Statement of Qualifications

**Application ID:**

Limit application attachments to no more than 30 pages total (Workplan, Budget Worksheet, Statement of Qualifications, and Resumes). Arial font size 12, 1-inch margins, and single-spaced. Do not change order of sections, margins, font size, or spacing. **REMOVE BLUE TEXT PRIOR TO SUBMITTAL.**

Provide responses to the sections outlined below. If applying for funding for both AMMP and HSP programs provide information relevant to both programs.

1. **Applicant Organization(s)**

In this section, applicant must provide sufficient information to demonstrate that the lead organization and all participating organizations (if any) have the personnel, experience, knowledge, skills, time and resources to develop and deliver the project.

* Describe the lead applicant organization’s background, purpose or mission as it relates to the project and address the organization’s capacity to undertake the work of the project.
* Identify outside partners (if any) the organization will work and collaborate with on technical assistance and outreach to farmers and ranchers.
* Describe how the partner organization(s), if any, will complement and enhance the work of the lead organization, rather than being duplicative.
* Briefly describe the organizations’ (lead and partner) experience providing technical assistance to farmers and ranchers for CDFA’s CSA programs or similar programs.
* (AMMP) Describe the organizations’ experience working with the dairy and livestock industry including technical expertise in manure management.
* (HSP) Describe the organizations’ work experience facilitating, designing, and/or implementing various soil management practices.
* Describe the organizations’ experience in leading a technical workshop.
* Describe the organizations’ experience in providing one-on-one technical assistance.
* Describe the organizations’ experience in setting up and maintaining communications with ranchers/farmers.
* Describe the organizations’ experience working with Socially Disadvantaged Farmers and Ranchers (SDFRs), Severely Disadvantaged Communities (SDACs) and/or AB 1550 Priority Populations[[1]](#footnote-1).
* Explain how the organization(s) (if applicable) are positioned to fulfil the goals of this program. Explain in detail the organizations’ stakeholder base and strategies of stakeholder engagement which will be leveraged to support CDFA’s Climate Smart Agriculture Programs.
* Describe how the organization(s) (if applicable) are capable of handling time sensitive issues including but not limited to meeting the demands from multiple CDFA grant recipients during peak times to ensure successful project implementation (i.e., to meet the program timeline and achieve deliverables as outlined in the Program Requirements). This should include a systematic plan, list of qualified primary and alternative staff who are able to provide timely assistance to the recipients.
* Outline the organizations’ experience and resources working with communities and farmers.

**Key Personnel**

* Include a brief biography or summary of qualifications of the key personnel from lead applicant organization involved in the project. List CSA program experience for each staff if applicable. The biography or summary of qualifications should be brief but adequate to demonstrate key personnel have knowledge and experience in the subject area of the project.
* Identify and provide biography or summary of qualifications for each key personnel from each partner organization.
* Include names, contact information and summary of qualifications for each contractor.
* Applicants must identify why this team composition and representation from within the organization(s) will enable successful implementation of the proposed workplan. Explain how various tasks will be managed and coordinated and how the project manager’s technical expertise will help achieve the goals of the project. Describe previous experience of the project team with (management practices for HSP and dairy/livestock manure management for AMMP) in California.
* Identify any relevant certifications that members of the organization(s) hold and indicate how it might be useful.

**Resume**

Attach resumes of each key personnel from each participating organization and contractors and indicate the role of each person whose resume is attached. Limit to two pages per resume. Provide in PDF format. Upload the resumes as one PDF file into the application portal.

* Names and roles of personnel whose resumes are attached.
1. These terms are defined within the RFP. [↑](#footnote-ref-1)