDFA in a standard report. In the response, include a description of the methods used to record, track, and report progress for the on-farm implementations during the lifespan of the project and for 3 years post-project. Data to be collected may include personal identifying information, demographic information, and project level details.

5) CDFA will require quarterly reporting. Please acknowledge that your organization will be able to provide data to CDFA

in a high quality, timely and consistent manner.

○ Yes

Project Summary

7) In no more than 3 paragraphs (900 words) provide a summary of the overall project. In the response, provide a high-level description of the project goals, regional needs, and areas of support. The response should be written in third person.

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Part 06: Budget

Applicants will submit an itemized budget outlining tasks and costs associated with each task. Through the application narrative, applicants will indicate projected/estimated expenses related to administration, technical assistance, and on-farm projects. The proposal will also discuss how block grant funding will be tracked over the grant terms including monitoring and disbursement of funds to partner organization and G   Beneficiaries, and how technical assistance (TA)will be tracked including expenses related to Socially Disadvantaged Farmers and Ranchers (SDFR).

1) In 3 paragraphs (900 words) or less, describe the projected/estimated expenses related to 1) administration, 2) technical assistance, and 3) on-farm project. The response should reference the attached project Workplan, Budget, and the sections "Workplan Merit and Feasibility" and "Statement of Need" as relevant.

2) In no more than 2 paragraphs (600 words), please describe how block grant funding will be tracked over the lifespan of the project and for 3 years post-project, including monitoring and disbursal of funds to partner organizations and grant beneficiaries. In the response, make sure to include how the block grant will monitor and track grant funds to grant beneficiaries (e.g., farm/ranch owner or farm leases for on-farm projects) including those that identified as SDFRs.

3) If Block Grant Recipient (BGR) will be purchasing shared equipment, provide a description of the item(s) and demonstrate a need for the equipment including the target beneficiaries. In the description, include a plan for the maintenance (including component repair and support), storage, and equitable sharing for the usable lifespan of the equipment.

Please note that the applicant will be filling out the budget details separately and on another tab within the application.

Will the Block Grant use cost-share?
○ Yes
○ No

Enter the estimated cost-share for the Block Grant? Example: $50,000.00
$0.00

_____

Part 07: Additional Supporting Documents

Attach any optional supporting documentation here