Technical Assistance Workplan

**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.

1. **Project Title**

Describe the project in 15 words or less.

1. **Executive Summary (200-word limit)**

The Executive Summary is an overview of the project. In 200 words, describe the project and the overall goal of the project. The Climate Smart Agriculture (CSA) Technical Assistance Grant is designed to facilitate technical assistance to individual farmers and ranchers who are interested in applying for or have received funds from three of CDFA’s CSA programs; Alternative Manure Management Program (AMMP) and/or Healthy Soils Program (HSP). List the CSA programs that the project will include in their technical assistance plan.

Briefly describe the audience, location of the project, technical assistance activities and the expected impacts and results of the project.

1. **Project Team**

* Provide the legal name of the organization that will serve as a lead for the project.

* If multiple organizations are partnering for the CSA Technical Assistance Grant, list the names of partner organizations and clearly describe their role in the project.
* Identify the key personnel within each organization, as applicable, that will be responsible for implementing the project. Key personnel typically include the project manager and others within the applicant and participating organizations that will significantly contribute to the activities of the project and help ensure the project is successful. It is not necessary to include all personnel within each organization.
* Identify any contractors that will play a key role in project implementation.

*Note*: Name and contact information of key personnel from lead and partner organizations will be posted on CDFA’s corresponding CSA program (AMMP and/or HSP) website during the application period as a resource for farmers and ranchers.

1. **Statement of Needs**

* Describe the target audience of the project, including which communities or regions will be served and the needs of that community/region. Describe in detail both the community needs and your organization’s ability to address them through the CSA program. Describe issues of local and regional urgency and demand for CSA programs in the region and among priority populations.
* The technical assistance program requires at least 25% of the funds will be spent to serve socially disadvantaged farmers and ranchers. Describe how your organization will achieve this target. If this target cannot be met within the region you serve, provide a justification.

1. **Project Description: Goals and Intended Outcomes**

* List the project goals and intended outcomes. Outcomes should describe what specific changes or results are expected as a result of the project. In summarizing the need for the project, consider the RFP priorities (i.e. Socially Disadvantaged Farmers and Ranchers (SDFRs), Severely Disadvantaged Communities (SDACs), AB 1550 Priority Populations[[1]](#footnote-1) and farms and ranches 500 acres or less) and explain how the project will address those priorities. Project description must include number of farmers expected to be reached through the project.
* Goals must include an estimated number of farmers and ranchers the applicants anticipate assisting in (i) applying for CDFA’s Climate Smart Agriculture incentives, and (ii) in implementation of grant-awarded projects. Include a justification for the proposed numbers consistent with proposed work plan and budget. Provide details of outreach methodologies that will be used to reach the proposed number of farmers and ranchers.
* Describe the steps that will be taken if the proposed target is not met.

1. **Project Objectives: Activities and Timeline**

Use the table provided below to list the technical assistance activities that will be performed to achieve the goals and outcomes. Project objectives must include outreach methods and activities.

Using the table below, provide information described below. Insert additional rows and columns as necessary to include as many Project Objectives and Activities as necessary to complete the project. If requesting funding for two CSA programs, objectives and activities must be provided individually in two tables (one for each CSA program (i.e., AMMP and/or HSP) that will be served by the technical assistance provider (TAP)).

* **Objective:** Identify the main goals the project is seeking to accomplish. All projects must have at least one objective.
* **Activities:** In the table provided, describe the tasks necessary to accomplish each of the identified project objective(s). Add additional rows as needed.
* **Performed by:** In the table provided, identify the individuals who will do the work for each activity by title (e.g., graduate student researcher, nutrition educator, web designer, etc.). All individuals for whom funding is requested in the Budget Worksheet must be responsible for activities listed in the Project Objectives and Work Plan attachment and must be identified using the same title.
* **Timeline:** In the table provided, provide the estimated beginning and end dates for when each activity will be accomplished (e.g., January 2020 – March 2020). Use specific dates when possible and only include activities occurring within the grant period.

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| **CSA Program Name**  AMMP or HSP | **Objective**  Provide a numbered list describing each objective that will be accomplished. | **Activities** Provide a numbered list describing each activity that will support the objective. | **Performed by** Name/Title | **Timeline** Month & Year - Month Year |
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1. **Evaluation and Reporting**

To ensure accountability and future funding, it is important that the applicant organization can accurately keep track of the technical activities conducted, the numbers of farmers who applied for the CSA programs and the numbers of SDFR’s reached. Briefly describe the internal system you will use to track technical assistance activities and the number of farmers/ranchers and SDFR’s that you serve with this project. Attach sample table or list software or computer program that will be used to track technical assistance activities and farmers information**.**

1. Definitions are provided in the Request for Proposals [↑](#footnote-ref-1)