

# Pollinator Habitat Program

REQUEST FOR GRANT APPLICATIONS

RELEASED AUGUST 31, 2022

APPLICATIONS DUE NOVEMBER 23, 2022

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## Background and Purpose

The California Department of Food and Agriculture (CDFA) is pleased to announce a competitive grant application process for the Pollinator Habitat Program (PHP).

The Budget Act of 2021 (SB 170, Skinner) allocated \$15 million to CDFA for fiscal year 2021-2022 to provide grant funding for the establishment of pollinator habitat on agricultural lands throughout California. The Budget Act of 2021 (SB 170, Chapter 240) directed the Department to administer the Pollinator Habitat Program and to prioritize the planning of native habitats for the benefit of native biodiversity and the use of locally appropriate native plant seed mixes when feasible. Non-native plants can be utilized to balance the practicality of availability, cost effectiveness, pollinator value, and likelihood of successful establishment; however native is preferred.

The Pollinator Habitat Program is aligned with the suite of Climate Smart Agriculture incentive programs administered by CDFA's Office of Environmental Farming and Innovation (OEFI). The program's primary objective is to support pollinators through provision of floral resources, host plants, and other elements of suitable habitat to be integrated with farming operations. Projects funded through the PHP can be expected to have additional benefits to California's biodiversity and agricultural production. Projects will support integrated pest management, support beneficial species (beyond pollinators), enhance carbon sequestration, and improve soil health among other co-benefits.

## Funding and Duration

The Pollinator Habitat Program will provide up to \$14.5 million in funding to established and experienced organizations (See [Eligibility](#)) to work directly with farmers and ranchers to install habitat and implement management practices that support pollinators.

- The grant term will be three years
- The maximum award is \$2,000,000
  - Of this amount, 18% may be used for technical assistance, administrative tasks, and indirect costs
    - Indirect costs of up to 25% of direct costs are included in this amount.
    - The remainder of the grant funds will be dedicated to practice implementation and reimbursed through flat payment rates.
- Costs incurred before the beginning of the grant agreement will not be reimbursed.

- Awarded projects must be complete and operational no later than 36 months after the start of the grant agreement. The anticipated start date May 1, 2023.
- CDFA reserves the right to offer an award different than the amount requested.
- Grants are paid out on a reimbursement basis following invoice submission by awardee.

### Eligibility and Exclusions

The following entities are eligible to apply for PHP grants:

- Resource Conservation Districts (RCDs)
- University of California (UC), California Community Colleges, or California State Universities (CSU)
- Non-profits including, but not limited to:
  - Land Trusts with the conservation of agricultural lands as their mission or amongst their stated purposes
- Federally- and California-Recognized Native American Indian Tribes

Agricultural commodity groups are encouraged to apply in partnership with the above eligible entities.

Entities applying for PHP grants must have demonstrated expertise and experience in habitat restoration on agricultural lands or implementation of conservation management practices that support pollinators.

Partnerships between multiple organizations are encouraged.

### Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid, proposal, or application, Bidder/Applicant represents that it is not a target of Economic Sanctions. Should the State determine Bidder/Applicant is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Bidder’s/Applicant’s bid/proposal/application any time prior to contract/agreement execution, or, if determined after contract/agreement execution, shall be grounds for termination by the State.

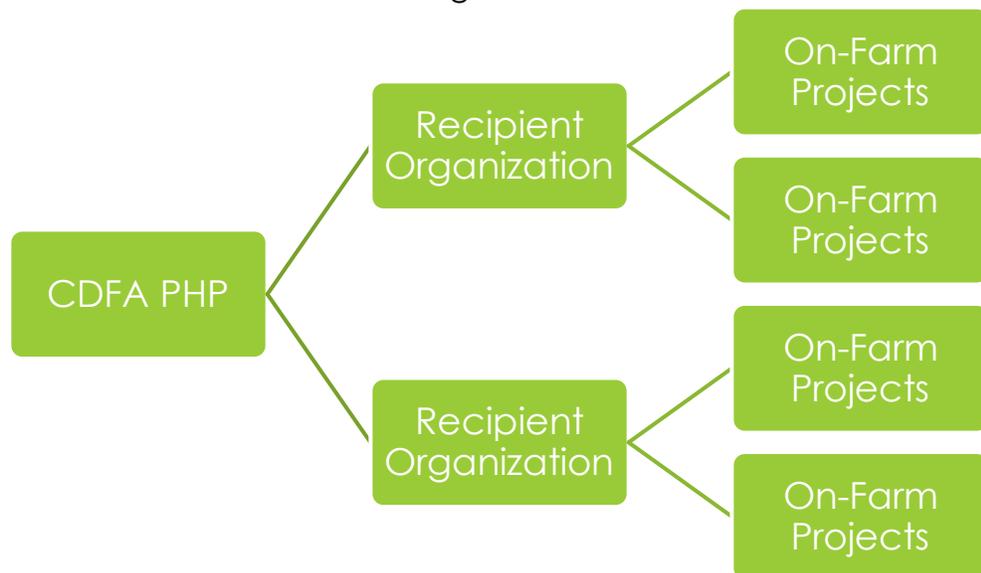
## Estimated Timeline

Program Application Activity	Estimated Timeframe
Release Request for Grant Applications (RGA)	August 31, 2022
CDFA grant application webinars	September 2022 – visit <a href="#">program website</a> for details
Grant applications due	November 23, 2023
Administrative and technical review	November 2022 – January 2023
Announce and award funding	January 2023
Award Process Timeline	See <a href="#">Award Process</a>

## Program Structure and Objectives

The PHP will make use of the expertise and trusted connections that exist between RCDS, non-profits, university extensionists, and other technical assistance providers and Tribes by building in outreach and assistance into the grant program. The ultimate outcome will be implementation of habitat for pollinators on agricultural working lands. Figure 1 illustrates the program's structure, with PHP grants awarded to qualified organizations that then will work hand-in-hand with farmers to implement projects.

Figure 1. Structure of Pollinator Habitat Program



## Program Requirements and Restrictions

- Land chosen for projects must be located in California and all practices for reimbursement must occur in California.

- The cost of the grant recipient's outreach and technical assistance efforts is included in this funding.
- Grant recipients must not charge additional fees to the farmers and ranchers for technical assistance services. Grant Recipients must prioritize Socially Disadvantaged Farmers and Ranchers<sup>1</sup> (SDFRs) when selecting farmer/rancher project partners.
- CDFA encourages applications from organizations who serve small to medium sized and socially disadvantaged California food producers and farmworkers, including but not limited to BIMPOC (Black, Indigenous, Multiracial, and People of Color), LGBTQ+, women, and veterans.

### Program Activities

Recipients of PHP will perform the following activities during the grant term 1) Outreach to partner farmers and ranchers and identification of on-farm pollinator habitat project sites and 2) Plan and implement the installation of conservation management practices in partnership with farmers and ranchers.

### Identification of On-Farm Project Sites and Agricultural Partners

Recipients of PHP funds will perform outreach within their service area to identify farmer and rancher partners that will commit to implementing management practices that have benefits for pollinators. In selecting partner farmers to work with, Recipients will consider, among other factors, CDFA's priority groups (specifically SDFRs), farmer/rancher commitment (financial commitment and ongoing maintenance of habitat), pollinator species of regional concern, and appropriate project siting.

### On-Farm Project Eligibility

On-farm projects must be located on a California agricultural operation.

- For the purpose of this program, an agricultural operation is defined as row, vineyard, field and tree crops, commercial nurseries, nursery stock production, and livestock and livestock product operations.
- University and research farms are not eligible on-farm project sites.

### Practices Eligible for Funding

The following Conservation Practice Standards (CPS) have been identified by the United States Department of Agriculture (USDA) Natural Resources

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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.

Conservation Service (NRCS) to have a Purpose or Resource Concern that includes provision of habitat for pollinators or increases/enhances biodiversity and have implementation guidelines for pollinators.

All practices listed below must make use of plant species that support pollinators. For more details on eligible practices, including payment rate and practice specific requirements, see [Appendix A: Payment Rates, Implementation Guidelines, and Requirements](#)

- [List of Practices](#)
- Alley Cropping ([USDA NRCS CPS 311](#))
- Conservation Cover ([USDA NRCS CPS 327](#))
- Contour Buffer Strips ([USDA NRCS CPS 332](#))
- Cover Crops ([USDA NRCS CPS 340](#))<sup>2</sup>
- Critical Area Planting ([USDA NRCS CPS 342](#))
- Field Border ([USDA NRCS CPS 386](#))
- Filter Strip ([USDA NRCS CPS 393](#))
- Hedgerow Planting ([USDA NRCS CPS 422](#))
- Pest Management Conservation System ([USDA NRCS CPS 595](#))
- Riparian Forest Buffer ([USDA NRCS CPS 391](#))
- Riparian Herbaceous Cover ([USDA NRCS CPS 390](#))
- Silvopasture ([USDA NRCS CPS 381](#))
- Tree/Shrub Establishment ([USDA NRCS CPS 612](#))
- Wildlife Habitat Planting ([USDA NRCS CPS 420](#))
- Windbreak/Shelterbelt Establishment and Renovation ([USDA NRCS CPS 380](#))

### Planning and Implementation of Conservation Management Practices for Pollinator Benefit

Recipients of PHP funds will work with farmers to implement projects. Recipients may be involved in project design, vendor coordination, matching funds coordination, and project management. Activities associated with project planning and technical assistance include but are not limited to:

- Development of a project design, site assessment, documentation of the site characteristics prior to practice implementation (e.g., photographs of site, survey of existing vegetation or crops), plant or seed selection.
- On-farm implementation of project activities including, but not limited to, working with service providers and farmers for installation of pollinator habitat practices and purchases of plants, seeds, and supplies.

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<sup>2</sup> Cover crop ([USDA NRCS CPS 340](#)) practice cannot be in excess of 10% of total budget. More than 10% for cover crop ([USDA NRCS CPS 340](#)) practice will not be reimbursed.

- Communication with vendors and facilitating discussion between farmer/rancher and vendors.
- Coordination of matching funds.
- Provide training to farmers/ranchers on maintenance of implemented practices.
- Provide training on integrated pest management to protect pollinators to partner farmers and ranchers.
- Recipients of the PHP funding will be required to provide Integrated Pest Management Training to the farmer and rancher partners that they will work with to install habitat. Recipients will refer to the California Managed Pollinator Protection Plan but may also call upon other resources or curriculum<sup>3</sup> to provide appropriate training materials.
- Development of an Outcome Monitoring Plan to monitor the outcomes of practice implementation over 3 years after project implementation.

Recipients will be responsible for implementation of management practices. Costs associated with management practices will be paid on a flat rate basis to Recipients. See [Appendix A: Payment Rates, Implementation Guidelines, and Requirements](#).

Following the end of the grant term, PHP Recipients will monitor and report on outcomes for three years. See [Project Outcome Monitoring and Reporting](#).

### Budget

Applicants must clearly describe each participating organization's anticipated expenses, as applicable. All costs must be directly related to and necessary for completion of the project. Awarded funds will be paid to the lead organization. The lead organization is responsible for disbursement of funds to other participating organizations, contractors, and farmer/rancher partners. Applicants will prepare a line-item budget. The Budget will consist of administrative costs and costs for practices.

The maximum request for Costs Associated with Technical Assistance and Administration is 18% of the total request. For the maximum total request of \$2 M, an applicant may request up to \$360,000 for costs associated with technical assistance and administration. The budget will be estimated with the following categories:

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<sup>3</sup> Other resources may include Pacific Northwest Extension Publication "[How to Reduce Bee Poisoning from pesticides](#)", UC IPM "[Protecting natural enemies and pollinators](#)", UC IPM "[Best management practices to protect bees from pesticides](#)", among other resources.

*Costs Associated with Technical Assistance and Administration – up to 18% of requested funds*

**A1. Salary and Wages – Administration:** Estimate the hourly cost of salary, wages associated with administrative activities by individuals employed by the applicant organization.

**A2. Salary and Wages – Technical Assistance:** Estimate the hourly cost of salary, wages associated with technical assistance by individuals employed by the applicant organization.

**B1. Fringe Benefits - Administration:** Estimate the cost of fringe benefits associated with administrative activities by individuals employed by the applicant organization.

**B2. Fringe Benefits – Technical Assistance:** Estimate the cost of fringe benefits associated with technical assistance by individuals employed by the applicant organization.

**C. Travel:** Estimate the cost of project-related travel associated with each activity except contractual personnel. In the description column, describe the travel that will be necessary to accomplish the objectives of the project. Federal mileage reimbursement rate will be used.

**D. Supplies:** Estimate the cost of supplies associated with each activity. Supplies are items with an acquisition cost less than \$5,000 per unit that are used exclusively for the objectives of the project. Categorize the types of supplies to be purchased. General use office supplies (paper, printer ink, pens, etc.), facilities costs (telephone, internet, etc.), and administrative costs are considered indirect and should not be included under "Supplies".

**E. Equipment:** Estimate the cost of equipment associated with each activity. Equipment is nonexpendable, tangible personal property with a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.

**F1. Contractual - Administration:** Estimate the cost of work on the project that will be performed by individuals/organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.) for administrative purposes. This amount should include all associated salary and wages, fringe benefits, travel, equipment, supplies, other, and indirect costs. List the services to be provided and the contractors that will work on the project and be paid with grant funds. Provide description of each line item within the narrative.

**F2. Contractual – Technical Assistance:** Estimate the cost of work on the project that will be performed by individuals/organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.) for technical

assistance purposes. This amount should include all associated salary and wages, fringe benefits, travel, equipment, supplies, other, and indirect costs. List the services to be provided and the contractors that will work on the project and be paid with grant funds. Provide description of each line item within the narrative.

**G. Other:** Estimate the cost of all other project related expenses to support each activity. Expenses typically listed under “Other” include equipment rentals, etc. List the specific types of expenses necessary to accomplish the objectives of the project.

**H. Indirect Costs:** Indirect costs are facilities and administrative costs that cannot easily be tied directly to the activities of the grant. Examples of common indirect costs include administrative/clerical services, rent, utilities, internet and telephone service, maintenance, and general office supplies. UC CSU may claim the established indirect cost rate with CDFA. All other eligible organizations may claim a maximum indirect cost rate of 25 percent of total direct costs.

### *Estimate Costs of Conservation Management Practice Implementation – 82% or more of requested funds*

The budget for conservation practice implementation must be 82% or greater of the total grant request. The budget for these practices will be based upon CDFA-established payment rates. Cover crop ([USDA NRCS CPS 340](#)) practice cannot be in excess of 10% of total budget. More than 10% for cover crop ([USDA NRCS CPS 340](#)) practice will not be reimbursed. See [Appendix A: Payment Rates, Implementation Guidelines, and Requirements](#).

The following examples of allowable and unallowable costs may be useful in development of the budget. See [Appendix C: Preview and Navigation of Amplifund Application](#) for instructions on how to fill out the budget template in Amplifund.

### *Examples of Allowable Costs:*

- Personnel and/or Contractor expenses associated with:
  - Outreach to farmers and ranchers
  - Preparing project plans and designs
  - Tasks associated with implementation of on-farm projects
  - Reporting and invoicing
  - Translation services
  - Participating in professional development courses and training relevant to the program objectives.

- Travel Expenses to farms including mileage, lodging, per diem, vehicle rental and/or leasing of a vehicle.
- “Supplies” and/or “Equipment” needed for project design or project management (not on-farm management practice implementation; practice implementation costs are included in the practice payment rate).

*Examples of Unallowable Costs include but are not limited to:*

- Personnel or contractor hours that are not related to pollinator habitat technical assistance and project design or grant administration
- Completion of tasks that are outside of approved workplan and budget
- Research
- Food/drinks and entertainment
- The purchase of a vehicle
- Cover crop ([USDA NRCS CPS 340](#)) practice in excess of 10% of total budget

## How to Apply

### Online Application Platform

CDFA uses an online application platform to receive PHP applications. The application can be accessed at the [PHP webpage](#). Applicants must create a user account to submit a grant application. All applications, supporting documents, and submissions are subject to public disclosure including posting on the CDFA OEFI website.

Eligible organizations may submit one application for a maximum award of \$2 million. Applicants may not be the lead applicant on more than one application. This will help CDFA to distribute the funds widely. CDFA requires information for all entities involved in executing the PHP grant activities. If awarded, the PHP grant agreement will be between CDFA and the lead applicant organization. The lead organization must ensure that all required and proposed tasks are fully completed.

The application process includes the following stages: 1) Opportunity Details, 2) Project Information, 3) Application Forms, 4) Budget Template, 5) Submission. More detailed information on how to submit an application in Amplifund can be found in [Appendix C: Preview and Navigation of Amplifund Application](#).

## Questions and Answers (Q&A)

During the application period, CDFA will host informational webinars to provide an overview of program guidelines and application materials. Visit the [CDFA OEFI PHP website](#) for more information and to register for the webinars.

General questions regarding the solicitation process may be submitted to [CDFA.OEFI\\_php@cdfa.ca.gov](mailto:CDFA.OEFI_php@cdfa.ca.gov). Responses to all questions received by email will be posted to CDFA's PHP website according to the following schedule:

Questions Received By:	Responses Provided By:
September 16, 2022	September 22, 2022
October 14, 2022	October 20, 2022
November 11, 2022	November 17, 2022

November 11, 2022 is the final deadline to submit questions for the Pollinator Habitat Program 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 and Notification of Application Status

Applications will be reviewed in a two-stage process:

### Administrative Review

The purpose of the administrative review is to determine whether the eligibility criteria and grant application requirements are met.

### Disqualifications

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

- Incomplete grant applications: applications with one or more unanswered questions necessary for administrative or technical review.
- Incomplete grant applications: applications with missing, blank, unreadable, corrupt, or otherwise unusable attachments.
- Applications that include activities outside the grant duration.
- Applications with unallowable costs or activities necessary to complete the project objectives.
- 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 by the OEFI 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's name on the grant application or his/her authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the OEFI decision being challenged. The submissions must be emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov) (preferred) or sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814. If submissions are not received within the time frame provided above, the appeal will be denied.

Appeal rights are only afforded to disqualifications.

### Technical Review

The second level of review is a technical review to evaluate the merits of the application and overall expected success of the project, including the potential for the project to provide lasting habitat for pollinators. The technical reviewers are experts affiliated with CDFA's Plant Health Division, Plant Pest Diagnostics Laboratory, and/or other California state agencies and/or federal partners.

### Scoring Criteria

The technical reviewers will do an in-depth evaluation of each application and will use a fifty-point scale to evaluate the merit of the proposed project and the capacity and qualifications of the applicant. See [Appendix B: Detailed Scoring Criteria](#) for detailed scoring criteria.

Criteria	Maximum Points
Qualifications of Applicant	12
Strategic Partnerships	8
Workplan Merit and Feasibility	15
Budget	5
Commitment to Expending 25% of Funding to Support Pollinator Habitat with SDFR Partners	10
<b>Total</b>	<b>50</b>

Past performance in the OEFI 's Climate Smart Agriculture Programs (e.g., Healthy Soils Demonstration Program, Climate Smart Agriculture Technical Assistance Program), if applicable, may be taken into consideration during selection. Past performance criteria may include timely and satisfactory

completion of funded activities and reporting requirements, data on meeting funding priorities, quantity and quality of past project performance including project termination or incomplete projects, or unresponsiveness.

### Notification and Feedback

- Successful applicants will be notified of their grant award through email and will enter the grant agreement execution process.
- Applications that are not selected for funding will receive feedback on their grant application within 60 business days after receiving notification.

CDFA will post basic information on the PHP website regarding the applications received at least 10 days before awarding grant funds. After projects are selected and all funds are encumbered, CDFA will post an updated list of awarded projects. Applications will be treated in accordance with Public Records Act requirements and certain information, subject to those requirements, may be disclosed.

## Award Process

### Grant Agreement Execution

CDFA will initiate the Grant Agreement process with applicants selected to receive a grant award. This process of executing a grant agreement is estimated to take several months. A CDFA PHP staff member will contact each applicant selected for award to schedule a pre-project consultation to confirm project information and discuss implementation plans. CDFA will review submitted budgets to confirm costs are allowable. Applicants with projects selected for award of funds will then receive a Grant Agreement package with specific instructions regarding award requirements including information on project implementation, reporting, verification, and payment process.

## Award Timeline

Grant Agreement Stage	Estimated Time for Stage Completion
Grant packet is completed – During this step, CDFA will work with awardees to get the information the state needs to execute the grant. The timeline for this step is dependent on how quickly information is provided to CDFA staff.	Variable
Grant Execution	Up to 120 days
Processing advance payments – If awardees request and are granted an advance payment, please be aware that it will take up to 4 weeks to process this payment once the grant is executed. ( <a href="#">See Payment Process</a> )	Up to 4 weeks

## Project Implementation

Once a Grant Agreement is executed, the Recipient can begin implementation of the project if it is after or on the official project start date (which is estimated for May 1, 2023). During project implementation, Recipients must maintain frequent communication with CDFA staff about the PHP project. CDFA staff may regularly send emails or surveys to gauge project progress in addition to quarterly invoicing and progress reports. Recipients must be responsive. CDFA will schedule project review calls several times a year during project implementation to discuss progress.

Recipients are responsible for the overall management of their awarded project to ensure all project activities are completed no later than April 30, 2026. All communications (oral or written) related to grant activities including reimbursements must originate from grant awardee, grant awardee's authorized representative, or CDFA staff.

## Payment Process

The PHP is a reimbursement grant program. CDFA will provide the grant Recipient with the necessary grant award and invoicing documents for reimbursement process. Recipients will be required to submit quarterly invoices for costs associated with outreach, provision of technical assistance to farmers and ranchers, and practice implementation. These costs will be reimbursed based upon the line-item budget submitted with the application. CDFA will withhold 10 percent from the total grant award reimbursement until the verification requirement is complete and meets the expectations agreed upon in the Scope of Work.

Grant payment for the implementation of practices is a flat-rate payment system on a reimbursement basis through invoicing upon practice verification. Verification of practice implementation will be by geotagged and dated photographs that will be submitted with the invoice for management practice reimbursement.

### Advanced Payments

If selected for funding, Recipients may be eligible for an advance payment, subject to the provisions of section 316.1 “Advance Payments” of the [California Code of Regulations, Division 1, Chapter 5](#). If appropriate justification is submitted and awardee is in compliance with grant management requirements, additional advance payments may be issued in accordance with CDFA's Grant Administration regulations.

### Quarterly Progress Report

On a quarterly basis the Recipient will submit a progress report and on-farm project details to CDFA's PHP scientific team for review. The progress report will collect information related to outreach and technical assistance activities, and training on integrated pest management. To document the initiation of on-farm projects, Recipients will also be required to submit:

1. Letter of commitment from farmer/ranchers that are working with Recipient to implement pollinator habitat.
2. On-Farm Project Summary – project description, project location and assessor's parcel numbers, practices selected for implementation, acreage of practices, target pollinator species, plant list, and implementation timeline. CDFA will review each on-farm summary for any conflicts with PHP implementation requirements or potential duplication of awards with CDFA's Healthy Soils Program (HSP). Farmers and ranchers that benefit from the PHP are able to receive funding from HSP but may not receive funding for the same practices in the same location from both programs and must meet requirements and restrictions of both programs.
3. Matching funds documentation (if any).

### Final Report and Project Verification

At the close of the grant agreement term or when all project activities have been completed, the Recipient will submit a final report. The final report will gather metrics such as total acreage of practices implemented, number of farmer/rancher partners, number of SDFR partners. Additionally, Recipients will submit:

- Comet-Planner report for each on-farm project site. Only practices in Comet-Planner will be included in the Comet-Planner report.
  - Comet-Planner is an online calculator tool developed to support the Healthy Soils Program. CDFA is interested in quantifying climate benefits from PHP projects in support of CDFA's broader climate change policy and in recognition of the importance of natural and working land in meeting California's goals related to climate change. The Comet-Planner tool involves few inputs and should be easily completed by PHP Recipients.
- Documentation of integrated pest management training provided to partner farmers and ranchers.
  - Certificate that the organization provided the training to ranchers and farmers.
  - Copies of the training materials (pamphlets, presentations, etc.) will need to be provided to CDFA.
- Outcome Monitoring Plan
  - Details to be determined in conjunction with awardee.
- Western Association of Fish & Wildlife Agencies (WAFWA) Crucial Habitat Assessment Tool (CHAT) for Western Monarch or other mapping tools
  - The WAFWA CHAT is a centralized online tracking software program that anonymizes location to protect private landowners. It delivers data-driven solutions to provide a non-regulatory, decision support system of state fish and wildlife agency priorities to aid the proactive decision-making process during pre-planning stages. It is an online system of maps that displays crucial wildlife habitat based on commonly agreed upon definitions developed by the Western Governor's Wildlife Council. One CHAT is specifically designed to track Western Monarch conservation efforts. More information on this can be found here: <https://monarchchat.org/>

Following submission of final report, a CDFA Environmental Scientist, or a CDFA-contracted third party, will initiate an exit interview with the awardee and may visit project sites to inspect a sample of the on-farm projects. The verification component must be completed by TBD.

### Critical Project Review

CDFA may conduct a Critical Project Review, which may involve an on-site visit, upon reasonable notice at any time during the project term. The purpose is to determine whether deliverables are being met and evaluate project progress to ensure installation is complete within the grant term. Recipients may be required

to submit financial records and project documentation to ensure PHP funds are used in compliance with the Grant Agreement terms and conditions.

## Post-Project Requirements

### Project Outcome Monitoring and Reporting

Before the end of the grant term, Recipients will develop an Outcome Monitoring Plan that will identify metrics to be monitored and reported to CDFA for three years following the end of the grant agreement. Execution of the monitoring plan in years 1-3 after the end of the grant term will be considered cost share.

Recipients are expected to maintain documentation related to the PHP funded project, including receipts, be responsive to requests for information about the project, and to report outcomes for a period of three years after project completion. The purpose of this reporting is to evaluate the long-term success of PHP awarded projects.

Failure to work with CDFA or its designees to provide the necessary project-related documentation will be considered non-performance. In the event of non-performance, CDFA may take any action deemed necessary to recover all or any portion of the grant funding, including denying eligibility for future funding.

### State Audit and Accounting Requirements

In addition to PHP program requirements, awarded projects may be subject to State Audit and Accounting Requirements listed below.

#### Audit Requirements

Projects are subject to audit by the State annually and for three (3) years following the final payment of grant funds. If the project is selected for audit, the Grant Recipient will be contacted in advance. The audit shall include all books, papers, accounts, documents, or other records of Recipient, as they relate to the project. All project expenditure documentation should be available for an audit, whether paid with grant funds or other funds.

The Grant Recipient must have project records, including source documents and evidence of payment, readily available and must provide an employee with knowledge of the project to assist the auditor. The Grant Recipient must provide a copy of any document, paper, record, etc., requested by the auditor.

### Accounting Requirements

The Grant Recipient must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provides an accurate audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and timecards, evidence of payment, etc.
- Provides accounting data so the total cost of each individual project can be readily determined.

### Records Retention

Records must be retained for a period of three (3) years after final payment is made by the State. Grant Recipient must retain all project records at least one (1) year following an audit.

## Appendix A: Payment Rates, Implementation Guidelines, and Requirements

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Alley Cropping ( <a href="#">NRCS CPS 311</a> )	Cropland	Replace 20% of Annual Cropland with Woody Plants	Tree planting, single row	\$55.00 / No	Species and number of trees	(1) Potted seedling size at ≥2 gal; (2) Plant density at ≥40 trees/acre; (3) Tree protection and irrigation.	(1) 3-5 Geotagged photographs showing established trees, (2) Receipts of seedlings purchased; (3) Species and number of live plants; (4) Maintenance of plant growth in the project term and beyond.
Conservation Cover ( <a href="#">NRCS CPS 327</a> )	Cropland	Convert Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass Cover or Grass/ Legume cover	Monarch Species Mix	\$1,280.00 / Ac	(1) Plant species must be mix of native grass and forbs for pollinators; (2) Seeding rate & planting method.	(1) At least 4% native milkweeds (Asclepias spp.) and less than 50% grasses; (2) Seeding rate at 21-40 pure live seeds per sq-ft; (3) Plant protection from animal damage and growth maintenance.	(1) 3-5 Geotagged photographs of fields showing established plants (>60% plant cover); (2) Receipts of seeds purchased including species names; (3) Good plant growth during the project term.
	Orchard or Vineyard	Convert Idle Land near Orchard/Vineyard to Permanent Unfertilized Grass Cover or Grass/Legume cover					
	Agricultural Land Removed from Production in the Last 36 Months	Convert Uncultivated Land to Permanent Unfertilized Grass Cover or Grass/ Legume cover					

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Conservation Cover ( <a href="#">NRCS CPS 327</a> )	Cropland	Convert Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass Cover or Grass/ Legume cover	Pollinator Species Mix	\$1,250.00 / Ac	(1) Perennial species includes mix of native grasses, legumes, and forbs to provide habitat for pollinators; (2) Seeding rate & planting method	(1) Mixed native species with less than 50% grasses; (2) Seeding rate at 21-40 pure live seeds per sq-ft; (2) Plant protection from animal damage and good maintenance.	(1) 3-5 Geotagged photographs of fields showing established plants (>60% plant cover); (2) Receipts of seeds purchased including species names; (3) Good plant growth during the project term.
	Orchard or Vineyard	Convert Idle Land near Orchard/Vineyard to Permanent Unfertilized Grass Cover or Grass/Legume cover					
	Agricultural Land Removed from Production in the Last 36 Months	Convert Uncultivated Land to Permanent Unfertilized Grass Cover or Grass/ Legume cover					
Contour Buffer Strips ( <a href="#">NRCS CPS 332</a> )	Cropland	Convert Strips of Irrigated Cropland to Permanent Unfertilized Grass Cover or Unfertilized Grass/Legume Cover	Pollinator	\$480.00 / Ac	(1) A design schematic; (2) at least 3 pollinator friendly native perennial species; (3) seeding rate, planting method	(1) Width of strips: ≥15 feet wide if ≥50% grass species OR ≥30 feet wide when legume/forbs are used alone, or ≥50% legumes; (2) Seeding rate at 41- 60 pure live seeds per sqft; (3) Inoculate legumes at planting time if legume species is used; and (4) Good maintenance.	(1) 3-5 Geotagged photographs of fields showing established strips (>60% plant cover); (2) Receipts of seeds purchased; (3) Plant species name and seeding rate; (4) Good plant growth during the project term.

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Cover Crop ( <a href="#">NRCS CPS 340</a> )	Cropland	Add Legume/ Non-Legume Seasonal Cover Crop to Irrigated or Non-Irrigated Cropland	Multiple Species	\$120.00 / Ac	(1) APN/field and acres; (2) cover crop species; (3) Seeding rates; (4) Planting date and method; (5) Termination date and method	(1) Multiple species pollinator-friendly cover crop is planted without fertilizer. (2) Cover crop is allowed to grow to produce as much biomass as possible. (3) Cover crop biomass/residue should not be removed to other places. (4) PHP will support one year of cover crop planting per farm.	(1) 3-5 Geotagged photographs showing established cover crops in the field (≥60% coverage), (2) Receipts of cover crop seeds purchased, (3) Cover crop species name and seeding rate.
Critical Area Planting ( <a href="#">NRCS CPS 342</a> )	Agricultural Land Removed from Production in the Last 36 Months	Convert Uncultivated Land to Permanent Grass/Legume/Forb Cover	Native or Introduced Vegetation - (Organic and Non-Organic)	\$1,115.00 / Ac	1) Native or introduced perennial grasses, legumes, and/or forbs to provide pollinator habitat	Diverse mix of pollinator friendly perennial grasses, legumes, and/or forbs. (2) Seeding rate at greater than 60 pure live seeds/sq ft). (3) Plant maintenance in the project term.	(1) 3-5 Geotagged photographs of fields showing established plants (>60% plant cover); (2) Receipts of seeds purchased including species names; (3) Good plant growth during the project term.
			Hydroseed	\$1,470.00 / Ac	1) Perennial species includes mix of native grasses, legumes, and forbs to provide habitat for pollinators; (2) Seeding rate & planting method	Diverse mix of pollinator friendly perennial grasses, legumes, and/or forbs. (2) Seeding rate at greater than 60 pure live seeds/sq ft). (3) Plant maintenance in the project term.	(1) 3-5 Geotagged photographs of fields showing established plants (>60% plant cover); (2) Receipts of seeds purchased including species names; (3) Good plant growth during the project term.

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Field Border ( <a href="#">NRCS CPS 386</a> )	Cropland	Convert Strips of Irrigated Cropland to Permanent Unfertilized Grass Cover or Permanent Unfertilized Grass/Legume Cover	Field Border, Pollinator	\$680.00 / Ac	Diverse mix of native perennial grasses, legumes, and forbs that are pollinator friendly; seeding rate; planting method	(1) Species flower throughout the growing season with ≤50% grasses in the mix; (2) Seeding rate at 21-40 pure live seeds per sq-ft; (3) Maintain plant growth in the project term.	(1) 3-5 Geotagged photographs of fields showing established field border (>60% plant coverage); (2) Receipts of seeds purchased; (3) Plant species name and seeding rate; (4) Good plant growth during the project term.
Filter Strip ( <a href="#">NRCS CPS 393</a> )	Cropland	Convert Strips of Irrigated Cropland to Permanent Unfertilized Grass Cover or Grass/ Legume Cover	Filter Strip, Introduced species	\$300.00 / Ac	(1) Filter strip design map; (2) Perennial plant species names; (3) Seeding rate and planting method	(1) Introduced cool season perennial species; (2) Seeding rate at ≥60 pure live seeds per sqft; (3) Maintain good plant growth during the project term	3-5 Geotagged photographs of fields showing established filter strip (>60% plant coverage); (2) Receipts of seeds purchased; (3) Plant species name and seeding rate; (4) Good plant growth during the project term.
	Orchard or Vineyard	Convert Idle Land Near Orchard/Vineyard to Permanent Unfertilized Grass Cover or Grass /Legume Cover					
	Cropland	Convert Strips of Irrigated Cropland to Permanent Unfertilized Grass Cover or Grass/ Legume Cover	Filter Strip, Native species	\$375.00 / Ac		(1) Native perennial species; (2) Seeding rate at 41-60 pure live seeds per sqft; (3) Maintain good plant growth during project term.	

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Filter Strip ( <a href="#">NRCS CPS 393</a> )	Orchard or Vineyard	Convert Idle Land Near Orchard/Vineyard to Permanent Unfertilized Grass Cover or Grass /Legume Cover	Filter Strip, Native species	\$375.00 / Ac	(1) Filter strip design map; (2) Perennial plant species names; (3) Seeding rate and planting method	(1) Native perennial species; (2) Seeding rate at 41-60 pure live seeds per sqft; (3) Maintain good plant growth during project term.	3-5 Geotagged photographs of fields showing established filter strip (>60% plant coverage); (2) Receipts of seeds purchased; (3) Plant species name and seeding rate; (4) Good plant growth during the project term.
Hedgerow Planting ( <a href="#">NRCS CPS 422</a> )	Cropland	Replace a Strip of Cropland with 1 Row of Pollinator Friendly Woody Plants	Single Row	\$10.00/Ft	Length to plant, Plant species and number of each species	(1) Pollinator-friendly trees, shrubs, and perennial wildflowers; (2) Plant density at ≥200 live plants/acre; (3) Average height at ≥3 feet and extend 15 feet wide at maturity; (4) Plant protection & irrigation. Follow additional criteria for pollinator habitat.	(1) 3-5 Geotagged photographs of fields showing established hedgerow plants. Photos are taken at both ends & middle of the hedgerow line. (2) Receipts of plants purchased; (3) Plant species name and number of live plants; (4) Maintain plant growth during the project term.
	Orchard or Vineyard	Plant 1 Row of Pollinator Friendly Woody Plants on Border of Orchard/Vineyard					
	Grazing Land	Replace a Strip of Grassland with 1 Row of Pollinator Friendly Woody Plants					
	Agricultural Land Removed from Production in the Last 36 Months	Replace a Strip of Uncultivated Land with 1 Row of Pollinator Friendly Woody Plants					

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Hedgerow Planting ( <a href="#">NRCS CPS 422</a> )	Cropland	Replace Strip of Cropland with 2 or 3 Rows of Pollinator Friendly Woody Plants	Two or Three Row, Both Woody	\$15.00/Ft	Length to plant, Plant species and number of each species	(1) Pollinator-friendly trees, shrubs, and perennial wildflowers; (2) Plant density at $\geq 200$ live plants/acre; (3) Average height at $\geq 3$ feet and extend 25 to 30 feet wide at maturity; (4) Plant protection & irrigation. Follow additional criteria for pollinator habitat.	(1) 3-5 Geotagged photographs of fields showing established hedgerow plants. Photos are taken at both ends & middle of the hedgerow line. (2) Receipts of plants purchased; (3) Plant species name and number of live plants; (4) Maintain plant growth during the project term.
	Orchard or Vineyard	Plant 2 or 3 Rows of Pollinator Friendly Woody Plants on Border of Orchard/Vineyard					
	Grazing Land	Replace a Strip of Grassland with 2 or 3 Rows of Pollinator Friendly Woody Plants					
	Agricultural Land Removed from Production in the Last 36 Months	Replace a Strip of Uncultivated Land with 2 or 3 Rows of Pollinator Friendly Woody Plants					

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Pest Management Conservation System ( <a href="#">NRCS CPS 595</a> )	Cropland	Implement Pest Management Conservation System on Land Not Currently Utilizing One	Pest Management Precision Ag	\$110.00 / Ac	Log of Pest Management Conservation System Activities	Implement Pest Management Conservation System Activities	(1) Receipts of supplies purchased to implement the pest management conservation system (2) Full log of grant term pest management conservation system activities
	Grazing Land						
	Cropland						
	Agricultural Land Removed from Production in the Last 36 Months						
Riparian Forest Buffer ( <a href="#">NRCS CPS 391</a> )	Cropland	Replace a Strip of Cropland Near Watercourses or Water Bodies with Woody Plants	Bare-root, hand planted	\$3,665.00 / Ac	Area of practice implementation must be upgradient from and adjacent to a stream	(1) Seedling size: 18-36 inches tall or 10-20 cubic inches container for shrubs and hardwood; 1-year old seedlings or 4-6 cubic inches container for conifer; (2) Plant protection; (3) Plant density ≥35 live plants/acre.	(1) 3-5 Geotagged photographs of the field showing planted trees, (2) Receipts for number and sizes of seedlings/cuttings purchased; (3) Species and number of live trees/shrubs at verification; (4) Tree protection and maintenance.
	Grazing Land	Replace a Strip of Grassland Near Watercourses or Water Bodies with Woody Plants					

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Riparian Forest Buffer ( <a href="#">NRCS CPS 391</a> )	Cropland	Replace a Strip of Cropland Near Watercourses or Water Bodies with Woody Plants	Cuttings	\$5,925.00 / Ac	Area of practice implementation must be upgradient from and adjacent to a stream	(1) Cutting size: medium (0.25-1 inch in diameter and 2-4 feet long) to large (2-6 inch in diameter and 6 ft long); (2) Plant protection; (3) ≥35 live plants/acre.	(1) 3-5 Geotagged photographs of fields showing live plants, (2) Receipts plants purchased; (3) Species and number of live trees/shrubs; (4) Tree protection and maintenance.
	Grazing Land	Replace a Strip of Grassland Near Watercourses or Water Bodies with Woody Plants					
	Cropland	Replace a Strip of Cropland Near Watercourses or Water Bodies with Woody Plants	Container, hand planted	\$9,360.00 / Ac		(1) Potted seedling size: 1 quart or larger; (2) Plant protection; (3) ≥35 live plants/acre.	
	Grazing Land	Replace a Strip of Grassland Near Watercourses or Water Bodies with Woody Plants					

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Riparian Herbaceous Cover ( <a href="#">NRCS CPS 390</a> )	Cropland	Convert Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/legume Cover Near Aquatic Habitats	Pollinator Friendly Plug Planting	\$30,950 / Ac	Area of practice implementation must be upgradient from and adjacent to a stream	(1) Native aquatic plants plug-planted; (2) Plant maintenance in the project term. (3) Follow criteria for Pollinator Habitat	(1) 3-5 Geotagged photographs of fields showing established riparian herbaceous cover (>60% plant coverage); (2) Receipts for materials purchased; (3) Planting method and seeding rate; (4) Maintenance of established riparian zone - an adapted, diverse vegetative plant community that is under close management to ensure long term survival & ecological succession.
	Agricultural Land Removed from Production in the Last 36 Months	Convert Uncultivated Land to Permanent Unfertilized Grass or Grass/legume Cover Near Aquatic Habitats					
	Cropland	Convert Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/legume Cover Near Aquatic Habitats	Pollinator Cover	\$2,390.00 / Ac		(1) Native perennial grasses, legumes, and forbs with ≤50% grasses; (2) 2-12 species that bloom sequentially and ensure at least 2 species in bloom at any given time during the growing season; (3) Broadcast and/or no-till drill seeded at rate of 41-60 pure live seeds/sq ft; (4) Plant maintenance in the project term.	
	Agricultural Land Removed from Production in the Last 36 Months	Convert Uncultivated Land to Permanent Unfertilized Grass or Grass/legume Cover Near Aquatic Habitats					

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Riparian Herbaceous Cover ( <a href="#">NRCS CPS 390</a> )	Cropland	Convert Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/legume Cover Near Aquatic Habitats	Riparian Pollinator Friendly Broadcast Seeding	\$1,310.00 / Ac	Area of practice implementation must be upgradient from and adjacent to a stream	(1) Native perennial grasses, legumes and forbs with ≤50% grasses; (2) Plug planting, and broadcast planting and/or no-till drill seeded at rate of 41-60 pure live seeds/sq ft; (3) Plant maintenance in the project term. Follow criteria for pollinator habitat.	(1) 3-5 Geotagged photographs of fields showing established riparian herbaceous cover (>60% plant coverage); (2) Receipts for materials purchased; (3) Planting method and seeding rate; (4) Maintenance of established riparian zone - an adapted, diverse vegetative plant community that is under close management to ensure long term survival & ecological succession.
	Agricultural Land Removed from Production in the Last 36 Months	Convert Uncultivated Land to Permanent Unfertilized Grass or Grass/legume Cover Near Aquatic Habitats					
Silvopasture ( <a href="#">NRCS CPS 381</a> )	Grazing Land	Pollinator Friendly Tree/Shrub Planting on Grazed Grasslands	Establish Trees, Existing Grasses	\$320.00 / Ac	Plant species and number	(1) Seedling size: containerized conifer at 4-6 cubic inches; or bare root conifer at one year old; (2) Plant density at ≥20 live plants per acre; (2) Tree protection (fence and irrigation, etc.). Follow criteria to Provide Habitat for Beneficial Organisms and Pollinators.	(1) 3-5 Geotagged photographs of fields showing planted trees/shrubs, (2) Receipts showing sizes & number of seedlings purchased; (3) Species and number of live trees/shrubs; (5) Tree protection (fence or other protection and irrigation as needed).

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Tree/Shrub Establishment ( <a href="#">NRCS CPS 612</a> )	Cropland	Conversion of Annual Cropland to a Farm Woodlot	Conservation, 1 gal pots, Hand planting, Per seedling, Protected	\$55.00 / No	Plant species and number	(1) Bareroot shrub seedlings at 6-18 inches tall or hardwood seedlings at 18-36 inches tall. (2) Plant protection and growth maintenance. (3) Plant density: ≥150 live trees per acre	(1) 3-5 Geotagged photographs of fields showing planted trees/shrubs; (2) Receipts of seedlings purchased, species and number of live plants; (3) Tree protection, and irrigation as needed; (4) Tree growth maintenance during the project term.
	Grazing Land	Conversion of Grassland to a Farm Woodlot					

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Tree/Shrub Establishment ( <a href="#">NRCS CPS 612</a> )	Cropland	Conversion of Annual Cropland to a Farm Woodlot	Native Seed, Hand Plant	\$975.00 / Ac	Plant species and number	(1) Native tree or shrub seed, e.g., acorns, to establish trees. (2) Plant protection and growth maintenance. (3) Plant density: ≥150 live trees per acre	(1) 3-5 Geotagged photographs of fields showing planted trees/shrubs; (2) Receipts of seedlings purchased (seeds can be collected instead of purchased), species and number of live plants; (3) Irrigation as needed; (4) Tree growth maintenance during the project term.
	Grazing Land	Conversion of Grassland to a Farm Woodlot					

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Wildlife Habitat Planting ( <a href="#">NRCS CPS 420</a> )	Cropland	Conversion of Uncultivated land to Permanent Wildlife Habitat	Diverse Native Wildflowers	\$1,900.00 / Ac	Plant species and number of each species	(1) Diverse mix of native perennial grasses, legumes, and forbs, ≤50% grasses, may include biennials and a small percentage of annual species for establishment purposes; (2) Seeding rate at 21-40 pure live seeds per sq-ft; (3) Plant protection from animal damage and good maintenance. (4) Potted shrub seedling, 1 quart to 1 gallon; (5) 5-inch x 30-inch tree tube for protection from animal damage	(1) 3-5 Geotagged photographs of fields showing planted trees/shrubs, (2) Receipts of seedlings purchased, species and number of live plants; (3) Tree protection, and irrigation as needed; (4) Tree growth maintenance during the project term.
	Orchard or Vineyard						
	Grazing Land						
	Agricultural Land Removed from Production in the Last 36 Months						

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Wildlife Habitat Planting ( <a href="#">NRCS CPS 420</a> )	Cropland	Conversion of Uncultivated land to Permanent Wildlife Habitat	Monarch Habitat - plug planted milkweed	\$7,330.00 / Ac	Plant species and number of each species	(1) Diverse mix of native perennial grasses, legumes, and forbs, ≤50% grasses, may include biennials and a small percentage of annual species for establishment purposes; (2) Seeding rate at 21-40 pure live seeds per sq-ft; (3) Plant protection from animal damage and good maintenance.	(1) 3-5 Geotagged photographs of fields showing planted trees/shrubs, (2) Receipts of seedlings purchased, species and number of live plants; (3) Tree protection, and irrigation as needed; (4) Tree growth maintenance during the project term.
	Orchard or Vineyard						
	Grazing Land						
	Agricultural Land Removed from Production in the Last 36 Months						
	Cropland		Monarch Habitat - seeded	\$1,970.00 / Ac		(1) Diverse mix of native perennial grasses, legumes, and forbs, ≤50% grasses, may include biennials and a small percentage of annual species for establishment purposes; (2) Seeding rate at 21-40 pure live seeds per sq-ft; (3) Plant protection from animal damage and good maintenance.	
	Orchard or Vineyard						
	Grazing Land						
	Agricultural Land Removed from Production in the Last 36 Months						

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Wildlife Habitat Planting ( <a href="#">NRCS CPS 420</a> )	Cropland	Conversion of Uncultivated land to Permanent Wildlife Habitat	Small Acreage - Diverse Shrubs and Wildflowers	\$13,620 / Ac	Plant species and number of each species	(1) Diverse mix of native perennial grasses, legumes, and forbs, ≤50% grasses, may include biennials and a small percentage of annual species for establishment purposes; (2) Seeding rate at 21-40 pure live seeds per sq-ft; (3) Plant protection from animal damage and good maintenance. (4) Potted shrub seedling, 1 quart to 1 gallon; (5) 5-inch x 30-inch tree tube for protection from animal damage	(1) 3-5 Geotagged photographs of fields showing planted trees/shrubs, (2) Receipts of seedlings purchased, species and number of live plants; (3) Tree protection, and irrigation as needed; (4) Tree growth maintenance during the project term.
	Orchard or Vineyard						
	Grazing Land						
	Agricultural Land Removed from Production in the Last 36 Months						
	Cropland		Small Acreage, Diverse Shrubs, Caged	\$45.00 / No		1) Potted shrub seedling, 1 quart to 1 gallon; (2) 5-inch x 30-inch tree tube for protection from animal damage	
	Orchard or Vineyard						
	Grazing Land						
	Agricultural Land Removed from Production in the Last 36 Months						

PHP Practice	Agricultural System	Practice Implementation	Payment Scenario	Payment Rate (\$/Unit)	Required Document or Information at Time of Quarterly Reporting	Implementation Guidelines	Verification Requirements
Windbreak / Shelterbelt Establishment and Renovation ( <a href="#">NRCS CPS 380</a> )	Cropland	Replace a Strip of Cropland with 2 Rows of Woody Plants	2-row, tree-shrub, chemical drift, hand planted	\$10.00/Ft	Length to plant, Plant species and number of each species	(1) Large containered plants (2 gallons or larger) to transplant (2) Plant protection and irrigation are required; (3) Trees are planted 10 feet apart in the row; shrubs are planted 4 feet apart in the row. Rows are 10-16 feet apart; (4) Plant density ≥200 live plants/acre.	(1) 3-5 Geotagged photographs taken at both ends & middle of the tree line; (2) Receipts of seedlings purchased; (3) Species and number of live plants; (4) Tree protection and irrigation; (5) Plant maintenance in the project term.
	Orchard or Vineyard	Plant 2 Rows of Woody Plants on Border of Orchard/Vineyard					
	Grazing Land	Plant 2 Rows of Woody Plants on Border of Grazing Land					
	Cropland	Replace a Strip of Cropland with 1 Row of Woody Plants	One row or more, hand planted, potted	\$25.00/No	Length to plant, Plant species and number of each species	(1) Containered seedlings at 1 quart to 1 gallon to transplant (2) Plant protection and irrigation are required; (3) Plant density ≥200 live plants/acre.	
	Orchard or Vineyard	Plant 1 Row of Woody Plants on Border of Orchard/Vineyard					
	Grazing Land	Plant 1 Row of Woody Plants on Border of Grazing Land					

## Definitions

**Cropland, Annual or Perennial:** Land where the crop(s) grown is identified as annual or perennial crop according to the Annual and Perennial Crop List for the Purpose of Conservation Compliance under the Food and Security Act of 1985, as amended or is determined as annual or perennial by the local USDA NRCS if it is not included in the list. Perennial cropland includes orchards and vineyards.

**Grazing land:** Land used primarily for production of forage plants maintained or manipulated primarily through grazing management.

**Foregone Income:** Reduced revenue that is generated mainly from reduced production because the land area used for growing cash crop(s) will be converted to Permanent Unfertilized Grass Cover or Grass/ Legume Cover. A payment scenario name that includes Foregone Income has higher payment rate because it takes consideration of both the reduced revenue and the expense for implementing the conservation management practice.

**Geotagged photograph:** A geotagged photograph is a photograph which is associated with a geographic position by assigning a latitude and longitude to the image. For pictures taken with a mobile phone or digital camera, this can be achieved by enabling the GPS function of the device prior to capturing a picture. Geotagging helps CDFA confirm the correct location of practice implementation consistent with Project Design at the time of verification. Please check the link <https://www.cdfa.ca.gov/oefi/healthysouils/docs/InstructionsOnHowToTakeGeotaggedPhotos.pdf> for instructions on how to take and send geotagged photos.

## Appendix B: Detailed Scoring Criteria

Criteria	Max Points
<p>Qualifications of Applicant</p> <ul style="list-style-type: none"> <li>Does the lead person(s) have education and training that includes agronomy, ecology, entomology or another scientific field that aligns with the PHP?</li> <li>Is a lead person(s) experienced with on-farm practice implementation?</li> <li>Does the lead organization have a mission that aligns with the program?</li> <li>Does the organization and/or partner have experience with habitat restoration on agricultural land?</li> <li>Does the organization and/or partner have important connections with farmers and ranchers?</li> <li>Does the lead organization clearly describe their experience with administering grants?</li> </ul>	12
<p>Strategic Partnerships</p> <ul style="list-style-type: none"> <li>Is there a partnership?</li> <li>Is it clear that the partnership will extend and enhance the ability of the lead organization to successfully implement the project as opposed to duplication of efforts?</li> <li>Is the partnership with an agricultural-focused organization or an organization with a history of pollinator-focused projects?</li> </ul>	8
<p>Workplan Merit and Feasibility</p> <ul style="list-style-type: none"> <li>Does the applicant describe a focus for the project that will be impactful and aligns with state priorities such as the California's 30x30 initiative, and the Budget Act of 2021 (SB 170, Chapter 240), which prioritizes the planting of native plants when feasible for the Pollinator Habitat Program?</li> <li>Does the applicant adequately describe the importance of IPM, the plan for providing training to farmers and ranchers, curriculum, and how the training/curriculum will be documented?</li> <li>Does the project take place in an area of geographic importance for a pollinator species as described in the scientific literature and/or does the project have a targeted pollinator species focus? Have they provided scientific literature as a source? Will the project support pollinators in that area or support pollinators in need of support? Will the project generally support pollinators?</li> <li>Will the metrics that the organization proposes for an outcome monitoring plan be adequate for CDFA to report on outcomes of the on-farm projects? Does the project provide a plan for continued longevity and maintenance of the project?</li> <li>Is the project feasible (consider number of potential farmer partners, service area, funding requested)?</li> </ul>	15
<p>Budget</p> <ul style="list-style-type: none"> <li>Are the estimated administrative costs reasonable? Are the costs per hour aligned with expectations for the work performed?</li> <li>Does the budget breakout appropriately emphasis technical assistance over the costs of administering the program? Technical assistance is a critical component of the grant program structure.</li> <li>Has the applicant explained how they will manage the funds with fiscal responsibility and accountability? Do they have adequate tracking methods?</li> </ul>	5
<p>Commitment to Expending 25% of Funding to Support Pollinator Habitat with SDFR Partners</p> <ul style="list-style-type: none"> <li>Commitment to Expanding 25% of Funding to Support Pollinator Habitat with SDFR Partners</li> <li>Does the applicant thoroughly describe how they will track the funding that benefits SDFRs?</li> <li>Does the applicant describe a strong outreach strategy to be able to meet this commitment to engage and collaborate with socially disadvantaged farmers and ranchers?</li> </ul>	10

## Appendix C: Preview and Navigation of Amplifund Application

**Step 1:** Click on the link on the PHP website to go to the application portal.

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

Several options are linked at the top right of the page including printing the Opportunity Information, downloading a copy of the entire application, reviewing the Help Guide, 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 Application Questions for Pollinator Habitat Program.

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, partnerships, merit and feasibility of the project, and commitment to assisting Socially Disadvantaged Farmers and Ranchers.

Applicants will upload resumes of key personnel from each participating organization and contractors and indicate the role of each person whose resume is attached. Resumes must provide evidence of expertise in implementation of conservation management practices that support pollinators and biodiversity. Applicant resumes should also demonstrate experience working with farmers and ranchers.

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 Pollinator Habitat Program Request for Grant Applications frequently to ensure that questions are answered adequately. Details on how the questions will be scored can be found in [Appendix B: Detailed Scoring Criteria](#).

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

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.

## Proposed Budget

### Expense Budget

Category	Grant Funded	Total Budgeted
+ A1. Salary and Wages — Administrative	\$0.00	\$0.00
+ A2. Salary and Wages — Technical Assistance	\$0.00	\$0.00
+ B1. Fringe Benefits — Administrative	\$0.00	\$0.00
+ B2. Fringe Benefits — Technical Assistance	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00
+ D. Supplies	\$0.00	\$0.00
+ E. Equipment	\$0.00	\$0.00
+ F1. Contractual — Administrative	\$0.00	\$0.00
+ F2. Contractual — Technical Assistance	\$0.00	\$0.00
+ G. Other	\$0.00	\$0.00
+ H. Indirect Costs	\$0.00	\$0.00
+ Practices	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>

All costs must be directly related to and necessary for completion of the project. Awarded funds will be paid to the lead organization. The lead organization is responsible for disbursement of funds to other partner organizations/contractors and farmer/rancher partners. The Budget will consist of administrative costs, technical assistance costs, and costs for on-farm practices.

To add a line item to the budget, click the “+” sign next to the appropriate category. A pop-up box will appear. You will be able to enter a name (such as employee classification under A1. Salary and Wages – Administration) and an amount. Enter a brief narrative. Click “create” to add the plan to the budget. An applicant may enter multiple line items of the same category on the budget.

### New Line Item

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Budget Item Information

Category A1. Salary and Wages — Administrative ▼

Estimate the total hourly cost of salary and wages associated with all relevant activities by individuals employed by the applicant organization for administration.

Item Type Personnel ▼

Name\*

Direct Cost\*

Total Budgeted \$15,000.00

Narrative 

The executive director will be involved in regular administrative tasks, such as reviewing on-farm project summaries and progress reports to CDFA and will host regular coordination meetings with the project team.

Create
Cancel

*Costs Associated with Technical Assistance and Administration – up to 18% of requested funds*

The maximum request for costs associated with technical assistance and administration is 18% of the total request. This means that for the maximum total request of \$2 M, an applicant may request up to \$360,000 for costs associated with technical assistance and administration. The line-items and narrative developed in this portion of the budget related to technical assistance and administration must not include any costs associated with installation of practices. The payment rates developed for each type of practice include all the costs associated with installing the on-farm practices. The budget for costs associated with technical assistance and administration will be estimated with the following categories:

A1. Salary and Wages – Administration: Estimate the hourly cost of salary, wages associated with administrative activities by individuals employed by the applicant organization.

A2. Salary and Wages – Technical Assistance: Estimate the hourly cost of salary, wages associated with technical assistance by individuals employed by the applicant organization.

B1. Fringe Benefits - Administration: Estimate the cost of fringe benefits associated with administrative activities by individuals employed by the applicant organization.

B2. Fringe Benefits – Technical Assistance: Estimate the cost of fringe benefits associated with technical assistance by individuals employed by the applicant organization.

C. Travel: Estimate the cost of project-related travel associated with technical assistance (except travel by contractual personnel). In the narrative, describe the travel that will be necessary to accomplish the objectives of the project. Federal [mileage reimbursement rate](#) will be used.

D. Supplies: Estimate the cost of supplies associated with technical assistance or grant administration. Supplies are items with an acquisition cost less than \$5,000 per unit that are used exclusively for the objectives of the project. Categorize the types of supplies to be purchased. General use office supplies (paper, printer ink, pens, etc.), facilities costs (telephone, internet, etc.) are considered indirect and should not be included under “Supplies”.

E. Equipment: Estimate the cost of equipment associated with grant administration or technical assistance. Equipment is nonexpendable, tangible personal property with a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.

F1. Contractual - Administration: Estimate the cost of work on the project that will be performed by individuals/organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.) for administrative purposes. This amount should include all associated salary and wages, fringe benefits, travel, equipment, supplies, other, and indirect costs. List the services to be provided and the contractors that will work on the project and be paid with grant funds. Provide description of each line item within the narrative.

F2. Contractual – Technical Assistance: Estimate the cost of work on the project that will be performed by individuals/organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.) for technical assistance purposes. This amount should include all associated salary and wages, fringe benefits, travel, equipment, supplies, other, and indirect costs. List the services to be provided and the contractors that will work on the project and be paid with grant funds. Provide description of each line item within the narrative.

G. Other: Estimate the cost of all other project-related expenses to support technical assistance or administration. Expenses typically listed under “Other” include equipment rentals, etc. List the specific types of expenses necessary to accomplish the objectives of the project.

H. Indirect Costs: Indirect costs are facilities and administrative costs that cannot easily be tied directly to the activities of the grant. Examples of common indirect costs include rent, utilities, internet and telephone service, maintenance, and general office supplies. UC and CSU applicants may claim the established indirect cost rate with CDFA. All other eligible organizations may claim a maximum indirect cost rate of 25 percent of total direct costs.

*Estimate Costs of Conservation Management Practice Implementation – 82% or more of requested funds*

The budget for conservation practice implementation must be 82% or greater of the total grant request. The budget for these practices will be based upon CDFA-established payment rates. See [Appendix A: Payment Rates, Implementation Guidelines, and Requirements](#). The payment rates for practice

implementation include costs associated with supplies and installation of practices.

Before marking as complete, make sure that the practices are 82% or more of the total budget.

**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.

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, “Monarch Habitat 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. Also verify that the correct payment was entered for each line item. 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”.