

# 2019 Alternative Manure Management Program Demonstration Projects– New Technologies and Practices

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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

Late submissions will not be accepted.



**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 – New Technologies and Practices \(AMMP-Demo-NTP\)](#) 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](#). This program will fund project(s) that demonstrate to a wide audience innovation in the implementation of diverse manure management practices that reduce methane emissions and maximize environmental co-benefits on California dairy and livestock operations.

## 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 demonstration project(s) that test and showcase non-digester technologies and manure management practices that reduce methane emissions from dairy and livestock operations. CDFA will fund a maximum grant amount of \$1 million. 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 researchers and academic experts, non-profit organizations, and companies or businesses specializing in dairy and livestock manure management technologies in collaboration with California dairy or livestock operators.

The AMMP-Demo-NTP will fund project(s) which implement and demonstrate new technologies and manure management practices that are not covered under the AMMP.

The project site must be located on a commercial California dairy or livestock operation. Awards are limited to one per unique project site. 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.

The proposed strategies must have scientifically demonstrated ability to reduce methane from dairy or livestock operations. The proposed technologies must 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 for methane emission reductions to be achieved through an AMMP Demo-NTP project.

Projects must include an outreach and education component, including but not limited to field day(s), to showcase and demonstrate the implementation of manure management strategies to wide audiences including other dairy and livestock operators.

CDFA encourages applicants to include collection of data that is useful to dairy and livestock operators as part of their projects to advance the implementation and adoption of alternative manure management practices. Such data include but are not limited to economic viability, air and water quality.

Once a project has been awarded funds, the project may not:

- Change or alter their manure management strategy during the project term.
- Change the herd size beyond the limits established by the existing dairy operation's permits during the project term.

Dairy and livestock operations with existing anaerobic digesters may not apply for 2019 AMMP Demonstration Projects funds. 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.

2019 AMMP-Demo-NTP 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).
- Projects that have previously received or plan to apply for AMMP grants to implement practices already eligible for AMMP funding.
- 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 DDRDP Demonstration Projects.
- 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).
- The development or testing of proprietary technologies and manure management strategies. Public sharing of project data and outcomes is required.
- New technologies which produce by-products that have negative environmental impacts.

## Timeline

2019 AMMP-Demo-NTP Timeline (Tentative)	
Invitation to Submit Grant Applications	December 28, 2018
Grant applications due	April 3, 2019
Workshops/ Webinars	January 2019
Review process	April – August 2019
Award announcement	September 2019
Project implementation begins	September 2019

## Requirements and Limitations

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### Program Requirements

The 2019 AMMP-Demo-NTP 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 funded projects must conduct outreach events (e.g. field days) to showcase the implemented manure management strategies and share project outcomes. Projects are required to publicly share project data and outcomes, and strongly encouraged to publish findings in peer-reviewed research publications, as applicable.

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 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 Application 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.

## **Greenhouse Gas Emission Reduction Calculations**

Applicants must submit estimated GHG emission reductions from proposed project. Applicants must use, if applicable, 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 2018-19" and associated “GHG Benefits Calculator Tool” for the California Department of Food and Agriculture Alternative Manure Management Program: Greenhouse Gas Reduction Fund Fiscal Year 2018-19” (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/cqi-resources](http://www.arb.ca.gov/cqi-resources).

This Quantification Methodology and GHG Benefits Calculator Tool were developed specifically for the 2019 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 2019 AMMP project prior to implementation.

In case the estimated GHG reductions from project’s proposed manure management strategies cannot be calculated using the GHG Benefits Calculator Tool, applicants must submit estimated GHG emission reductions and quantification methodology used to calculate GHG emission reductions specific to the proposed project. Applicants must provide appropriate justifications and citations to support their calculations. The methodology should be supported by multiple scientific papers published in reputed peer reviewed journals. Applicant should review GHG quantification methodologies published by CARB and harmonize assumptions as much as possible with those recommended by CARB. Applicants must also include a scientifically sound data collection component to measure actual methane emissions from the proposed project. Such projects must include academic subject-matter experts as project partners. The data collection plan must provide a detailed plan for collection of GHG emissions data before (baseline scenario) and after (project scenario) project implementation. Provide details including but not limited to defining the project boundary, data collection strategy (i.e., frequency, location(s) of data collection), data measurement methodology (i.e., instrumentation and statistical analyses). Provide appropriate justifications and citations where possible.

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 2019 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 a maximum grant award not to exceed \$1 million. 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 for receiving additional points 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 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 25% 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 or conducting field days.
- Costs covered by another State of Federal grant program.
- Costs 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.

# 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 check box; 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 PT 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, CDFA encourages applicants to comply with FAAST's computer system recommendations. CDFA 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 CDFA 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

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Applicants must respond to the questionnaire in FFAST and upload all required attachments into the [FFAST 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 FFAST PIN, assigned to your application by the FFAST system, in top left corner.

A [preview](#) of the application questions is available. For attachments and supporting materials that do not have a required template, applicants are encouraged to create a linkable table of contents and/or hyperlinks to reference applicable sections within a document. Do not include extraneous or duplicate information.

## Application Sections

### I. Project Plan and Readiness

#### **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.

Complete and upload the Project Narrative Template.

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

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

#### **Attachment 3: 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 criterion.*

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](#)

## II. Budget and Financials

### **Attachment 4: 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 2019 AMMP-Demo-NTP 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.

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

- **Attachment 4.1:** 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 4.2:** If providing matching funds, complete the Cost-Share template and provide documents as evidence of having secured match.

### **Attachment 5: 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 as a single PDF file; no total page limit.

### III. Estimated GHG Emissions Reduction

#### **Attachment 6: Estimated GHG Reduction Calculator (required)**

Estimate the project's GHG emissions reduction using the GHG Benefits Calculator Tool or applicant provided calculations.

Complete and upload the [Estimated GHG Benefits Calculator Tool](#) or applicant provided calculations (excel sheet).

In addition to the completed Estimated GHG Benefits Calculator Tool or Applicant provided calculations, include the following supporting materials:

- **Attachment 6.1:** Explanation of Assumptions for GHG Calculations (if applicable; e.g. supporting documentation for use of non-default factors) and list of literature cited
- **Attachment 6.2:** Data Collection Plan: Provide a detailed plan for collection of GHG emissions data before (baseline scenario) and after (project scenario) project implementation. Provide details including but not limited to defining of project boundary, data collection plan (i.e., frequency and location(s) of data collection), data measurement methodology (i.e., instrumentation and statistical analyses).

### IV. Project Feasibility

Projects must propose new and innovative strategies or technologies not currently funded under AMMP guidelines. Proposed strategies must result in permanent, long-term GHG reductions and maximize environmental co-benefits. Applicants must provide supporting information including published scientific research to support the claims of methane reduction on dairy or livestock operations. The applicant must provide a life cycle analysis of manure and the by-products resulting from project. Projects resulting in negative environmental impacts will not be funded.

Projects that include new or pre-commercial technologies that address aspects of the project beyond GHG emission reduction (e.g., nutrient management) are eligible, however those technology components must be funded through matching funds.

- **Attachment 7.1:** Scientific literature to support methane reduction.  
Provide references to appropriate scientific literature to support the evaluation of proposed technology to reduce methane and its suitability to California dairy and livestock operations.
- **Attachment 7.2:** Life cycle analysis of managed manure.  
Provide a whole-farm life cycle analysis of manure being managed in the proposed project.
- **Attachment 7.3:** Long-term viability analyses.

Applicant must provide detailed information on feasibility and merits of proposed strategy(ies). Applicant must discuss how the proposed technology differs from technologies covered under the current AMMP. Discuss the long-term viability of the proposed technology, including requirements for long-term operation and maintenance of the proposed project and economic analysis to demonstrate long-term financial viability for the dairy or livestock operation.

Demonstrate how the operations and maintenance costs of the project will be sustained beyond the project term (i.e. project implementation period ending September 30, 2021), and for the life of the project (minimum expected lifetime of projects is 5 years). Explain all ongoing funding sources for the project. List personnel positions assigned to carry out operations and maintenance through the life of the project.

Examine, compare and describe the availability of required replacement parts and qualified service personnel to keep the system operating as effectively as possible with a minimum amount of downtime for repairs or maintenance. Provide information regarding availability of replacement parts and qualified service technicians, the cost of commonly replaced parts/services, and the availability of included maintenance packages. Include vendor quotes and agreements if available.

Provide information regarding necessary maintenance intervals, common maintenance requirements, cost of common maintenance parts/fluid replacement, complexity of maintenance, warranty required services, need for technicians to perform maintenance, typical annual maintenance cost, and time required for maintenance tasks. Include vendor quotes and agreements if available.

## V. **Environmental and Co-Benefits**

### **Attachment 8: Environmental and Co-Benefits Template (required)**

Provide inputs in the Co-benefits section of the GHG Benefits Tool. Additionally, applicant must provide detailed environmental impacts and benefits analysis of the technology, emphasizing impacts and benefits to air and water quality protection. Address how the project maximizes environmental benefits, supported by quantified data or modeled estimates as best possible.

The applicant must also describe how the project will create an economic benefit in the community. Provide estimates on job creation including job classifications or trades, job training credentials, number of jobs provided, number of jobs provided to Priority Populations, project work hours for Priority Populations (hours), average hourly wage (\$), average hourly wage for Priority Populations (\$), total number of workers that completed job training, number of workers in Priority Populations that completed job training, and description of job quality. Reported benefits must be consistent with the Job Training and Workforce Development Benefits Table found at:

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/ccidoc/criteriatable/criteria-table-jobs.pdf>

Complete and upload [Environmental and Co-benefit Template](#)

## VI. Benefits to Priority Populations<sup>1</sup>

[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. 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-Demo-NTP 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: [www.arb.ca.gov/cci-communityinvestments](http://www.arb.ca.gov/cci-communityinvestments).

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](#), 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.

Claims of Priority Populations Benefits must be consistent with guidance provided in [Jobs Training and Workforce Development Criteria Table](#) and [Waste Diversion and Utilization Benefits Criteria Table](#) developed by CARB.

Please provide documents verifying that the projects meet the criteria below to receive additional points.

### **Attachment 9: Benefits to Priority Populations Supporting Documentation (if applicable)**

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

- Technical analysis documenting how project will reduce odor causing pollutants (e.g. ammonia or hydrogen sulfide), on-site criteria pollutants or toxic air contaminant emissions (e.g. decreased diesel fuel combustion) without increasing any other criteria air pollutant or toxic air contaminant emissions.
- Labor contracts.
- Agreements with job training or certification programs.
- Documentation of employee domicile.

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

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<sup>1</sup> 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.

# Review and Notification

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## Review Process

CDFA will fund project (s) that produce the highest results in permanent annual GHG emission reductions from handling dairy or livestock manure and maximize project benefits, while considering the feasibility, suitability and adoptability of proposed strategy(ies).

CDFA will conduct two levels of review during the grant application process. The first is an administrative and financial review to determine whether grant application requirements are met and to ensure financial soundness and credibility of the dairy or livestock operation. The second includes a comprehensive technical review of greenhouse gas emissions reduction and an evaluation of the merits of the grant applications based on the [scoring criteria](#). The AMMP Technical Advisory Committee (AMMP-TAC) will complete the second level review. The AMMP-TAC consists of experts in dairy and livestock manure management from state and federal agencies. GHG emission reduction calculations will be reviewed and verified by academic subject matter experts.

CDFA will prioritize Socially Disadvantaged Farmers and Ranchers for AMMP Demo-NTP funding.

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 and/or missing required sections 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 [cdfa.oefi\\_ampp\\_tech@cdfa.ca.gov](mailto:cdfa.oefi_ampp_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 website 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-NTP solicitation process and use of the FFAST system. All workshops will be remotely accessible via webinar.

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

## Questions and Answers (Q&A)

General questions regarding the solicitation process must be submitted to [cdfa.oeffi\\_ampp\\_tech@cdfa.ca.gov](mailto:cdfa.oeffi_ampp_tech@cdfa.ca.gov). Responses to all questions received during the workshops, webinars, or by email will be posted to CDFA’s AMMP website according to a schedule which will be provided.

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

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

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

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>I. Project Plan and Readiness</b>	
Attachment 1	Project Narrative Template ( <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	Work Plan Template ( <b>required</b> ) (Microsoft Word file, 4 pages max., template provided.)
Attachment 3	Permitting documents (if applicable) (single PDF file, no page max.)
<b>II. Budgets and Financials</b>	
Attachment 4	Budget Worksheet Template ( <b>required</b> ) (Excel file, template provided)
Attachment 4.1	Bids or quotes to support budget costs (if applicable) (Single PDF file, no page max.)
Attachment 4.2	Cost Share and Evidence of matching funds (if applicable) (Single PDF file, no page max.)
Attachment 5	Financials ( <b>required</b> ) (single PDF file, no page max.)
<b>III. Estimated GHG Emissions Reduction</b>	
Attachment 6	<a href="#">Estimated GHG Reduction Calculator</a> ( <b>required</b> ) (Excel sheet, template provided)
Attachment 6.1	Explanation of GHG Calculations (if applicable) (Single PDF file, no page max)
Attachment 6.2	GHG Data Collection Plan (if applicable) (Microsoft Word file, 4 pages max.)
<b>IV. Project Feasibility</b>	
Attachment 7.1	Scientific literature (list of references) to support methane reduction ( <b>required</b> ) (PDF file, 3 pages max.)
Attachment 7.2	Life cycle analysis of managed manure ( <b>required</b> ) (PDF file, 3 pages max.)
Attachment 7.3	Long-term viability analyses ( <b>required</b> ) (PDF file, 3 pages max.)
<b>V. Environmental Benefits</b>	
Attachment 8	<a href="#">Environmental and Co-Benefits description</a> ( <b>required</b> ) (PDF file, 3 pages max.)
<b>VI. Benefits to Priority Populations</b>	
Attachment 9	Benefits to Priority Populations Supporting Documentation (if applicable) (PDF file, 3 pages max.)
Attachment 10	CARB Community Engagement Questionnaire

## 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 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 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

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

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 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>2</sub>e, achieved during the grant term (if any), along with all supporting calculations. Estimate the annual GHG reductions in MTCO<sub>2</sub>e 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 2019 AMMP-Demo-NTP. 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.

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.

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 the long-term success of 2019 AMMP-Demo-NTP awarded projects by documenting that the adopted manure management practice is still operational and project benefits. 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 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?**

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.
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> .

## Appendix E: Detailed Scoring Criteria

SCORING CRITERIA	MAXIMUM POINTS
<b>I. PROJECT PLAN AND READINESS</b>	<b>20</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 metric tons of material handled through the proposed management practice.</li> <li>b. Documentation that demonstrates control of the dairy/livestock operation site provided (if applicable).</li> <li>c. 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>d. Specific list of all tasks needed to complete project using the Work Plan template provided.</li> <li>e. Detailed Work Plan clearly and concisely described the tasks and activities required to achieve the goals/objectives in the proposed project narrative.</li> <li>f. Included major work items (including but not limited to permitting, site planning, engineering, construction, equipment, field supervision, health and safety requirements, field day schedules)</li> <li>g. Reasonable estimate of projected timeline for the project to be operating at full capacity included.</li> <li>h. 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>i. 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>j. 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> <li>k. Provided copies of permits obtained.</li> <li>l. Outreach plan and schedule of field days provided. Discussed how outreach efforts will maximize attendance.</li> </ol>	
<b>II. 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. Provided a complete Budget Worksheet addressing issues including, but not</li> </ol>	

<p>limited to:</p> <ul style="list-style-type: none"> <li>• Itemized costs consistent with the Work Plan.</li> <li>• Back-up documentation including quotes, estimates, and equipment details in support of budget costs.</li> <li>• Overall budget well justified and consistent with Work Plan.</li> </ul> <p>b. Provided a clear accounting of all costs associated with all activities necessary to complete the project.</p> <p>c. Evidence of ability to fund upfront costs while waiting for reimbursement provided. Demonstrated financial strength to sustain project beyond grant term.</p> <p>d. Is the project providing cost-share? 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). Provided documented evidence that all listed matching funds have been secured.</p> <p>e. Described and quantified expenditures already incurred to initiate work on project, such as engineering, site preparation, infrastructure, utility hookups, permitting and environmental review.</p>	
<p><b>III. ESTIMATED GREENHOUSE GAS EMISSIONS REDUCTION</b></p>	<p><b>30</b></p>
<p>a. If using the Estimated GHG Reductions Calculator: Described the proposed project and explained how it will result in reduction of metric tons of GHG emissions annually compared to existing practices for the dairy or livestock operation.</p> <p>b. If conducting GHG emissions data collection: Provided a detailed plan for collection of GHG emissions data before (baseline scenario) and after (project scenario) project implementation. Provided details including but not limited to defining of project boundary, data collection plan (i.e. frequency and location(s) of data collection), data measurement methodology (i.e. instrumentation and statistical analyses).</p> <p>Applicants reported GHG emission reduction results (in MTCO<sub>2e</sub>) as:</p> <ul 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 2019 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 2019 AMMP and other GGRF grants, if applicable) <b>(5 points – d or e)</b>.</li> </ul> <p>Applications will be competitively scored on their projected emissions reductions.</p>	<p><b>15</b></p> <p><b>15</b></p>
<p><b>IV. PROJECT FEASIBILITY</b></p>	<p><b>20</b></p>
<p>a. Provided sufficient literature to evaluate merits of the proposed technology to</p>	

<p>reduce methane from dairy and livestock operations.</p> <ul style="list-style-type: none"> <li>b. Provided sufficient literature to evaluate proposed technologies’ merits both on implementation as well as GHG reduction impact.</li> <li>c. Discussed suitability and replicability potential of proposed technology in California dairy or livestock operations.</li> <li>d. Provide detailed life cycle analysis of manure.</li> <li>e. Discussed potential for adoption of proposed strategy in California dairy and livestock operations.</li> <li>f. Discussed requirements and plan for long-term operations and maintenance.</li> <li>g. Discussed in detail long term financial viability of project on-farm.</li> </ul>	
<p>Provided inputs in the Co-benefits section of the Estimated GHG Reduction Calculator. Provided detailed environmental impacts and benefits analysis of the strategy, emphasizing impacts and benefits to air and water quality protection supported by quantified data or modeled estimates.</p>	
<p>Answered questions in application to determine whether project provides direct, meaningful, and assured benefits to one or priority populations and meaningfully addresses an important community need.</p>	