

CLIMATE SMART AGRICULTURE TECHNICAL ASSISTANCE GRANTS



*Request for
Proposals*

Draft for Public Comment

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Send comments to CDFA.OEFI@cdfa.ca.gov



CALIFORNIA DEPARTMENT OF
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CLIMATE SMART AGRICULTURE TECHNICAL ASSISTANCE GRANT

REQUEST FOR PROPOSALS

BACKGROUND

AB 2377 (Irwin, 2018) requires the California Department of Food and Agriculture (CDFA) to establish a technical assistance grant program to provide funds to technical assistance providers to assist the applicants of the Alternative Manure Management Program (AMMP), the Healthy Soils Program (HSP) and the State Water Efficiency and Enhancement Program (SWEEP).

For fiscal year 20xx-20xx, CDFA will award up to \$xxx million to the following entities (bulleted below) with demonstrated technical expertise in designing and implementing agricultural management practices to support CDFA's 2019 Climate Smart Agriculture (CSA) incentive programs. At least 25% of these grant funds will be used to provide outreach and technical assistance to Socially Disadvantaged Farmers and Ranchers¹.

- Resource conservation districts
- The University of California Cooperative Extension
- Nonprofit organizations

Technical assistance must be in the form of;

1. Outreach activities, CSA project design, outreach, education, project planning and individualized application assistance to farmers, ranchers and agricultural operations.
2. Project implementation and reporting of funded projects. Technical assistance grants by CDFA will cover the following three programs:

- *Alternative Manure Management Program (AMMP)*

AMMP is designed to provide financial incentives to dairy and livestock operators to implement non-digester manure management practices that reduce their greenhouse gas emissions.

- *Healthy Soils Program (HSP) – Incentives Program*

The CDFA's HSP Incentives Program provides financial incentives to California growers and ranchers to implement conservation management practices that sequester carbon, reduce atmospheric GHGs, and improve soil health.

- *State Water Efficiency and Enhancement Program (SWEEP)*

SWEEP's objective is to provide financial incentives for California agricultural operations to invest in irrigation systems that reduce GHG emissions and save water. The program achieves both objectives through

¹ "Socially disadvantaged farmer or rancher" means a farmer or rancher who is a member of a socially disadvantaged group. "Socially disadvantaged group" means 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: (1) African Americans (2) Native American Indians (3) Alaskan Natives (4) Hispanics (5) Asian Americans (6) Native Hawaiians and Pacific Islanders.

funding of holistic irrigation designs and supports project components such as sensors, new irrigation methods, pump retrofits or upgrades, fuel conversion, and renewable energy.

PROGRAM FRAMEWORK

Each organization that receives a CSA technical assistance grant is required to conduct both Phase 1 and Phase 2 activities over the three-year life of the agreement. The phases differentiate pre-award activities and post-award activities and result in different tasks and deliverables.

Phase I: Pre-award Activities

Pre-award activities refer to a task or activity conducted prior to awarding of AMMP, HSP or SWEEP grants to a farmer or rancher, and includes technical assistance provided for application preparation and submission. These activities may further include, but are not limited to, outreach and education about the CSA programs, project planning and design.

Phase II: Post-award Activities

Post-award activity refers to a task or activity conducted after a farmer or rancher has been awarded an AMMP, HSP or SWEEP grant, and includes but is not limited to, ongoing assistance with project implementation, project coordination, information gathering and continued education of CSA -relevant topics.

FUNDING & DURATION

The 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; AMMP, HSP, and/or the SWEEP. Each grant will be implemented in two phases: Phase I and Phase II as described above under Program Framework. Grant funds may not be expended prior to [date; TBD] or after [date; TBD].

Funding distribution for one CSA Program;

Applicants may provide technical assistance for one CDFA CSA program. The funding distribution by phase and year is provided in Table 1.

- The total maximum grant award for one CSA program = \$60,000 over three years
- Phase 1 technical assistance funding maximum = \$20,000
- Phase 2 technical assistance funding maximum = \$40,000 over 3 years

Table 1. Providing Technical Assistance for one of the CSA programs

Year	Phase 1	Phase 2	Total
Year 1	Up to \$20,000	Up to \$13,333	\$33,333

Year 2		Up to \$13,333	\$13,333
Year 3		Up to \$ 13,334	\$13,334
Total	Up to \$20,000	Up to \$40,000	\$60,000

Funding for two CSA Programs;

Applicants may apply to more than one CSA Program to provide technical assistance services. The total maximum grant award amount when providing technical assistance for two programs is \$120,000 over the three-year period. An organization can receive up to \$40,000 for Phase 1 activities and up to \$80,000 for phase 2 activities over the three-year grant agreement period if supporting two CSA programs.

Table 2. Providing Technical Assistance for two CSA programs

Year	Phase 1	Phase 2	Total
Year 1	Up to \$40,000 (\$20,000 for each CSA program)	Up to \$26,666 (\$13,333 for each CSA Program)	\$66,666
Year 2		Up to \$39,999 (\$13,333 for each CSA Program)	\$26,666
Year 3		Up to \$ 26,668 (\$13,334 for each CSA Program)	\$26,668
Total	Up to \$60,000	Up to \$120,000	\$120,000

Funding for three CSA Programs

Applicants may apply to more than one CSA Program to provide technical assistance services. The total maximum grant award amount when providing technical assistance for all three CSA programs is \$180,000 over the three-year period. An organization can receive up to \$60,000 for Phase 1 activities and up to \$120,000 for phase 2 activities over the three-year grant agreement period if supporting three CSA programs.

Table 3. Providing Technical Assistance for three CSA programs

Year	Phase 1	Phase 2	Total
Year 1	Up to \$60,000 (\$20,000 for each CSA program)	Up to \$39,999 (\$13,333 for each CSA Program)	\$99,999
Year 2		Up to \$39,999 (\$13,333 for each CSA Program)	\$39,999
Year 3		Up to \$ 40,002 (\$13,334 for each CSA Program)	\$40,002
Total	Up to \$60,000	Up to \$120,000	\$180,000

Phase 1 activity payments will be made on the following basis:

- AMMP: Up to \$20,000 maximum, which shall include \$5,000 base payment per solicitation, and, \$400 per individual assisted, or, \$1,000 per application submitted.

- HSP: Up to \$20,000 maximum, which shall include \$5,000 base payment per solicitation, and, \$200 per individual assisted, or, \$400 per application submitted.
- SWEEP: Up to \$20,000 maximum, which shall include \$5,000 base payment per solicitation, and, \$200 per individual assisted, or, \$400 per application submitted.

The total costs of all activities, including indirect costs that is not to exceed 15% (unless established agreements/contracts between CDFA and the applicant has been previously established), must not exceed \$20,000 per program with a maximum award no greater than \$60,000.

Phase 2 expenses will be reimbursed on a quarterly basis. A detailed invoice is required with each report outlining expenses.

Phase 1 budget activities can be rolled into the following year if the grant recipient is still supporting phase 1 activities for the same budget allocation.

Funds for Phase 2 activities in year 1 or year 2 may be used in subsequent years for year 2 and 3 activities if not utilized fully in the originally proposed years. Awardees will be required to submit a justification requesting the reallocation of unused funds from one year to another.

Up to 25% of requested funds in Phase 1 budget may be utilized for Phase 2 activities and vice versa. The re-allocation of up to 25% of the funds among the two phases must be consistent with activities identified in the work plan.

PROGRAM REQUIREMENTS AND DELIVERABLES

CDFA has several requirements that applicants and awardees must comply with.

- A technical assistance provider cannot apply as the lead applicant for more than one award per CSA program.
- Multiple organizations can partner on a single application.
- Past performance of technical assistance providers will be considered during the review process.
- CDFA reserves the right to offer an award different than the amount requested.
- A technical assistance provider cannot limit services to a specific county and/or region.
- An awardee must be able to serve farmers and ranchers seeking technical assistance from multiple counties.

Phase 1: Pre-award Activities

Mandatory Activities

- Technical assistance must be conducted between [date;TBD] and [date;TBD] and depends upon when incentive program solicitations are released and actively receive applications from farmers and ranchers throughout California.
- Assisting potential applicants with AMMP, HSP, and/or SWEEP application materials including use of existing and new Quantification Methodologies (QMs) and other calculator tools.
 - The applicant's technical expert must have CSA experiences that align with the program it is proposing to support. For example, a dairy and livestock manure management technical expert for assisting with AMMP applications, an irrigation and energy efficiency expert for assistance with

SWEEP applications, and a soil scientist, conservationist, or agronomist for assistance with HSP applications.

- Technical assistance providers must record the name, farm or ranch name, email, telephone number, address, and if they fall into one of CDFA's priority populations, of each applicant assisted.
- Workshops are not required but are encouraged. If choosing to conduct workshops, the date, time location, languages of the workshop, and person to be contacted must be provided to CDFA two weeks before the workshop. This information will be posted on CDFA's program specific websites and may be publicly available as a resource for those seeking technical assistance. If multiple CSA programs are part of the same larger workshop, CDFA would request a breakdown of the time spent on each program in the form of billable hours.
- Bilingual outreach and assistance are strongly encouraged.
- Technical assistance providers must submit the name, contact information and a resume of the program-specific expert assigned to each program to CDFA prior to commencement of application period.
 - Name and contact information will be posted on CDFA's corresponding program website during the application period as a resource for farmers and ranchers.
 - A single technical assistance expert may provide technical assistance for all three programs given they have the adequate experiences and knowledge base.
- Assistance must be made available to farmers, ranchers and agricultural operations throughout the year since multiple CDFA CSA solicitations may be made and for the entire duration of the application periods.
- Budget breakdown of incurred costs, to be submitted on CDFA-provided template.
- Internet and computer access to allow applicants access to the electronic applications for the duration of the application periods is required.

Phase II: Post-award Activities

Phase 2 funding has both mandatory and optional tasks. These tasks are as follows:

Mandatory Activities

- Provide ongoing outreach and technical assistance to CDFA CSA grant recipients including the following activities;
 - Contacting the farmers and ranchers of a CDFA CSA funding award in the organizations region and indicating the organizations ability to act as a Phase 2 technical assistance resource.
 - Assisting farmers and ranchers with all activities related to on-farm implementation of project activities, including but not limited to, installation of irrigation equipment, installation of manure management equipment, and implementation of healthy soils practices.
 - Assist in potential Scope of Work revision documentation submission by farmers and ranchers to CDFA.
- Offer and provide to farmers and ranchers, if requested, invoicing assistance.
 - Assisting CDFA CSA grant recipients in submitting invoices in the correct format and in a timely manner.

- Offer and provide to farmers and ranchers, if requested, matching funds coordination.
 - May include funding from federal, state, local, and private entities. For example, USDA-NRCS EQIP funds, and/or utility rebates.
- Offer post-project reporting assistance to farmers and ranchers including the following examples.
 - Post project water and energy record compilation and submission (e.g., SWEEP).
 - Preparing annual project reports (e.g., AMMP).
- Offer post-award reporting assistance to farmers and ranchers including the following examples.
 - Gathering receipts, listing of species used for Healthy Soils woody and herbaceous cover management practices including quantity of species selected, compost analysis reports (e.g., HSP).
 - Soil testing assistance (e.g., HSP).
- Provide on-demand annual follow up with farmers and ranchers on technical assistance needs.
 - Provide assistance on soil, plant, and climate information to ensure incentivized technologies are being used (e.g., SWEEP).
- Required attendance at a CDFA CSA hosted annual meeting for providing feedback and continuous improvement of existing CSA programs.
- Submit a detailed quarterly report to CDFA, within 60 days of providing assistance for a specific CDFA CSA program solicitation, documenting farmer and rancher technical assistance activities;
 - Report will include, but may not be limited to, recipients name, recipients farm or ranch, phone number, grant agreement number (if applicable), self-reported socially disadvantaged status, project task(s) assisted with, type of contact (e.g., owner, farm manager), hours spent on providing technical assistance, the number of individuals who contacted the organization for CSA assistance, if any individuals were turned down and reasons thereof, follow up activities to ensure project success for the duration of the reporting period and reporting of project issues with the CDFA CSA program (if any).
 - Report must be submitted using the CDFA provided template and must include.
 - Invoice of all incurred expenses that are requesting reimbursement.
 - Reports will be submitted to CDFA's email address (cdfa.oefi@cdfa.ca.gov) on the working day closest to each of the following days;
 - January 1st
 - April 1st
 - July 1st
 - October 1st

Optional Activities

- CDFA encourages statewide cooperation between regional entities.
- Additional/technical training.
 - Can be conducted via on-site training, webinar, video, or other options.
- Provide case studies.

- Compile reports and briefing documents on projects implemented, outcome, and other notable factors to convey the benefits of the CSA programs.
- Consult with applicants who did not receive funding in previous solicitations and advise on solutions including improving the overall competitiveness of applications.
- Communicate with vendors and facilitate discussion between grower/rancher and vender, if requested.
- Organizations will submit a quarterly report which must include if applicable:
 - Recipients name, phone number, grant agreement number, self-reported socially disadvantaged status, project task(s) assisted with, type of contact, follow up on project success, and report and state the reason for project issues (if any).

ELIGIBILITY AND EXCLUSIONS

- Technical assistance providers that are awarded funding from CDFA will provide technical assistance to CSA applicants without any additional cost to the applicant.
- Outreach materials prepared by the technical assistance provider must indicate that the assistance is free to the applicant and no additional fees or costs will be imposed.
- Technical assistance providers that are awarded funding from CDFA may not require applicants to include specific brands or contractors' products in project designs.
- Technical assistance providers must declare any conflicts of interests including sponsorship or funding by any corporation that may profit from CDFA's CSA incentive programs.

HOW TO APPLY

The Technical Assistance Program application must be submitted by the prescribed method. CDFA is in the process of developing the online application submission portal, which will be included in the next solicitation for technical assistance for farmers and ranchers that engage in CDFA's CSA programs.

TIMELINE OF PROGRAMMATIC ACTIVITIES

Activity	Dates
Request for technical assistance applications released	TBD
Applications due anytime between	TBD
Announce Awardees	TBD
Program-specific training webinars provided by CDFA	TBD
Awardees provide technical assistance*	TBD
Summary report(s) to CDFA	TBD

*CDFA anticipates announcing requests for funding at various times throughout the 2019-2020 fiscal year. These program timelines are estimated and are subject to

change. Also, program solicitation periods may overlap, meaning that technical assistance may be requested for multiple programs during the same timeframe.

REVIEW PROCESS

Applications proposals will be ranked based on organizations’ qualifications, workplan, budget narrative, project goals and history of technical assistance. Proposal review will include an administrative and technical review process.

CSA applications will undergo a two-phase review process.

Administrative Review

- Applications will be reviewed for completeness, ensuring application attachments are in the correct format and are legible.
- Past performance of technical assistance providers, if applicable, will be taken into consideration during selection.
- CDFA will prioritize funding the following:
 - Proposals that will provide at least 25 percent of all technical assistance to Socially Disadvantaged Farmers and Ranchers.
 - Proposals that will provide assistance to farms and ranches that are 500 acres or less.
- In future rounds of funding CDFA may prioritize funding organizations that meet all program requirements but have not received funding from previous rounds.

Technical Review

Third party reviewers from different state agencies will be selected to review the applications. The reviewers will score the projects based on the following:

- Qualifications of program specific technical experts will be assessed based on the required statement of qualifications (SOQ) and CV/resume.
- Work plan, budget, projected deliverables.
 - Requested budget amounts may be reduced if third-party reviewers deem an individual is not qualified to provide technical assistance for a program based on the applicants SOQ and CV/resume.

Review Scoring criteria for third party reviewers.

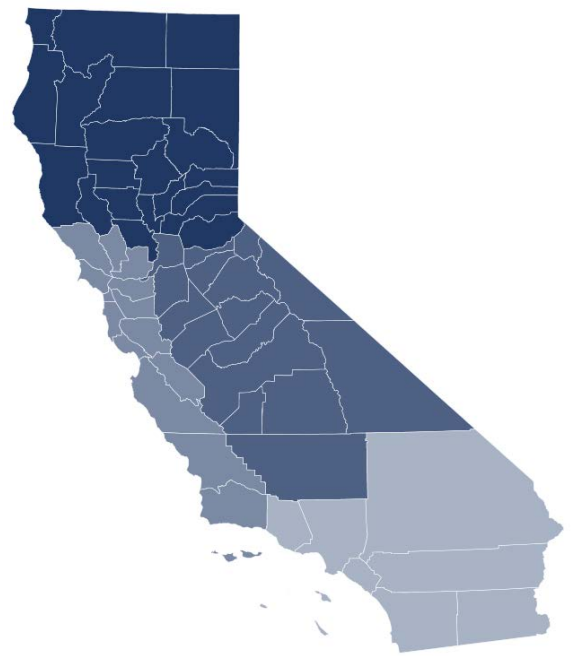
Each CSA program will have its own application and will be scored independently.

Criteria	Max Points
1. WORKPLAN AND REPORTING <ul style="list-style-type: none"> • How thorough is the work plan? • Does the workplan include workshops/public presentations? • Does the workplan include one-on-one technical assistance to farmers/ranchers? • How are the providers planning on soliciting the program? • Does the work plan include details of how specific programmatic required audiences will be reached? Examples include, SDAC, SDAF and other priority populations. 	40

<ul style="list-style-type: none"> • Does the workplan include efforts to provide assistance in multiple languages? • Is the workplan achievable with the requested budget? • Does the workplan clearly identify the staff person or personnel who will be involved in the task? • Does the application include an alternative contact? • Does the workplan include Phase 1 Pre-award activities and Phase 2 post-award activities reporting? • Does the application clearly identify how the organization will prioritize assistance for farms and ranches that are 500 acres or less? 	
2. BUDGET <ul style="list-style-type: none"> • Does the proposed budget outline anticipated expenses? • Is the budget at or below the maximum requested budget amount for the number of programs they are applying for? • Are the costs included in the budget for each task reasonable? 	20
3. STATEMENT OF QUALIFICATIONS <ul style="list-style-type: none"> • Does the SOQ clearly identify the applicant's qualifications? • Has the applicant appropriately explained how their education, work history, and/or technical expertise makes them qualified for this role? 	30
4. RESUME <ul style="list-style-type: none"> • How well does the resume align with relevant expertise for the program? 	10
Total Points	100

The CSA program needs to ensure adequate statewide distribution of its programs. CDFA will fund, to the extent feasible, at least one project for each region defined below.

- Northern California counties:
 - Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Lassen, Tehama, Plumas, Mendocino, Glenn, Butte, Lake, Colusa, Sutter, Nevada, Yuba, Sierra, Sonoma, Napa, Marin, Yolo, Placer, El Dorado.
- Central California counties:
 - Sacramento, Amador, Alpine, San Joaquin, Calaveras, Stanislaus, Tuolumne, Mono, Merced, Mariposa, Madera, Fresno, Kings, Tulare, Inyo, Kern.
- Southern California counties:
 - Ventura, Los Angeles, San Bernardino, Riverside, Orange, San Diego, Imperial.
- Central coastal California counties:



- Sonoma, Marin, Napa, Solano, San Francisco, Contra Costa, Alameda, San Mateo, Santa Cruz, Santa Clara, San Benito, Monterey, San Luis Obispo, Santa Barbara.

REQUIRED APPLICATION DOCUMENTS

All required application documents must be submitted electronically by the deadline specified in this solicitation. In addition to the mandatory and optional attachments each applicant will provide, applicants must download, complete and upload the templates provided below.

- Project Work Plan Template
- Project Budget Template (must be submitted in the Excel Format)
- Statement of Qualifications
- Resume

APPENDIX 1: REFERENCE DOCUMENTS TO ASSIST PREPARATION OF APPLICATION

Document 1: Preview of Applicant Information and Questions

The California Department of Food and Agriculture (CDFA) requires information for all entities involved in the Climate Smart Agriculture (CSA) grant agreement, including those that might assist during the solicitation period and/or workshops. The CSA grant agreement will be between CDFA and the lead technical assistance organization. The lead organization must ensure that all required and proposed tasks are fully completed.

- Name of the organization that will serve as lead for the project and will receive grant funds
- Organization's Federal Tax Identification Number
- Organization type
 - Non-Profit
 - Academic Institution
 - Resource Conservation District
- Organization's mailing address
- Organization's county
- Full name of the primary contact person. This is the person who will sign the grant agreement if awarded.
- Title of primary contact person
- Email of primary contact person
- Phone number of primary contact person
- Full name of secondary contact person
- Title of secondary contact person
- Email of secondary contact person
- Phone number of secondary contact person
- Will your organization be working with a cooperating entity?
 - Yes
 - No
- Cooperating organization name
- Cooperating organization's lead contact person
- Email of cooperating organization's lead person

- Phone number of cooperating organization's lead person

Technical Assistance Climate Smart Agriculture Programs

Assembly Bill (AB) 2377 (Irwin, 2018) required CDFA to establish a technical assistance grant program to provide technical assistance to assist the applicants of the Healthy Soils Program (HSP), the Alternative Manure Management Program (AMMP) and the State Water Efficiency and Enhancement Program (SWEEP).

Technical assistance must be in the form of (i) outreach activities, climate smart agriculture (CSA) project design, outreach, education, project planning and individualized application assistance to farmers, ranchers and agricultural operations, and (ii) project implementation and reporting of funded projects.

Each CSA program agreement will be distributed into two phases over a three-year period.

Phase 1: Pre-award activities

Phase 2: Post-award activities

- Which CSA program(s) will you provide technical assistance for?
 - AMMP
 - HSP
 - SWEEP

If Yes to AMMP

- Project Description
Summarize the projects goals, outcomes, and a plan for evaluating the success of the project
- Who is the individual in your organization who will take the lead on all the AMMP related tasks?
 - Name
 - Title
 - Email
 - Phone
- How will you reach the programmatic required audiences of 25% socially disadvantaged farmers, and other programmatic requirements, specifically for AMMP?
- Will you be working with any for the AMMP technical assistance?
 - Yes
 - Name
 - Title
 - Email
 - phone
 - No

If Yes to HSP

- Project Description
Summarize the projects goals, outcomes, and a plan for evaluating the success of the project
- Who is the individual in your organization who will take the lead on all the HSP related tasks?
 - Name

- Title
- Email
- Phone
- How will you reach the programmatic required audiences of 25% socially disadvantaged farmers, and other programmatic requirements, specifically for HSP?
- Will you be working with any contractors for the HSP technical assistance?
 - Yes
 - Name
 - Title
 - Email
 - phone
 - No

If Yes to SWEEP

- Project Description
Summarize the projects goals, outcomes, and a plan for evaluating the success of the project
- Who is the individual in your organization who will take the lead on all the SWEEP related tasks?
 - Name
 - Title
 - Email
 - Phone
- How will you reach the programmatic required audiences of 25% socially disadvantaged farmers, and other programmatic requirements, specifically for SWEEP?
- Will you be working with any contractors for the SWEEP technical assistance?
 - Yes
 - Name
 - Title
 - Email
 - Phone
 - No

Workplan

Submitting a detailed workplan with the anticipated task categories, number, location and time frame is important for the reviewer to better understand your projects goals and deliverables.

- How will the organization perform outreach for the program(s) indicated? List communication forms such as flyers, radio announcements, newspaper, television, attendance at events, etc.
- Does your workplan include efforts to provide assistance in multiple languages?
 - Yes – which languages
 - No
- The program will require quarterly reporting. Reporting elements include, but are not limited to, details of Phase 1 and Phase 2 activities conducted, names and contact information of individuals assisted, details of workshops conducted, tracking of socially disadvantaged farmers and ranchers and farms less than 500 acres assisted, challenges in project implementation and steps taken to address them. Is your organization able to meet this requirement over the term of the agreement? Please explain.

- The CSA program expects awarded technical assistance providers to assist a wide range of incentives grant recipients in Phase 2 (post-award activities). Explain how the applicant will engage with and assist incentives recipients that were not assisted by the applicant in Phase 1 (pre-award activities).
- This application requires a workplan to be submitted. Please explain in detail about your proposed workplan.
- Provide a list of project team members and identify their specific role on the project as well as a description of their technical expertise. This should also include cooperating entities. Provide a professional resume for each of the listed team members in the Resume section as attachments.
- Attach workplan

Budget

The budget template will be divided per program you are applying for. Insure that you add enough clarity to what your organizations anticipated expenses will be and that you are not including unallowable costs. Awarded funds will be paid to the lead organization and it is up to the lead organization to reimburse any cooperating entities, if any.

- Describe the basic components of your budget
- Attach budget

Statement of Qualifications

- (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.
- (SWEEP) Describe the organizations work experience assessing, designing, implementing, and/or maintaining an irrigation system and/or its various components.
- 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 as well as targeting specific programmatic required audiences.
- Describe the organizations experience working with disadvantage communities (DAC), severely disadvantaged communities (SDAC) and/or socially disadvantaged farmers and ranchers (SDFR).
- How will the organization ensure that all work is completed over the three-year life of the project agreement?
- Explain how the organization is positioned to fulfil the goals of this program. Explain in detail the organization's stakeholder base and strategies of stakeholder engagement, which will be leveraged to support CDFA's Climate Smart Agriculture Programs.
- Explain why the organization is specifically able to address the regional needs of the community as it relates to CSA. 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.
- Describe how your organization is 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.

- Applicants must identify why this particular team composition and representation 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 (irrigation for SWEEP, management practices for HSP and dairy/livestock manure management for AMMP) in California.
- Outline the organizations experience and resources working with communities and farmers.
- Identify outside partners the organization to work and collaborate with on technical assistance and outreach to farmers and ranchers.
- Identify any relevant certifications that members of the organization hold and indicate how it might be useful.

Resume

- Attach all of the resumes and indicate the role of each person whose resume is attached
- Attach Resume – Indicate role
- Attach Resume – Indicate role
- Attach Resume – Indicate role
- Attach Resume – Indicate role
- Attach Resume – Indicate role

Document 2: Preview of the Project Work Plan Template

Applicant Organization	
Date:	
CSA Program:	AMMP/HSP/SWEEP



Phase 1 Pre-award activities: Activities include outreach, workshops, one-on-one technical assistance, reporting, and other relevant tasks

Task	Anticipated Number	Person	Location, if applicable	Start Date	End Date
Reporting					

Phase 2 Post-award activities: Activities include providing ongoing implementation and technical assistance, invoicing assistance, post project reporting, annual checkup with farmers, reporting and other relevant tasks

Task	Anticipated Number	Person	Location	Start Date	End Date

Document 3: Preview of the Project Budget Worksheet Template

AMMP/HSP/SWEEP Technical Assistance Providers Budget Breakdown List			
Phase 1 Budget			
Technical Assistance Tasks	Itemized Cost	Projected Quantity	Cost(s)
Phase 1 Base Payment	\$5,000		
Technical assistance provided to potential applicants	\$200 per person assisted (HSP, SWEEP); \$400 per person assisted (AMMP)		
Technical assistance provided that resulted in a submitted application	\$400 per submitted application (HSP, SWEEP); \$1,000 per submitted application (AMMP)		
Facility rental for Workshop			
PowerPoint/Printing handouts for workshops			
Language translation fees			
Postage			
Outreach and advertising			
Staff Coordination and on-demand technical assistance			
Accounting and reporting			
Mileage and travel			
Indirect Cost			

Other			
Total Phase 1 Cost (\$):			
Note: Phase 1 budget cannot exceed \$20,000			

Phase 2 Budget			
Technical Assistance Tasks	Itemized Cost	Quantity	Cost(s)
Facility rental for Workshop	Year 1:		
	Year 2:		
	Year 3:		
PowerPoint/Printing handouts for workshops	Year 1:		
	Year 2:		
	Year 3:		
Language translation fees	Year 1:		
	Year 2:		
	Year 3:		
Postage	Year 1:		
	Year 2:		
	Year 3:		
Outreach and advertising	Year 1:		
	Year 2:		
	Year 3:		
Staff Coordination and on-demand technical assistance	Year 1:		
	Year 2:		
	Year 3:		
Accounting and reporting	Year 1:		
	Year 2:		
	Year 3:		
Mileage and travel	Year 1:		
	Year 2:		
	Year 3:		
Indirect Cost	Year 1:		
	Year 2:		
	Year 3:		
Other	Year 1:		
	Year 2:		
	Year 3:		
Year 1 Cost (\$)			
Year 2 Cost (\$)			
Year 3 Cost (\$)			
Total Phase 2 Cost (\$)			
Note: Phase 2 budget cannot exceed \$13,333.33 per year or \$40,000 over the duration of the grant.			