

# 2018 Alternative Manure Management Program

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*The CDFA Alternative Manure Management Program is funded by California Climate Investments*

## *Request for Grant Applications*

Released:  
March 27, 2018

Applications Due:  
By 5:00 p.m. PDT on May 22, 2018  
No late submissions accepted



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# Contents

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About the Program.....	5
Purpose.....	5
Funding and Duration .....	5
Eligibility and Exclusions .....	5
Requirements and Limitations .....	8
Program Requirements.....	8
California Environmental Quality Act and Permits .....	8
Project Technology .....	9
Greenhouse Gas Emission Reduction Calculations .....	9
Cost Share .....	10
Allowable Costs .....	10
Unallowable Costs .....	11
How to Apply.....	12
Financial Assistance Application Submittal Tool (FAAST) .....	12
Computer System Requirements.....	12
Grant Application: .....	13
FAAST Questionnaire and Attachments.....	13
FAAST Questionnaire .....	13
Application Sections .....	13
1. Project Plan and Long-Term Viability .....	13
2. Budget and Financials .....	14
3. Estimated GHG Emissions Reduction .....	15
4. Project Readiness .....	15
5. Environmental Benefits.....	15
6. Benefits to Disadvantaged and Low-Income Communities.....	16
Review and Notification .....	17
Review Process .....	17
Disqualifications .....	17
Notification and Feedback .....	18

Assistance and Questions.....	19
Workshops and Webinar.....	19
Questions and Answers (Q&A) .....	19
Appendix A: Attachments.....	20
Appendix B: Grant Recipient Requirements .....	21
Grant Agreement.....	21
Pre-Project Consultation .....	21
Payment Process .....	21
Reporting.....	21
Critical Project Review .....	22
Post-Project Completion Requirements .....	22
Appendix C: Confidential Information .....	23
What is "confidential?" .....	23
What program procedures will keep information confidential?.....	23
Appendix D: Key Terms and Definitions .....	24
Appendix E: Detailed Scoring Criteria .....	26

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# About the Program

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## Purpose

The California Department of Food and Agriculture's (CDFA) [2018 Alternative Manure Management Program \(AMMP\)](#) awards competitive grants to California dairy and livestock operations for technologies and specific management practices that result in long-term methane emission reductions and maximize environmental benefits.

## Funding and Duration

Assembly Bill 109 (Chapter 249, Statutes of 2017) appropriated funding from the Greenhouse Gas Reduction Fund (GGRF) to CDFA for early and extra methane emissions reductions from dairy and livestock operations. CDFA anticipates awarding \$19 to \$33 million to support non-digester management practices that reduce methane emissions from dairy and livestock operations through the Alternative Manure Management Program (AMMP). CDFA will fund up to 100% of the total project cost with a maximum grant award of \$750,000 per project. Matching funds are strongly encouraged.

The maximum project term is two (2) years and grant funds cannot be expended before September 1, 2018 or after August 31, 2020. CDFA may offer an award different than the amount requested.

## Eligibility and Exclusions

The project site must be located on a commercial California dairy or livestock operation. A *dairy operation* is defined as an entity that operates a dairy herd, which produces milk or cream commercially, and whose bulk milk or bulk cream is received or handled by any distributor, manufacturer, or any nonprofit cooperative association of dairy producers. A *livestock operation* is defined as an entity raising farm animals such as cattle, poultry, goats, sheep, swine and horses.

AMMP supports several project types for which there are methods to quantify GHG emission reductions. To be eligible, the current baseline manure management practices must include the anaerobic decomposition of volatile solids stored in a lagoon or other predominantly liquid anaerobic environment. Methane is produced when volatile manure solids are stored in wet, anaerobic conditions; consequently, conditions that lead to methane production must currently exist at a dairy or livestock operation in order for methane emission reductions to be achieved through an AMMP project.

Each AMMP project requesting GGRF funding must include at least one of the following project components that reduce baseline methane emissions:

1. **Pasture-based management** including (i) conversion of a non-pasture dairy or livestock operation to pasture-based management; (ii) increasing the amount of time livestock spend at pasture at an existing pasture operation; and/or (iii) construction of a compost bedded pack barn.

Note: All pasture-based management projects must currently manage/store some manure in anaerobic conditions and introduce new practices that reduce the quantity of manure managed under such conditions.

2. **Solid separation** of manure solids prior to entry into a wet/anaerobic environment (e.g. lagoon, settling pond, settling basin) at a dairy or livestock operation *in conjunction with one of the following practices (a) through (i):*
  - a) **Open solar drying** of manure (manure is dried in a paved or unpaved open confinement area without any significant vegetative cover where accumulating manure may be removed periodically);
  - b) **Closed solar drying** (drying of manure in enclosed environment);
  - c) **Forced evaporation with natural-gas fueled dryers;**
  - d) **Daily spread** (manure is routinely removed from a confinement facility and is applied to cropland or pasture within 24 hours of excretion);
  - e) **Solid Storage** (storage of manure, typically for a period of several months, in unconfined piles or stacks);
  - f) **Composting in vessel** (composting in an enclosed vessel, with forced aeration and continuous mixing);
  - g) **Composting in aerated static pile** (composting in piles with forced aeration but no mixing);
  - h) **Composting in intensive windrows** (with regular turning for mixing and aeration);
  - i) **Composting in passive windrows** (with infrequent turning for mixing and aeration).

Note: Either the installation of a new solid separation system at a dairy or livestock operation that does not currently employ solid separation, or the installation of a new solid separation system with significantly higher separation efficiency than the existing solid separation technology may be eligible.

3. **Conversion from a flush to scrape** manure collection system *in conjunction with one of the practices (a) through (i) in the list above.*

While solid separation or conversion from flush to dry scrape manure collection can be a critical component an AMMP project, these practices are not considered to be stand-alone projects because they relate only to how manure is separated or collected. In order to calculate GHG emissions and emission reductions, it is also necessary to identify how the separated or collected manure volatile solids will be treated and/or stored (e.g. open solar drying, composting in vessel). Storage or further treatment will always take place with separated or collected solids, and applicants are required to identify what this will be. The storage or further treatment of the collected solids produces methane to varying degrees, as determined by the Methane Conversion Factor (MCF) for each practice. Applicants should use the definitions provided in Table C.1<sup>1</sup> to determine which practice most closely describes how they will manage separated or scraped manure volatile solids. If an applicant's treatment/storage practices do not exactly match the definition of a listed practice, they will identify the most-closely related practice.

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<sup>1</sup> Table C.1 is available in the document titled "Greenhouse Gas Quantification Methodology for the California Department of Food and Agriculture Alternative Manure Management Program: Greenhouse Gas Reduction Fund Fiscal Year 2017-18" available at this website: [www.arb.ca.gov/cci-quantification](http://www.arb.ca.gov/cci-quantification).

An applicant may submit multiple grant applications; however, each grant application must represent an individual project at a unique project site (i.e., dairy or livestock operation).

Each dairy or livestock operation must submit individual applications to develop centralized projects (for example, a centralized composting facility), known as a “cluster” or “hub and spoke” project. Costs associated with the centralized composting facility must be apportioned to each dairy or livestock operation participating in the project. It is possible that not all proposals for a cluster or hub and spoke project will be selected for funding. Applicants are strongly encouraged to ensure that such a project will still be feasible if only partially funded. The location of the centralized facility can be one determined appropriate by participating dairy operations.

Dairy and livestock operations with existing non-DDRDP funded digesters may apply for AMMP funds to reduce methane emissions from manure not being treated in the digester system.

2018 AMMP funds can only be used to implement management practices that reduce methane from manure and cannot be used to treat manure digestate, i.e., digested manure material resulting from an anaerobic digestion process.

Dairy and livestock operations that do not currently have a digester in place will be prioritized during the 2018 AMMP review process.

2018 AMMP grant funds *cannot* be used for the following:

- Projects on dairy or livestock operations that propose to switch existing management practices to those that increase baseline GHG emissions (e.g., from dry scrape to flush lagoon systems).
- Repair existing defunct or non-functioning equipment.
- Duplicate equipment or activities that will receive funding from a different state or federal funding source.
- Installation of a biogas control system (digester).
- Operations that have already installed, or plan to install an anaerobic digester system funded by CDFA’s Dairy Digester Research and Development Program (DDRDP) or operations that previously received AMMP funding.

2018 AMMP Timeline	
Invitation to Submit Grant Applications	March 27, 2018
CDFA grant application workshops and webinar	April 9 – 17, 2018
Grant applications due	May 22, 2018 by 5:00 p.m. PDT
Review process	June – July 2018
Award announcement	August 2018
Project implementation begins	September 2018

# Requirements and Limitations

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## Program Requirements

The 2018 AMMP will support the adoption of alternative (non-digester) manure management practices on California dairy and livestock operations that result in permanent, annual, and measurable GHG emission reductions. All projects that receive GGRF monies are required by statute ([Government Code Section 16428.9](#)) to achieve GHG emission reductions and further the purposes of the Global Warming Solutions Act of 2006 ([AB 32](#)).

Grant recipients will be required to submit annual status reports to CDFA explaining in detail the project’s progress. Recipients must also annually report data to CDFA regarding their manure management practices for five years after the end of the project term or until the practice becomes operational.

## California Environmental Quality Act and Permits

CDFA intends to fund proposals that demonstrate project readiness based on evidence that applicants are prepared to promptly begin project implementation. Evidence includes, but is not limited to, a list of permits already obtained and details of the process required to obtain remaining permits clearly outlined in the FAAST Questionnaire.

If awarded, grant recipients are expected to comply with the California Environmental Quality Act (CEQA) and all applicable permitting within six (6) months of the execution of the grant agreement. CEQA and permit compliance requirements vary depending on project type and location. If environmental impacts of the project are deemed insignificant by the lead agency (in most cases the county), an initial environmental study and negative declaration may satisfy CEQA requirements. Applicants are advised to check with their local county and city planning commissions for CEQA and



conditional use permit requirements which will need to be satisfied within six (6) months of the execution of the grant agreement.

CalGold, an on-line tool for permit assistance provided by the Governor's Office of Business and Economic Development may be a useful resource. Visit [www.calgold.ca.gov](http://www.calgold.ca.gov) for more information.

## Project Technology

Projects must use commercially available technologies. *Commercially available technologies* are those having a proven operating history specific to the grant application. Such a system is based on established design and installation procedures and practices. Please refer to Key Terms and Definitions ([Appendix D](#)) for a detailed definition of "commercially available" as applicable to this program.

2018 AMMP grant funds *cannot* be used for new technology development or research purposes. *Pre-commercial technologies* are defined as new technologies or enhancements of existing technologies that are not commercially available.

## Greenhouse Gas Emission Reduction Calculations

Applicants are required to use the quantification methodology titled "Greenhouse Gas Quantification Methodology for the California Department of Food and Agriculture Alternative Manure Management Program: Greenhouse Gas Reduction Fund Fiscal Year 2017-18" and associated "Greenhouse Gas Emission Reduction Calculator Tool for the California Department of Food and Agriculture Alternative Manure Management Program: Greenhouse Gas Reduction Fund Fiscal Year 2017-18" (hereafter referred to as Quantification Methodology and Estimated GHG Reduction Calculator, respectively) developed by the California Air Resources Board (CARB). The quantification methodology and calculator are available on CARB's website at [www.arb.ca.gov/cc-quantification](http://www.arb.ca.gov/cc-quantification).

This Quantification Methodology and Estimated GHG Reduction Calculator were developed specifically for the 2018 AMMP and are adapted from the CARB Compliance Offset Protocol – Livestock Projects (2014) with some modifications to allow for the calculation of anticipated net GHG reductions of a 2018 AMMP project prior to implementation.

Applicants are required to provide GHG calculations in the following five formats: (1) total project emission reductions over 5 years; (2) GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation over 5 years (dairy applicants only); (3) GHG reduction per animal produced by the operation over 5 years; (4) GHG reduction per dollar 2018 AMMP grant money requested over 5 years; and (5) GHG reduction per dollar total GGRF grant money requested over 5 years.

## Cost Share

CDFA will fund up to 100% of the total project costs with a maximum grant award not to exceed \$750,000 per project. Cost share, including matching funds and in-kind contributions, is not required; however, cost share is encouraged and may serve as evidence to demonstrate industry commitment to, or support for, the project. Grant recipients must report matching funds contributed to the project and ability to commence work while waiting for grant payments in arrears.

*Matching funds* are a portion of project costs not borne by the GGRF. Matching contributions include allowable costs incurred that are directly related to the implementation of the non-alternative manure management practices (i.e., supplies and materials, equipment, and contractor/consultant fees, and other associated project costs).

*In-kind contributions* are donated goods or services for which fees would ordinarily be paid or provided to the applicant at no cash cost. Donated goods and services must be necessary to the project to be considered in-kind (i.e., goods/services would be otherwise purchased if not donated). For professional donated services, the professional donating the service must be licensed to work in that profession and value their service at the same rate at which an ordinary professional with the same expertise and training would charge for the same or similar service. Applicants must provide the contribution source, type, and amount of all contributions in support of the project.

## Allowable Costs

Project costs must clearly support the implementation of the non-digester manure management practice(s), including, but not limited to:

*Supplies:* Supplies and materials are items with an acquisition cost less than \$5,000 per unit and have a useful life of less than one year.

*Equipment:* Equipment is an article of nonexpendable, tangible personal property and has a useful life of more than one year, and a purchase cost which equals or exceeds \$5,000 per unit.

*Contractor:* Contractor cost are limited to labor to install the project. Contractor cost must be for a specific and identifiable service that is directly related to project implementation. Contractor labor costs must not exceed 15% of total amount requested.

*Design and engineering:* Design, engineering, and consulting costs specifically related to the implementation of the proposed manure management practice(s) incurred during the grant agreement term. Design, engineering, and consulting costs must not exceed 5% of the total amount requested.

*Other Costs:* Other direct costs and expenses for implementing the project not covered in any of the previous categories.

*NOTE: Compensation for contractor/design and engineering fees must be reasonable and consistent with fees in the marketplace for the same or similar services.*

## Unallowable Costs

Unallowable cost includes but are not limited to:

- Cost incurred outside grant agreement term.
- Costs for repairs and spare parts.
- Pre-development costs, including, but not limited to: application preparation, permits, project designs, and any other activities that contributed to a project's readiness.
- Costs associated with environmental review required for project permits, including preparation of Environmental Impact Reports.
- Costs associated with the five years of post-project reporting.
- Costs associated with purchasing general purpose equipment (e.g., tractors, loaders, etc.) that will be used for non-manure management practices/activities.
- Non-labor cost (e.g., management) and fees associated with project oversight and coordination.
- Consulting fees not directly related to project implementation
- Cost covered by another State or Federal grant program.
- Cost associated with purchasing or leasing land or buildings.
- General costs associated with grant management (e.g., Invoicing, reporting, oversight, ordering equipment).
- Costs associated with travel (e.g., hotels, flights, per diem, etc.)
- Purchase of dairy manure (tipping fees) or other feedstocks.

# How to Apply

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## Financial Assistance Application Submittal Tool (FAAST)

Applicants are required to complete and submit their grant applications online using the Financial Assistance Application Submittal Tool (FAAST). FAAST is hosted by the State Water Resources Control Board (SWRCB) and can be accessed through the SWRCB website at <https://faast.waterboards.ca.gov>.

Applicants must create a user account in FAAST to submit a grant application. The FAAST Proposal Identification Number (PIN) will be used throughout the application process as a project identifier. FAAST is organized into several tabs and includes a question and answer format. The Questionnaire tab in FAAST contains the grant application, which is a series of questions regarding the proposed project.

Questions are answered in one or more of the four following formats: a drop-down menu; a text box with predetermined character limitations; or as a document attachment. Responses to all questions must be submitted in the manner and format required by the application questionnaire in FAAST without exception.

The SWRCB website contains a Frequently Asked Questions section and a User Manual. After reading the information available on the website, applicants that have additional questions about the FAAST system may contact FAAST customer service at (866) 434-1083, Monday through Friday, 8:00 am to 5:00 pm PDT or via email, [faast\\_admin@waterboards.ca.gov](mailto:faast_admin@waterboards.ca.gov).

## Computer System Requirements

To ensure applications and attachments are submitted successfully, CDFG encourages applicants to comply with FAAST's computer system recommendations. CDFG cannot guarantee that the FAAST system or the required templates will be compatible with other browsers or operating systems. Use of other browsers or operating systems will limit the ability of CDFG and FAAST staff to provide applicants with technical assistance, should any issues arise.

FAAST computer system recommendations:

- Use a Windows PC with Internet Explorer 6.0 or higher.
- Disable pop-up blocking software while using FAAST.
- Save work often – the system will time out after 90 minutes and any unsaved work will be lost.

# Grant Application: FAAST Questionnaire and Attachments

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Applicants must respond to the questionnaire in FAAST and upload all required attachments into the [FAAST system](#). Attachments must be submitted in Times New Roman font size 11, with one (1) inch margins, and page numbers should be on bottom right corner. Attachments listed as single PDF files (supporting documents, letters of support, design plans, etc.) have no page limit.

All attachments should include the FAAST PIN, assigned to your application by the FAAST system, in top left corner.

## FAAST Questionnaire

The FAAST Questionnaire can only be accessed within the FAAST system. Click [FAAST Questionnaire Preview](#) to view the questions as they will appear in FAAST. Previewing the questions will assist applicants in determining what information is necessary to complete the FAAST Questionnaire.

## Application Sections

### 1. PROJECT PLAN AND LONG-TERM VIABILITY

#### **Attachment 1: Project Narrative Template (required)**

The Project Narrative should include the history and background, herd information, the eligible project type to be used in the proposal, whether site is owned or leased, sustainability of the project, and long-term operations, and maintenance plans. For projects that are part of a larger cluster (e.g. centralized composting facility), include a detailed plan for the entire cluster, including a feasibility analysis indicating the minimum number of projects critical to the economic and technical viability of the cluster.

Complete and upload the [Project Narrative Template](#) to FAAST.

In addition to the Project Narrative Template, include the following supporting materials (no template provided):

- **Attachment 1.1:** Site plan, project design documents, cluster maps and schematic diagrams. Upload to FAAST as a single PDF file; no total page limit (if applicable).
- **Attachment 1.2:** Letter of Agreement from landowner (if applicable). Upload to FAAST as a single PDF file; no total page limit.

**Attachment 2: Work Plan Template (required)**

The Work Plan must clearly and concisely describe the tasks and activities required to accomplish goals/objectives in the proposed Project Narrative. It must identify measurable targets and timelines and include an evaluation component to measure the success of the project and determine whether the project objectives were accomplished.

Complete and upload the [Work Plan Template](#) to FAAST.

**2. BUDGET AND FINANCIALS****Attachment 3: Budget Worksheet Template (required)**

Applicants must provide a clear accounting of costs, work hours, and equipment associated with all activities necessary to complete the project. Applicants must identify 2018 AMMP funds requested, the source and amount of matching (cash) funds, in-kind contributions, State and Federal funds, and all other funding sources necessary to complete the project.

Complete and upload the [Budget Worksheet Template](#) to FAAST.

In addition to the Budget Worksheet Template, include the following supporting materials (no template provided):

- **Attachment 3.1:** Bids, quotes, or estimates to support budget costs. Applicants are encouraged to obtain multiple estimates to ensure costs are reasonable and consistent with the market rate.

**Attachment 4: Financials (required)**

There is no template to complete for Financials; however, applicants must attach one or more of the following documents to demonstrate the organization's financial strength (for partnerships, information from all partners is required):

- Independent CPA Audits, Reviews or Compilations of financial statements,
- Most recent tax returns and accompanying schedules,
- Project financing letter from a bank,
- If an independent CPA report is not available, recent and comparative organizational income (profit/loss) statements, bank accounts, or balance sheets (preferably - third party prepared),
- For corporations only – articles of incorporation, current operating agreements.

*Note: Project partners must not have filed for bankruptcy in the past five years.*

Upload to FAAST as a single PDF file; no total page limit.

### 3. ESTIMATED GHG EMISSIONS REDUCTION

#### **Attachment 5: Estimated GHG Reduction Calculator (required)**

Estimate the project's GHG emissions reduction with the Estimated GHG Reduction Calculator template.

Complete and upload the [Estimated GHG Reduction Calculator](#) (excel sheet) to FFAST.

In addition to the completed Estimated GHG Reduction Calculator, include the following supporting materials:

- **Attachment 5.1:** Explanation of Assumptions for GHG Calculations (if applicable; e.g. supporting documentation for use of non-default factors).

### 4. PROJECT READINESS

To assist applicants with CEQA and permits for their project, the following resources may be helpful:

- For general siting and permitting assistance, the [Governor's Office of Business and Economic Development](#), provides a useful resource called [CalGold](#).
- For CEQA guidance, visit the [Governor's Office of Planning & Research State Clearinghouse](#)
- For water quality, the Central Valley Regional Water Quality Control Board [Dairy General Order Guidance](#) and information on the State Water Resources Control Board [Waste Discharge Requirements](#)
- For air quality, the California Air Resources Board has information on [Local Air Districts Authority to Construct](#)
- For solid waste, the California Department of Resources Recycling and Recovery (CalRecycle) has information on [Solid Waste Facilities Permits](#)

#### **Attachment 6: Permitting Documents (if applicable)**

Applicants must provide copies of applicable permits obtained, which include but are not limited to:

- Notice of Determination (NOD)
- Conditional Use Permit
- Authority to Construct
- Waste Discharge Requirements
- Solid Waste Facilities Permit

*Note: Permit requirements vary based on numerous factors (type of project, location, etc.) Not all permits need to be in place upon submission; however, applicants must demonstrate knowledge of permits required and indicate how far along they are in the permitting process. Applications that demonstrate a higher degree of project readiness will be eligible for a higher score under this criteria.*

### 5. ENVIRONMENTAL BENEFITS

Answer the required question in FFAST describing how the project will include additional protection to air and water quality beyond requirements in the project's regional air/water quality permits.

## 6. BENEFITS TO DISADVANTAGED AND LOW-INCOME COMMUNITIES

[SB 535](#) established statutory requirements that a minimum of 25 percent of California Climate Investments is allocated to projects that provide benefits to disadvantaged communities, and of that 25 percent, a minimum of 10 percentage points is allocated to projects that are also located within disadvantaged communities. [Assembly Bill \(AB\) 1550](#) (Gomez, Chapter 369, Statutes of 2016), amended these requirements by increasing the percent of funds for projects located in disadvantaged communities from 10 to 25 percent and added a focus on investments in low-income communities and households. AB 1550 investment minimums apply to the overall appropriations of monies from the GGRF, not the individual agency programs. However, all California Climate Investments programs including the AMMP are encouraged to maximize benefits to disadvantaged communities, low-income communities and low-income households.

The [California Environmental Protection Agency \(CalEPA\)](#) identified disadvantaged communities using [CalEnviroScreen](#), a tool developed by the [Office of Environmental Health Hazard Assessment](#) that assesses all census tracts in California to identify the areas disproportionately burdened by and vulnerable to multiple sources of pollution. Additionally, maps identifying low-income communities based on statutory definitions are also made available by the CARB here:

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>

Projects are not required to provide benefits to DACs and low-income communities. However, the projects that are determined to be providing benefits based on their responses to the questions within FFAST are eligible to receive additional points during the review process.

Consistent with CARB Funding Guidelines for Administering Agencies ([Draft – August 2017](#)), priority will be given to those projects that maximize benefits to disadvantaged communities and low-income communities using criteria addressed as questions within FFAST. Please provide documents verifying that the projects meet the criteria below to receive additional points.

### **Attachment 7: Benefits to Disadvantaged and Low-Income Communities Supporting Documentation (if applicable)**

Examples of supporting documentation may include, but are not limited to:

- Technical analysis documenting how project will decrease odor, criteria or toxic air pollutant emissions (e.g. decreased diesel fuel combustion).
- Labor contracts.
- Agreements with job training or certification programs.
- Documentation of employee domicile.

**Note:** Detailed Scoring Criteria are included in [Appendix E](#).



# Review and Notification

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## Review Process

CDFA will fund those projects that produce the highest results in permanent annual greenhouse gas emission reductions from handling dairy or livestock manure and maximize project benefits.

CDFA will conduct three levels of review during the grant application process. The first is an administrative review to determine whether grant application requirements are met. The second is a review of the financial information submitted with the grant application, conducted by the CDFA Audit Office to ensure financial soundness and credibility. The third is a comprehensive technical review of greenhouse gas emissions reduction by academic experts, followed by an evaluation of the merits of the grant applications based on the scoring criteria. The AMMP Technical Advisory Committee (AMMP-TAC) will complete the third level review.

The AMMP-TAC consists of experts in dairy and livestock manure management from state agencies and academia. The AMMP-TAC will review evaluations regarding the GHG emission reduction calculations and financial soundness components of the grant application.

CDFA will follow the procedures set forth in [Appendix C](#): Confidential Information with respect to confidential and proprietary information provided in the grant application.

## Disqualifications

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

- One or more unanswered questions necessary for the administrative, financial, or technical review;
- Missing, blank, unreadable, or corrupt content;
- Unusable or unreadable attachments;
- Requests for more than the maximum award amount.

**APPEAL RIGHTS:** Any disqualification taken by the Office of Grants Administration (OGA) during the administrative review for the preceding reasons may be appealed to CDFA's Office of Hearings and Appeals Office within 10 days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party name on the grant application or his/her authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the OGA decision being challenged. The submissions must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814 or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov). If submissions are not received within the time frame provided above, the appeal will be denied.

## Notification and Feedback

All applicants will be notified regarding the status of their grant applications. Applicants not selected for an award may request feedback regarding their applications by writing to [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov).

In accordance with [CARB Funding Guidelines for Agencies that Administer California Climate Investments](#), CDFFA will post basic information on the 2018 AMMP web site about all of the applications it has received at least 10 days before awarding grant funds. CDFFA will post an updated list that identifies status of all project applications within 90 days of the date that agreements have been executed for all projects selected for funding.

# Assistance and Questions

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## Workshops and Webinar

CDFA will conduct four Application Assistance Workshops and a webinar on the 2018 AMMP solicitation process and use of the FFAST system.

In addition, Technical Assistance (provided by a non-CDFA entity, such as not-for-profit organizations and/or academic experts) will be offered on the technical aspects of the application process, including the GHG calculation requirements. CDFA strongly encourages applicants to obtain technical assistance when developing a grant application.

Times and locations of Technical and Application Assistance Workshops are available on the AMMP webpage: <https://www.cdfa.ca.gov/oefi/AMMP/>. Please check the website regularly for updated schedules for Technical Assistance Workshops.

## Questions and Answers (Q&A)

General questions regarding the solicitation process must be submitted to [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov). Responses to all questions received during the workshops, webinar, or by email will be posted to CDFA's AMMP website according the following schedule:

Questions Received by:	Responses Posted by:
April 11, 2018 at 8:00 am	April 13, 2018 at 5:00 pm
April 25, 2018 at 8:00 am	April 27, 2018 at 5:00 pm
May 9, 2018 at 8:00 am	May 11, 2018 at 5:00 pm

Note: All times listed above are Pacific Daylight Time (PDT).

**May 9, 2018 at 8:00 am PDT** is the final deadline to submit questions for the 2018 AMMP grant application.

To maintain the integrity of the competitive grant process, CDFA is unable to advise and/or provide individuals with any information regarding specific grant application questions during the solicitation process.

# Appendix A: Attachments

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Attachments should be submitted in Times New Roman font size 11, with one (1) inch margins, page numbers should be on bottom right corner. Attachments listed as single PDF files (examples include but not limited to: supporting documents, letters of support and design plans) have no page limit. Each attachment may not exceed 25 MB. All attachments should include FFAST PIN on top left corner.

<b>Application Attachments</b>	
<b>Project Plan and Long-Term Viability</b>	
Attachment 1	<a href="#">Project Narrative Template</a> <b>(required)</b> (Microsoft Word file, 8 pages max.)
Attachment 1.1	Site plan, project design documents, schematic diagrams, cluster maps, etc. (if applicable) (Single PDF file, no page max.)
Attachment 1.2	Letter of Agreement from landowner (if applicable) (Single PDF file, no page max.)
Attachment 2	<a href="#">Work Plan Template</a> <b>(required)</b> (Microsoft Word file, 4 pages max, template provided.)
<b>Financials and Budget Worksheet</b>	
Attachment 3	<a href="#">Budget Worksheet Template</a> <b>(required)</b> (Excel file, template provided)
Attachment 3.1	Bids or quotes to support budget costs (if applicable) (Single PDF file, no page max.)
Attachment 4	Financials <b>(required)</b> (Single PDF file, no page max.)
<b>Estimated GHG Emissions Reduction</b>	
Attachment 5	<a href="#">Estimated GHG Reduction Calculator</a> <b>(required)</b> (Excel sheet, template provided)
Attachment 5.1	Explanation of GHG Calculations (if applicable) (Single PDF file, no page max)
<b>Project Readiness</b>	
Attachment 6	Permitting Documents (if applicable) (Single PDF file, no page max.)
<b>Benefits to Disadvantaged and Low-Income Communities</b>	
Attachment 7	Benefits to Disadvantaged and Low-Income Communities Supporting Documentation (if applicable) (PDF file, 3 pages max.)

# Appendix B: Grant Recipient Requirements

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## Grant Agreement

Applicants selected for funding will receive a Grant Agreement package with specific instructions regarding award requirements, including information on project implementation and payment process.

Once a Grant Agreement is executed, grant recipients can begin implementation of the project. Grant recipients are responsible for the overall management of their awarded project to ensure all project activities, including labor associated with the installation are completed no later than August 31, 2020.

Grant recipients must display the California Climate Investments logo on their operation website and all outreach materials related to the project. Guidance on the usage of this logo is available at:

<http://www.caclimateinvestments.ca.gov/logo-graphics-request/>

## Pre-Project Consultation

A Pre-Project Consultation conducted by a CDFA representative to confirm project site information and discuss implementation plans is required prior to execution of a Grant Agreement.

## Payment Process

CDFA will provide grant recipients with the necessary grant award and invoicing documents. Funds will be allocated on a reimbursement basis. Invoices must be submitted quarterly and include all supporting financial documentation to substantiate expenses. CDFA will withhold 10 percent from the total grant award until the verification requirement is complete to ensure grant recipients install their project as approved by CDFA.

## Reporting

A Final Performance Report will be required no later than 30 days after the project installation is complete. The Final Performance Report will require grant recipients to provide an evaluation of project outcomes and how the project contributed to greenhouse gas reductions from the dairy or livestock operation. Among other important information, grant recipients must report on the following:

- Greenhouse gas reductions, in MTCO<sub>2e</sub>, achieved during the grant term (if any), along with all supporting calculations. Estimate the annual GHG reductions in MTCO<sub>2e</sub> that will occur in each year until five years after completion.
- Describe benefits to local communities, including improvements in air and water quality (quantified, if applicable), and economic (e.g. job creation, job training) and social benefits identified in the grant application. Using the grant application as a guide, provide a comprehensive account of all benefits accorded to communities over the project term, and describe efforts planned or in place for sustaining the project's benefits to disadvantaged communities and/or low-income communities through the life of the project.

## Critical Project Review

Grant recipients must agree to a Critical Project Review during the project term to verify project progress as reported in Progress Reports submitted to CDFA.

## Post-Project Completion Requirements

Applicants must agree to the following post-project completion requirements to execute a Grant Agreement: Grant recipients are expected to maintain documentation related to the 2018 AMMP-funded project. Grant recipients may be required to report on project outcomes achieved for a period of five years after project completion. Project emissions reductions determination and reporting must be consistent with guidelines provided in the requirements for Project Outcome Reporting in the CARB Funding Guidelines: [www.arb.ca.gov/cci-fundingguidelines](http://www.arb.ca.gov/cci-fundingguidelines).

The data to be reported may include, but may not be limited to:

- Weeks per year livestock spent at pasture before and during reporting period
- Confirmation that solid separation or dry scrape technology is operational and being utilized

Reported information on project outcomes will be made publicly available on CARB's website ([www.arb.ca.gov/auctionproceeds](http://www.arb.ca.gov/auctionproceeds)) and in the Annual Report to the Legislature per CARB requirements.

The purpose of this reporting is to demonstrate the long-term success of 2018 AMMP-awarded projects by documenting that the adopted manure management practice is still operational and project benefits. In accordance with [CARB Funding Guidelines for Agencies that Administer California Climate Investments](#), reported information will be made publicly available per CARB requirements. After the project is operational, CDFA may work with grant recipients to collect the necessary data and quantify GHG emission reductions. Failure to work with CDFA or its designees to provide the necessary project-related documentation will be considered non-performance. In the event of non-performance, CDFA shall take any action deemed necessary to recover all or any portion of the grant funding.

# Appendix C: Confidential Information

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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. (Ev. 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 mark, 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?

If CDFA receives a Public Records Act request for documents submitted by the applicant, CDFA will notify the applicant of the request. The CDFA Legal Office will review the records and determine whether the records are exempt from disclosure.

## What program procedures will keep information confidential?

Financial information will be kept confidential with access restricted to qualified CDFA Audit Office staff solely for analysis. Applicants must agree to provide key financial information for three years to develop benchmarks to evaluate the program. The records will be kept for time set forth in CDFA's Internal Record Retention Policy.

## Appendix D: Key Terms and Definitions

Word/Term	Definition
Applicant	The respondent to this solicitation.
Application	An applicant's formal written response to this solicitation.
Cluster Project	Projects that propose to develop centralized manure management facilities serving more than one dairy or livestock operation (also known as clusters or "hub and spoke" model) are eligible. These projects could include a hub facility where centrally located operations would occur such as the collection of manure for composting from a group or cluster of existing dairy or livestock operations.
Commercially-available Technologies	A system and its technologies that has a proven operating history specific to the proposed application. Such a system should include information on its established design, installation procedures and practices, availability of professional service providers and distributors including construction and installation services. Services should also be readily available to properly maintain and operate the system over time including established warranties for parts, labor, and performance. Pre-commercial technologies are new technologies or enhancements of existing technologies that are not commercially available. Technologies can include pre-commercial and commercial components, but for the purposes of this solicitation, technology should be commercially available for the component.
GHG	<i>Greenhouse Gas(es)</i> , atmospheric gases that can trap infra-red radiation from the sun and contribute toward global warming and climate change, such as carbon dioxide, methane and nitrous oxide. The current solicitation will address projects aimed at reducing methane emissions.
GHG Emission Reduction	A calculated decrease in GHG emissions relative to a project baseline scenario over a specified period.
Greenhouse Gas Reduction Fund (GGRF)	A fund established in 2012 to receive State Cap and Trade Auction proceeds and define requirements for how funds must be used.
Matching Funds	Funds provided by the applicant toward the implementation of the alternative manure management practice.
Milk Producer	"Producer" means any person that operates a dairy herd which produces milk or cream commercially and whose bulk milk or bulk cream is received or handled by any distributor, manufacturer, or any nonprofit cooperative association of producers.
Permanent Greenhouse Gas Emission Reductions	"Permanent" means either that GHG reductions and GHG removal enhancements are not reversible, or that when GHG reductions and GHG removal enhancements may be reversible, mechanisms are in place to replace any reversed GHG emission reductions and GHG removal enhancements to ensure that all reductions endure for at least 100 years.
Baseline Scenario	"Baseline scenario" represents the GHG emissions presently occurring at the project location and that would occur in the absence of a 2018 AMMP project.



Project Scenario	“Project scenario” represents the GHG emissions and emission reductions that are reasonably expected to occur as a result of implementing a 2018 AMMP project.
Project Manager	The person designated by the applicant to oversee the project and to serve as the main point of contact for the CDFA.
Livestock Operation	An entity raising farm animals such as cattle, poultry, goats, sheep, swine and horses.

# Appendix E: Detailed Scoring Criteria

SCORING CRITERIA	MAXIMUM POINTS
<b>PROJECT PLAN AND LONG-TERM VIABILITY</b>	<b>25</b>
<p>Addressed all requirements of Project Implementation Plan section and Work Plan including, but not limited to:</p> <ol style="list-style-type: none"> <li>a. Provide tonnes of material handled through the proposed management practice.</li> <li>b. Technologies have a track record of success and are commercially available.</li> <li>c. Documentation that demonstrates control of the dairy/livestock operation site provided (if applicable).</li> <li>d. Guarantees that an adequate amount of feedstock (e.g. material to be composted) will be provided to make the project feasible by the time the project is operational (if applicable).</li> <li>e. Specific list of all tasks needed to complete project using the Work Plan template provided.</li> <li>f. Detailed Work Plan clearly and concisely described the tasks and activities required to achieve the goals/objectives in the proposed project narrative.</li> <li>g. Included major work items (including but not limited to permitting, site planning, engineering, construction, equipment, field supervision, health and safety requirements, testing and bonds)</li> <li>h. Reasonable estimate of projected timeline for the project to be operating at full capacity included.</li> <li>i. Demonstrated that all tasks are logical and achievable within the grant term, and with available resources. Identified measurable targets that must be met to accomplish project within the grant timeline, with specific dates for each target.</li> <li>j. Included an evaluation component to measure success of the project and to determine whether the goals/objectives were accomplished, and build in measurable milestones and a timeline to complete the evaluation before the grant term expires. Evaluation plan consistent with work plan.</li> <li>k. Long term operations and maintenance plan included.</li> <li>l. Demonstrated that the applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete the proposed project. Provided resumes of key project personnel and contractors.</li> </ol>	

SCORING CRITERIA	MAXIMUM POINTS
<b>BUDGET AND FINANCIALS</b>	<b>15</b>
<p>Adequate documentation regarding organization’s financial strength provided through financial documents listed in the application. Additionally:</p> <ol style="list-style-type: none"> <li>a. Evidence of ability to fund upfront costs while waiting for reimbursement provided. Demonstrated financial strength to sustain project beyond grant term.</li> <li>b. Described and quantified sources and amount of local, state, and federal funds, loans, other grants, and all other funding necessary to complete the proposed project (if applicable).</li> <li>c. Described and quantified expenditures already incurred to initiate work on project, such as engineering, site preparation, infrastructure, utility hookups, permitting and environmental review.</li> <li>d. Provided a complete Budget Worksheet addressing issues including, but not limited to: <ol style="list-style-type: none"> <li>1. Itemized costs consistent with the Work Plan.</li> <li>2. Back-up documentation including quotes, estimates, and equipment details in support of budget costs.</li> <li>3. Overall budget well justified and consistent with Work Plan.</li> </ol> </li> <li>e. Provided a clear accounting of all costs associated with all activities necessary to complete the project.</li> </ol>	
<b>ESTIMATED GREENHOUSE GAS EMISSIONS REDUCTION</b>	<b>35</b>
<ol style="list-style-type: none"> <li>a. Described the proposed project and explained how it will result in reduction of metric tonnes of GHG emissions annually compared to existing practices for the dairy or livestock operation (<b>10 points</b>).</li> <li>b. Completed the Estimated GHG Reduction Calculator spreadsheet for 2018 AMMP. Proper justification for all assumptions made in the calculation process provided (<b>10 points</b>).</li> </ol> <p>Applicants reported GHG emission reduction results (in MTCO<sub>2e</sub>) as:</p> <ol style="list-style-type: none"> <li>a. Total project emission reductions over 5 years (<b>5 points</b>);</li> <li>b. GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation over 5 years (dairy applicants only);</li> <li>c. GHG reduction per animal (<b>5 points – b or c</b>)</li> <li>d. GHG reduction per dollar 2018 AMMP grant money requested over 5 years;</li> <li>e. GHG reduction per dollar total Greenhouse Gas Reduction Fund (GGRF) grant money requested over 5 years (includes 2018 AMMP and other GGRF grants, if applicable) (<b>5 points – d or e</b>).</li> </ol> <p>Applications will be competitively scored on their projected emissions reductions.</p>	

<b>SCORING CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>ENVIRONMENTAL BENEFITS</b>	<b>10</b>
Answered question in FFAST by providing a description of the environmental benefits, beyond air and water quality permitting requirements, anticipated from the project.	
<b>PROJECT READINESS</b>	<b>10</b>
Copies of permits obtained attached. CEQA: Notice of Determination (NOD) submitted.  Projects will be competitively ranked with regards to how far along they are in their permitting process.	
<b>BENEFITS TO DISADVANTAGED AND LOW-INCOME COMMUNITIES</b>	<b>5</b>
Answered questions in FFAST to determine whether project provides direct, meaningful, and assured benefits to one or more disadvantaged and/or low-income communities AND meaningfully addresses an important community need.	
<b>TOTAL</b>	<b>100</b>