Navigation and Preview of Water Efficiency Technical Assistance Application Platform

Applicants are strongly encouraged not to wait until the last day to submit their application. Once the application portal closes, CDFA is not able to accept late applications. If there is a technical difficulty with completing the application or submission, please alert CDFA staff as soon as possible at cdfa.oefi_csa_ta@cdfa.ca.gov. The team will work with applicants to resolve issues but may not be able to resolve the issue without adequate time.

Note: Applications cannot be submitted on mobile devices. Please use a PC and standard browser software to access the application.

Navigation

Step 1: Click on the link on the WETA website to go to the application portal, hosted by Amplifund.

Arrive at the Opportunity Details page. This page provides a summary of the funding opportunity offered by the WETA Program.

Several options are linked at the top right of the page including printing the Opportunity Information, downloading a copy of the entire application, or proceeding to apply.

Step 2: When ready, click on the "Apply" button on the top right of the screen.

Arrive at the Project Information page. Once arriving at this page, a graphic will appear at the top of the screen showing progress through the application. This graphic is also a navigation tool.

It is best to complete the inputs on the Project Information page after completing the next two stages, "Application Forms" and "Budget", because information from those stages will be useful to complete Project Information.

Step 3: Proceed to Application Forms by clicking on the navigation graphic.

Arrive on the Application Forms page. On this page, the required application questionnaire is linked.

Step 4: Click on the "WETA Application" form

Arrive at the application questionnaire. This form has been developed to gather project-specific details regarding the funding proposal.

At this stage, applicants will provide detailed information about their proposed project. The questions are organized to align with categories in the review criteria and will address Applicant Qualifications, Workplan and Commitment to assisting Socially Disadvantaged Farmers and Ranchers.

Applicants will upload resumes of key personnel.

Take time to complete the application questionnaire. Use the "Save" button on the top right or on the bottom of the questionnaire to save work frequently. The questionnaire does not need to be completed in one session. Refer to the WETA Program Request for Grant Applications (RGA) frequently to ensure that questions are answered adequately. Details on how the questions will be scored can be found in the RGA.

Step 5: Once all required questions in the questionnaire have been answered, click "Mark as Complete" at the bottom of the page.

✓ Mark as Complete

The button will transform to "Mark as In Progress". If necessary, click "Mark as In Progress" to make further edits any time before submitting the application.

Step 6: Use the navigation graphic to go to the Budget.

Arrive at the Budget page. On this page, develop a budget for the proposal using the existing categories in the "Proposed Budget" section.

Within each category the applicant will add line items to describe the costs that are expected for delivery of the project. To add
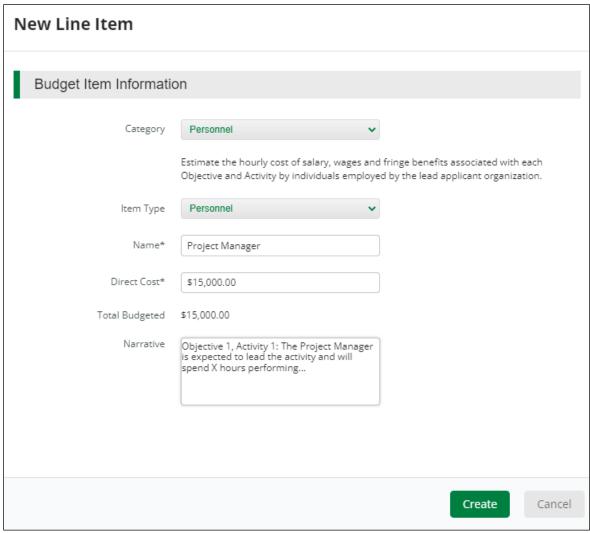
Proposed Budget

Expense Budget

Category	Grant Funded	Total Budgeted
+ Personnel	$0.00	$0.00
+ Travel	$0.00	$0.00
+ Equipment	$0.00	$0.00
+ Supplies	$0.00	$0.00
+ Consultants/Contracts	$0.00	$0.00
+ Indirect	$0.00	$0.00
+ Other	$0.00	$0.00
Total Expense Budget Cost	**$0.00**	**$0.00**

Revenue Budget

Grant Funding		
Award Requested	$0.00	$0.00
Subtotal	**$0.00**	**$0.00**
Non-Grant Funding		
Subtotal		**$0.00**
Total Revenue Budget Cost		**$0.00**
Total Overall Budget Cost		**$0.00**

a line item to the budget, click the "+" sign next to the appropriate category. For each line-item added, use the narrative to indicate what WETA Objective and Activity the cost is associated with and provide a short description. Refer to the WETA RGA for examples of allowable and unallowable costs.

Multiple line-items may be entered in each budget category.

Step 7: Once all the budget line items have been entered, note the amount indicated for "Total Expense Budget Cost", click "Save and Continue".

Arrive at the Submit page.

New Line Item

Budget Item Information

Category	Personnel ▼
	Estimate the hourly cost of salary, wages and fringe benefits associated with each Objective and Activity by individuals employed by the lead applicant organization.
Item Type	Personnel ▼
Name*	Project Manager
Direct Cost*	$15,000.00
Total Budgeted	$15,000.00
Narrative	Objective 1, Activity 1: The Project Manager is expected to lead the activity and will spend X hours performing...

Create   Cancel

The Budget cannot be marked as complete, and the application cannot be submitted until information is entered on the Project Information page.

Step 8: Use the navigation graphic to return to the Project Information page.

Arrive on the Project Information page.

On this page, enter an "Application Name" that is concise but descriptive of the proposal (for example, "Support Pump Efficiency Testing in the Central Valley").

Enter the "Award Requested". This will be the amount indicated on the Budget page as the "Total Expense Budget Cost".

Enter primary contact information and then click "Mark as Complete".

Step 9: Return to the Budget page.

Once back on the Budget page, verify that the "Award Requested" matches the "Total Expense Budget Cost". If these do not match, verify that the "Amount Requested" entered on the Project Information page is correct. Once the match is verified, click "Mark as Complete".

Step 10: Navigate to the Submit page.

Now that all stages of the application have been marked as complete. Take the time to review the application before clicking "Submit".

The Preview of the Application Questions begins on the next page.

Preview of the Application Questions

APPLICANT INFORMATION

- Name of the organization that will serve as lead for the project and will receive grant funds
- Name of the organization that will serve as lead for the project and will receive grant funds
- Lead organization type
- Lead organization's Mailing Street Address
- Lead organization's Mailing City
- Lead organization's State – California
- Lead organization's Mailing Zip

Legislative information: Identify the Senate and Assembly Districts where your organization's primary mailing is located. Right click on the link below and select "Open in a new tab".

https://findyourrep.legislature.ca.gov/

- Assembly District
- Senate District

Authorized Individual/Primary Contact:

This is the person who will sign the grant agreement if the project is awarded.

- Full Name of the Authorized Individual
- Title of the Authorized Individual
- Email Address of the Authorized Individual
- Phone Number of the Authorized Individual

Secondary Contact:

This is the person who will act as a secondary contact and represent the primary contact if the primary contact is unavailable.

- Full Name of the Secondary Contact
- Title of the Secondary Contact
- Email of the Secondary Contact
- Phone Number of the Secondary Contact

- Will the applicant organization be partnering with another organization?
- Name of Partner Organization
- Full Name of Primary Contact at the Partner Organization
- Title of the Primary Contact at the Partner Organization
- Email of the Primary Contact at the Partner Organization
- Phone Number of the Primary Contact at the Partner Organization

PROJECT SUMMARY

In one or two paragraphs provide a project summary describing which of the three WETA Objectives are included in the proposal and the region to be served. This project summary will be posted on the WETA program website along with other details of the proposal prior to the WETA award announcement.

STATEMENT OF QUALIFICATIONS

Applicant Instructions for Statement of Qualifications Section

In this section, the applicant must provide sufficient information to demonstrate that the lead organization and partnering organizations (if any) have the personnel, experience, knowledge, skills, time and resources to develop and deliver the project. Please limit each response to no more than five paragraphs.

- Describe the lead and partner applicant organizations' backgrounds, purposes or missions as related to the project.
- Explain how the partnership with the cooperating organization will expand the assistance to a larger base of farmers and ranchers than would be accomplished by a single organization.
- Does the lead organization or partner organization already employ an individual that will serve as the irrigation efficiency and nutrient management technical lead for this project, or will the technical expert be hired or contracted if the project is awarded?
- Upload the resume or CV of the individual on the project team that will perform the hiring of the technical lead. If necessary, multiple CVs/resumes may be attached.
- If awarded funding, what would be the timeframe for hiring an irrigation water and nutrient management technical project lead.
- In the process of hiring an irrigation water and nutrient management technical lead, what qualifications will be sought and prioritized?
- Upload the resume or CV of the individual(s) on the project team that will serve as the technical leads. If more than one individual is identified as the technical lead, multiple CVs/resumes may be attached.
- Describe how the education, training, and professional experience of the lead technical expert(s) align with providing irrigation water efficiency and/or nutrient management technical assistance.
- Provide a brief biography or summary of qualifications of the key personnel from lead applicant organization involved in the project. The biography or summary of qualifications should demonstrate key personnel have knowledge and experience in the subject area of the project.
- Identify any relevant certifications that members of the organization(s) hold and indicate how these certifications might be useful to executing the proposed project.

- How will this team composition and representation from within the organization(s) enable successful implementation of the proposed water efficiency technical assistance project? 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 the organizations' (lead and partner) experience providing technical assistance to farmers and ranchers. Discuss the organizations' outreach methods and experience with hosting workshops/trainings and providing one-on-one assistance to farmers and ranchers.
- Describe the organization's experience working with Socially Disadvantaged Farmers and Ranchers (SDFRs). Please review the definition of Socially Disadvantaged Farmers and Ranchers in the following section before answering.

PRIORITIZATION OF ASSISTANCE TO SOCIALLY DISADVANTAGED FARMERS AND RANCHERS (SDFRS)/STATEMENT OF NEED

Background Information and Applicant Instructions for Prioritization of SDFRs Section

The Farmer Equity Act of 2017 (Assembly Bill 1348) defines a Socially Disadvantaged Farmer or Rancher (SDFR) as a farmer or rancher who is a member of a socially disadvantaged group. A "socially disadvantaged group" means a group whose members have been subjected to racial, ethnic, or gender discrimination. These groups include the following:

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

Striving to ensure that SDFRs have access to CDFA programs is a department-wide priority and mandated by the Farmer Equity Act. The WETA program aims to expend at least 25% of funding to benefit SDFRs. This goal is reflected in the technical review scoring criteria. Applicants may receive the full 10 points available in this section of the application by thoroughly describing a) how their service area offers the opportunity to serve SDFRs, b) presenting a comprehensive plan that addresses the need through the program objectives, c) committing to expending 25% of the technical assistance funding on SDFRs and d) describing how this will be achieved and tracked. CDFA strongly recommends that applicants propose offering bilingual services in their technical assistance.

CDFA recognizes that in some areas of the state it may be difficult expend 25% of the funding to benefit SDFRs, especially when demographics of the agricultural producers are not uniform throughout California. For this reason, WETA applicants may receive partial points for providing details on how they will attempt to fulfill the prioritization even if they are not fully able to commit 25% of the funds benefitting SDFRs directly. Five out of ten points can be available to applicants who cannot commit to utilizing 25% of the funds to support SDFRs as long as this is fully justified in context of the service area.

Please limit narrative responses to 1 to 3 paragraphs.
- Which counties will be served by the water efficiency technical assistance provider?
- Describe the agricultural community in the geographic region that will be served including demographic makeup and languages spoken. Cite references to support the description of the community.
- Describe the project team's ability and plan to reach SDFRs with WETA assistance.
- Does the project team have the ability to provide technical assistance in languages other than English?
- Identify all the languages in which the project team can provide technical assistance.
- Will the organization commit to expending at least 25% of the awarded funds to assisting Socially Disadvantaged Farmers and Ranchers?
- What percentage of the funding does the applicant believe can be committed to providing technical assistance to SDFRs?
- Provide a justification for the estimated percent of funding that can benefit SDFRs. Tie the justification back to the description of the community to be served.
- If awarded, how will the applicant track expenditures related to SDFR support?

WORKPLAN

Applicant Instructions for Workplan Section
WETA has three primary objectives.

1. Provide on-farm, on-on-one technical assistance to farmers to evaluate irrigation system efficiency (e.g., mobile irrigation lab) and provide diagnostics, reports and recommendations to growers.
2. Coordinate or provide pump efficiency testing for farmers
3. Provide training regarding water use efficiency and nutrient management practices and technology.

Applicants may request funding to engage in any or all of the objectives. In this section, please identify which objectives the applicant organization will seek to

fulfill. Each applicant will answer several general questions about the plan to fulfill the selected Objective and then will provide up to 5 activities that will be completed to fulfill the Objective(s).

- Has the organization previously been awarded funding from a WETA solicitation?
- How does the applicant plan on using additional funding to further advance the originally funded project?
- Does the applicant organization currently provide the types of technical assistance offered through any of the three objectives of WETA?
- Since the lead organization already provides the services that are funded through the WETA, provide a justification or explanation of the reasons why WETA funding is needed and how WETA funding will expand the current services offered.

Objective 1

- Does the applicant request funding to support Objective 1: Provide on-farm, one-on-one technical assistance to farmers to evaluate irrigation system efficiency and provide diagnostics, reports and recommendations?
- Describe the strategy to provide on-farm, one-on-one technical assistance to farmers to evaluate irrigation system efficiency (e.g., mobile irrigation lab) and provide diagnostics, reports and recommendations.
- Estimate the number of farmers that will be assisted with on-farm irrigation system evaluations over the course of the three-year grant.
- Provide details of outreach methodologies that will be used to reach the proposed number of farmers and ranchers.
- Describe the technical references, the resources (such as software) and training that the lead organization will rely upon to prepare and deliver the on-farm irrigation evaluation technical assistance.

Objective 1: Workplan Activities, Lead Person and Timeframe
In the fields below, provide details on up to 5 activities that will completed by the project team to fulfill **Objective 1.**

Provide an Activity Name that describes that Activity, Title of the Person to Lead the Activity, and Estimated Timeframe for the activity, and a short description. For the timeframe, estimate using year and quarter. The WETA grant term will be 3 years.

An example is provided here:

Objective 1, Activity 1: *Prepare Outreach Materials to Advertise Mobile Irrigation Lab Service, Activity Led by: Project Manager, Activity Completed in: Year 1, Quarter 1.*

The project team plans to use electronic newsletters and advertisement in local publications.

- Objective 1, Activity 1:
- Objective 1, Activity 2:
- Objective 1, Activity 3:
- Objective 1, Activity 4:
- Objective 1, Activity 5:

Objective 2

- Does the applicant request funding to support Objective 2: Coordinate or Provide Pump Efficiency Testing for Farmers?
- Describe how the organization will provide/coordinate pump efficiency testing including if the organization will be equipped to perform pump testing or will hire a contractor to perform the tests.
- Estimate the number of farmers that will be provided with pump efficiency testing over the three-year grant term. *
- Provide details of the outreach methodologies that will be used to reach the proposed number of farmers with pump efficiency testing. *

Objective 2: Workplan Activities, Lead Person and Timeframe
In the fields below, provide details on up to 5 activities that will completed by the project team to fulfill **Objective 2**.

Provide an Activity Name that describes that Activity, Title of the Person to Lead the Activity, and Estimated Timeframe for the activity, and a short description. For the timeframe, estimate using year and quarter. The WETA grant term will be 3 years.

An example is provided here:

Objective 2, Activity 1: *Prepare Outreach Materials to Advertise Pump Efficiency Testing Service, Activity Led by: Project Manager, Activity Completed in: Year 1, Quarter 1.*

The project team plans to use electronic newsletters and advertisement in local publications.

- Objective 2, Activity 1: *
- Objective 2, Activity 2:
- Objective 2, Activity 3:
- Objective 2, Activity 4:
- Objective 2, Activity 5:

Objective 3

- Does the applicant request funding to support Objective 3: Provide training regarding water use efficiency and nutrient management practices and technology?

- Describe the outreach strategy to provide training regarding water use efficiency and nutrient management including what type of training format(s) will be used (e.g., in-person, live remote, on-demand/webinar).
- In which languages will training be made available?
- Describe the reference materials or resources that will be used to develop training curriculum.
- Estimate the number of farmers or ranchers that will receive irrigation efficiency and nutrient management training over the three-year grant term.
- Will on-demand webinars be created?
- In which languages will on-demand trainings be made available?

Objective 3: Workplan Activities, Lead Person and Timeframe
In the fields below, provide details on up to 5 activities that will completed by the project team to fulfill **Objective 3.**

Provide an Activity Name that describes that Activity, Title of the Person to Lead the Activity, and Estimated Timeframe for the activity, and a short description. For the timeframe, estimate using year and quarter. The WETA grant term will be 3 years.

An example is provided here:

Objective 3, Activity 1: *Prepare In-Person Training Curriculum and Training Materials, Activity Led by: Project Manager, Activity Completed in: Year 1, Quarter 1.*

The project team plans to use electronic newsletters and advertisement in local publications.
- Objective 3, Activity 1: *
- Objective 3, Activity 2:
- Objective 3, Activity 3:
- Objective 3, Activity 4:
- Objective 3, Activity 5:

- Briefly describe the system(s) that will be used to track technical assistance activities, the number of farmers and ranchers assisted, the number of SDFRs assisted, and project expenditures.