



Butte County Healthy Soils Program Incentive Grant Guidelines

**Request for Applications from Producers in Butte, Glenn,
and Tehama Counties**

Butte County Farm Bureau

530-533-1473 | info@buttefarmbureau.com

CSU Chico Center for Regenerative Agriculture and Resilient Systems

530-898-4335 | lhethcote@csuchico.edu



Table of Contents

Major Changes to the CDFA 2024 HS Program Incentive Grants	4
Program Requirements	4
Applicant Eligibility.....	4
Practice Eligibility	4
Application and Review Processes.....	4
Definitions.....	5
About the Program	6
Background and Purpose	6
Funding and Duration.....	6
Grant Recipient and Project Eligibility	7
Executive Order N-6-22 – Russia Sanctions.....	8
Program Requirements and Guidance	8
Eligibility and Exclusions	8
Implementation Requirements.....	9
Implementation Recommendations	9
Eligible Agricultural Management Practices.....	10
Technical Specifications for Estimation of GHG Benefits.....	12
Practice Implementation Requirements.....	12
Non-Overlapping Practices	15
Timeline.....	16
Program Priorities	16
California Carbon Sequestration and Climate Resiliency Project Registry.....	17
Grant Application Process.....	18
Technical Assistance	18
How to Apply.....	18
Review and Selection Process.....	19
Review Process	19
Selection Process	19
Prioritization Order for Funding.....	19
Notification, Feedback, and Resubmission	19
Disqualifications.....	19
Award Process.....	20
Pre-Project Consultation.....	20
Grant Agreement	20

Project Implementation	21
Project Duration	21
Project Verifications	21
Bi-Annual Progress Reporting.....	21
Project Changes and Terminations.....	22
Post-Project Completion Requirements.....	22
Soil Organic Matter Reporting Requirements.....	23
Invoicing and Payments	24
Reimbursement	24
Advance Payments	24
State Audit and Accounting Requirements	25
Audit and Critical Project Review Requirements	25
Accounting Requirements	25
Records Retention	25
Appendix A: Practice Payment Scenarios, Rates, Requirements, and Implementation Guidelines	26
Appendix B: Confidential Information	46

Major Changes to the CDFA 2024 HS Program Incentive Grants

The Butte County Healthy Soils Program Incentive Grant includes several programmatic updates, as indicated below.

Program Requirements

- If leasing land, applicants must provide written approval from the landowner. If the lease term is shorter than the grant term, lessees should provide a written statement from the landowner that lease renewal will be discussed in good faith. Applicants must lease, own, or otherwise control the fields where project activities are proposed to occur for the entirety of the project duration. Butte County Farm Bureau (BCFB) will provide a Landowner Agreement Template for applicant use ([Implementation Requirements](#)).

Applicant Eligibility

- Applicants must be 18 years of age or older ([Grant Recipient Eligibility](#)).
- Previous CDFA Healthy Soils Grant Recipients are not eligible to receive funds for implementing the same practice on the same field funded previously. However, a new landowner or lessee may be eligible to implement the same practice on the same field previously funded ([Eligibility and Exclusions](#)).

Practice Eligibility

- Woodchip mulching has been changed from an annually implemented practice to a one-time implemented practice. Please see practice implementation requirements in [Appendix A](#) for more details.
- The following Whole Orchard Recycling (WOR) requirement has been removed to allow for flexibility in cropping systems post WOR: “Following woodchip incorporation, land must be fallowed or replanted with trees within 3 years.” ([Practice Implementation Requirements](#)).
- Clarification added on multiple types of certifications allowed for purchased compost (see under [Practice Implementation Requirements](#)).

[Application](#) and [Review](#) Processes

- A Conservation Plan will no longer be included as part of the application.
- Technical review will no longer be part of the review process. Improvements have been made to the RePlan portal used in the application process to reduce the need for a “technical review” stage.
- Scoring criteria will change from a numeric scale to “Pass/ Fail”.
- BCFB will review and award projects in the following order of priority: 1) SDFR applicants, and projects that provide benefits to Priority populations in Butte, Glenn and Tehama County, 2) first-time HSP applicants, 3) multiple practices proposed, and 4) all other applications. Applications from counties that are not within service areas of Healthy Soils Block Grant Recipients will not be accepted. Details on this are found under [Review and Notification](#).

Definitions

Below is a reference list of terms found within the Request for Grant Applications.

- **First-time applicant:** The Healthy Soils Program will define this as an applicant who has not been awarded a grant and implemented practices for that grant through the Healthy Soils Program in past solicitations. Eligible applicants are defined under the [Grant Recipient eligibility](#) requirements.
- **Priority Populations:** [SB 535](#) and [AB 1550](#) define Priority Populations. The [CDFA HSP RePlan Tool](#) automatically identifies projects benefitting Priority Populations based on project location and pre-determined net criteria air pollutant emission reductions, consistent with the CARB Healthy Soils Quantification Methodology and Co-Benefits Calculator Tool.
- **Socially Disadvantaged Farmer and Rancher (SDFRs):** The [Farmer Equity Act of 2017 \(AB 1348\)](#) defines an SDFR as a farmer or rancher who is a member of a socially disadvantaged group. A “socially disadvantaged group” means a group whose members have been subjected to racial, ethnic, or gender discrimination. Neither the [USDA definition](#) nor the Farmer Equity Act include gender, gender identity, or sexual orientation in their covered groups. The covered groups include the following: African Americans, Native Americans, Alaskan Natives, Hispanics, Asian Americans, and Native Hawaiians and Pacific Islanders.
- **Project field:** A project field is where the Healthy Soils Program funded practices will be implemented. The applicant will draw these fields using the RePlan Tool. Project fields can consist of multiple APNs. Multiple project fields, each with distinct proposed practices, can exist on a single APN. Awardees cannot add new APNs after the application is approved for funding.

About the Program

Background and Purpose

The Butte County Farm Bureau is pleased to announce funding availability for Healthy Soils Program Incentive Grants through the California Department of Food and Agriculture (CDFA) Block Grant Recipient Program. The funds will be awarded on a first come, first serve basis within four priority levels, and the solicitation period will be open for eight weeks.

The Healthy Soils (HS) Program Incentive Grants are a part of the Healthy Soils Program (HSP), which stems from the [California Healthy Soils Initiative](#), a collaboration of state agencies and departments that promotes the development of healthy soils on California's farmlands and ranchlands.

The objectives of the HSP are to increase statewide implementation of conservation management practices that improve soil health, sequester carbon and reduce atmospheric greenhouse gases (GHGs) by (1) providing financial incentives to California growers and ranchers to implement agricultural management practices that sequester carbon, reduce atmospheric GHG emissions and improve soil health, (2) funding on-farm demonstration projects that conduct research and/or showcase conservation management practices that mitigate GHG emissions and improve soil health, and (3) creating a platform promoting widespread adoption of conservation management practices throughout the state. The HS Program Incentive Grants addresses objective 1, similar to the HS Block Grant Pilot Program, while objectives 2 and 3 are addressed in the HS Demonstration Program.

Funding and Duration

The Butte County Farm Bureau was awarded four million dollars from the California Department of Food and Agriculture in 2023. BCFB will offer up to three rounds of block grant funding beginning in 2024 or until all funding has been awarded.

- The grant term is three years.
- The maximum award is \$100,000.
- All activities must occur within the grant term. Costs incurred outside of the grant term will not be reimbursed.
- BCFB reserves the right to offer an award amount different than the amount requested.
- Cost share
 - Awardees can use matching funds or in-kind contributions during the grant term, but BCFB does not require or prioritize them.
 - BCFB, in line with CDFA, does not allow HSP funds to be used to support the same practice(s) on the same field(s) that other funds support, such as funds from the United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) Environmental Quality Incentive Program (EQIP). However, HSP funds may be combined with other such funds within a broader farm plan, supporting different practice(s) on the same field(s), or the same practice(s) on different field(s).
 - The Program does not allow awardees to use HS Incentives awards as cost share for any

other awards made through the HS Program Incentive Grants, HS Demonstration Program, or the HS Block Grant Pilot Program.

- The Healthy Soils Program quantifies the GHG emission reductions and carbon sequestration of all awarded projects and practices and reports them to the California Climate Investments. Therefore, no implementation of an agricultural practice incentivized by HSP should be used to create credits for any regulatory compliance or voluntary carbon markets.

Grant Recipient and Project Eligibility

The HS Program Incentive Grants are designed to incentivize Butte, Glenn, and Tehama farmers and ranchers to implement conservation management practices that sequester carbon, reduce atmospheric GHGs, improve soil health, and provide co-benefits. The program's primary goal is to promote long-term and widespread adoption of these practices throughout the state.

Grant Recipient eligibility requirements:

- Butte, Glenn and Tehama farmers, ranchers, agricultural business entities, are eligible to apply.
- Nonprofit organizations as agriculture operations are eligible to apply.
- Grant Recipients must be at least 18 years old.
- Cannabis cultivation operations are not eligible to apply.
- Hemp cultivation operations are eligible to apply.

Project eligibility requirements:

- Projects must be located on agricultural operations in Butte, Glenn or Tehama County. For the purposes of this program, an agricultural operation is defined as row, vineyard, field and tree crops, commercial nurseries, nursery stock production, and greenhouse operations producing food crops, or flowers as defined in [Food and Agricultural Code section 77911](#).
- Projects located on grazing lands (including grasslands, rangelands, and pastures, as defined at the bottom of [Appendix A](#)) are eligible.
- Grant funds cannot be used for projects that use potted plants and plant growth media other than soil.
- Grant funds cannot be used for research and product development activities.
- All entities receiving grant funds must have a physical California business address. Awards are limited to one per agricultural operation using a unique tax identification number per round of funding, including applications submitted to Block Grant Recipients. If a unique tax identification number is used for multiple applications, only one can be funded.
- Each project can request up to \$100,000. The payment rate for each practice must not exceed amounts listed in [Appendix A](#).

Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 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 BCFB or 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.

Program Requirements and Guidance

This section describes the program requirements that must be met for on-farm projects. Project designs must be completed using the [CDFA HSP RePlan Tool](#). Approval of an on-farm project for grant funding does not imply that the project complies with all local, State, and Federal regulations. The Grant Recipient shall be responsible for observing and complying with all applicable local, State, and Federal laws and regulations.

Eligibility and Exclusions:

- Projects must implement at least one of the practices listed under [Eligible Agricultural Management Practices](#).
- Projects may include multiple practices within the same field (except for [Non-Overlapping Practices](#)).
- Projects may include multiple fields within the same agricultural operation.

Exclusions:

- Previous HSP Grant Recipients are not eligible to receive funds for implementing the same practice on the same field funded previously. However, a new landowner or lessee is eligible to implement the same practice on the same field previously funded.
- Awardees cannot transfer practices to different APNs during the grant term. Annually implemented practices cannot be moved to different fields during the grant term.
- University and research farms, and city community gardens are not eligible for funding through this program. These entities may apply for the Healthy Soils Demonstration Program.
- HS Program Incentive Grants funds cannot be used to implement practices that are not listed under [Eligible Agricultural Management Practices](#) in this grant solicitation. Awardees must follow requirements for practice implementation whenever applicable.
- **Compost Application** and **Whole Orchard Recycling**: HSP will not incentivize these practices on APNs where soil organic matter content is greater than 20 percent by dry weight in the top 20 cm (or 8 inch) depth.
- HSP will not incentivize practices on lands or crop types that are not suitable based on [the United States Department of Agriculture \(USDA\) Natural Resources Conservation Service \(NRCS\) Conservation Practice Standards \(CPS\)](#) or the [2023 NRCS California Scenarios](#).

- Grant Recipients must implement the proposed practices on the same total acreage throughout the grant term unless a project modification is approved and processed by BCFB.
- Projects must result in net GHG benefits (i.e., net reductions of GHG emissions) from eligible agricultural management practices (See [Technical Specifications for Estimation of GHG Benefits](#)).
- Applicants must use the [CDFA HSP Re-Plan Tool](#) to develop their project design, work plan, budget, and estimation of GHG emissions reduction.
- Fields where agricultural management practice(s) will be implemented should be named by Field (e.g., Field 1, Field 2, Field 3, etc.) and outlined clearly on the RePlan map.
- If leasing land, applicants must provide written approval from the landowner. If the lease term is shorter than the grant term, lessees should provide a written statement from the landowner that lease renewal will be discussed in good faith. Applicants must lease, own, or otherwise control the fields where project activities are proposed to occur for the entirety of the project duration. BCFB provides a Landowner Agreement Template for applicants to use.
- HSP reimburses implementation of [eligible management practices](#) at the payment rates provided in [Appendix A](#). Grant Recipients must follow specific implementation and verification requirements noted in [Appendix A](#) for each practice.
- Applicants must submit the following baseline data at the time of application using the RePlan Tool:
 - Cropping history of previous year for all fields included in the application.
 - Declare whether the proposed practice was implemented in the previous year on the field(s).
 - Provide the proposed plan of crops for all fields included in the project during the next three years.

Implementation Recommendations

- CDFa strongly encourages applicants to enhance on-farm biodiversity through utilizing plant species (in applicable management practices) that support pollinator habitat and help meet the goals identified in the [California Biodiversity Action Plan](#).

Eligible Agricultural Management Practices

CDFA and the California Air Resources Board (CARB) have identified eligible agricultural management practices that sequester carbon, reduce atmospheric GHGs, and improve soil health. Applicants must use RePlan Tool to develop on-farm project proposals, which include the specific locations and boundaries of the field(s) where the eligible management practice(s) will be implemented. The on-farm projects may include multiple practices on the same APN, or the same practice on multiple APNs. Some practices may not be implemented on the exact same field; refer to [Non-Overlapping Practices](#) for details. The Healthy Soils Program incentivizes two types of practices based on implementation timelines:

1. **Annually implemented practices:** Grant Recipients must implement these once in each project year and a total of three times during the grant term (e.g., Compost Application and Cover Crop.) BCFB may not reimburse Grant Recipients who do not implement them once in each project year.
2. **One-time implemented practices:** These practices are implemented only once in the grant term, but Grant Recipients must maintain them for the project lifespan (e.g., Hedgerow Planting and Conservation Cover).

CDFA and CARB selected the following management practices for incentives support. HS Program Incentive Grants are required to be implemented in accordance with their respective requirements in the [California-based USDA NRCS Conservation Practice Standards \(CPS\)](#), [2023 NRCS California Scenarios](#), [CDFA Compost Application White Paper](#) and [CDFA Whole Orchard Recycling Report](#). The updated CPS for each practice can also be found at: [List of Agricultural Management Practices Eligible for Funding Through the CDFA HSP](#). Refer to the Program Requirements and [Appendix A](#) for more details.

All eligible practices are presented by agricultural system below.

I. Cropland

1. Alley Cropping (USDA NRCS CPS 311)
2. Compost Application (USDA NRCS CPS 808)
 - a. Compost Purchased from a Certified Facility
 - b. On-farm Produced Compost
3. Conservation Cover (USDA NRCS CPS 327)
4. Conservation Crop Rotation (USDA NRCS CPS 328)
5. Contour Buffer Strips (USDA NRCS CPS 332)
6. Cover Crop (USDA NRCS CPS 340)
7. Field Border (USDA NRCS CPS 386)
8. Filter Strip (USDA NRCS CPS 393)
9. Forage and Biomass Planting/Pasture and Hay Planting (USDA NRCS 512)
10. Grassed Waterway (USDA NRCS CPS 412)
11. Hedgerow Planting (USDA NRCS CPS 422)
12. Herbaceous Wind Barrier (USDA NRCS CPS 603)

13. Mulching (USDA NRCS CPS 484)
 - a. Natural Materials (USDA NRCS CPS 484)
 - b. Wood Chips (USDA NRCS CPS 484)
14. Multi-story Cropping/Forest Farming (USDA NRCS CPS 379)
15. Nutrient Management (USDA NRCS CPS 590) (15% reduction in fertilizer application *only*)
16. Residue and Tillage Management – No-Till (USDA NRCS CPS 329)
17. Residue and Tillage Management – Reduced Till (USDA NRCS CPS 345)
18. Riparian Forest Buffer (USDA NRCS CPS 391)
19. Riparian Herbaceous Cover (USDA NRCS CPS 390)
20. Strip Cropping (USDA NRCS CPS 585)
21. Tree/Shrub Establishment (USDA NRCS CPS 612)
22. Vegetative Barriers (USDA NRCS CPS 601)
23. Windbreak/Shelterbelt Establishment (USDA NRCS CPS 380)

II. Orchard or Vineyard

1. Compost Application (USDA NRCS CPS 808)
 - a. Compost Purchased from a Certified Facility
 - b. On-farm Produced Compost
2. Conservation Cover (USDA NRCS CPS 327)
3. Cover Crop (USDA NRCS CPS 340)
4. Filter Strip (USDA NRCS CPS 393)
5. Hedgerow Planting (USDA NRCS CPS 422)
6. Mulching (USDA NRCS CPS 484)
 - a. Nature Materials (USDA NRCS CPS 484)
 - b. Wood Chips (USDA NRCS CPS 484)
7. Nutrient Management (USDA NRCS CPS 590) (15% reduction in fertilizer application *only*)
8. Residue and Tillage Management – No-Till (USDA NRCS CPS 329)
9. Residue and Tillage Management – Reduced Till (USDA NRCS CPS 345)
10. Whole Orchard Recycling (USDA NRCS CPS 808)
11. Windbreak/Shelterbelt Establishment (USDA NRCS CPS 380)

III. Grazing Land

1. Compost Application (USDA NRCS CPS 808)
 - a. Compost Purchased from a Certified Facility
 - b. On-farm Produced Compost
2. Hedgerow Planting (USDA NRCS CPS 422)
3. Prescribed Grazing (USDA NRCS CPS 528)
4. Range Planting (USDA NRCS CPS 550)
5. Riparian Forest Buffer (USDA NRCS CPS 391)
6. Silvopasture (USDA NRCS CPS 381)

7. Tree/Shrub Establishment (USDA NRCS CPS 612)
8. Windbreak/Shelterbelt Establishment (USDA NRCS CPS 380)

Technical Specifications for Estimation of GHG Benefits

Expected Life of Practices

To estimate the net GHG benefits due to a practice implementation, the expected life of the practice is as follows:

Eligible Agricultural Management Practice	Expected Life of Practice*
Practices that involve planting of woody cover (trees and shrubs)	10 Years
All other practices	3 Years

*Expected Life of Practice for the HSP may be different from that required by USDA-NRCS.

GHG Emissions Estimates

An estimation of the reduction in GHG emissions from the selected [Eligible Agricultural Management Practices](#). CARB and CDFA developed the [QM and calculator tool](#) (CDFA HSP COMET-Planner) using the USDA-NRCS COMET-Planner methodology. The COMET-Planner Report explains the scientific approaches that the quantification methodology has utilized to estimate greenhouse gas reduction benefits for the CDFA HSP, and is available at: http://bfuels.nrel.colostate.edu/health/COMET-Planner_Report_Final.pdf. Each project's GHG emission reductions are automatically estimated by the CDFA HSP RePlan Tool.

Practice Implementation Requirements

CDFA and CARB evaluated and synthesized technical information from the GHG Emission Estimate documents listed above to develop the [Program Requirements](#) and [Appendix A](#).

- **Prescribed Grazing:** Projects proposing to implement this practice must be located on grazing lands (i.e., rangelands, grazed grasslands, and pastures).
 - Applications for prescribed grazing projects must include a Grazing Management Plan prepared by a professional Certified Rangeland Manager and meet all criteria listed in Prescribed Grazing Practice Standards (USDA NRCS CPS 528).
- **Riparian Forest Buffer and/or Riparian Herbaceous Cover:** Fields where implementation of these practices is proposed must be adjacent to and upgradient from water courses or water bodies. Please refer to the USDA NRCS CPS 390 and 391 for more information.
- **Conservation Crop Rotation:** Projects proposing to implement this practice must provide a detailed plan for crop rotation, listing all cash crops and/or cover crops to be planted in the correct sequence as part of the Work Plan.
- **Cover Crops:** Projects proposing to implement this practice may not claim post-termination cover crop residue as mulching practice with natural materials to prevent overestimation of GHG reductions achieved.

- **Establishment of Permanent Woody Cover:** Projects proposing to implement these practices must take into consideration wildlife and pollinator needs when selecting tree or shrub species. Increasing species diversity, including use of native species, and avoiding species with invasive potential should be considered. Projects may not exclusively plant cash crop trees.
- **Compost Application:** Recipients must implement this practice following the requirements below.
- HSP does not incentivize the application of compost to soils with Soil Organic Matter greater than 20%.
 - Compost Application Rates eligible for funding are provided in the table below.

Agricultural System	Compost Type	Tons/Acre*
Cropland	Higher N (C: N ≤ 11)	3 – 5
	Lower N (C: N > 11)	6 – 8
Orchard/Vineyard	Higher N (C: N ≤ 11)	2 – 4
	Lower N (C: N > 11)	6 – 8
Grazing Land	Lower N (C: N > 11)	6 – 8

*CDFA developed the compost application rates eligible for funding through this program under the guidance of the [Environmental Farming Act – Science Advisory Panel \(EFA-SAP\)](#) and published a supporting white paper report titled “Compost Application Rates for California Croplands and Rangelands for a CDFA Healthy Soils Incentives Program” (abbreviated as [Compost Application White Paper](#)).

- Compost used cannot be vermicompost.
- **If Recipients will purchase compost:**
 - Compost must be produced by a facility permitted or otherwise authorized by state and local authorities that can demonstrate compliance with all state regulations. The composting facility must comply with the state minimum standards set forth in [California Code of Regulations Title 14 \(14 CCR\) 14 CCR, Division 7, Chapter 3.1, Articles 5, 6, 7, 8, and 9](#). Grant Recipients must ensure that the composting facilities are listed on one of the following websites:
 - CalRecycle SWIS/Site Search website with facility’s site regulatory status being “Permitted” or “Notification”
<https://www2.calrecycle.ca.gov/SolidWaste/Site/Search>
 - CDFA -OIM Certified Facilities (Only Dry Compost Eligible)
<https://www.cdfa.ca.gov/is/ffldrs/pdfs/RegisteredOrganicInputMaterial2022.pdf>
 - STA Certified Compost Participants (California Only)
<https://www.compostingcouncil.org/page/participants#CA>
 - Recipients must submit a report of laboratory analysis on compost C:N ratio, measured within 6 months prior to compost application.
- **If Recipients will produce compost on-farm:**

- Recipients must maintain a log to document the composting process. Recipients should use the Compost Log Template that CDFA provides on the [HS Program Incentive Grants webpage](#), or one that lists the same information in a similar format.
- Recipients must compost plant and animal materials through the processes outlined below. They can obtain a portion of the feedstocks from off-site locations (e.g., municipal greenwaste).
- Recipients can implement On-Farm Compost production in either of the following two scenarios:
 - a. A single entity can produce on-farm compost in one location, with materials from their own operation, and distribute it to other fields in different locations, if those fields are under ownership by the same entity.
 - b. Multiple HSP Grant Recipients can share a compost site; however, they should only use the generated compost on their own farms. Input materials supplied to the shared facility by each Recipient should be roughly proportional to the amount of compost taken back to the Recipient's operation to be applied. If more than [1,000 cubic yards](#) of compost are generated annually, the compost producer(s) should communicate with a CalRecycle LEA for further questions on requirements.
- Sources of compost eligible for funding must meet the following requirements.
 - ***In-vessel or Static Aerated Pile System:*** Maintain a temperature between 131°F and 170°F for 3 consecutive days.
 - ***Windrow Composting:*** Maintain a temperature between 131°F and 170°F for 15 consecutive days. The materials must be turned a minimum of 5 times.
- Recipients or producers must verify the C:N ratio of the compost to be applied, through laboratory testing before application. Type(s) of material(s) used for composting must be documented. Lab analysis of C:N ratio remains valid for up to 6 months prior to compost application.
- Recipients of on-farm compost awards must produce the compost at the agricultural operation where the project is located.
- CDFA does not reimburse Recipients for applying free or donated on-farm compost from another compost producer.
- **Whole Orchard Recycling:** Implementation of this practice must meet the following requirements below:
 - Only orchards with trees at least ten years of age are eligible.
 - Recipients must chip and incorporate orchards in place on the field in which they were grown, without exporting chips off-site or to new fields.
 - HSP does not incentivize this practice in soils with Soil Organic Matter greater than 20%.
 - Recipients must evenly distribute the wood chips throughout the orchard. If a service provider is contracted, their commitment to spread the wood chips must be in the contract/invoice for verification purposes.
 - Recipients or service providers must incorporate the chips into the soil to at least 6 inches depth.

- **Effective Practice Implementation Acreage in orchards and vineyards:** The HS Program considers not the total acreage of these systems, but the acreage of alleys within them, to be the effective practice implementation acreage for cover crop, conservation cover, reduced-till, and no-till practices in orchards and vineyards. Effective practice implementation acreage is considered to be 70% of the whole field acreage for orchard alleys, and 60% for vineyard alleys.

Non-Overlapping Practices

The HSP will not incentivize practices listed in the same groups below on the same land area, i.e., they cannot “overlap.” The CDFA HSP Re-Plan Tool prevents applicants from combining non-overlapping practices on the same land area.

- Group I:
 - Cover Crop (USDA NRCS CPS 340)
 - Conservation Cover (USDA NRCS CPS 327)
 - Conservation Crop Rotation (USDA NRCS CPS 328)
 - Strip Cropping (USDA NRCS CPS 585)
 - Mulching: Wood Chip (USDA NRCS CPS 484)
- Group II: Compost Application (USDA NRCS CPS 808): Compost must either be:
 - Purchased from a Certified Facility, or
 - On-farm Produced Compost
- Group III:
 - Mulching (USDA NRCS CPS 484)
 - Whole Orchard Recycling (USDA NRCS CPS 808)
- Group IV
 - Conservation Cover (USDA NRCS CPS 327)
 - Contour Buffer Strips (USDA NRCS CPS 332)
 - Field Border (USDA NRCS CPS 386)
 - Filter Strip (USDA NRCS CPS 393)
 - Forage and Biomass Planting/Pasture and Hay Planting (USDA NRCS 512)
 - Grassed Waterway (USDA NRCS CPS 412)
 - Herbaceous Wind Barrier (USDA NRCS CPS 603)
 - Range Planting (USDA NRCS CPS 550)
 - Riparian Herbaceous Cover (USDA NRCS CPS 390)
 - Vegetative Barriers (601) (USDA NRCS CPS 601)
 - Residue and Tillage Management – No-Till (USDA NRCS CPS 329)
 - Residue and Tillage Management – Reduced Till (USDA NRCS CPS 345)
- Group V
 - Alley Cropping (USDA NRCS CPS 311)
 - Hedgerow Planting (USDA NRCS CPS 422)
 - Multi-story Cropping/Forest Farming (USDA NRCS CPS 379)
 - Riparian Forest Buffer (USDA NRCS CPS 391)
 - Tree/Shrub Establishment (USDA NRCS CPS 612)
 - Windbreak/Shelterbelt Establishment (USDA NRCS CPS 380)

- Silvopasture (USDA NRCS CPS 381)
- Residue and Tillage Management – No-Till (USDA NRCS CPS 329)
- Residue and Tillage Management – Reduced Till (USDA NRCS CPS 345)
- Group VI
 - Any herbaceous planting practice listed in Group IV and mulching.

Note: There may be practices (individual or combination), in addition to those listed above, that should not overlap for a specific project. These may be evaluated by CDFA on a case-by-case basis and addressed during pre-project consultation.

Timeline

The application period begins March 6, 2024. The deadline to submit a grant application is May 3, 2024 at 5:00 pm Pacific Standard Time. No exceptions will be granted for late submissions.

Tentative timeline (subject to change):

Program Activity	Timeframe
BCFB Grant Guidelines Available	March 6, 2024
BCFB Grant Application Opens	March 6, 2024
Grant Application Deadline	May 3, 2024 at 5 pm PST
Administrative Review	May 2024
Announce Awards	June 2024
Award Process	See Award Process

Program Priorities

The Healthy Soils Program prioritizes assistance to Socially Disadvantaged Farmers and Ranchers (SDFRs). The [Farmer Equity Act of 2017 \(AB 1348\)](#) defines an SDFR as a farmer or rancher who is a member of a socially disadvantaged group. A “socially disadvantaged group” means a group whose members have been subjected to racial, ethnic, or gender discrimination. Neither the [USDA definition](#) nor the Farmer Equity Act include gender, gender identity, or sexual orientation in their covered groups. The covered groups include the following:

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

This legislation recognized that California’s farmers and ranchers are made up of a diverse group of people, and not all have historically had access to resources and information to successfully run their businesses.

This group of farmers and ranchers has faced historical discrimination, some of which still exists today, and is considered socially disadvantaged. To keep California agriculture thriving, there is a need to invest in the long-term prosperity of all of California's farmers and ranchers. More information is available in the [2020 Farmer Equity Report](#). The Healthy Soils Program aims to allocate at least twenty-five percent (25%) of total grant funding to projects carried out by SDFRs. It also seeks to support benefits to priority populations as defined in [SB 535](#) and [AB 1550](#). Projects that are determined to provide benefits to priority populations will be prioritized for funding. Projects benefitting Priority Populations will be identified automatically by the [CDFA HSP RePlan Tool](#) based on project location and pre-determined net criteria air pollutant emission reductions, consistent with the [CARB Healthy Soils Quantification Methodology and Co-Benefits Calculator Tool](#). Applicants can also visualize Priority Population locations using the [mapping tools provided by CARB](#).

California Carbon Sequestration and Climate Resiliency Project Registry

[SB 27 \(Chapter 237\)](#) requires the California Natural Resources Agency (CNRA) to establish and maintain a Registry for the purposes of identifying and listing projects in the state that drive climate action on the state's natural and working lands, and which sought funding from state agencies or private entities but went unfunded. Projects that sequester carbon on natural and working lands and meet minimum California Climate Investment program requirements, but did not receive funding due to the limited availability of funds, may be listed on the Registry.

If CDFA has insufficient funding to meet the demand for on-farm projects, CDFA may offer unfunded applicants the opportunity to have their projects listed on the Registry (offers may be extended after several months of solicitation). If the applicant chooses to be listed, CDFA will facilitate the signing of a consent letter authorizing CDFA to share project-relevant data to CNRA or its affiliates, to be published on the Registry. The project-level data may include, but is not limited to: applicant name, project description, project budget, estimated GHG and co-benefits, project location, and applicant contact information.

The Registry is expected to be accessible online by 2024. Funding offers, project monitoring, and verification expectations may vary from what the Healthy Soils Incentives Program supports. An applicant's project listing will be removed from the Registry after one year unless the applicant chooses to renew it.

Grant Application Process

Questions and Answers

During the application period, BCFB will host one informational workshop/webinar to provide an overview of program guidelines and application materials. Visit the [HS Program Incentive Grants webpage](#) for more information and to register for the webinar.

General questions regarding the solicitation process may be submitted to info@buttefarmbureau.com.

Technical Assistance

CSU Chico Center for Regenerative Agriculture and Resilient Systems will provide technical assistance, free of cost, to all potential applicants, in Butte, Glenn and Tehama County. BCFB strongly encourages applicants to obtain technical assistance when developing a grant application.

How to Apply

The BCFB uses an online application platform through Jotform to receive Healthy Soils Incentive Grant applications. Applicants can access the application at the BCFB Healthy Soils webpage or by using the following link:

<https://form.jotform.com/240088524882058>

Applicants must create a user account to submit a grant application. All applications, supporting documents and submissions may be subject to public disclosure through the Public Records Act.

To ensure successful submission of applications and attachments, BCFB strongly encourages applicants to comply with the computer system recommendations provided by Jotform. BCFB cannot guarantee that the Jotform system will be compatible with other browsers or operating systems. Jotform recommends that applicants:

- Use Chrome, Firefox, Edge or Safari
- Avoid using an iPad, iPhone or similar mobile device
- Save work often, as the system will time out after a period of time and applicants will lose any unsaved work.

Prior to completing the online application questionnaire, applicants are encouraged to gather all required information using Appendix A: Grant Application Checklist to facilitate effectively and timely submission of the grant application.

The application will include the following general sections: 1) Opportunity Information, 2) Applicant Information, 3) Project Design, and 4) Applicant Eligibility and Details. Applicants will also have to submit certain documents, such as the following, with the application.

- CDFA HSP RePlan Report (pdf) – Project Site Map
- CDFA HSP RePlan Report (excel)
- Landowner agreement (if applicable)
- Grazing Management Plan prepared by a professional Certified Rangeland Manager (if applicable)

Review and Selection Process

Review Process

BCFB will conduct an administrative review of the applications to determine whether program requirements are met. Applications will be reviewed in the order of priority level, and within their priority level, by submission date and time, as promptly as staff time allows. The review process may extend past the close of the solicitation period.

Selection Process

BCFB will prioritize applications that pass administrative review for funding according to the criteria listed below. To meet BCFB's goal of allocating at least 25% of funding to SDFRs, BCFB will only award SDFR grants until the program reaches the 25% goal, after which BCFB will begin awarding other grants in order of priority. However, Priority 1 will remain in effect throughout the award selection process.

Prioritization Order for Funding

- 1. Applications benefiting SDFRs and Priority Populations:** These applications will be awarded first in alignment with the HSP's and CDFA's funding priorities. CDFA aims to allocate at least 25% of award funding to SDFR-led projects, which may necessitate remaining open to SDFR applications after the solicitation period is closed to other applicants.
- 2. Applications from first-time HSP applicants:** These applications will be given second priority, to support the equitable distribution of funds across the state and encourage adoption of conservation management strategies by new eligible applicants.
- 3. Applications with multiple conservation management practices proposed:** These applications will be given third priority to encourage the development of applications with project designs including more than one conservation management practice. To qualify for this prioritization, one type of practice cannot account for more than eighty percent (80%) of the total requested funding amount in a given project.
- 4. All other applications:** Applications that do not fall into the above prioritization criteria will be given last priority.

Notification

BCFB will notify all applicants by email regarding the status of their grant application, whether it is disqualified, awarded, or remains unawarded at the end of the award allocation process.

Disqualifications

An application can be disqualified for any of the following reasons:

- Projects don't meet program requirements.
- Applicants don't meet applicant eligibility.
- Application funding request exceeds the maximum allowable funding of \$100,000.
- Applications are incomplete: applications with one or more unanswered questions necessary for

- administrative review, missing, blank, unreadable, corrupt, or otherwise unusable attachments.
- Applications include activities outside the grant term.
- Applicants that are not located in Butte, Glenn or Tehama County.

Award Process

Applicants whose applications are selected for awards will receive instructions regarding the award process. Upon grant agreement execution, BCFB will post an updated list of awarded projects on the program webpage. In accordance with Public Records Act requirements, certain information in applications may be disclosed.

Pre-Project Consultation

After receiving notification of award, BCFB may contact the awardee via email to conduct a pre-project consultation. In some cases, a phone call with the awardee may be necessary. The purpose of the pre-project consultation is to ensure that practices and implementation methods in the funded project are compliant with the program requirements. Email is the primary form of communication at BCFB, so please ensure that BCFB has the correct email for reaching the awardee.

Grant Agreement

BCFB will initiate the Grant Agreement process with awardees selected to receive a grant award. The process of executing a grant agreement is estimated to 2-4 months. Following a pre-project consultation (if needed), awardees will receive a Grant Agreement package via email with specific instructions regarding award requirements, including information on project implementation, project reporting, verification, and payment process. During the grant execution process both parties will communicate primarily via email. BCFB reserves the right to rescind an award due to lack of response from an awardee. Grant Recipients should sign time-sensitive documents from BCFB staff within five (5) business days. Email correspondence from BCFB will indicate the due dates for signed documents.

Grant Agreement Stage	Estimated Time for Stage Completion*
Grant packet compilation – during this step, BCFB will work with awardees to get the information necessary to execute the grant agreement. Timeline for this step is dependent on how promptly the awardee provides information to BCFB.	Variable
Grant agreement execution	Up to 120 days
Processing advance payments – if awardees request and are granted approval for an advance payment, it takes at least 45 days to process this payment after execution of the grant agreement.	At least 45 days

*Subject to change

Project Implementation

Project Duration

The official grant start date for an individual awarded grant is either the date of grant agreement execution, or the grant term start date on the first page of the agreement, whichever date is later. The timeline for funding expenditures of awarded grants is provided in the table below. Extensions may be possible to the grant term, extending it by no longer than 12 months.

Project Year	Estimated Duration of the Project Year
1	Date of grant agreement execution – 6/30/2025
2	7/1/2025 – 6/30/2026
3	7/1/2026 – 6/30/2027

Implementation should not begin prior to grant agreement execution, or the grant term start date on the first page of the agreement, whichever date is later. CDFA encourages the implementation of some eligible management practices, such as cover cropping, prior to December 31 in each project year, to allow adequate time for plant establishment and biomass accumulation.

Grant Recipients are responsible for the overall management of the awarded project to ensure all project activities are completed as identified in the grant agreement. Failure to do so may result in CDFA withholding all or any portion of the grant funding, or terminating the Grant Agreement.

Project Verifications

All awarded projects will be subject to verification to ensure that Grant Recipients are implementing their incentivized agricultural management practices in a manner consistent with the USDA NRCS CPS guidelines and Healthy Soils Program Requirements ([Appendix A](#)). Grant Recipients are required to collect and submit all documents listed in Appendix A during the verification process. BCFB will conduct verifications, which may include field visits, and/or remote evaluations via phone, video conferencing, or emails during the grant term. BCFB may request any or all documents listed in Appendix A to successfully complete the project verification. Grant Recipients must assist in completing verifications every year in order to receive their annual incentive funds. Grant Recipients must retain verification documents three (3) years after the grant agreement expiration date, or as specified in the closeout notification.

Bi-Annual Progress Reporting

Twice annually, all Grant Recipients will complete a brief progress report to update BCFB on the status of project implementation. This report will likely take the form of an emailed survey with a few questions for the Grant Recipients to respond to.

Project Changes and Terminations

Grant Recipients should communicate with their BCFB grant manager promptly if they foresee an issue with grant implementation. It is the Grant Recipient's responsibility to report to BCFB no later than 10 days prior to the occurrence of any changes related to their grants. If Grant Recipients need a grant extension, and it is available within fund liquidation deadlines, Grant Recipients must request an extension no later than sixty (60) days prior to the end date of the existing grant agreement. BCFB cannot guarantee that it will be able to grant extensions. Neither Grant Recipients nor BCFB can transfer grant awards to a different individual or agricultural operation. If a Grant Recipient would like to terminate their grant, a termination request must be sent via email to their BCFB grant manager explaining the need for the termination. Funding is no longer available to the Grant Recipient once they have submitted their termination request to BCFB. If the Grant Recipient expended funds on the terminated grant for work not performed, they may be required to repay funds within thirty (30) days of the termination request. Any remaining funds in terminated grants will revert back to BCFB.

Post-Project Completion Requirements

Grant Recipients must maintain implementation of practices incentivized through this program throughout the term of the grant agreement. However, most benefits from implementation of practices accrue over the long term, and Grant Recipients are encouraged to continue and/or expand these practices on their operations to achieve long-term benefits. Grant Recipients must agree to post-project completion requirements which require them to take soil samples and provide a soil organic matter analysis report after the third year of initial implementation. This soil analysis will occur outside the grant term and therefore should be covered by the Grant Recipient's funds as a cost share. Additionally, Grant Recipients must maintain documentation related to their HSP-funded projects for three (3) years after completion of the project.

BCFB will consider a Grant Recipient's failure to provide the necessary project-related documentation, including the post-project soil organic matter analysis reports, as non-performance, and that may impact consideration of the Grant Recipient's future applications for funding. BCFB may take any action deemed necessary to recover all or any portion of the grant funding.

The State of California has the right to review project documents and conduct audits during the project life. CDFG, or its designated representative, may contact a subset of awarded BCFB Healthy Soils projects to collect data including, but not limited to, eligible agricultural management practice implementation and GHG emissions reduction estimates, for three (3) years after project completion.

Soil Organic Matter Reporting Requirements

Grant Recipients are required to take soil samples right before starting practice implementation and within the grant term for accurate soil organic matter (SOM) evaluation. Additionally, Grant Recipients are required to sample SOM content annually, prior to each year's practice implementation. For accurate results, this should be done in the same month as the baseline soil sample and should be tested with the same method by the same laboratory. Altogether, soil samples must be taken once prior to project implementation and one, two, and three years following initial project implementation. Expenses of soil samples (including sample collection and analysis) may be reimbursed on a flat-rate basis (\$50 per SOM analysis) if they were incurred within the grant term.

However, if the soil samples are outside the grant term (generally the final soil sample), the Grant Recipients must pay out of pocket for these analyses (see table below).

Each submission of SOM data should contain a laboratory report for each field's sample(s). The laboratory can be from one of the accredited [soil analytical laboratories recommended](#), but laboratories used do not have to be recommended by CDFA. CDFA strongly recommends sending soil samples for the same project to the same soil analytic laboratory throughout the grant term to reduce errors due to different laboratory operational procedures. The soil sampling protocol provided in [HSP Soil Sampling Protocol for Soil Organic Matter Analysis](#) must be followed when collecting soil samples.

Sample Year	Inside Grant Term	Reimbursable by BCFB
Year 1 - prior to implementation	Yes	Yes
Year 2	Yes	Yes
Year 3	Yes	Yes
Year 4 – post grant term	No	No

Invoicing and Payments

Reimbursement

Grant payments for the BCFB HS Program Incentives Grants follow a flat-rate reimbursement system, through yearly invoicing, following yearly practice verification. Reimbursement rates are provided in [Appendix A](#). After project verification, BCFB will send a Grant Recipient an invoice for signature and processing. Processing for invoice reimbursement takes 45 days after the Grant Recipient's signature and department approval.

For projects implementing compost application, the estimated payments provided by the CDFA HSP Comet-Planner tool are based on the maximum allowable application rate for compost. In cases where Grant Recipients apply compost at a lower rate, BCFB will adjust the reimbursement amount to be consistent with tons of compost applied as part of the project. In the case of projects applying on-farm produced compost, C:N ratio(s) and application rate(s) must be consistent with those provided in the grant application. If a finished compost has a different C:N ratio, BCFB may adjust its application rate to be consistent with allowable application rates for the HSP. This may result in a change in estimated payments and in the project budget. Please refer to the compost application table under [Practice Implementation Requirements](#) for more details.

BCFB will consider Grant Recipients to be in non-performance if they fail to provide necessary project-related documentation to BCFB or its designees. If BCFB determines through a Critical Project Review that at that time the grant project is not meeting milestones, and is unlikely to meet them, BCFB has the right to terminate the Grant Agreement pursuant to the Terms and Conditions of the Grant Agreement. Termination may result in forfeiture of funds by the Grant Recipients.

It is the Grant Recipient's responsibility to follow up with BCFB on issues related to reimbursement within the grant term. Reimbursement will not be possible after the project has been closed out.

Advance Payments

Grant Recipients may be eligible for an advance payment of up to 25 percent of the total grant award to begin project implementation, subject to the provisions of section 316.1 "Advance Payments" of the [California Code of Regulations, Division 1, Chapter 5](#). The remaining funds will be allocated on a reimbursement basis.

California State Audit and Accounting Requirements

In addition to Healthy Soils program requirements, awarded projects are subject to State Audit and Accounting Requirements listed below.

Audit and Critical Project Review Requirements

Projects are subject to audit annually and for three (3) years following the final payment of grant funds. If the project is selected for an audit, BCFB will contact Grant Recipients in advance. The audit shall include all books, papers, accounts, documents, or other records of the Grant Recipients, 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 Recipients 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 Recipients must provide a copy of any document, paper, record, etc., requested by the auditor.

Accounting Requirements

The Grant Recipients must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provides a good 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

Grant Recipients must retain records for a period of three (3) years after final payment is made by the State, or as specified in closeout notification from BCFB. Grant Recipients must also retain all project records for at least one (1) year following an audit.

Appendix A: Practice Payment Scenarios, Rates, Requirements, and Implementation Guidelines

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Alley Cropping (NRCS CPS 311)	Replace 20% of Annual Cropland with Woody Plants	Tree-planting, single row	Ac	\$2,447.20	1	Tree crop name(s)	(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.
Cropland	Compost Application (NRCS CPS 808)	Compost (C:N ≤ 11) application to annual crops, on-farm produced compost	3 tons/Acre	Ac	\$192.96	3	Compost C:N ratio, Application Rate	(1) Application rate must be between 3-5 tons/acre; (2) Compost materials, method and Composting process must be documented. (3) Feedstocks may include green materials, food materials, wood waste, yard trimmings, agricultural materials or biosolids as defined in 14 CCR Section 17852 (https://www.law.cornell.edu/regulations/california/14-CCR-17852).	(1) 3-5 Geotagged photographs showing compost piles, compost being spread and ground right after compost is applied; (2) A composting log including raw materials, method, and temperatures during composting process; (3) Estimated total tonnage of compost applied; (4) Compost analysis report on C:N ratio.
			4 tons/Acre	Ac	\$257.28	3			
			5 tons/Acre	Ac	\$321.60	3			
		Compost (C:N ≤ 11) application to annual crops, purchased compost	3 tons/Acre	Ac	\$192.96	3	Compost C:N ratio, Application Rate	Application rate must be between 3-5 tons/acre	
			4 tons/Acre	Ac	\$257.28	3			
			5 tons/Acre	Ac	\$321.60	3			

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Compost Application (NRCS CPS 808)	Compost (C:N > 11) application to annual crops, on-farm produced compost	6 tons/Acre	Ac	\$385.92	3	Compost C:N ratio, Application Rate	(1) Application rate must be between 6-8 tons/acre; (2) Compost materials, method and Composting process must be documented. (3) Feedstocks may include green materials, food materials, wood waste, yard trimmings, agricultural materials or biosolids as defined in 14 CCR Section 17852 (https://www.law.cornell.edu/regulations/california/14-CCR-17852).	(1) 3-5 Geotagged photographs showing compost piles, compost being spread and ground right after compost is applied; (2) A composting log including raw materials, method, and temperatures during composting process; (3) Estimated total tonnage of compost applied; (4) Compost analysis report on C:N ratio.
			7 tons/Acre	Ac	\$450.24	3			
			8 tons/Acre	Ac	\$514.56	3			
		Compost (C:N > 11) application to annual crops, purchased compost	6 tons/Acre	Ac	\$385.92	3	Compost C:N ratio, Application Rate	Application rate must be between 6-8 tons/acre	
			7 tons/Acre	Ac	\$450.24	3			
			8 tons/Acre	Ac	\$514.56	3			
Cropland	Conservation Cover (NRCS CPS 327)	Convert Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/Legume cover	Introduced species	Ac	\$403.70	1	Introduced perennial species	(1) Seeding rate at 21-40 pure live seeds per sqft; (2) 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.
			Introduced species with foregone income	Ac	\$555.82	1		(1) Seeding rate at 41-60 pure live seeds per sqft; (2) Plant protection from animal damage and growth maintenance.	
			Native species	Ac	\$350.34	1	Mix of native perennial species	(1) Seeding rate at 21-40 pure live seeds per sqft; (2) Plant protection from animal damage and growth maintenance.	
			Native species with foregone income	Ac	\$660.34	1			

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Conservation Cover (NRCS CPS 327)	Convert Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/Legume cover	Monarch species – mix species	Ac	\$1,404.68	1	Mix of native perennial grass & forbs including native milkweeds for wildlife, pollinators, or ecosystem restoration	(1) At least 4% native milkweeds (<i>Asclepias</i> spp.) and less than 50% grasses; (2) Seeding rate at 21-40 pure live seeds per sqft; (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.
			Monarch species – mix species with foregone income	Ac	\$1,443.92	1			
			Pollinator species	Ac	\$1,138.96	1	Mix of native perennial grasses, legumes, and forbs to provide habitat for pollinators	(1) Mixed native species with less than 50% grasses; (2) Seeding rate at 21-40 pure live seeds per sqft; (3) Plant protection from animal damage and good maintenance.	
			Pollinator species with foregone income	Ac	\$1,134.30	1			
Cropland	Conservation Crop Rotation (NRCS CPS 328)	Decrease Fallow Frequency or Add Perennial Crop to Rotations	Basic rotation	Ac	\$23.34	3	A rotation plan including all crops in the sequence with at least one annual crop.	Effective implementation of the rotation plan to add higher residue and/or perennial crops to reduce erosion and increase other benefits.	(1) 3-5 Geotagged photographs of the field showing crops in the rotation (2) A farming log recording rotation implementation.
			Specialty crops	Ac	\$62.24	3			
Cropland	Contour Buffer Strips (NRCS CPS 332)	Convert Strips of Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/Legume cover	Introduced species, foregone income	Ac	\$587.10	1	Perennial species	(1) Width of strips: ≥15 ft wide if ≥50% grass species OR ≥30 ft wide when legume/forbs used alone, or ≥50% legumes; (2) Seeding rate at 41-60 pure live seeds per sqft; (3) Inoculate legumes at planting if legume 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.
			Native species, foregone income	Ac	\$563.08	1	Native perennial species	(1) Width of strips: ≥15 ft wide if grass species consists of 50% or more OR ≥30 ft wide when legume/forbs are used alone, or legumes consist of 50% or more; (2) Seeding rate at 21-40 pure live seeds per sqft; (3) Inoculate legumes at planting if legume is used; and (4) Good maintenance.	

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Contour Buffer Strips (NRCS CPS 332)	Convert Strips of Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/ Legume cover	Wildlife Pollinator, foregone income	Ac	\$563.08	1	Native perennial species with at least 3 pollinator friendly species	(1) Width of strips: ≥15 feet wide if grass species consists of 50% or more OR ≥30 feet wide when legume/forbs are used alone, or legumes consist of 50% or more; (2) Seeding rate at 21-40 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.
Cropland	Cover Crop (NRCS CPS 340)	Add Legume or Non-Legume Seasonal Cover Crop to Irrigated or Non-Irrigated Cropland	One species	Ac	\$122.46	3	Cover crop species	(1) Single or multiple species 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.	(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.
			Multiple species	Ac	\$153.32	3			
Cropland	Field Border (NRCS CPS 386)	Convert Strips of Irrigated Cropland to Permanent Unfertilized Grass or Grass/Legume Cover	Introduced species	Ac	\$247.90	1	Introduced perennial species	(1) Seeding rate at 41-60 pure live seeds per sqft; (2) Maintain good plant growth during the project term.	(1) 3-5 Geotagged photographs of fields showing established field border; (2) Receipts of seeds purchased; (3) Plant species name and seeding rate; (4) Good plant growth during the project term.
			Native Species	Ac	\$282.78	1	Native perennial species	(1) Seeding rate at 21-40 pure live seeds per sqft; (2) Maintain good plant growth during the project term.	
			Pollinator Species	Ac	\$756.74	1	Diverse mix of native perennial grasses, legumes and forbs that are pollinator friendly	(1) Species flower throughout the growing season with ≤50% grasses in the mix; (2) Seeding rate at 21-40 pure live seeds per sqft; (3) Maintain plant growth in the project term.	

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Filter Strip (NRCS CPS 393)	Convert Strips of Irrigated Cropland to Permanent Unfertilized Grass or Grass/Legume Cover	Introduced species	Ac	\$371.66	1	Introduced perennial plant species	(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.
			Native species	Ac	\$407.92	1	Native perennial plant species	(1) Native perennial species; (2) Seeding rate at 41-60 pure live seeds per sqft; (3) Maintain good plant growth during project term.	
Cropland	Forage and Biomass Planting / Pasture and Hay Planting (NRCS CPS 512)	Conversion of Annual Cropland to Irrigated or Non-Irrigated Grass/Legume Forage/Biomass Crops	Nonnative, high seeding rate with lime or similar amendment	Ac	\$744.86	1	Perennial species	(1) Introduced perennial grasses, legumes, and/or forbs; (2) Seeding rate of 30 lb./acre pure live seed (PLS) or 41-60 pure live seeds per sqft; (3) Lime application if applicable.	(1) 3-5 Geotagged photographs of fields showing established plantings (>60% plant coverage); (2) Receipts of seeds purchased; (3) Plant species name and seeding rate; (4) Maintain plant growth during the project term.
			Nonnative, high seeding rate without lime	Ac	\$509.66	1			
			Nonnative, standard seeding rate with fertilizer	Ac	\$395.34	1		(1) Introduced perennial grasses, legumes, and/or forbs; (2) Seeding rate of 9 lb./acre pure live seed (PLS) or 21-40 pure live seeds per sqft; (3) Fertilizer application if applicable.	
			Nonnative, standard seeding rate without fertilizer	Ac	\$177.92	1			

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Grassed Waterway (NRCS CPS 412)	Convert Strips of Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/Legume Cover	Base Waterway, Pacific Region	Ac	\$2,704.02	1	Perennial species	(1) Planting area is from tops of the bank on both sides; (2) Perennial species at seeding rate ≥60 pure live seeds per sqft. (3) Plant maintenance.	(1) 3-5 Geotagged photographs of fields showing established grassed waterway (>60% plant coverage); (2) Receipts of seeds purchased; (3) Plant species name and seeding rate; (4) Maintain plant growth during the project term.
			Base waterway with checks	Ac	\$4,431.28	1	Perennial species	(1) Planting area is from tops of the bank on both sides; (2) Perennial species at seeding rate ≥60 pure live seeds per sqft. (3) Fabric or stone checks installed every 100 feet along the waterway perpendicular to waterflow and 2/3 the waterway top width to reduce maintenance and provide temporary protection until vegetation is established. Fabric Checks are installed 18" deep with 12" laid over on the surface.	
Cropland	Hedgerow Planting (NRCS CPS 422)	Replace a Strip of Cropland with 1 Row of Woody Plants	Single Row	Ft	\$11.82	1	Hedgerow 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.	(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 in the project term.
Cropland	Herbaceous Wind Barriers (NRCS CPS 603)	Convert Strips of Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/Legume Cover	Cool Season Perennial Species	LnFt	\$0.16	1	Cool season perennial species	(1) Plant species must be tolerant to soil deposition and stiff; (2) Width of the Herbaceous Wind Barrier must be at least 2 feet.	(1) 3-5 Geotagged photographs of fields showing established grassed waterway (>60% plant coverage); (2) Receipts of seeds purchased; (3) Plant species name and seeding rate; (4) Maintain plant growth during the project term.

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Mulching (NRCS CPS 484)	Add Mulch to Croplands	Natural Materials	Ac	\$518.38	3	Natural materials	(1) Materials produced off site; (2) ≥70% of the acreage covered by mulch materials at 1-3 inches thickness or 1-2 tons/acre if using straw. (3) Natural materials include chipped brush, bark, wood shavings, sawdust, leaves, leaf mold, pine needles, grass hay, rice hulls, grasses, grass clippings, crop residues, straw, almond/walnut shells, cocoa bean hulls or coconut fiber. Provide name(s) of natural material(s).	(1) 3-5 Geotagged photographs of fields showing mulching is completely implemented including thickness measured by a ruler and mulch coverage, (2) Receipts of materials purchased, or donated with proof documents.
			Wood Chips	Ac	\$4,385.44	1	Wood chips	(1) Materials produced off site (2) Wood Chips are characterized as chemically untreated, woody material that is ¼ -2 inches in diameter, without leaves and hardy enough to last for several years; (3) Mulch thickness at 2-4 inches; (4) Application rate at ≥40 cubic yards/acre or ≥10 tons/acre.	(1) 3-5 Geotagged photographs showing mulching is implemented including thickness measured by a ruler and mulch coverage, (2) Receipts of materials if purchased or donated with proof documents.
Cropland	Multistory Cropping /Forest Farming (NRCS CPS 379)	Replace 20% of Annual Cropland with woody plants	Native Tree or shrub planting	Ac	\$364.80	1	Native tree or shrub species	(1) Native seedlings with 50% medium size (1 quart to gallon pot or 10 cubic inches container); (2) Plant density at ≥40 live trees/acre; (3) Tree protection and irrigation.	(1) 3-5 Geotagged photographs showing planted trees, (2) Receipts of seedlings purchased; (3) Species and number of live plants; (4) Plant maintenance.
			Nonnative tree or shrub planting	Ac	\$429.60	1	Nonnative tree or shrub species	(1) Shrub seedlings: bare root at 36-60 inches tall or container ≥20 cubic inches; tree seedlings: bare root or container ≥20 cubic inches; (2) Plant density at ≥40 live trees/acre; (3) Tree protection and irrigation.	

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Nutrient Management (NRCS CPS 590)	Improved N Fertilizer Management on Irrigated or Non-irrigated Cropland - Reduce Fertilizer Application Rate by 15%	Basic nutrient management	Ac	\$17.80	3	An eligible field(s) is where synthetic nutrient fertilizers have been applied annually	(1) A nutrient management plan for each field/crop based on soil test analysis and University of California or CDFA recommended rates. (2) A farming log records all fertilization activities (fertilizer name, nitrogen content, application rate & date) during each project year.	(1) Crop name(s); (2) the farming log must demonstrate that nitrogen application rate is 15% less than what was used in the past 3 years or UC recommended rate; (3) Receipts of nitrogen fertilizers purchased as applicable; (4) Verification is at the end of the project year or end of fertilization cycle as applicable.
Cropland	Residue and Tillage Management, No-Till (NRCS CPS 329)	Convert Tillage to No Till on Irrigated or Non-irrigated Cropland	No-Till or Strip-Till	Ac	\$32.96	3	Tillage implemented prior to application deadline	(1) No tillage; (2) All plantings must no-till drill or broadcast if applicable. (3) Residues kept on soil surface, not burned, or removed; (4) A farming log recording all field activities related to soil disturbance, dates of activities and equipment used.	(1) 3-5 Geotagged photos for each field showing field operations (including equipment used), field floor and overview of the whole field at end of each project year. (2) A farming log to demonstrate implementation requirements are met; (3) Verification by the end of the project year.
Cropland	Residue and Tillage Management, Reduced Till (NRCS CPS 345)	Intensive Till to Reduced-Till on Irrigated or Non-irrigated Cropland	Reduced- Till	Ac	\$40.74	3	Conventional tillage implemented prior to application deadline	(1) Tillage methods (Mulch/vertical tillage, chiseling, or disking) that limit soil disturbance, or (2) Fewer tillage operations. (3) Plant residue covering soil surface during winter- spring period; (4) A farming log recording all field activities related to soil disturbance.	(1) 3-5 Geotagged photos for each field showing field operations (including equipment used), field floor and overview of the whole field at end of each project year. (2) A farming log to demonstrate implementation requirements are met; (3) Verification by the end of the project year.
Cropland	Riparian Forest Buffer (NRCS CPS 391)	Replace a Strip of Cropland Near Watercourses or Water Bodies with Woody Plants	Bare-root, hand planted	Ac	\$3,862.26	1	Tree and/or shrub plants, 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.

Application Phase								Implementation Phase		
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements	
Cropland	Riparian Forest Buffer (NRCS CPS 391)	Replace a Strip of Cropland Near Watercourses or Water Bodies with Woody Plants	Cuttings, Small to Medium Size	Ac	\$4,516.20	1	Tree and/or shrub plants, Area of practice implementation must be upgradient from and adjacent to a stream	(1) Size: 0.25-1 inch in diameter and 2-4 feet long; (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.	
			Cuttings, Medium to Large Size	Ac	\$8,254.12	1		(1) Size: medium (0.25-1" diameter and 2-4' long) to large (2-6" diameter and 6' long); (2) Plant protection; (3) ≥35 live plants/acre.		
			Small container, hand planted	Ac	\$6,980.70	1		(1) Potted seedling size: 1 quart to 1 gallon; (2) Plant protection; (3) ≥35 live plants/acre.		
			Large container, hand planted	Ac	\$12,925.20	1		(1) Potted seedling size: 2 gallons or larger; (2) Plant protection; (3) ≥35 live plants per acre.		
Cropland	Riparian Herbaceous Cover (NRCS CPS 390)	Convert Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/Legume cover Near Aquatic Habitats	Broadcast Seeding	Ac	\$1,404.16	1	Native perennial species, Area of practice implementation must be upgradient from and adjacent to a stream	(1) Native perennial grasses, legumes, and forbs with ≤50% grasses; (2) Broadcast planting and/or no-till drill seeded at rate of 41-60 pure live seeds/sq ft; (3) Plant maintenance.	(1) 3-5 Geotagged photographs showing established riparian cover (>60% plant cover); (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.	
			Broadcast Seeding with Foregone Income	Ac	\$2,904.24	1				
			Plug Planting	Ac	\$30,420.90	1				(1) Native aquatic plants plug-planted; (2) Plant density at 19,360 plants/acre (3) Plant maintenance.
			Combination Broadcast Seeding and Plug Planting	Ac	\$15,571.50	1				(1) Native perennial grasses, legumes, and forbs with ≥50% grasses; (2) Plug planting at density of 9,680 plants/acre and broadcast planting and/or no-till drill seeded at 41-60 pure live seeds/sq ft; (3) Plant maintenance.
			Pollinator Cover	Ac	\$2,474.26	1				(1) Native perennial species with ≤50% grasses; (2) 2-12 species to ensure ≥2 species in bloom at any given time of the growing season; (3) Broadcast or no-till drill seeded at rate of 41-60 pure live seeds/sq ft; (4) Plant maintenance.

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Strip Cropping (NRCS CPS 585)	Add Perennial Cover Grown in Strips with Irrigated or Non-Irrigated Annual Crops	Wind and water erosion control	Ac	\$3.30	1	Perennial species that are erosion resistant	(1) Two or more strips are required; (2) ≥ 50% vegetation cover must be perennial and erosion resistant species. (3) Do not include erosion-susceptible crops in adjacent strips at the same time during the year.	(1) 3-5 Geotagged photographs of fields showing established strips (>60% plant coverage); (2) receipts of seeds purchased; (3) Number, width & length of strips; (4) Maintenance in project term.
Cropland	Tree/Shrub Establishment (NRCS CPS 612)	Conversion of Annual Cropland to a Farm Woodlot	Conservation, hand planted	Ac	\$603.00	1	Tree and/or shrub species	(1) Shrub seedlings at 6-18 inches tall or ≤10 cubic inches container; Tree or hardwood seedlings at 18-36 inches tall or 10-20 cubic inches container. (2) Plant 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.
			Conservation, hand planted, browse protection	Ac	\$1,526.54	1		(1) Shrub seedlings at 6-18 inches tall or ≤10 cubic inches container; Tree or hardwood seedlings at 18-36 inches tall or 10-20 cubic inches container. (2) Plant protection from animal damage and wood stake to fasten plants in place. (3) Growth maintenance. (4) Plant density: ≥150 live trees per acre.	
Cropland	Vegetative Barrier (NRCS CPS 601)	Convert Strips of Irrigated or Non-Irrigated Cropland to Permanent Unfertilized Grass or Grass/Legume Cover	Vegetative Planting	Ft	\$1.90	1	Perennial plant species - must meet stiffness index and is tolerant to soil erosion; Location is where sheet or rill erosion is of concern.	(1) Permanent strips of stiff, dense vegetation established along the general contour of slopes; with vegetation stiffness index (VSI) of 0.05-0.10; (2) Broadcast or drill seeds in a strip of 3 feet or wider; (3) plant maintenance.	(1) 3-5 Geotagged photographs taken at both ends & middle of established barrier (>60% plant cover); (2) Receipts of seeds purchased; (3) Established plants at verification; (4) Plant maintenance during project term.

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Cropland	Windbreak/ Shelterbelt Establishment (NRCS CPS 380)	Replace a Strip of Cropland with 1 Row of Woody Plants	1-row, trees, containers, handplanted, with tree protected	Ft	\$1.66	1	Tree and/or shrub species	(1) Container seedlings at 15-20 cubic inches or bare root seedlings at 2-3 years old before transplanting (2) Plant protection and irrigation are required; (3) 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.
			1-row, trees and/or shrub, with wind protection fence	Ft	\$2.68	1		(1) Container seedlings at 15-20 cubic inches or bare root seedlings at 2-3 years old before transplanting (2) A wind-protection fence and irrigation are required; (3) Plant density ≥200 live plants/acre.	
Orchard or Vineyard	Compost Application (NRCS CPS 808)	Compost (C:N ≤ 11) application Orchard or Vineyard, On-farm produced compost	2 tons/Acre	Ac	\$128.64	3	Compost C:N ratio, Application Rate	(1) Application rate must be between 2-4 tons/acre; (2) Compost materials, method and Composting process must be documented. (3) Feedstocks may include green materials, food materials, wood waste, yard trimmings, agricultural materials or biosolids as defined in 14 CCR Section 17852 (https://www.law.cornell.edu/regulations/california/14-CCR-17852).	(1) 3-5 Geotagged photographs showing compost piles, compost being spread and ground right after compost is applied; (2) A composting log including raw materials, method, and temperatures during composting process; (3) Estimated total tonnage of compost applied; (4) Compost analysis report on C:N ratio.
			3 tons/Acre	Ac	\$192.96	3			
			4 tons/Acre	Ac	\$257.28	3			
		Compost (C:N ≤ 11) application Orchard or Vineyard, Purchased compost	2 tons/Acre	Ac	\$128.64	3	Compost C:N ratio, Application Rate	Application rate must be between 2-4 tons/acre	
			3 tons/Acre	Ac	\$192.96	3			
			4 tons/Acre	Ac	\$257.28	3			

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Orchard or Vineyard	Compost Application (NRCS CPS 808)	Compost (C:N > 11) application Orchard or Vineyard, On-farm produced compost	6 tons/Acre	Ac	\$385.92	3	Compost C:N ratio, Application Rate	(1) Application rate must be between 6-8 tons/acre; (2) Compost materials, method and Composting process must be documented. (3) Feedstocks may include green materials, food materials, wood waste, yard trimmings, agricultural materials or biosolids as defined in 14 CCR Section 17852 (https://www.law.cornell.edu/regulations/california/14-CCR-17852).	(1) 3-5 Geotagged photographs showing compost piles, compost being spread and ground right after compost is applied; (2) A composting log including raw materials, method, and temperatures during composting process; (3) Estimated total tonnage of compost applied; (4) Compost analysis report on C:N ratio.
			7 tons/Acre	Ac	\$450.24	3			
			8 tons/Acre	Ac	\$514.56	3			
		Compost (C:N > 11) application Orchard or Vineyard, Purchased compost	6 tons/Acre	Ac	\$385.92	3	Compost C:N ratio, Application Rate	Application rate must be between 6-8 tons/acre	
			7 tons/Acre	Ac	\$450.24	3			
			8 tons/Acre	Ac	\$514.56	3			
Orchard or Vineyard	Conservation Cover (NRCS CPS 327)	Convert Idle Land near Orchard/ Vineyard to Permanent Unfertilized Grass or Grass/Legume cover	Introduced species	Ac	\$403.70	1	Introduced perennial species	(1) Seeding rate at 21-40 pure live seeds per sqft; (2) 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.
			Introduced species with foregone income	Ac	\$555.82	1		(1) Seeding rate at 41-60 pure live seeds per sqft; (2) Plant protection from animal damage and growth maintenance.	
			Native species	Ac	\$350.34	1	Mix of native perennial species	(1) Seeding rate at 21-40 pure live seeds per sqft; (2) Plant protection from animal damage and growth maintenance.	
			Native species with foregone income	Ac	\$660.34	1			

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Orchard or Vineyard	Conservation Cover (NRCS CPS 327)	Convert Idle Land near Orchard/ Vineyard to Permanent Unfertilized Grass or Grass/Legume cover	Monarch species – mix species	Ac	\$1,404.68	1	Mix of native perennial grass & forbs including native milkweeds for wildlife, pollinators, or ecosystem restoration	(1) At least 4% native milkweeds (<i>Asclepias</i> spp.) and less than 50% grasses; (2) Seeding rate at 21-40 pure live seeds per sqft; (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.
			Monarch species – mix species with foregone income	Ac	\$1,443.92	1			
			Pollinator species	Ac	\$1,138.96	1	Mix of native perennial grasses, legumes, and forbs to provide habitat for pollinators	(1) Mixed native species with less than 50% grasses; (2) Seeding rate at 21-40 pure live seeds per sqft; (3) Plant protection from animal damage and good maintenance.	
			Pollinator species with foregone income	Ac	\$1,134.30	1			
		Plant Permanent Grass or Grass/Legume Cover in Orchard/ Vineyard Alleys	Orchard or Vineyard Alleyways	Ac	\$271.80	1	Perennial species	(1) Inoculate legumes at planting time if legume species is used, and (2) Maintain permanent vegetation	
Orchard or Vineyard	Cover Crop (NRCS CPS 340)	(1) Add Legume or Non-Legume Cover Crop to Orchard/ Vineyard Alleys	One species	Ac	\$122.46	3	Cover crop species	(1) Single or multiple species 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.	(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.
			Multiple species	Ac	\$153.32	3			

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Orchard or Vineyard	Filter Strip (NRCS CPS 393)	Convert Idle Land Near Orchard/Vineyard to Permanent Unfertilized Grass or Grass/Legume Cover	Introduced species	Ac	\$371.66	1	Introduced perennial species	(1) Introduced perennial species; (2) Seeding rate at ≥60 pure live seeds per sqft; (3) Maintain plant growth.	(1) 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.
			Native species	Ac	\$407.92	1	Native perennial species	(1) Native perennial species; (2) Seeding rate at 41-60 pure live seeds per sqft; (3) Maintain plant growth.	
Orchard or Vineyard	Hedgerow Planting (NRCS CPS 422)	Plant 1 Row of Woody Plants on Border of Orchard/Vineyard	Single Row	Ft	\$11.82	1	Hedgerow 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.	(1) 3-5 Geotagged photographs 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 in the project term.
Orchard or Vineyard	Mulching (NRCS CPS 484)	Add Mulch to Orchard or Vineyard	Natural Materials	Ac	\$518.38	3	Natural materials	(1) Materials produced off site; (2) ≥70% of the acreage covered by mulch materials at 1-3 inches thickness or 1-2 tons/acre if using straw. (3) Natural materials include chipped brush, bark, wood shavings, sawdust, leaves, leaf mold, pine needles, grass hay, rice hulls, grasses, grass clippings, crop residues, straw, almond/walnut shells, cocoa bean hulls or coconut fiber. Provide name(s) of natural material(s).	(1) 3-5 Geotagged photographs of fields showing mulching is completely implemented including thickness measured by a ruler and mulch coverage, (2) Receipts of materials purchased, or donated with proof documents.
			Wood Chips	Ac	\$4,385.44	1	Wood chips	(1) Materials produced off site (2) Wood Chips are characterized as chemically untreated, woody material that is ¾ -2 inches in diameter, without leaves and hardy enough to last for several years; (3) Mulch thickness at 2-4 inches; (4) Application rate at ≥40 cubic yards/acre or ≥10 tons/acre.	

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Orchard or Vineyard	Nutrient Management (NRCS CPS 590)	Improved N Fertilizer Management on Orchard/Vineyard - Reduce Fertilizer Application Rate by 15%	Basic nutrient management	Ac	\$17.80	3	An eligible field(s) is where synthetic nutrient fertilizers have been applied annually	(1) A nutrient management plan for each field/crop based on soil test analysis and University of California or CDFA recommended rates. (2) A farming log records all fertilization activities (fertilizer name, nitrogen content, application rate & date) during each project year.	(1) Crop name(s) and age or yield target; (2) the farming log must demonstrate that nitrogen application rate is 15% less than what was used in the past 3 years or UC recommended rate; (3) Receipts of nitrogen fertilizers purchased as applicable; (4) Verification is at the end of the project year or end of fertilization cycle as applicable.
Orchard or Vineyard	Residue and Tillage Management, No-Till (NRCS CPS 329)	Convert Tillage to No Till in Orchard/Vineyard Alleys	No-Till or Strip-Till	Ac	\$32.96	3	Tillage implemented prior to application deadline	(1) No tillage; (2) all planting methods are no-till drill or broadcast if applicable. (3) Residues are kept on soil surface and not burned or removed; (4) A farming log recording all field activities.	(1) 3-5 Geotagged photos showing field operations, field floor and overview of the whole field at end of project year; (2) A farming log; (3) verification at the end of project year.
Orchard or Vineyard	Residue and Tillage Management, Reduced Till (NRCS CPS 345)	Convert Tillage to Reduced Till in Orchard/Vineyard Alleys	Reduced- Till	Ac	\$40.74	3	Conventional tillage implemented prior to application deadline	(1) Tillage methods (Mulch/vertical tillage, chiseling, or disking) that limit soil disturbance, or (2) Fewer tillage operations. (3) Plant residue covering soil surface during winter- spring period; (4) A farming log recording all field activities related to soil disturbance dates of activities and equipment used.	(1) 3-5 Geotagged photos for each field showing field operations (including equipment used), field floor and overview of the whole field at end of each project year. (2) A farming log to demonstrate implementation requirements are met; (3) Verification by the end of the project year.
Orchard	Whole Orchard Recycling (NRCS CPS 808)	Whole Orchard Recycling	Whole Orchard Recycling	Ac	\$861.42	1	Age of trees at application	(1) Only orchards with trees at least ten years of age at application are eligible; (2) Orchard trees should be chipped and incorporated on the field where they were grown, not to export to new fields.; (3) Chips must be evenly distributed throughout the orchard and incorporated into the soil to at least 6 inches depth.	(1) 3-5 Geotagged photographs of fields showing tree removal, chipping, spreading and incorporation of wood chips; (2) A farm log including chipping details (e.g., tons of chips, size); (3) Before and after pictures of orchard; (4) Verification is when chips are incorporated.

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Orchard or Vineyard	Windbreak/ Shelterbelt Establishment (NRCS CPS 380)	Plant 1 Row of Woody Plants on Border of Orchard/Vineyard	1-row, trees, containers, handplanted, with tree protected	Ft	\$1.66	1	Tree and/or shrub species	(1) Container seedlings at 15-20 cubic inches or bare root seedlings at 2-3 years old before transplanting (2) Plant protection and irrigation are required; (3) ≥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 during the project term.
			1-row, trees and/or shrub, with wind protection fence	Ft	\$2.68	1		(1) Container seedlings at 15-20 cubic inches or bare root seedlings at 2-3 years old before transplanting (2) A wind-protection fence and irrigation are required; (3) ≥200 live plants/acre.	
Grazing Land	Compost Application (NRCS CPS 808)	Compost (C:N >11) Application to Grazed Grassland, or Grazed, Irrigated Pasture, purchased compost	6 tons/Acre	Ac	\$385.92	3	Compost C:N ratio, Application Rate	Application rate must be between 6-8 tons/Acres	(1) 3-5 Geotagged photographs showing compost piles, compost being spread and field ground right after compost is completely applied, (2) A copy of receipt for compost purchased; (3) Compost analysis report on C:N ratio; (4) A certificate of the compost facility if it is not included in the list at CalRecycle SWIS Facility/Site .
			7 tons/Acre	Ac	\$450.24	3			
			8 tons/Acre	Ac	\$514.56	3			
		Compost (C:N >11) Application to Grazed Grassland or Grazed, Irrigated Pasture, on-farm produced compost	6 tons/Acre	Ac	\$385.92	3	Compost C:N ratio, Application Rate	(1) Application rate must be between 6-8 tons/acre; (2) Compost materials, method and Composting process must be documented. (3) Feedstocks may include green materials, food materials, wood waste, yard trimmings, agricultural materials or biosolids as defined in 14 CCR Section 17852 (https://www.law.cornell.edu/regulations/california/14-CCR-17852).	
			7 tons/Acre	Ac	\$450.24	3			
			8 tons/Acre	Ac	\$514.56	3			
Grazing Land	Hedgerow Planting (NRCS CPS 422)	Replace a Strip of Grassland with 1 Row of Woody Plants	Single Row	Ft	\$11.82	1	Hedgerow 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.	(1) 3-5 Geotagged photographs taken at both ends and middle of the hedgerow line. (2) Receipts of plants purchased; (3) Plant species name and number of live plants; (4) Maintain plant growth in the project term.

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Grazing Land	Prescribed Grazing (NRCS CPS 528)	Grazing Management to Improve Rangeland, Irrigated or Non-Irrigated Pasture Condition	Pasture, basic	Ac	\$81.54	3	A grazing management plan by a certified range manager or equivalent professional to enhance pasture or rangeland health & ecosystem function	(1) Follow the grazing management plan, (2) A grazing log records of grazing dates and stubble height after grazing; (3) Monitoring - photos of forage before and after grazing; (4) Sensitive area protection as applicable.	(1) The grazing log; (2) 3-5 geotagged photos monitoring forage, and other documents as applicable; (3) verification at the end of each project year.
			Range, basic	Ac	\$7.10	3			
Grazing Land	Range Planting (NRCS CPS 550)	Seeding forages to improve rangeland condition	Native species broadcast	Ac	\$633.56	1	Plant species (must be mixture of native perennial grasses, legumes, and/or forbs), planting method	(1) Native adapted perennial species; (2) Seeding rate at 18 lb./acre PLS or 40 pure live seeds/sqft.	(1) 3-5 Geotagged photographs of fields showing established range plants (>60% plant coverage); (2) Receipts of seeds purchased; (3) Species, seeding rate; (4) Documentation of planting method (farming log and photos); (5) Maintenance of range plants.
			Native species high forb drilled	Ac	\$552.56	1		(1) Native perennial species; and (2) No-till or range drill seeding at 41-60 pure live seeds/sq ft.	
			Native species low forb drilled	Ac	\$403.60	1		(1) Predominately native adapted perennial species; (2) no-till or range drill seeding at 18 lb./acre PLS or 40 pure live seeds/sqft.	
			Nonnative species broadcast	Ac	\$222.50	1	Plant species (must be mixture of introduced perennial grasses, legumes, and/or forbs), planting method	(1) mixture of nonnative adapted perennial species; (2) Seedbed preparation; (3) Seeding rate at 18 lb./acre PLS or 40 pure live seeds/sqft.	
			Nonnative species drilled	Ac	\$211.82	1		(1) Mixture of nonnative adapted perennial species; (2) No-till or range drill seeding at 41-60 pure live seeds/sq ft.	
			Shrub plugs	Ac	\$4,821.94	1	Shrub species and planting method	(1) Shrub species such as Sage Brush, Bitter Brush, or other species; (2) seedling or transplant; bareroot shrubs at 3-5 feet tall or containerized seedlings ≥20 cubic inches; (3) Planting density at 1000 plants/acre.	

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Grazing Land	Riparian Forest Buffer (NRCS CPS 391)	Replace a Strip of Grassland Near Watercourses or Water Bodies with Woody Plants	Bare-root, hand planted	Ac	\$3,862.26	1	Tree and/or shrub species, 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.
			Cuttings, Small to Medium Size	Ac	\$4,516.20	1		(1) Cutting size: 0.25-1 inch in diameter and 2-4 feet long; (2) Plant protection; (3) Plant density ≥35 live plants/acre.	
			Cuttings, Medium to Large Size	Ac	\$8,254.12	1		(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.	
			Small container, hand planted	Ac	\$6,980.70	1		(1) Potted seedling size: 1 quart to 1 gallon; (2) Plant protection; (3) ≥35 live plants/acre.	
			Large container, hand planted	Ac	\$12,925.20	1		(1) Potted seedling size: 2 gallons or larger; (2) Plant protection; (3) ≥35 live plants per acre.	
Grazing Land	Silvopasture (NRCS CPS 381)	Tree/Shrub Planting on Grazed Grasslands	Establish trees, existing grasses	Ac	\$313.50	1	Trees and/or shrubs	(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.)	(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).

Application Phase								Implementation Phase	
Agricultural System	HSP Practice	Practice Implementation	Payment Scenario	Payment Unit	Payment Rate (\$/Unit)	Number of Years to be Paid	Required Document /Information at Application	Implementation Guidelines	Verification Requirements
Grazing Land	Tree/Shrub Establishment (NRCS CPS 612)	Conversion of Grassland to a Farm Woodlot	Conservation, hand planted	Ac	\$603.00	1	Trees and/or shrubs	(1) Shrub seedlings at 6-18 inches tall or ≤10 cubic inches container; Tree or hardwood seedlings at 18-36 inches tall or 10-20 cubic inches container. (2) Plant growth maintenance. (3) Plant density: ≥150 live trees/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.
			Conservation, hand planted, browse protection	Ac	\$1,526.54	1		(1) Shrub seedlings at 6-18 inches tall or ≤10 cubic inches container; Tree or hardwood seedlings at 18-36 inches tall or 10-20 cubic inches container. (2) Plant protection from animal damage and wood stake to fasten plants in place. (3) Growth maintenance. (4) Plant density: ≥150 live trees/acre.	
Grazing Land	Windbreak/ Shelterbelt Establishment (NRCS CPS 380)	Replace a strip of grassland with 1 Row of Woody Plants	1-row, trees, containers, hand planted, with tree protected	Ft	\$1.66	1	Tree and/or shrubs	(1) Container seedlings at 15-20 cubic inches or bare root seedlings at 2-3 years old before transplanting (2) Plant protection and irrigation are required; (3) ≥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 during the project term.
			1-row, trees and/or shrub, with wind protection fence	Ft	\$2.68	1		(1) Container seedlings at 15-20 cubic inches or bare root seedlings at 2-3 years old before transplanting (2) A wind-protection fence and irrigation are required; (3) ≥200 live plants/acre.	
Any of above	Soil Sampling	N/A	Soil organic matter (SOM) analysis	Per SOM Analysis Result	\$50.00	3	No	(1) Soil sample(s) must be taken from the same field location once prior to practice implementation and one, two, and three years following initial practice implementation; (2) it is recommended they be sent to the same soil analytic laboratory in the grant term; (3) Follow instructions in HSP Soil Sampling Protocol for Soil Organic Matter Analysis when taking soil sample(s).	A soil test report in each project year including soil organic matter content for field(s) where practice implementation is funded. A soil test report at three years following initial practice implementation may occur outside the grant term and the associated expense will be covered by the Grant Recipients.

Definitions:

Cropland, Annual or Perennial: Land where the crop(s) grown is identified as annual or perennial crops according to the [Conservation Compliance Agricultural Commodity List](#) 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.

Grassland: Land where the vegetation is dominated by grasses and other herbaceous (non-woody) plants, such as forbs.

Rangeland: Land on which the potential plant cover is composed principally of native grasses, grass-like plants, forbs, or shrubs suitable for grazing and browsing, and introduced forage species that are managed like rangeland.

Pasture: A land use type having vegetation cover comprised primarily of introduced or enhanced native forage species that is used for livestock grazing. Pasture receives periodic renovation and cultural treatments such as tillage, fertilization, mowing, weed control, and may be irrigated. Pasture vegetation can consist of grasses, legumes, other forbs, shrubs, or a mixture. Pasture differs from range in that it primarily produces vegetation that has initially been planted to provide preferred forage for grazing livestock.

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/healthysoils/docs/InstructionsOnHowToTakeGeotaggedPhotos.pdf> for instructions on how to take and send geotagged photos.

Appendix B: Confidential Information

The California Public Records Act (Government Code sections 6250, et seq.) and related statutory definitions of "confidential or proprietary information" (also known as "trade secrets") determine what information provided by the applicant is exempt from public disclosure. The following describes how questions are resolved regarding what information is confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

What is "confidential?"

The California Public Records Act prevents the disclosure of confidential or proprietary information including, but not limited to:

- Confidential Business and financial information, including volume of business, costs and prices, customers, financial condition, trade secrets, and similar information obtained under an express or implied pledge of confidence. (Eva. Code § 1060 and Gov. Code § 6254).
- Personal data including tax information prohibited from disclosure. (Gov. Code § 6254 and Rev. & Taxation Code § 19542).
- Information Practices Act of 1977 (Civ. Code section 1798 et seq.)

Applicants are directed to clearly marked, on each page, "confidential/proprietary information" those documents they feel contain confidential or proprietary information. However, the mere marking of documents as "confidential/proprietary information" will not result in their being treated as confidential if they are not exempt from disclosure under the California Public Records Act.

What if there is a question about what is confidential?

The CDFA Legal Office will review the records and make a determination as to whether or not the records are exempt from disclosure.

What program procedures will keep information confidential?

Financial information will be analyzed, on a need-to-know basis, by staff from the CDFA, kept confidential, and will be maintained with restricted access. Grant Recipients businesses will agree to provide specific key financial information for three years to develop benchmarks to evaluate the program. The records will be kept for the amount of time set forth in CDFA's Internal Record Retention Policy.