

State Water Efficiency and Enhancement Program Block Grant Pilot

Request for Grant Applications
Draft for Public Comment

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CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
OFFICE OF ENVIRONMENTAL FARMING AND INNOVATION
1220 N STREET
SACRAMENTO, CA 95814

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Background and Purpose

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

SWEEP provides financial incentives for California agricultural operations to invest in irrigation systems that save water and reduce GHG emissions. Through this Block Grant Pilot Solicitation, 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

The Budget Act of 2022 (SB 154) allocated \$110 million from the General Fund to CDFA for SWEEP. Of this appropriation, \$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.
 - Of the award, 15% may be used for direct and indirect costs related to administration of the grant including disbursement of funds to agricultural operations.
 - 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 the on-farm SWEEP projects.
 - The maximum funds that can be made available to an agricultural operation for an on-farm SWEEP project is \$200,000.
- CDFA reserves the right to offer an award different than the amount requested.
- All payments will be made to the block grant recipients. Block grant recipients will be responsible for further disbursement of funds to partners and agricultural operations.
- The maximum grant term is three years.
- The anticipated start date is September 1, 2023.
- All project activities must occur within the grant term. Costs incurred outside of the grant agreement period will not be reimbursed.

Program Structure

For the purpose of this program there are three entities of interest:

Block Grant Recipient (BGR) Recipient/ – The organization that has been awarded a SWEEP Block grant. These entities will enter into agreements to disburse funds for on-farm projects. These entities will select on-farm projects,

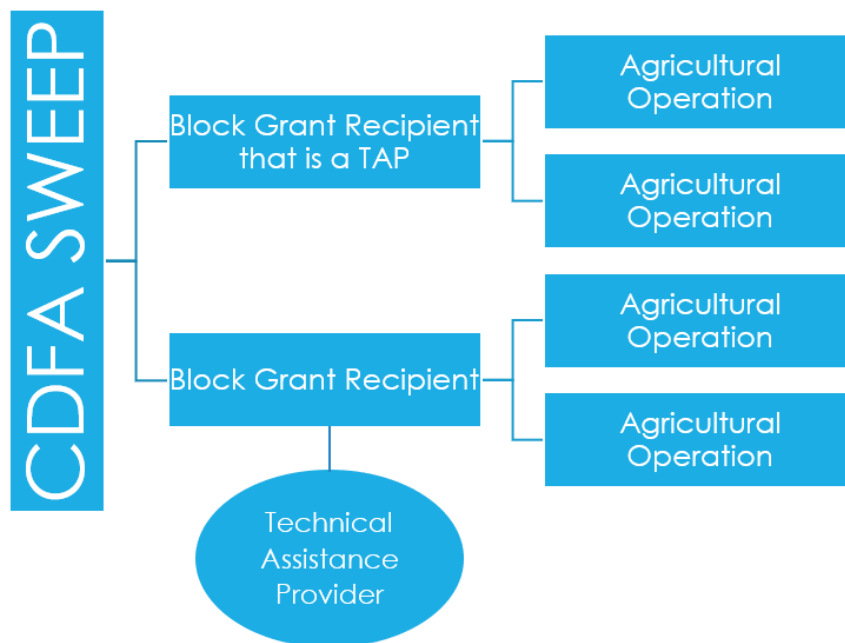
assist project implementation and verify project completion. BGRs or their partners will provide technical assistance to the agricultural operations to install irrigation-related improvements and will report project completion and outcomes to CDFA. See [Eligibility and Exclusions](#).

Agricultural Operation – A business entity or individual engaged in agricultural production of row, vineyard, field, or tree crops, commercial nurseries, nursery stock production, or greenhouse operations producing food crops or flowers. Throughout this document an agricultural operation may also be referred to as “farmer or rancher” and includes organizations that own or lease land for agricultural production where the on-farm SWEEP irrigation projects will be installed.

Technical Assistance Provider (TAP) – Technical Assistance Providers are defined in Assembly Bill 2377 (Irwin, 2018) as, “resource conservation districts, the University of California Cooperative Extension, and nonprofit organizations, with demonstrated technical expertise in designing and implementing agricultural management practices.” See [Technical Assistance](#).

Figure 1 below illustrates the program structure and relationships among various entities. CDFA will make awards to Block Grant Recipients (BGRs).

Figure 1: Structure of the SWEEP Block Grant Program



The BGR may either choose to directly fund implementation of on-farm projects or they may provide/sub-award funds to agricultural operations to implement projects. The ultimate outcome will be completed on-farm projects. BGRs must

not charge any fees to the agricultural operations for any activities related to the grant award including but not limited to selection, implementation, verification or payment.

Eligibility and Exclusions

Block Grant Recipients

The following entities are eligible to be recipients 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)
- Non-profits including, but not limited to:
 - Groundwater Sustainability Agencies
 - Irrigation districts
 - Land trusts
 - Non-profit industry organizations
- Federally- and California-Recognized Native American Indian Tribes
- Local or regional government agencies such as air pollution control districts.
- 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 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 for technical assistance.

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.

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

Agricultural Operations

All on-farm projects must be located on California agricultural operations. 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.

The following types of agricultural operations may be selected by block grant awardees for an on-farm project:

- California farmers, ranchers, Federally- and California-Recognized Native American Indian Tribes, and non-profit organizations engaged in agricultural production.
- Agricultural operation 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 (also known as EIN).
- 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.

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.

Estimated Timeline

Program Activity	Estimated Timeframe*
Receive Public Comment on Draft Request for Grant Applications (RGA)	November – December 2022
Finalize RGA and Develop Application Portal	December 2022 - January 2023
Release Final Request for Grant Applications	February 2023
CDFA Grant Application Webinars	February 2023
Grant Applications Due	April 2023

Administrative and Technical Review	May 2023
Announce Awards	June 2023
Award Process	See Award Process

*Subject to Change

Program Objectives and Requirements

On-Farm Project Selection and Approval

Applicant organizations to the SWEEP Block Grant Pilot Program 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. Awarded organizations or TAP partners must implement a robust outreach campaign to ensure awareness and access in their service areas. CDFA will require reporting on outreach metrics including details about outreach events, methods of communication, and efforts to support outreach in languages other than English.

CDFA 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 and BGRs must prioritize SDFRs when selecting agricultural operations for on-farm projects. Twenty five percent (25%) of the total awarded 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 (Aguilar-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

Upon grant agreement execution, BGRs and TAPs will begin their outreach process to identify interested agricultural operations. Both BGRs and TAPs must ensure that agricultural operations are fully aware of [program requirements](#) and post-project [continuing expectations](#) before beginning the project development process with agricultural operations.

Through the outreach campaign, BGRs will identify farmers and ranchers with appropriate projects for SWEEP funding. See [Appendix A](#) for detailed requirements for on-farm projects.

After a TAP and an agricultural operation work together to develop a proposal and project design for a SWEEP project, the BGR will submit all the necessary documentation to CDFA for review of an on-farm project. See [Reporting](#) and [Appendix A](#) for more details of what will be required. CDFA SWEEP staff will review the project information to ensure that the project meets program requirements and that there are no conflicts with program restrictions. CDFA will cross-reference past SWEEP awards to ensure that the agricultural operation will not reach the \$600,000 cap on SWEEP funding and to determine whether any SWEEP projects have been installed on the same assessor's parcel number (APN).

On-farm projects may be disqualified for reasons including but not limited to following:

- Projects that do not meet program requirements
- 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

The BGR must maintain all required documents for three years after grant expiration. CDFA may request project specific documents during the approval process.

Technical Assistance

BGRs must make technical assistance available to the agricultural operations free of charge, for both project planning and implementation. Technical assistance must be provided by AB 2377 (Irwin, 2018)-defined technical assistance providers: resource conservation districts, the University of California Cooperative Extension, and nonprofit organizations with demonstrated technical expertise in designing and implementing agricultural management practices. If an applicant BGR is not one of these entities, they must partner with such entities for technical assistance to be eligible for block grant funds.

Outreach materials prepared by the BGR must indicate that the assistance is free, and no fees or costs will be imposed on the farmer or rancher. Grant recipients may not require farmers and ranchers to include specific proprietary products, specific practices or favored contractors in their project design or implementation.

BGRs and TAPs must attend CDFA-hosted annual meetings, which may be remote or in-person at CDFA headquarters in Sacramento. These meetings focus on providing feedback for the continuous improvement of CDFA's Climate Smart Agriculture incentives programs and on sharing experiences among service providers.

Technical Assistance Activities

TAPs are required to conduct project design, development and implementation activities during the grant agreement term as described below.

Project design and development technical assistance activities refer to tasks or activities conducted after the execution of agreement between CDFA and the BGR and before the implementation 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 with project design and planning. During this phase, technical assistance providers may assist the BGR and agricultural operations with gathering quotes, preparing project designs, and completing water and GHG quantification tools.

Project implementation technical assistance activities refer to tasks or activities conducted after an agricultural operation has been selected by the BGR. These activities include but are not limited to, ongoing assistance provided to farmers and ranchers with project implementation, project coordination, information gathering and continued education of relevant irrigation-related topics. Providing ongoing technical assistance to farmers and ranchers must include, at a minimum:

- Assisting farmers and ranchers with all activities related to on-farm implementation of project activities including, but not limited to, working with service providers 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

Block Grant Applicants must include, statement of qualification, work plan and itemized budget for technical assistance as part of their application package. Please see [how to apply](#) for more details.

On-Farm Project Implementation and Verification

BGRs and/or TAPs will maintain regular contact with the agricultural operations during on-farm project implementation, providing technical assistance as necessary. BGRs will request advance payments or 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 agricultural operations or directly to vendors. For more information see [Payment Process](#).

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 agricultural operations of [CDFA's Continuing Expectations](#) and post-project outcome monitoring.

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

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 at 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: Preview and Navigation of Amplifund Application](#).

Summary of Program Deliverables

SWEEP Block Grant applicants must include all of the following activities in their proposal: 1) Perform and track outreach to ensure that the opportunity is widely shared within the service area of the project; 2) Provide technical assistance to

farmers and ranchers to prepare project designs and gather necessary information for a SWEEP project; 3) Submit documentation and details about on-farm projects to CDFA for approval; 4) Provide implementation technical assistance to help farmers and ranchers successfully complete SWEEP projects; 5) Disburse funding to agricultural operations and/or vendors for on-farm SWEEP projects; 6) Verify on-farm project completion and report on project outcomes; and 7) Attend an orientation meeting and quarterly check-in meetings with CDFA, and will submit reporting and invoicing documents as described in [Project Implementation](#).

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
TBD	TBD
TBD	TBD
TBD	TBD

TBD 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.

Review Process

Applications will be reviewed in a two-stage process:

Administrative Review

The purpose of the administrative review is to determine whether the proposal meets eligibility criteria and grant application requirements.

Disqualifications

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

- Incomplete grant applications: applications with one or more unanswered questions necessary for administrative or technical review.

- Incomplete grant applications: applications with missing, blank, unreadable, corrupt, or otherwise unusable attachments.
- Applications that include activities outside the grant duration.
- Applications with unallowable costs or activities necessary to complete the project objectives.
- Requests for more than the maximum award amount or less than the minimum award.
- Applications that do not comply with Eligibility or meet Program Requirements and Restrictions.

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 technical reviewers include CDFA staff and staff at partner agencies.

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 and the capacity and qualifications of the applicant. The table below shows the distribution of points among scoring criteria.

Criteria	Maximum Points
<p>Qualifications of Applicant</p> <p>Does the organization provide evidence of capacity to administer the program?</p> <p>Does the project team have expertise in irrigation system implementation to be able to support agricultural operations?</p>	<p>35</p>

Do proposed partnerships extend the expertise or capacity of the team as opposed to duplication?	
Statement of Need 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? Is the workplan feasible with the requested budget?	25
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 budget reflect dedication to CDFA's Priorities?	15
Total	100

Qualifications

Applicants provide evidence and a statement of qualifications covering their expertise in irrigation design and implementation, grant administration, relationship with farming communities, including SDFRs, provision of technical assistance, and outreach. The applicant will provide resumes of key personnel. CDFA encourages partnerships among various organizations to leverage diverse expertise. Applicants must provide detailed description of how a proposed partnership is beneficial to farming communities and how this partnership can extend the impact of the project rather than duplicating efforts.

Statement of Need

Applicants will provide a description of the geographic area(s) they intend to serve. They will declare whether they will consider on-farm projects from outside of their traditional service area. The applicant should describe the target community and any related language needs or equity considerations. 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.

Work Plan

The applicant will provide a detailed workplan outlining each task to address the required deliverables. The title of the personnel responsible for each task should be identified. Applicant organizations will outline a proposal for how agricultural operations will be selected for an on-farm SWEEP project (e.g., competitive, first-come, first-served, other). Block Grant Applicants must propose a method of review and provide transparency in the selection process. For example, a BGR may subcontract a third party to participate in the selection process or form a review board. Applicants will also provide a detailed description of how equity will be incorporated into their on-farm project selection decisions, and whether multilingual services will be provided, and to what extent.

Budget

Applicants will submit an itemized budget outlining tasks and costs associated with each task. Budget categories will include Personnel – Wages; Personnel – Fringe Benefits; Supplies and Equipment; Travel; Labor; and Other. Through the narrative, applicants will indicate estimated expenses related to administration, technical assistance and on-farm projects.

Other Funding Considerations

Past performance in OEFI Climate Smart Agriculture Programs (e.g., Climate Smart Agriculture Technical Assistance, Healthy Soils Demonstration Program, Pollinator Habitat Program), if applicable, may be taken into consideration during block grant award 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 terminations or incomplete projects, or unresponsiveness to communications from CDFA. CDFA will also reserve the right to consider equitable regional distribution of funds and other geographic factors while selecting awards.

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.

Award Timeline

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

Grant Agreement Implementation

Once a Grant Agreement is executed, the BGR can begin implementation if it is after or on the official project start date (which is estimated for TBD). During implementation, BGRs must maintain frequent communication with CDFA staff. CDFA staff may regularly send emails or surveys to gauge progress in addition to quarterly invoicing and progress reports. Recipients must be responsive. CDFA will schedule review calls and/or workshops regularly during implementation to discuss progress.

BGRs are responsible for the overall management of their awarded grant to ensure all activities are completed no later than TBD. All communications (oral or written) related to grant activities, including reimbursements, must originate from the BGR, grant awardee’s authorized representative, or CDFA staff.

Payment Process

BGRs may be eligible for advance payment, subject to the provisions of section 316.1 “Advance Payments” of the [California Code of Regulations, Division 1, Chapter 5](#). If appropriate justification is submitted and awardee follows grant management requirements, additional advance payments may be issued in accordance with CDFA’s Grant Administration regulations.

BGRs will receive payment through both advances and reimbursements. CDFA will provide the BGR with the necessary invoicing documents for the advance payment and reimbursement process. 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.

A BGR may receive fifteen percent of awarded funds for administrative expenses and five percent for technical assistance expenses. However, no more than \$100,000 may be reimbursed annually for technical assistance per the requirements of AB 2377. BGRs will need to track these expenditures separately for reimbursement.

Costs	Percent of Grant	Examples of Costs
Administrative	Up to 15% of Total Award	<ul style="list-style-type: none"> • Managing partnerships • Disbursing funds to partners or agricultural operations • On-farm project selection process • Tracking project progress and expenditures • Tracking metrics • Completing reporting and invoicing • Participating in required meetings with CDFA
Technical Assistance	Up to 5% of Total Award	<ul style="list-style-type: none"> • Outreach • Developing plans with producers • Gathering documentation • Coordinating with vendors • Providing training or support to the growers during implementation

CDFA will withhold the final payment until work is complete and meets the expectations agreed upon in the Grant Agreement Scope of Work.

Reporting

Ongoing Submission of On-Farm Projects for CDFA Approval

As SWEEP BGRs and TAPs identify potential on-farm projects, details will be submitted to CDFA. The following will be required:

1. **Letter of commitment** from the farmer working to implement an on-farm SWEEP installation and cooperate with CDFA regarding [Post-Project Outcomes](#).
2. **On-Farm Project Summary** – CDFA will provide an on-farm project summary template to gather information including:
 - a. Name of agricultural operation
 - b. Tax identification number or last four digits of SSN
 - 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 [Appendix A for Detailed 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 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.

After the submission of the on-farm project summary and documentation, For a subset of the projects, CDFA staff may consult with irrigation experts at University of California or California State University to validate calculations.

Quarterly Progress Report

On a quarterly basis the Recipient will submit a progress report detailing administrative and technical assistance activities and progress on approved on-farm projects. The reports must include, but are 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
- TAP must report all activities carried out during the reporting period including number of projects assisted, number of SDFRs assisted and farms or ranches assisted of 500 acres or less.

Final Report

At the close of the grant agreement term or when all project activities have been completed, the Recipient will submit a final report. The final report will include 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.

Block Grant Closeout

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. The closeout process must be completed by TBD.

Post-Project Requirements

BGRS will retain records for a period of three (3) years after final payment is made by the State.

Agricultural operations 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 recipients 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 agricultural

operation shall take all required steps for timely enrollment. Besides the enrollment, the agricultural operation may be required to provide data which could not be collected utilizing third-party services.

Communications and outreach materials: BGRs commit to creating at least three one-page case studies of farmers who have successfully implemented SWEEP projects. Case studies will include photos, water and GHG savings metrics, and a description of the project. CDFA will use this material to promote SWEEP.

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 Recipient will be contacted in advance. The audit shall include all books, papers, accounts, documents, or other records of Recipient, 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 Recipient 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 Recipient must provide a copy of any document, paper, record, etc., requested by the auditor.

Accounting Requirements

The Recipient 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.

Appendix A: Requirements and Restrictions for On-farm SWEEP Projects

Strategies for Water Savings and GHG Reductions

All on-farm projects must reduce on-farm water use and reduce GHG emissions through a combination of the following strategies. 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

Weather, Soil, or Plant Based Sensors for Irrigation Scheduling

- Examples include the use of soil moisture or plant sensors (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

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 and the Addition of Variable Frequency Drives

- 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 or 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)
- Indicate location of existing flow meters and/or 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.

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.).

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.

- 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.

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.

Examples of allowable costs 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 agricultural operation'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

Appendix B: Preview and Navigation of AmpliFund Application

Under Development

Appendix C: Summary of 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 agricultural operations:

Agricultural operations 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](#).

Agricultural operations 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.

For reporting purposes, a CDFA environmental scientist or CDFA-designated third-party may request the above post-project records for three years following project completion. If you have any questions regarding these continued expectations, please contact CDFA at cdfa.sweeptech@cdfa.ca.gov.