2019 AMMP Demo-APFF Grant Application

**Applicant Organization:**

**Name:** Click here to enter the legal name of the organization that will serve as lead for the project and will receive grant funds.

**Address:** Click here to enter the applicant organization address

**Federal Tax ID:** Click here to enter the applicant organization Federal Tax ID

**Organization Type:**  California University  Non-profit Organization  Resource Conservation District

**Project Director:** Click here to enter the name, telephone number and email address for the authorized representative for the project

**Project Manager:** Click here to enter the name, telephone number and email address for the authorized representative for the project (if different from the Project Director

**Project Title:**

Click here to enter the project title as it appears on the Application Template.

**Application Checklist:**

Check the box below for each item included in the application:

Coversheet and Application Checklist

Letter of Commitment(s) from Dairy Producer or Livestock Operator

Workplan and budget

Resumes/CVs

Cooperator/Collaborator Letters

Supporting documentation for Priority Population Benefits

**Submitted by:**

**Name:** Click here to enter submitter name. **Title:** Click here to enter title.

**Signature: Date:** Click here to enter date.

Once complete, print, sign and scan this document as a PDF to include with your application. Applications without signature will not be accepted.

# General Information

Project Title:

Project Description (limit 500 words):

Dairy or Livestock Operation Address(es):

Project Location(s) (Latitude and Longitude):

County:

AMMP Demo-APFF Requested Funds Amount ($):

Matching Funds Amount ($):

Total Project Cost ($):

Herd Size:

Project Duration:

Start Date:

End Date:

Does the participating dairy or livestock operator belong to a socially disadvantaged farmer or ranchers as defined below?

Yes  No

If yes, check box below:

African American

Native Indian

Alaskan Native

Hispanic

Asian American

Native Hawaiian and Pacific Islander

Has the participating dairy producer or livestock operator served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

Yes  No

Gender, please identify the most appropriate option from the list below:

Male  Female  Decline to State

# Project Merit and Impact (limit: 8 pages)

Describe the project site(s) in detail, including but not limited to, history and background of the dairy or dairies, herd information, the manure management strategies on-site prior to and after receiving AMMP grant award(s). Include a clear description of project objectives.

Provide a Letter of Commitment certifying the dairy or livestock operators’ participation in the project through the project term. This letter must clearly detail the extent of participation committed to by the dairy or livestock operators, including but not limited, to any protective measures agreed upon to safeguard the dairy operations’ sensitive business information and infrastructure, biosecurity measures for animal health and safety, and to contain access to private property while successfully executing demonstration field days.

Provide a detailed outreach plan that describes in detail all the outreach activities that will be undertaken as part of the project. These include but are not limited to:

* A minimum of 2 field days conducted per year. Provide a tentative schedule for field days and details of how the event will be publicized to reach a wide audience. A schedule of grant-funded field day events will be posted on the CDFA website.
* Outreach plan and field day events must include participation from other dairy and livestock operators. A farmer-to-farmer outreach impact analysis of the project outreach plan must be included. This analysis must include, at a minimum, the number of dairies in the region and the number of dairies that will be included in the outreach efforts, to provide the extent of coverage and impact of the outreach efforts to other dairy and livestock operators. Non-dairy and livestock operator attendees should not be included in the farmer-to-farmer outreach impact analysis.

Per the recommendations of the [SB 1383 Dairy and Livestock Working Group](https://arb.ca.gov/cc/dairy/dairy_subgroup_recommendations_to_wg_11-26-18.pdf), for farmer-to-farmer outreach to be effective, it must contain accurate, up-to-date, and independently verified information about effective practices and technologies. It should help producers understand the consequences of selecting specific non-digester practices, including operational changes, economic opportunities or costs, and whole-farm environmental impacts and benefits. Outreach plans that take into consideration this and additional recommendations of the Dairy and Livestock Working Group may be more competitive in the review process. Collection of economic and/or environmental data is encouraged.

* Plan for creation of webpage(s) and video(s), or other media content highlighting the role of the participating dairy or livestock operation and the implemented dairy and livestock manure management practices in reducing greenhouse gas emissions, and additional co-benefits of the implementation. Provide the website(s) where content will be posted.
* Strategies for social media outreach, including platforms that will be utilized, plan to collect analytics data on number of views and shares, and additional metrics that help evaluate the reach of the proposed project.
* A minimum of one article in a publicly known, highly circulated and impactful publication, such as news media or agricultural publications. Provide examples of publications that will be targeted.
* Include detailed evaluation metrics and plan to measure the success of the outreach plan and the success and adoption of AMMP practices and their co-benefits at large. CDFA encourages applicants to collaborate with professional and academic social science experts to develop these plans. Strategies may include but are not limited to surveys and interviews of appropriate target populations (e.g. dairy and livestock producers).
* Publications of white-paper reports and peer-reviewed research publications as applicable to project scope are encouraged.

# Project Timeline and Work Plan (limit: 4 pages)

The Work Plan must clearly and concisely describe the tasks and activities required to accomplish goals/objectives of the proposed project. 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.

***Instructions****: List all tasks used to complete project implementation. Clearly and concisely describe the activities required to accomplish the goals/objectives proposed in the Project Narrative. Identify who will perform each task/activity, including project partners, etc. Provide a timeline in chronological order for all proposed tasks with estimated start and end dates for each task. As needed, add rows to the table below, not exceeding four pages.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task No.** | **Description/Activity** | **Performed By**  ***(Title)*** | **Start Date**  ***(Month/Year)*** | **End Date**  ***(Month/Year)*** |
|  |  |  |  |  |
|  |  |  |  |  |
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# Team Qualifications (limit: 4 pages; resume limit: 2 pages)

Provide a list of team members along with a short description of their qualifications, experience, technical expertise, capabilities, and credentials (e.g., a professional resume). Applicant must identify why this particular team composition and representation will enable successful implementation of the proposed work plan, including description of their previous experience in comparable work.

Project Oversight: For project management, describe roles of all personnel in the project. Note specific time commitments and how they will impact the proposed project.

For each project director or principal investigators (PIs), attach a current resume, a description of current outreach activities, and information on current/recent planned or pending research and/or outreach projects.

For cooperators and collaborators, include a letter with detailed contact information, a description of the role in the project, the estimated time commitment, and a statement of agreement to participate in the project.

# Budget

Applicants must provide a clear accounting of costs, work hours, and supplies associated with all activities necessary to complete the project. Applicants must identify 2019 AMMP Demo-APFF 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.

If providing matching funds, complete the Cost-Share template and provide documents as evidence of having secured match.

|  |  |
| --- | --- |
| **Total Amount of AMMP Demo-APFF Funds Requested** |  |

All expenses described in this budget narrative must be associated with expenses that will be covered by the AMMP Demo-APFF. Do not include any costs/activities that will be covered by cost sharing.

For sections A through H, complete the tables provided below by filling in the requested information; applicants may add or remove rows as needed. In addition, provide a written justification of the costs listed for sections A, C, D, E, F, and G, ensuring justifications address all of the specified criteria.

|  |
| --- |
| **A. SALARY AND WAGES** |

In the table below, list the employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely demonstrate strategies to reduce methane emissions from CA dairy and livestock operations. For each employee, provide:

* The individual's name, if known.
* Their title (e.g. graduate student researcher) and role in the project, if applicable (e.g. principal investigator, project manager, etc.).
* Their level of effort on the project. For hourly employees, provide the number of hours to be worked. For salaried employees, provide the percent full time equivalent (% FTE).
* The total amount of funds requested for the individual.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name/Title** | **Level of Effort**  (# of hours or % FTE) | **Funds Requested** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Salary and Wages Subtotal** | | |  |

**Salary and Wages Justification:** For each individual listed in the table above, provide a brief summary of their duties and identify the project activities from the Work Plan that they will be responsible for completing.

**Employee 1:**

**Employee 2:**

**Employee 3:**

**Employee 4:**

|  |
| --- |
| **B. FRINGE BENEFITS** |

In the table below, provide the fringe benefit rate for each employee that will be paid with AMMP Demonstration Projects funds. Fringe benefits expense is calculated as a percentage of an individual’s salary or wages and should be determined according the organizations established fringe benefits policy. For each employee, provide:

* The individual's name, if known.
* Their title (e.g. graduate student researcher) and role in the project, if applicable (e.g. principal investigator, project manager, etc.).
* The fringe benefit rate.
* The total amount of funds requested for the individual.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name/Title** | **Fringe Benefit Rate**  (% of salary or wages) | **Funds Requested** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Fringe Benefits Subtotal** | | |  |

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| --- |
| *FRINGE BENEFITS POLICY: The applicant confirms that the organization’s established fringe benefits policy was used in determining the fringe benefits costs listed above.* |

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| **C. TRAVEL** |

In the table below, provide a description of all travel in support of project activities that solely demonstrate strategies to reduce methane emissions from CA dairy and livestock operations. Project participants must use the lowest reasonable commercial airfares. Allowable travel costs may not exceed the applicant’s established travel policy. In the absence of an established policy, applicants should utilize the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. For each project related trip, provide:

* The trip destination (city).
* The type of travel expense incurred (e.g. hotel, airfare, mileage, etc.). Add additional rows as needed.
* The unit of measure for each expense (e.g. nights, roundtrip flights, miles, etc.).
* The number of units for each expense (e.g. 1 night, 1 roundtrip flight, 250 miles, etc.).
* The cost per unit for each expense (e.g. $95 per night, $500 per roundtrip flight, $0.535 per mile, etc.).
* The number of individuals claiming each expense.
* The total funds requested.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Trip Destination** | **Type of Expense** | **Unit of  Measure** | **Number  of Units** | **Cost per Unit** | **Number  Claiming  Expense** | **Funds  Requested** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| **Travel Subtotal** | | | | | | |  |

**Travel Justification:**  For each trip listed in the table above, provide the approximate dates of travel and an explanation of how the trip will achieve the objectives and outcomes of the project. Multiple trips for the same purpose may be grouped together rather than providing a separate, duplicative justification for each. All trips must tie back to the projects objectives and activities outlined in the work plan.

**Trip 1:**

**Trip 2:**

**Trip 3:**

**Trip 4:**

|  |
| --- |
| *TRAVEL POLICY: The applicant confirms that the organization will adhere to the travel costs established by the Federal Travel Regulation issued by GSA when completing the above-mentioned trips, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at* [*http://www.gsa.gov*](http://www.gsa.gov)*.* |

|  |
| --- |
| **D. SUPPLIES** |

In the table below, list the materials, supplies, and fabricated parts costing less than $5,000 per unit to be purchased and describe how they will support the purpose and goal of the proposal and solely demonstrate strategies to reduce methane emissions from CA dairy operations. For each project related supply, provide:

* The type of supply (do not include general use office supplies).
* The cost per unit.
* The number of units to be purchased.
* When the supply will be purchased (grant year).
* The total amount of funds requested for the supply.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Item Description** | **Cost**  **per Unit** | **Number**  **of Units** | **Acquire When?** | **Funds Requested** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| **Supplies Subtotal** | | | | |  |

**Supplies Justification:** For each supply listed in the table above, provide a description of how it is necessary for the completion of the project’s objectives and outcomes. All supplies must be tied to specific project activities; do not include general use office supplies.

**Supply 1:**

**Supply 2:**

**Supply 3:**

**Supply 4:**

|  |
| --- |
| **E. CONTRACTUAL** |

In the table below, provide an overview of all project related contractual costs. Contractual costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. For each contractor that will conduct project activities and receive grant funds, provide:

* The contractor name/organization.
* The project objectives the contractual services will support.
* The fee structure of the contractor (e.g. Salary and Wages, Fees for Professional Services, Flat-Rate).
* The total amount of funds requested for the contractor.

**IMPORTANT: All organizations listed under section F. Contractual must be listed in the Project Objectives and Work Plan attachment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Contractor Name/Organization** | **Project Objectives** | **Fee Structure** | **Funds Requested** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| **Contractual Subtotal** | | | |  |

**Contractual Justification:** For each contractor listed in the table above:

* Provide a description of the project activities the contractor will accomplish to meet the objectives and outcomes of the project.
  + If the contractor’s salary/hourly wages or fee for professional services exceeds the [General Schedule](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2017/general-schedule/) Grade 15 Step 10 (GS-15 Step 10) for the locality in which work will occur, provide a justification for the expense.
  + If the contractor will utilize a flat-rate structure, provide a justification for the flat-rate fee and describe the steps taken to determine the rate is reasonable and consistent with fees in the marketplace for similar services.
* Complete the appropriate budget subsections for each contractor, including a justification for each cost. Copy additional rows if needed. This section should not be completed for flat-rate contracts.

**Contractor 1:**

***Contractor 1: A. Salary and Wages / Fees for Professional Services***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name/Title** | **Level of Effort**  (# of hours or % FTE) | **Funds Requested** |
| 1 |  |  |  |
| 2 |  |  |  |
| **Salary and Wages / Fees for Professional Services Subtotal** | | |  |

***Salary and Wages/Fees for Professional Services Justification:***

***Employee 1:***

***Employee 2:***

***Contractor 1: B. Fringe Benefits***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name/Title** | **Fringe Benefit Rate**  (% of salary or wages) | **Funds Requested** |
| 1 |  |  |  |
| 2 |  |  |  |
| **Fringe Benefits Subtotal** | | |  |

***Contractor 1: C. Travel***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Trip Destination** | **Type of Expense** | **Unit of  Measure** | **Number  of Units** | **Cost per Unit** | **Number  Claiming  Expense** | **Funds  Requested** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| **Travel Subtotal** | | | | | | |  |

***Travel Justification:***

***Trip 1:***

***Trip 2:***

***Contractor 1: D. Supplies***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Item Description** | **Cost**  **per Unit** | **Number**  **of Units** | **Acquire When?** | **Funds Requested** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| **Supplies Subtotal** | | | | |  |

***Supplies Justification:***

***Supply 1:***

***Supply 2:***

***Contractor 1: E. Contractual***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Contractor Name/Organization** | **Project Objectives** | **Fee Structure** | **Funds Requested** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| **Contractual Subtotal** | | | |  |

***Contractual Justification:***

***Contractor 1:***

***Contractor 2:***

***Contractor 1: F. Other***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Item Description** | **Cost**  **per Unit** | **Number**  **of Units** | **Acquire When?** | **Funds Requested** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| **Other Subtotal** | | | | |  |

***Other Justification:***

***Expense 1:***

***Expense 2:***

***Contractor 1: G. Indirect Costs***

|  |  |  |
| --- | --- | --- |
| **Total Contractual Direct Costs** | **Indirect Cost Rate**  (8% maximum) | **Funds Requested** |
|  |  |  |

**Contractor 2:**

(Copy tables above for Contractor 2 sections A-G as needed)

**Contractor 3:**

(Copy tables above for Contractor 3 sections A-G as needed)

**Contractor 4:**

(Copy tables above for Contractor 4 sections A-G as needed)

|  |
| --- |
| *PROCUREMENT STANDARDS: The applicant confirms that the organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable state and local laws and regulations and conform to the federal laws and standards identified in* [*2 CFR Part 200.317 through.326*](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=313c76bda61d220f0d91e48c3906d090&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML)*, as applicable. If the contractors are not already selected, the organization will follow the same requirements.* |

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| **F. OTHER** |

In the table below, list any expenses not covered in the previous budget categories. Expenses in this section may include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection. For each project related expense listed under other, provide:

* A description of the type of expense.
* The cost per unit.
* The number of units to be purchased.
* When the expense will be incurred (grant year).
* The total amount of funds requested.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Item Description** | **Cost**  **per Unit** | **Number**  **of Units** | **Acquire When?** | **Funds Requested** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| **Other Subtotal** | | | | |  |

**Other Justification:** For each expense listed above, provide a description of the purpose and why it is necessary for the completion of the project’s objectives and outcomes. Please note that non-travel related meal costs must include an adequate justification to support that these expenses are not entertainment costs.

**Expense 1:**

**Expense 2:**

**Expense 3:**

**Expense 4:**

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| **G. INDIRECT COSTS** |

In the absence of a pre-existing mutually agreed upon policy between CDFA and the applicant organization, the indirect cost rate must not exceed ten percent of total direct costs. Indirect costs are any costs that are incurred for common or joint objectives that therefore cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. In the table below, provide:

* The total amount of applicant direct costs (any contractual direct costs should be calculated separately in section F. Contractual).
* The indirect cost rate to be charged.
* The total amount of funds requested.

|  |  |  |
| --- | --- | --- |
| **Total Direct Costs** | **Indirect Cost Rate** | **Funds Requested** |
|  |  |  |

|  |
| --- |
| **PROGRAM INCOME** |

Program income is gross income earned by a recipient or subrecipient under a grant that is directly generated by the grant-supported activity (or earned only because of the grant agreement) during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed, the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds), registration fees for conferences, etc. In the table below, provide:

* A description of the source/nature of program income.
* A detailed explanation of how program income will reinvested into the project and will be used to solely demonstrate strategies to reduce methane emissions from CA dairy and livestock operations.
* The total amount of estimated program income.

|  |  |  |
| --- | --- | --- |
| **Source/Nature of Program Income** | **How will Program Income be Reinvested into the Project to Solely demonstrate strategies to reduce methane emissions from CA dairy and livestock operations?** | **Estimated**  **Program Income** |
|  |  |  |

## Cost-Sharing Template

|  |  |
| --- | --- |
| **Proposal Identification Number (PIN)**  *(five digit number assigned in FAAST)* |  |
| **Total Amount of Cost Share Committed to the Project** |  |

| **Amount** | **Type of Cost Share\*** *(Matching Funds or*  *In-Kind Contribution)* | **Source** | **Summary of Activities or Costs Covered with Matching Funds**  **or In-kind Contributions** |
| --- | --- | --- | --- |
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\* *Matching funds refers to a dollar amount committed to your project from a source other than the AMMP Demonstration Projects. An in-kind contribution is the estimated dollar value of any time, property, or supplies donated to your project.*

# Benefits to Priority Populations[[1]](#footnote-1) andAB 1348Socially Disadvantaged Farmers and Ranchers

## Priority Populations

[SB 535](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201120120SB535) 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](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1550) (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. Collectively, these communities are referred to as ‘priority populations’. AB 1550 investment minimums apply to the overall appropriations of monies from the GGRF, not the individual agency programs. However, all California Climate Investments programs including the AMMP demonstration projects are encouraged to maximize benefits to disadvantaged communities, low-income communities and low-income households.

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

Projects are not required to provide benefits to priority populations. However, the projects that are determined to be providing benefits based on their responses to the application questions are eligible to receive additional points during the review process.

Consistent with CARB’s [2018 Funding Guidelines for Agencies Administering California Climate Investments](https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies), priority will be given to those projects that maximize benefits to disadvantaged communities and low-income communities using criteria addressed as questions within the application. Please provide documents verifying that the projects meet the criteria below to receive additional points.

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

* Labor contracts.
* Agreements with job training or certification programs.
* Documentation of employee domicile.

Page limit does not apply to supporting documents.

Review the [Jobs Training and Workforce Development Benefit Criteria Table](https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/ccidoc/criteriatable/criteria-table-jobs.pdf), answer the questions below and include supporting documentation as applicable:

Projects must satisfy the applicable criteria through Step 3 to be considered to provide direct, meaningful, and assured benefits to priority populations and count toward statutory investment minimums.

*Step 1* – Identify the Priority Population(s)[[2]](#footnote-2).

Evaluate the project against each of the following criteria. Check all boxes that apply.

A. Is the project located in, and does the project target[[3]](#footnote-3) jobs or job training to residents of, a disadvantaged community census tract?

B. Is the project located in, and does the project target3 jobs or job training to residents of, a low-income community census tract?

C. Is the project located in, and does the project target3 jobs or job training to residents of, a low-income community census tract that is outside of a disadvantaged community, but within ½-mile of a disadvantaged community?

D. Does the project target3 jobs or job training to residents of low-income households?

Identify Targeted Hiring Strategy: If a project does not meet at least one of the qualifying criteria in Step 1, the project does not count toward statutory investment minimums and no further evaluation is needed. If the project meets at least one Step 1 criterion, continue the evaluation in Step 2.

*Step 2* – Address a Need.

Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need. To identify a need that the project will address, agencies and/or applicants can use a variety of approaches listed below. Please complete and upload the [CARB Community Engagement Questionnaire](https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/final_communityengagement_fillable.pdf?_ga=2.261992333.160684799.1545079685-802572095.1532978244) (pages 1-3) and check appropriate box below:

A. Recommended approach: Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address those needs;

B. Recommended approach: Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support;

C. Alternative approach: Where direct engagement is infeasible, look at the individual factors in the latest version of CalEnviroScreen that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75th percentile), and confirm that the project will reduce the impacts of at least one of those factors; or

D. Alternative approach: Where direct engagement is infeasible, refer to the list of common needs for priority populations in CARB’s Funding Guidelines Table 5 and confirm that the project addresses at least one listed need.

Describe identified Community or Household Need(s) (500 words max.):

If the project addresses a community or household need as described in Step 2, proceed to Step 3. If the project does not address a community or household need, it will not count toward statutory investment minimums and no further evaluation is needed.

*Step 3* – Provide a Benefit.

Evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations. The benefit provided must directly address a community or household need identified in Step 2.

Project must meet at least one of the following benefit criteria:

A. Project provides high-quality (e.g., local living wages, health insurance, paid leave) jobs to priority populations.

B. Project provides job training to priority populations that is part of a program with an established placement record.

C. Project provides job training to priority populations that includes capacity building that leads to industry-recognized credentials (e.g., certifications, certificates, degrees, licenses, other documentation of competency and qualifications).

If the project meets the criteria in Steps 1, 2, and 3, it will be considered as providing direct, meaningful, and assured benefits to priority populations and will be counted toward statutory investment minimums.

## AB 1348 Socially Disadvantaged Farmers and Ranchers

The California Department of Food and Agriculture (CDFA) is committed to equitable access for all Californians and investing in the long-term prosperity of our food and farming systems, starting with our farmers.

Describe in detail the strategy adopted by applicant in detail to engage and better ensure the inclusion of California’s [socially disadvantaged farmers and ranchers](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB1348) in your project.

1. Priority populations include residents of: (1) census tracts identified as disadvantaged by California Environmental Protection Agency per SB 535; (2) census tracts identified as low-income per AB 1550; or (3) a low-income household per AB 1550. [↑](#footnote-ref-1)
2. An online mapping tool of identified disadvantaged communities and low-income communities, and a “look-up” tool list of “low-income” thresholds by county and household size are available at: <https://www.arb.ca.gov/cci-communityinvestments>. [↑](#footnote-ref-2)
3. Project must include formal targeted hiring strategies (see page 13 of the [Funding Guidelines](https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies) for examples of targeted hiring strategies such as community benefits agreements or community workforce provisions) to direct opportunities to priority populations. [↑](#footnote-ref-3)