

# 2019 Alternative Manure Management Program Demonstration Projects – Advancing Practices Farmer-To-Farmer

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

## ***Request for Grant Applications***

Released: December 28, 2018

Applications Due:

By 5:00 p.m. PT on April 3, 2019

Email applications to [cdfa.ammpp\\_tech@cdfa.ca.gov](mailto:cdfa.ammpp_tech@cdfa.ca.gov)



**California Department of Food and Agriculture**  
1220 N Street  
Sacramento, CA 95814

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# About the Program

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## Purpose

The California Department of Food and Agriculture's (CDFA) [2019 Alternative Manure Management Program \(AMMP\) Demonstration Projects](#) is part of the [Alternative Manure Management Program](#). This program has been developed in response to the recommendations of the [Subgroup #1: Fostering Markets for Non-Digester Projects](#) of the [SB 1383 Dairy and Livestock Working Group](#). The AMMP Demonstration Projects – Advancing Practices Farmer-to-Farmer program (abbreviated as AMMP Demo-APFF) will fund projects that demonstrate through farmer-to-farmer outreach, the manure management practices that reduce methane emissions and maximize environmental co-benefits on California dairy and livestock operations. Projects may also develop educational materials, including web sites or other educational delivery mechanisms that provide accurate, up-to-date and independently verified information about effective practices and technologies that reduce methane from dairy and livestock manure management and/or assist producers in selecting management practices appropriate for their dairy or livestock operation(s).

AMMP is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment — particularly in disadvantaged communities.

## Funding and Duration

The Budget Act of 2018 (Chapter 30, Statutes of 2018) appropriated \$99 million from the Greenhouse Gas Reduction Fund (GGRF) to CDFA for early and extra methane emissions reductions from dairy and livestock operations. Of the total appropriation, CDFA anticipates awarding up to \$1 million to support educational and demonstration projects that conduct on-farm demonstration and outreach at participating AMMP-funded dairy and livestock operations, to showcase manure management practices that reduce methane emissions from dairy and livestock operations. CDFA will fund a maximum grant amount of up to \$250,000. Matching funds are not required but strongly encouraged.

The maximum project term is two (2) years and grant funds cannot be expended before October 1, 2019 or after September 30, 2021. CDFA may offer an award different than the amount requested.

## Eligibility and Exclusions

Entities eligible to apply include California-based university personnel and cooperative extension specialists, non-profit organizations with agricultural/dairy/livestock outreach expertise, and Resource Conservation Districts in collaboration with California dairy or livestock operators that have previously received AMMP grant awards.

The project site must be located on at least one previously AMMP-awarded commercial California dairy or livestock operation site. Applicants may collaborate with multiple previously-awarded dairy or livestock operations to maximize the impact of their project. 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.

Projects must include an outreach and education component, including but not limited to at least 2 field days per year, to showcase and demonstrate the implementation of manure management strategies to audiences including other dairy and livestock operators. Awarded projects must focus their outreach efforts primarily on outcomes of AMMP-funded manure management practices on-site.

2019 AMMP Demo-APFF are strictly for outreach efforts and 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).
- Make changes or improvements to dairy operation.
- Outreach activities covered under Healthy Soils Demonstrations Projects or by the CDFA Technical Assistance grants.
- Operations that have received or plan to apply to receive, funding from CDFA’s Dairy Digester Research and Development Program (DDRDP), DDRDP Demonstration Projects or AMMP Demonstration Projects – New Technologies and Practices.

<b>2019 AMMP Demonstration Projects Timeline (Tentative)</b>	
Invitation to Submit Grant Applications	December 28, 2018
Grant applications due	April 3, 2019
CDFA Application Assistance Workshops	January 2019
Review process	April – August 2019
Award announcement	September 2019
Project implementation begins	October 2019

# Requirements and Limitations

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## Program Requirements

The 2019 AMMP Demo-APFF will support educational demonstration and outreach projects on previously AMMP-funded dairy and livestock operations. Applicants must obtain commitment of participation from an AMMP-awarded dairy or livestock operation prior to application submission without assistance from CDFA.

All funded projects must conduct at least 2 outreach events (e.g., field days) per year (minimum of 4 total) to showcase the implemented manure management strategies and share project outcomes, including dairy operator experience. Projects are required to publicly share project outcomes and publish articles in high-impact media publications and other media/web sites that reach dairy and livestock operators.

Grant recipients will be required to submit quarterly status reports to CDFA explaining in detail the project's progress. Recipients must also annually report data to CDFA regarding their projects for five years after the end of the project term. CDFA will provide detailed reporting requirements to recipients.

## Cost Share

CDFA will fund a maximum grant award not to exceed \$250,000. 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. Projects providing cost share are eligible to receive additional consideration during the review process. If cost share is included, documented evidence of having secured match funds must be provided as part of the application.

*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 project, 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, including but not limited to outreach materials.

*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.

Costs of light meals/snacks/refreshments may be allowed when reasonable and necessary for hosting a demonstration field day (excluding travel meal costs). Expenses must be reasonable and appropriate for the purpose and nature of the meeting. Allowable costs should follow California State Human Resources (CalHR) policy except for awards to the Regents of the University of California (UC) which should follow the established UC policy.

Cost of data collection for economic analyses and ecosystem services, if applicable.

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

*NOTE: Compensation for contractor 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.
- 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 general farm practices/activities.
- Non-labor cost (e.g., management) and fees associated with project oversight and coordination.
- Consulting fees not directly related to project implementation or conducting field days.
- 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.) not directly related and necessary for demonstration of methane reduction at California dairy or livestock operations.
- Purchase of dairy manure (tipping fees) or other feedstocks to sustain the AMMP-funded manure management project.

# How to Apply

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AMMP Demo-APFF will utilize a fillable application file that can be completed using Microsoft Word. Applicants must submit their application cover page and checklist, application file, and all mandatory and applicable attachments electronically to [cdfa.amp\\_tech@cdfa.ca.gov](mailto:cdfa.amp_tech@cdfa.ca.gov) by 5:00 p.m. PT on April 3, 2019. Late submissions will not be accepted.

The application must include all information and attachments as a single PDF file and must be titled using the following naming convention:

AMMP\_Demo\_APFF\_[Applicant Organization name]\_[last 4 of tax ID]  
e.g. AMMP\_Demo\_APFF\_XYZUniversity\_1234

There must be no spaces in the file name.

## Review and Notification

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### Review Process

CDFA will fund projects that provide the highest quality educational and outreach impact across geographically diverse regions in the State.

CDFA will fund projects based on several factors relating to quality of application including but not limited to clearly defined objectives and work plan, team experience, past involvement with the industry and target demographics.

CDFA will conduct two levels of review during the grant application process. The first is an administrative review to determine whether grant application requirements are met, and application is complete. The second includes an overall review by a Review Committee consisting of farm outreach experts from state and federal agencies.

Applications will be scored based on the following scoring criteria:

Scoring Criteria	Maximum Points
Project Merit and Impact	40
Project Timeline and Work Plan	10
Project Team Qualifications	20

Budget	20
Benefits to AB 1550 Priority Populations and AB 1348 Socially Disadvantaged Farmers and Ranchers	10
<i>Total</i>	<i>100</i>

CDFA will follow the procedures set forth in [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 and/or missing required sections necessary for 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 [cdfa.ammp\\_tech@cdfa.ca.gov](mailto:cdfa.ammp_tech@cdfa.ca.gov).

In accordance with [CARB Funding Guidelines for Agencies that Administer California Climate Investments](#) (or CARB Funding Guidelines in short), CDFA will post basic information on the [2019 AMMP Demonstration Projects](#) web site about all of the applications it has received at least 10 days before awarding grant funds. CDFA 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 on the 2019 AMMP Demo-APFF solicitation process.

Times and locations of Application Assistance Workshop and webinar are provided on the AMMP Demonstration Projects webpage: <https://www.cdfa.ca.gov/oefi/ammp/DemoProject.html>.

## Questions and Answers (Q&A)

General questions regarding the solicitation process must be submitted to [cdfa.ammp\\_tech@cdfa.ca.gov](mailto:cdfa.ammp_tech@cdfa.ca.gov). Questions sent via email must state “2019 AMMP Demo-APFF” in the subject line to ensure a response. Responses to all questions received during the workshops or by email will be posted to CDFA’s AMMP website according to the schedule provided below.

Questions Received by:	Responses Posted by:
January 25, 2019	February 1, 2019
February 15, 2019	February 22, 2019
March 8, 2019	March 15, 2019

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.

# 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 are completed no later than September 30, 2021.

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 may be conducted by a CDFA representative to confirm project site information and discussion of project plans 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 all agreement requirements are met.

### **Reporting**

Recipients must provide quarterly reports describing project progress to CDFA. A reporting template will be provided to recipients.

- Project related details including but not limited to number of field day events held, number of people attended, outreach and advertisement materials, speakers and presentations.
- 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 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.

A Final Performance Report will be required no later than 30 days after the project is complete. The Final Performance Report will require grant recipients to provide an evaluation of project outcomes, such as:

### **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 post-project completion requirements to execute a Grant Agreement. These may include, but not be limited to, the following:

- Grant recipients are expected to maintain documentation related to the 2019 AMMP Demo-APFF.
- 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 [CARB Funding Guidelines](#). CDFA will provide guidance on reporting requirements to recipients.

The data to be reported may include but may not be limited to: weeks per year proposed technology was used to treat manure and during reporting period (if applicable), number, dates and attendance records of outreach events and details of outreach methods and materials prepared.

Reported information on project outcomes will be made publicly available on [CARB's website](#) and in the Annual Report to the Legislature per CARB requirements.

The purpose of this reporting is to demonstrate and document the long-term success of 2019 AMMP demonstration awarded projects.

In accordance with [CARB Funding Guidelines](#), 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 for reporting. 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.

# 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?**

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.

# Key Terms and Definitions

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Word/Term	Definition
Applicant	The respondent to this solicitation.
Application	An applicant’s formal written response to this solicitation.
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 2019 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 2019 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.
Socially Disadvantaged Farmer or Rancher	“Socially Disadvantaged Farmer or Rancher” means a farmer or rancher who is a member of a socially disadvantaged group. “Socially disadvantaged group” means a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. These groups include all of the following: (1) African Americans (2) Native Indians (3) Alaskan Natives (4) Hispanics (5) Asian Americans (6) Native Hawaiians and Pacific Islanders, as defined by the <a href="#">Farmer Equity Act of 2017</a> .