



# CLIMATE SMART AGRICULTURE TECHNICAL ASSISTANCE GRANTS

**Awards for this solicitation are contingent upon funding for CDFA Climate Smart Agriculture programs in 2021. This solicitation will fund the Technical Assistance Providers (TAPs) for the Healthy Soils Program (HSP) and State Water Efficiency and Enhancement Program (SWEEP) associated with any funding allocated in the 2021 calendar year.**

## Request for Proposals

Release Date: February 24, 2021

Applications Due: March 22, 2021 by 5:00 p.m. PT



**Office of Environmental Farming and Innovation**

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## 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 (TAP) to assist the applicants of Climate Smart Agriculture (CSA) programs.

The CSA Technical Assistance Grant is designed to provide technical assistance to individual farmers and ranchers who are interested in applying for or have received incentive awards from CDFA's CSA Healthy Soils Program (HSP) and State Water Efficiency and Enhancement Program (SWEEP) programs.

- HSP Incentives Program provides financial incentives to California growers and ranchers to implement conservation management practices that sequester carbon, reduce atmospheric Green House Gases (GHGs), and improve soil health.
- SWEEP provides financial incentives for California agricultural operations to invest in irrigation systems that reduce GHG emissions and save water.

## FUNDING & DURATION

This pro-active solicitation will fund the TAPs for the HSP and SWEEP with any funding allocated in the 2021 calendar year.

**Awards for this solicitation are contingent upon CDFA receiving Climate Smart Agriculture HSP and SWEEP funding in 2021.**

CDFA is conducting this solicitation request to ensure contracts are in place for TAPs, in the event funding is allocated in 2021 to CDFA HSP and SWEEP, so that that TAPs can then assist in the HSP and SWEEP incentive application process.

**Technical assistance grant funds may not be expended prior to establishing the contract and execution of the grant agreements.**

Below is a table outlining the CDFA processes for both the TAPs and CSA HSP and SWEEP incentive programs and the need for the release of this solicitation at the present time.

<b>TAP Grant Process</b>		<b>HSP and SWEEP Incentive Grant Process</b>
February 24, 2021	CDFA releases TAP Request for Applications solicitation	<b>TAP grant contract and execution of grant agreements must be complete with CDFA prior to assisting Farmers and Ranchers with their applications</b>
<b>March 22, 2021 by 5 PM</b>	TAP Applications due	
April 2021	CDFA technical review and scoring of applications	
April 2021	Awards for TAPs announced by CDFA	
May through June 2021	Establishment of contracts and execution of grant agreements with TAP awardees	
May 2021	CDFA led HSP and SWEEP specific training for TAPs	<b>CDFA announces funding allocations for CSA HSP and SWEEP and grant solicitation request from Farmers and Ranchers</b>
June and July 2021	TAP contracts finalized and awardees can provide support for CDFA CSA incentive programs (contingent on funding allocations)	

No less than 5% of any allocated HSP and SWEEP funds will be made available for technical assistance to farmers and ranchers over three years.

This technical assistance RFP does not include Alternate Manure Management Program (AMMP) technical assistance funding. A separate AMMP solicitation will be made available if funding is allocated to AMMP in 2021.

At least 25% of the grant funds will be used to provide outreach and technical assistance to Socially Disadvantaged Farmers and Ranchers<sup>1</sup>.

**Funding Distribution for CSA Program(s)**

Applicants may provide technical assistance for up to two separate allocations for the HSP and SWEEP programs.

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<sup>1</sup> “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.

- The total maximum grant award for one CSA HSP or SWEEP program is \$60,000 over three years.
- The total maximum grant award will be \$240,000 over three years to support two incentives solicitations for HSP and SWEEP appropriated funds during calendar year 2021 (see table below). All time frames indicated below are estimated and contingent upon funding.

The following table described potential funding allocations to CDFA HSP and SWEEP and therefore applicants are requested to determine which CSA incentive solicitations they are interested in participating in. The CSA incentive solicitations are contingent on funding allocations in 2021.

<b>Technical Assistance for Potential Incentive Program Solicitations</b>	<b>Estimated Time Period of Application Technical Assistance*</b>	<b>Maximum Request for this Solicitation</b>
HSP Incentive Solicitation 1 (contingent upon funding)	June through August 2021	\$60,000
HSP Incentive Solicitation 2 (contingent upon funding)	December 2021 through February 2022	\$60,000
SWEEP Incentive Solicitation 1 (contingent upon funding)	June through August 2021	\$60,000
SWEEP Incentive Solicitation 2 (contingent upon funding)	December 2021 through February 2022	\$60,000
<b>Total Request for this Technical Assistance Solicitation</b>		<b>\$240,000</b>

\*Announcement of application periods for HSP and SWEEP may vary and overlap in 2021. Exact dates are subject to change.

CDFA reserves the right to offer an award amount different than the amount requested.

## **ELIGIBILITY**

The following entities are eligible to apply for the CSA Technical Assistance Grants: Resource Conservation Districts (RCDs), University of California Cooperative Extension, and non-profit organizations. Entities applying for CSA Technical Assistance Grants, hereafter referred to as Technical Assistance Providers or TAPs, must have demonstrated technical expertise in the implementation of agricultural practices and technologies supported through HSP and/or SWEEP.

## PROGRAM REQUIREMENTS AND RESTRICTIONS

TAPs that receive grant awards may not charge fees to provide technical assistance to farmers and ranchers who wish to apply for HSP and/or SWEEP funding. Outreach materials prepared by the grant recipient 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 or favored contractors and other service providers when assisting in project design.

TAPs must declare all conflict(s) of interest including sponsorship or funding by any corporation that may profit from CDFA's CSA incentives programs.

A TAP may not be the lead applicant for more than one technical assistance grant award per CSA program. Multiple organizations can partner on a single application. CDFA encourages statewide cooperation among regional TAPs.

Grant recipients must prioritize assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs), and farms and ranches that are 500 acres or less. Additionally, grant recipients should also prioritize assistance to AB 1550 Priority Populations<sup>2</sup>.

[Senate Bill \(SB\) 535](#) (DeLeón, Chapter 830, Statutes of 2012) established statutory requirements that a minimum of 25 percent of California Climate Investments is allocated to projects that provide benefits to disadvantaged communities, and of that 25 percent, a minimum of 10 percentage points is allocated to projects that are also located within disadvantaged communities. [Assembly Bill \(AB\) 1550](#) (Gomez, Chapter 369, Statutes of

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<sup>2</sup> AB 1550 Priority Populations as applicable to California Climate Investments include Disadvantaged Communities identified by the California Environmental Protection Agency (CalEPA) as the top 25% most impacted census tracts in [CalEnviroScreen 3.0](#), and Low-income Communities and Households, defined as the census tracts and households, respectively, that are either at or below 80 percent of the statewide median income, or at or below the threshold designated as low-income by the California Department of Housing and Community Development's (HCD) [2016 State Income Limits](#). For more information and mapping tool, visit <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>.

2016), amended these requirements by increasing the percent of funds for projects located in disadvantaged communities from 10 to 25 percent and added a focus on investments in low-income communities and households. Collectively, these communities are referred to as 'priority populations'. AB 1550 investment minimums apply to the overall appropriations of monies from the GGRF, not the individual agency programs. However, all California Climate Investments programs including Climate Smart Technical Assistance are encouraged to maximize benefits to disadvantaged communities, low-income communities and low-income households.

Priority populations can be identified using the mapping tools provided by CARB at <https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>.

Grant recipients must attend CDFA-hosted annual meetings. These meetings focus on providing feedback and continuous improvement of CDFA's CSA incentives programs. One in-person meeting is anticipated unless remote meetings are necessary.

Grant recipients are required to conduct pre- and post-award activities during the grant agreement term as described below.

**Pre-award activities** refer to tasks or activities conducted prior to a CSA incentives program applicant receiving a HSP or SWEEP grant award associated with funding allocated in 2021. These tasks and activities must include technical assistance provided to farmers and ranchers 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.

- Grant recipients must assist farmers and ranchers in gathering and preparing HSP and/or SWEEP application materials, including use of GHG Quantification Methodologies (QMs) and calculator tools, and other program-specific tools as applicable.
- Grant recipients will be required to provide internet and computer access to farmers and ranchers for preparation of their HSP and/or SWEEP applications. The CSA incentive program solicitations may or may not have overlapping timeframes. If providing assistance to applicants of more than one CSA program, technical assistance grant recipients should prepare to provide assistance during overlapping timeframes.
- Conducting workshops is not required but encouraged. If choosing to conduct workshops, details such as date, time, location, languages in which assistance will be provided, and, name and contact information of the workshop lead person must be provided to CDFA two weeks prior to the workshop. This information will be

posted on CDFA's CSA program specific websites and will be publicly available as a resource for those seeking technical assistance. If multiple CSA programs are part of the same workshop, CDFA may request a breakdown of the activities and personnel costs for each program.

**Post-award activities** refer to tasks or activities conducted after a farmer or rancher has been awarded a HSP and/or SWEEP incentive program grants and include, but are not limited to, ongoing assistance provided to farmers and ranchers with project implementation, project coordination, information gathering and continued education of CSA-relevant topics. Providing ongoing technical assistance to HSP and/or SWEEP grant recipients must include, at a minimum:

- Contacting awarded farmers and ranchers in the organization's region and indicating the organization's role as a post-award technical assistance resource;
- 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 implementation of healthy soils practices or installation of irrigation system improvements;
- Communicating with vendors and/or facilitating discussion between farmer/rancher and vendors;
- Assisting in potential Scope of Work revisions, Budget revisions, and/or Line Item Shift Requests for on-farm projects;
- Offering and providing assistance to farmers and ranchers for invoicing, matching funds coordination and reporting to CDFA. Such assistance may include a variety of activities including, but not limited to, gathering receipts and records of plant species selected, compost analysis reports and soil testing for HSP recipients and/or project oversight for SWEEP project installation and post-project reporting;
- Providing regular follow-up with farmers and ranchers for their technical assistance needs. For example, assisting in evaluation of alternative choices and availability of allowable plant species for HSP projects and/or providing technical assistance with irrigation water management systems within a SWEEP project.

In addition to activities listed above, technical assistance grant funding may be utilized to:

- Provide CSA-relevant technical training to agricultural operation staff,



- Preparing compelling case studies noting outcomes and benefits of CSA grants to farmers and ranchers,
- Consult with farmers and ranchers who did not receive funding in previous solicitations and advising them on ways to improve competitiveness of their applications.

## HOW TO APPLY

The CSA Technical Assistance Program application must be submitted online. The application materials and a link to application portal can be found at <https://www.cdfa.ca.gov/oefi/technical/index.html>.

CDFa requires information for all entities involved in the CSA Technical Assistance grant agreement, including those that might assist during the solicitation period and/or workshops. The CSA Technical Assistance grant agreement will be between CDFa and the lead TAP organization. The lead organization must ensure that all required and proposed tasks are fully completed.

### Required Attachments

#### *Workplan and Budget Attachment*

CSA TA applicants will complete and upload a Workplan and Budget attachment for each of the CSA programs (HSP and SWEEP). The Workplan and Budget template (MS Excel file) is available at <https://www.cdfa.ca.gov/oefi/technical/index.html>.

University of California (UC) and California State Universities (CSU) may claim the established indirect cost rate with CDFa. All other eligible organizations for Climate Smart Agriculture technical assistance may claim an indirect cost rate of 20 percent of total direct costs. University of California and California State Universities will use the Workplan and Budget template (MS Excel file) designated for UC and CSU. All other organizations will use the Workplan and Budget template (MS Excel file) designated for non-profits and Resource Conservation Districts.

Each budget item entered into the worksheet must support a Project Objective and Activity.

Clearly describe each participating organization's anticipated expenses, as applicable. All costs must be directly related to and necessary for completion of project. Awarded funds will be paid to the lead organization. The lead organization is responsible for disbursement of funds to other participating organizations and contractors as applicable.

## Resumes

Upload resumes of 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 all resumes for a CSA program as one attachment into the application portal.

## Questions and Answers (Q&A)

General questions regarding the solicitation process may be submitted to [cdfa.oefi\\_csa\\_ta@cdfa.ca.gov](mailto:cdfa.oefi_csa_ta@cdfa.ca.gov). Responses to all questions received by email will be posted to CDFA's Technical Assistance website according to the following schedule:

Questions Received By	Responses Provided By
March 10, 2021	March 15, 2021

March 10, 2021 at 5:00 p.m. PT is the final deadline to submit questions for the CSA Technical Assistance 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

CDFA will select the highest scoring applications for award of grant funds. Applications will be scored based on the Scoring Criteria provided beginning on page 10.

Applications will be reviewed in a two-stage process:

### I. Administrative Review

The purpose of the administrative review is to determine whether grant application requirements are met. Grant applications disqualified as a result of the administrative review may be appealed.

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

- One or more unanswered questions necessary for the administrative or technical review;
- Missing, blank, unreadable, or corrupt content;
- Unusable or unreadable attachments;
- Requests for more than the maximum award amount;
- Applications that do not comply with [Eligibility](#) or meet [Program Requirements and Restrictions](#).

**APPEAL RIGHTS:** Any disqualification taken 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 named on the submitted grant application. It must state the grounds for the appeal and include any supporting documents and a copy of the CDFA decision being challenged. The submissions must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814 or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov). If submissions are not received within the time frame provided above, the appeal will be denied.

**II. Technical Review**

Technical review will be completed by CDFA’s Office of Environmental Farming and Innovation Climate Smart Agriculture incentive program technical staff. Technical review will be based on the detailed scoring criteria outlined below.

**Scoring Criteria**

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

Criteria	Maximum Points
<p>1. STATEMENT OF QUALIFICATIONS</p> <ul style="list-style-type: none"> <li>• Are roles of key personnel from each participating organization clearly described?</li> <li>• Does the application clearly identify the staff person or personnel who will be involved in each task, including alternative or secondary contacts?</li> <li>• Does the project include partnership or regional coordination among multiple organizations?</li> <li>• If a partner organization is indicated, does the partnership provide technical assistance to a larger base of farmers and ranchers than would be accomplished by a single organization?</li> <li>• Is there sufficient information to demonstrate the applicant organization’s capacity to complete the project?</li> <li>• Does the SOQ clearly identify the capacity of the lead applicant organization to serve as a TAP for HSP and/or SWEEP?</li> </ul>	<p>30</p>

<ul style="list-style-type: none"> <li>• Has the applicant appropriately explained how the education, work history, and/or technical expertise of key personnel makes them qualified for this role?</li> <li>• Do the resumes of individuals listed in the proposal align well with relevant expertise for HSP or SWEEP?</li> <li>• Does the organization have ability to provide assistance in languages other than English?</li> </ul>	
<ul style="list-style-type: none"> <li>• WORKPLAN</li> </ul> <p><u>Workplan Objectives and Activities</u></p> <ul style="list-style-type: none"> <li>• Does the Workplan include both pre- and post-award activities?</li> <li>• Are reasonable estimates of number of farmers and ranchers the TAP proposes to assist in pre- and post-award activities provided?</li> <li>• Does the Workplan provide sufficient details of all activities proposed?</li> <li>• Does the applicant discuss the plan for conducting outreach and soliciting applications for each incentives program they propose to assist with?</li> <li>• Does the Workplan include adequate details about how the organization will reach SDFRs?</li> <li>• Does the application clearly identify how the organization will prioritize assistance for farms and ranches that are 500 acres or less?</li> <li>• Is the Workplan achievable with the requested budget?</li> <li>• Does the Workplan include workshops/public presentations and the details (e.g. frequency, language, outreach methods) for workshops provided?</li> </ul> <p><u>Statement of Need</u></p> <ul style="list-style-type: none"> <li>• Does the State of Need clearly indicate the regions that will be served by the applicant?</li> <li>• Does the Statement of Need clearly detail the organization's case for serving the region proposed?</li> <li>• Are 25% of the funds allocated for providing assistance to SDFRs? If this target cannot be met, is a detailed and reasonable justification provided?</li> </ul>	<p>40</p>

<u>Reporting and Evaluation</u> <ul style="list-style-type: none"> <li>Does the application include a detailed reporting and evaluation component?</li> </ul>	
<b>2. BUDGET</b> <ul style="list-style-type: none"> <li>Does the proposed budget outline all anticipated expenses?</li> <li>Are the costs included in the budget for each task reasonable?</li> <li>Is the Budget consistent with the Workplan?</li> <li>Is the division of funds between pre- and post-award activities reasonable?</li> </ul>	30
<b>Total Points</b>	<b>100</b>

The CSA Technical Assistance program strives to ensure statewide distribution of TAPs to support HSP and SWEEP applicants. CDFA will fund to the extent feasible, at least one project for each region noted below:

- Northern California counties:**  
 Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Lassen, Tehama, Plumas, Mendocino, Glenn, Butte, Lake, Colusa, Sutter, Nevada, Yuba, Sierra, 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.

In addition to criteria listed above, CDFA will prioritize funding the following:

- Proposals that will provide at least 25 percent of all technical assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs).
- Proposals that will provide technical assistance to farms and ranches that are 500 acres or less.

Past performance of TAPs, if applicable, may be taken into consideration during selection. Past performance may include timely and satisfactory completion of funded activities and reporting requirements, data on meeting funding priorities, quantity and quality of past assistance.

## **Notification and Feedback**

All applicants will be notified regarding the status of their grant applications. Successful applicants will receive specific instructions regarding the award process, including information on invoicing and reporting requirements. Applicants not selected for funding will receive feedback regarding their applications within 60 days after receiving notification.

CDFFA will post basic information on the CSA Technical Assistance website (<https://www.cdfa.ca.gov/oefi/technical/>) regarding the applications it has received at least 10 days before awarding grant funds. After projects are selected and all funds are encumbered, CDFFA will post an updated list of awarded projects on the Climate Smart Agriculture Technical Assistance website. Applications will be treated in accordance with Public Records Act requirements and certain information, subject to those requirements, may be publicly disclosed.

## **GRANT RECIPIENT INFORMATION**

### **Grant Agreement**

Applicants with projects selected for award of funds will receive a Grant Agreement package with specific instructions regarding award requirements including information on project implementation and payment process. Once a Grant Agreement is executed, grant recipients can begin implementation of the project. Grant recipients are responsible for the overall management of their awarded project to ensure all project activities are completed no later than May 31, 2024.

### **Payment Process**

CDFFA will provide grant recipients with the necessary grant award and invoicing documents. Funds will be allocated on a reimbursement basis. Invoices must be submitted quarterly and include all supporting financial documentation to substantiate expenses. No more than \$100,000 may be reimbursed annually. CDFFA will withhold 10 percent from the total grant award until a final report is submitted to ensure grant recipients meet all reporting requirements. Invoicing and closeout of all project expenditures must be completed no later than May 31, 2024.

### **Reporting**

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Grant recipients must submit detailed quarterly Progress Reports to CDFA identifying tasks and activities accomplished in the reporting period. CDFA will provide a reporting template and schedule to grant recipients. Progress Reports must include, at a minimum:

- Total number of individuals assisted.
- Information of farmer or rancher assisted including, but not limited to, application identification number (PIN) of submitted application.
- Number of individuals assisted who belong to groups such as SDFRs, AB 1550 Priority Populations and/or farms and ranches 500 acres or less.

For auditing purposes, recipients are required to maintain detailed technical assistance records on-site.

### **Critical Project Review**

Grant recipients must agree to a Critical Project Review and audit during the project term to verify project progress as reported in Progress Reports submitted to CDFA, including number of farmers and ranchers assisted. If it is determined by CDFA from the Critical Project Review that at that time the grant project is not meeting and is unlikely to meet certain milestones, CDFA has the right to terminate the Grant Agreement pursuant to the Terms and Conditions of the Grant Agreement. If the grant is terminated and has incurred any costs during the term, the Grantee must return any previously reimbursed funds. Termination may result in forfeiture by the grantee of any funds retained pursuant to 10 percent retention policy. Critical Project Review may be completed through an auditing process.

## Appendix A: Preview of Application Questionnaire

### APPLICANT INFORMATION

**In this section, provide basic information on the organization applying for technical assistance funding and any partner organizations.**

Project Title

*Describe the project in 15 words or less*

Name of the organization that will serve as lead for the project and will receive grant funds

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

Lead organization's Federal Tax Identification Number

Lead organization type

Lead organization's mailing street address

Lead organization's mailing city

Lead organization's mailing zip

Lead organization's county

### **Legislative information: Identify your Senate and Assembly Districts**

Assembly District Number

Senate District Number

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

*Provide a back-up contact or administrative contact.*

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?

Cooperating organization name

Cooperating organization's lead contact person

Email of cooperating organization's lead person

Phone number of cooperating organization's lead person

## **STATEMENT OF QUALIFICATIONS**

**In this section, the 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. Please limit responses to each question to 1-3 paragraphs.**

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.

Outline the organization's experience and resources available working with communities and farmers.

Briefly describe the organizations' (lead and partner) experience providing technical assistance to farmers and ranchers for CDFA's CSA programs or similar programs.

Describe the organization's experience hosting a technical workshop.

Describe the organization's experience providing one-on-one technical assistance.

Describe the organization's experience setting up and maintaining communications with ranchers/farmers.

Describe the organization's experience working with Socially Disadvantaged Farmers and Ranchers (SDFRs), Severely Disadvantaged Communities (SDACs) and/or AB 1550 Priority Populations.

Does the organization have the ability to serve non-English speakers?

In which non-English languages can the organization provide technical assistance?

Explain how the organization is positioned to fulfil the goals of this program (AB 2377 Climate Smart Agriculture Technical Assistance). 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 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.

## **STATEMENT OF NEED**

**In this section, the applicant will describe the need for technical assistance in their service area. Please limit responses to 1 to 3 paragraphs.**

Which counties or geographic region will be served by the technical assistance provider?

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. Can your organization achieve this target?

Describe the plan for your organization to achieve this target.

If this target cannot be met by your organization in the region you serve, provide a justification.

## **CLIMATE SMART AGRICULTURE PROGRAM(S)**

**In this section, the application will indicate which climate smart agriculture program they would provide technical assistance for and address questions specific to those programs. A workplan and budget will be completed and uploaded for each climate smart agriculture program.**

For which CSA program(s) will the organization provide technical assistance?

## **HEALTHY SOILS PROGRAM**

### **HSP KEY PERSONNEL**

**In this section identify key technical assistance personnel from the lead and partner organization.**

Name of lead technical assistance person(s) for HSP

*If awarded a TA grant, the name and contact information of the technical lead person will be posted on CDFA's corresponding CSA program website during the application period and implementation period as a resource for farmers and ranchers.*

Email of lead technical assistance person for HSP

Phone number of lead technical assistance person for HSP

Describe the HSP lead's work experience facilitating, designing, and/or implementing soil management practices.

Upload the resume(s) for the HSP technical assistance lead person(s) as a pdf or word document.

Provide a brief biography or summary of qualifications of the key personnel from lead applicant organization involved in the project. List HSP 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 a biography or summary of qualifications for each of the key personnel from each partner organization.

Provide names, contact information and summary of qualifications for each contractor.

How will this team composition and representation from within the organization(s) enable successful implementation of the proposed HSP technical assistance 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 soil health and carbon sequestration practices in California.

Identify any relevant certifications that members of the organization(s) hold and indicate how these certifications might be useful.

### **HSP WORKPLAN**

**Before completing the remaining application questions, please complete the Workplan and Budget template. You may save your work in the application portal by clicking "Save Draft".**

Complete and upload the Workplan and Budget Workbook for HSP as an MS Excel file

### **HSP Technical Assistance Goals and Objectives**

How will the project address prioritization of socially disadvantaged farmers and ranchers (SDFRs) and farms and ranches 500 acres or less?

Provide details of outreach methodologies that will be used to reach the proposed number of farmers and ranchers.

Estimated number of farmers that will be provided application assistance

Provide an explanation for the number of farmers that are expected to be assisted in applying for HSP

Estimated number of farmers that will be provided implementation assistance

Provide an explanation for the number of farmers that are expected to be assisted in implementation of an HSP project.

### **HSP Budget**

**The maximum award for providing HSP technical assistance is \$60,000 per funding appropriation. The maximum grant request for HSP TA funding from this technical assistance solicitation is \$120,000, including indirect.**

What is the total grant request for assistance for HSP Solicitation 1? This is in cell C9 of the Workplan and Budget Template "Solicitation 1" tab.

What is the total grant request for assistance for HSP Solicitation 2? This is in cell C9 of the Workplan and Budget Template "Solicitation 2" tab.

## **STATE WATER EFFICIENCY AND ENHANCEMENT PROGRAM**

### **SWEEP KEY PERSONNEL**

**In this section identify key technical assistance personnel from the lead and partner organization.**

Name of lead technical assistance person(s) for SWEEP



*If awarded a TA grant, the name and contact information of the technical lead person will be posted on CDFA's corresponding CSA program website during the application period and implementation period as a resource for farmers and ranchers.*

Email of lead technical assistance person for SWEEP

Phone number of lead technical assistance person for SWEEP

Describe the SWEEP lead's work experience facilitating, designing and or/implementing water and energy efficient irrigation systems.

Upload the resume(s) for the SWEEP technical assistance lead person(s) as a pdf or word document.

Provide a brief biography or summary of qualifications of the key personnel from lead applicant organization involved in the project. List SWEEP 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.

Provide names, contact information and summary of qualifications for each contractor.

How will this team composition and representation from within the organization(s) enable successful implementation of the proposed SWEEP technical assistance 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 water and energy efficiency irrigation systems in California.

Identify any relevant certifications that members of the organization(s) hold and indicate how these certifications might be useful.

## **SWEEP WORKPLAN**

**Before completing the remaining application questions, please complete the Workplan and Budget template. You may save your work in the application portal by clicking "Save Draft".**

Complete and upload the Workplan and Budget Worksheet for SWEEP as an MS Excel file.

## **SWEEP Technical Assistance Goals and Objectives**

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How will the project address prioritization of socially disadvantaged farmers and ranchers (SDFRs) and farms and ranches 500 acres or less?

Provide details of outreach methodologies that will be used to reach the proposed number of farmers and ranchers.

Estimated number of farmers that will be provided application assistance

Provide an explanation for the number of farmers that are expected to be assisted in applying for SWEEP.

Estimated number of farmers that will be provided implementation assistance

Provide an explanation for the number of farmers that are expected to be assisted in implementation of a SWEEP project.

### **SWEEP Budget**

**The maximum award for providing SWEEP technical assistance is \$60,000 per funding appropriation. The maximum grant request for SWEEP TA funding from this technical assistance solicitation is \$120,000, including indirect.**

What is the total grant request for assistance for SWEEP Solicitation 1? This is in cell C9 of the Workplan and Budget Template “Solicitation 1” tab

What is the total grant request for assistance for SWEEP Solicitation 2? This is in cell C9 of the Workplan and Budget Template “Solicitation 2” tab

**The total Climate Smart Agriculture Technical Assistance grant request is calculated below.**

Total Grant Request

### **EVALUATION AND REPORTING**

**It is important that the applicant organization can accurately track personnel hours, expenses, and technical assistance activities conducted. At a minimum, awardees will report quarterly on the number of farmers assisted, number of farmers who applied for CSA programs, the number of SDFR farmers assisted, and the activities completed.**

Briefly describe the system that will be used to track technical assistance activities and number of farmers and ranchers assisted, and number of SDFRs assisted.