

2019 Alternative Manure Management Program

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

Request for Grant Applications

Draft for Public Comment

Released: October 8, 2018

Comments Due:

By 5:00 p.m. PDT on November 5, 2018

Email comments to cdfa.oefi@cdfa.ca.gov



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

Contents

About the Program.....	5
Purpose.....	5
Funding and Duration	5
Eligibility and Exclusions	5
Requirements and Limitations	8
Program Requirements.....	8
California Environmental Quality Act and Permits.....	8
Project Technology	9
Greenhouse Gas Emission Reduction Calculations	9
Cost Share	9
Allowable Costs	10
Unallowable Costs	10
How to Apply.....	12
Grant Application Questions and Attachments.....	13
Application Sections	13
1. PROJECT PLAN AND LONG-TERM VIABILITY	13
2. BUDGET AND FINANCIALS	13
3. ESTIMATED GHG EMISSIONS REDUCTION	14
4. PROJECT READINESS.....	14
5. ENVIRONMENTAL CO-BENEFITS	15
6. BENEFITS TO PRIORITY POPULATIONS	15
Review and Notification	17
Review Process	17
Disqualifications	17
Notification and Feedback	18
Assistance and Questions.....	19
Workshops and Webinar.....	19
Questions and Answers (Q&A)	19
Appendix A: Attachments.....	20

Appendix B: Grant Recipient Requirements 21
 Grant Agreement..... 21
 Pre-Project Consultation 21
 Payment Process 21
 Final Verification 21
 Post-Project Completion Requirements 21
Appendix C: Confidential Information 23
 What is "confidential?" 23
 What program procedures will keep information confidential?..... 23
Appendix D: Key Terms and Definitions 24
Appendix E: Detailed Scoring Criteria 26
Appendix F: Application Questions Preview..... 29

This page was intentionally left blank.

About the Program

Purpose

The California Department of Food and Agriculture's (CDFA) [2019 Alternative Manure Management Program \(AMMP\)](#) awards competitive grants to California dairy and livestock operations for technologies and specific management practices that result in long-term methane emission reductions and maximize environmental benefits.

Funding and Duration

Senate Bill 856 (Chapter 30, Statutes of 2018) appropriated funding from the Greenhouse Gas Reduction Fund (GGRF) to CDFA for early and extra methane emissions reductions from dairy and livestock operations. CDFA anticipates awarding \$19 to \$33 million to support non-digester management practices that reduce methane emissions from dairy and livestock operations through the Alternative Manure Management Program (AMMP). CDFA will fund up to 100% of the total project cost with a maximum grant award of \$750,000 per project. Matching funds are strongly encouraged.

The maximum project term is two (2) years and grant funds cannot be expended before October 1, 2019 or after September 31, 2021. CDFA may offer an award different than the amount requested.

Eligibility and Exclusions

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

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

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

1. **Pasture-based management** including (i) conversion of a non-pasture dairy or livestock operation to pasture-based management and/or (ii) increasing the amount of time livestock spend at pasture at an existing pasture operation.
Note: All pasture-based management projects must currently manage/store some manure in anaerobic conditions and introduce new practices that reduce the quantity of manure managed under such conditions.
2. **Alternative manure treatment and storage** practices including:
 - a) Installation of a **compost bedded pack barn** that composts manure in situ; or
 - b) Installation of **slatted floor pit storage manure collection** that must be cleaned out at least monthly.
3. **Solid separation** of manure solids prior to entry into a wet/anaerobic environment (e.g. lagoon, settling pond, settling basin) at a dairy or livestock operation *in conjunction with one of the following practices (a) through (i):*
 - a) **Open solar drying** of manure (manure is dried in a paved or unpaved open confinement area without any significant vegetative cover where accumulating manure may be removed periodically);
 - b) **Closed solar drying** (drying of manure in enclosed environment);
 - c) **Forced evaporation with natural-gas fueled dryers;**
 - d) **Daily spread** (manure is routinely removed from a confinement facility and is applied to cropland or pasture within 24 hours of excretion);
 - e) **Solid Storage** (storage of manure, typically for a period of several months, in unconfined piles or stacks);
 - f) **Composting in vessel** (composting in an enclosed vessel, with forced aeration and continuous mixing);
 - g) **Composting in aerated static pile** (composting in piles with forced aeration but no mixing);
 - h) **Composting in intensive windrows** (with regular turning for mixing and aeration);
 - i) **Composting in passive windrows** (with infrequent turning for mixing and aeration).Note: Either the installation of a new solid separation system at a dairy or livestock operation that does not currently employ solid separation, or the installation of a new solid separation system with significantly higher separation efficiency than the existing solid separation technology may be eligible.
4. **Conversion from a flush to scrape** manure collection system *in conjunction with one of the practices (a) through (i) in the list above.*

While solid separation or conversion from flush to dry scrape manure collection can be a critical component an AMMP project, these practices are not considered to be stand-alone projects because they relate only to how manure is separated or collected. In order to calculate GHG emissions and emission reductions, it is also necessary to identify how the separated or collected manure volatile solids will be treated and/or stored (e.g. open solar drying, composting in vessel). Storage or further treatment will always take place with separated or collected solids, and applicants are required to identify what this will be. The storage or further treatment of the collected solids produces methane to varying degrees, as determined by the Methane

Conversion Factor (MCF) for each practice. Applicants should use the definitions provided in Table C.1¹ to determine which practice most closely describes how they will manage separated or scraped manure volatile solids. If an applicant's treatment/storage practices do not exactly match the definition of a listed practice, they will identify the most-closely related practice.

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

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

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

2019 AMMP funds can only be used to implement management practices that reduce methane from manure and cannot be used to treat manure digestate, i.e., digested manure material resulting from an anaerobic digestion process.

Dairy and livestock operations that do not currently have a digester in place will be prioritized during the 2019 AMMP review process.

Once a project is awarded, the project may not change or alter the proposed manure management practice to be implemented or expand the size of their herd during the project term.

2019 AMMP grant funds *cannot* be used for the following:

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

¹ Table C.1 is available in the Greenhouse Gas Quantification Methodology for the CDFA Alternative Manure Management Program available at <https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>

2019 AMMP Timeline (Tentative)	
Invitation to Submit Grant Applications	December 2019
CDFA grant application workshops and webinar	January 2019
Grant applications due (within 8 weeks)	February 2019
Review process	March – July 2019
Award announcement	August 2019
Project implementation begins	October 2019

Requirements and Limitations

Program Requirements

The 2019 AMMP will support the adoption of alternative (non-digester) manure management practices on California dairy and livestock operations that result in permanent, annual, and measurable GHG emission reductions.

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

California Environmental Quality Act and Permits

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

Project Technology

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

2019 AMMP grant funds *cannot* be used for new technology development or research purposes. *Pre-commercial technologies* are defined as new technologies or enhancements of existing technologies that are not commercially available.

Greenhouse Gas Emission Reduction Calculations

Applicants are required to use the quantification methodology titled "Greenhouse Gas Quantification Methodology for the California Department of Food and Agriculture Alternative Manure Management Program: Greenhouse Gas Reduction Fund " and associated "Benefits Calculator Tool for the California Department of Food and Agriculture Alternative Manure Management Program: Greenhouse Gas Reduction Fund" (hereafter referred to as Quantification Methodology and Benefits Calculator Tool, respectively) developed by the California Air Resources Board (CARB). The quantification methodology and Benefits Calculator Tool are available on CARB's website at

<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>.

This Quantification Methodology and Benefits Calculator Tool 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.

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

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

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

Allowable Costs

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

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

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

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

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

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

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

Unallowable Costs

Unallowable cost includes but are not limited to:

- Cost incurred outside grant agreement term.
- Costs for repairs and spare parts.

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

How to Apply

Applicants will be required to complete and submit their grant applications online using an electronic application submission platform, which is currently under development.

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

Grant Application Questions and Attachments

See [Appendix F](#) to preview the application questions.

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.

Application Sections

1. PROJECT PLAN AND LONG-TERM VIABILITY

Attachment 1: Project Narrative Template (required)

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

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

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

- **Attachment 1.1:** Site plan, project design documents, cluster maps and schematic diagrams. Upload 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](#).

2. BUDGET AND FINANCIALS

Attachment 3: Budget Worksheet Template (required)

Applicants must provide a clear accounting of costs, work hours, and equipment associated with all activities necessary to complete the project. Applicants must identify 2019 AMMP funds requested, the

source and amount of matching (cash) funds, in-kind contributions, State and Federal funds, and all other funding sources necessary to complete the project.

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

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

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

Attachment 4: Financials (required)

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

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

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

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

3. ESTIMATED GHG EMISSIONS REDUCTION

Attachment 5: Benefits Calculator Tool (required)

Estimate the project's GHG emissions reduction with the Benefits Calculator Tool template.

Complete and upload the [Benefits Calculator Tool](#) (excel sheet).

In addition to the completed Benefits Calculator Tool, include the following supporting materials:

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

4. PROJECT READINESS

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

- For general siting and permitting assistance, the [Governor's Office of Business and Economic Development](#), provides a useful resource called [CalGold](#).
- For CEQA guidance, visit the [Governor's Office of Planning & Research State Clearinghouse](#)

- For water quality, the Central Valley Regional Water Quality Control Board [Dairy General Order Guidance](#) and information on the State Water Resources Control Board [Waste Discharge Requirements](#).
- For air quality, the California Air Resources Board has information on [Local Air Districts Authority to Construct](#).
- For solid waste, the California Department of Resources Recycling and Recovery (CalRecycle) has information on [Solid Waste Facilities Permits](#).

Attachment 6: Permitting Documents (if applicable)

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

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

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

5. ENVIRONMENTAL CO-BENEFITS

Project provides additional environmental co-benefits (e.g., criteria and toxic air pollutant emission reductions, soil health co-benefits and fossil fuel reductions) as indicated by inputs in the Benefits Calculator Tool.

6. BENEFITS TO PRIORITY POPULATIONS²

[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 are encouraged to maximize benefits to disadvantaged communities, low-income communities and low-income households.

² 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.

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 [Funding Guidelines](#), priority will be given to those projects that maximize benefits to priority populations using criteria addressed as questions within the application. Please provide documents verifying that the projects meet the criteria below to receive additional points.

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

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

- Technical analysis documenting how project will 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
- Community benefits agreements
- Community workforce provisions
- Agreements with job training or certification programs.

For more information on job training and workforce development criteria, visit:

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

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

Review and Notification

Review Process

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

CDFA will conduct 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) and technical subject matter experts from California academic research institutions will complete the second level review. The AMMP-TAC consists of experts in dairy and livestock manure management from state agencies and academia.

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

Disqualifications

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

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

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

Notification and Feedback

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

In accordance with [CARB Funding Guidelines for Agencies that Administer California Climate Investments](#), CDFFA will post basic information on the 2019 AMMP web site about all of the applications it has received at least 10 days before awarding grant funds. CDFFA will post an updated list that identifies status of all project applications within 90 days of the date that agreements have been executed for all projects selected for funding.

Assistance and Questions

Workshops and Webinar

CDFA will conduct four Application Assistance Workshops and a webinar on the 2019 AMMP solicitation process and use of the electronic application submission system.

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

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

Questions and Answers (Q&A)

General questions regarding the solicitation process must be submitted to grants@cdfa.ca.gov. Responses to all questions received during the workshops, webinar, 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:
To be determined.	To be determined.

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

[Date to be determined] is the final deadline to submit questions for the 2019 AMMP grant application.

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

Appendix A: Attachments

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 the Application ID on top left corner.

Application Attachments	
Project Plan and Long-Term Viability	
Attachment 1	Project Narrative Template (required) (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 (required) (Microsoft Word file, 4 pages max, template provided.)
Financials and Budget Worksheet	
Attachment 3	Budget Worksheet Template (required) (Excel file, template provided)
Attachment 3.1	Bids or quotes to support budget costs (if applicable) (Single PDF file, no page max.)
Attachment 4	Financials (required) (Single PDF file, no page max.)
Estimated GHG Emissions Reduction	
Attachment 5	Benefits Calculator Tool (required) (Excel sheet, template provided)
Attachment 5.1	Explanation of GHG Calculations (if applicable) (Single PDF file, no page max)
Project Readiness	
Attachment 6	Permitting Documents (if applicable) (Single PDF file, no page max.)
Benefits to Disadvantaged and Low-Income Communities	
Attachment 7	Benefits to Disadvantaged and Low-Income Communities Supporting Documentation (if applicable) (PDF file, 3 pages max.)

Appendix B: Grant Recipient Requirements

Grant Agreement

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

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

Final Verification

Recipients must notify their assigned Grant Specialist in writing that project implementation is complete. Once OGA is notified projects are complete, a representative or CDFA Environmental Scientist will contact Recipients within 30 days to schedule a site visit to complete the verification requirement. The purpose of the final verification is used to verify proper completion of the project according to the approved SOW, summarize project accomplishments, including benefits to disadvantaged communities, estimated GHG reductions for entire project, quantifiable improvements in air and water quality resulting from the project, and any additional co-benefits achieved during the grant term. During the site visit, the verifier will take a minimum of two pictures and/or videos and complete a verification report indicating project results and other project related information as applicable. The verification must be approved in order for Recipients to receive final payment. Recipients must be present on the date the verification is conducted.

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-funded project. Grant recipients may be required to report on project outcomes achieved for a period of five years after project completion. Project emissions reductions determination and reporting must be consistent with guidelines provided in the requirements for Project Outcome Reporting in the CARB Funding Guidelines at

<https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>. The data to be reported may include, but may not be limited to:

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

Reported information on project outcomes will be made publicly available on CARB's website (<https://ww2.arb.ca.gov/our-work/programs/california-climate-investments>) 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-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

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

What is "confidential?"

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

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

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

What if there is a question about what is confidential?

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

What program procedures will keep information confidential?

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

Appendix D: Key Terms and Definitions

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

Appendix E: Detailed Scoring Criteria

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

SCORING CRITERIA	MAXIMUM POINTS
BUDGET AND FINANCIALS	15
<p>Adequate documentation regarding organization’s financial strength provided through financial documents listed in the application. Additionally:</p> <ol style="list-style-type: none"> a. Evidence of ability to fund upfront costs while waiting for reimbursement provided. Demonstrated financial strength to sustain project beyond grant term. b. Described and quantified sources and amount of local, state, and federal funds, loans, other grants, and all other funding necessary to complete the proposed project (if applicable). c. Described and quantified expenditures already incurred to initiate work on project, such as engineering, site preparation, infrastructure, utility hookups, permitting and environmental review. d. Provided a complete Budget Worksheet addressing issues including, but not limited to: <ol style="list-style-type: none"> 1. Itemized costs consistent with the Work Plan. 2. Back-up documentation including quotes, estimates, and equipment details in support of budget costs. 3. Overall budget well justified and consistent with Work Plan. e. Provided a clear accounting of all costs associated with all activities necessary to complete the project. 	
ESTIMATED GREENHOUSE GAS EMISSIONS REDUCTION	35
<ol style="list-style-type: none"> a. Described the proposed project and explained how it will result in reduction of metric tonnes of GHG emissions annually compared to existing practices for the dairy or livestock operation (10 points). b. Completed the Benefits Calculator Tool spreadsheet for 2019 AMMP. Proper justification for all assumptions made in the calculation process provided (10 points). <p>Applicants reported GHG emission reduction results (in MTCO₂e) as:</p> <ol style="list-style-type: none"> a. Total project emission reductions over 5 years (5 points); b. GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation over 5 years (dairy applicants only); c. GHG reduction per animal (5 points – b or c) d. GHG reduction per dollar 2019 AMMP grant money requested over 5 years; e. GHG reduction per dollar total Greenhouse Grass Reduction Fund (GGRF) grant money requested over 5 years (includes 2019 AMMP and other GGRF grants, if applicable) (5 points – d or e). <p>Applications will be competitively scored on their projected emissions reductions.</p>	

SCORING CRITERIA	MAXIMUM POINTS
ENVIRONMENTAL CO-BENEFITS	10
Project provides additional environmental co-benefits (e.g., criteria and toxic air pollutant emission reductions, soil health co-benefits and fossil fuel reductions) as indicated by inputs in the Benefits Calculator Tool	
PROJECT READINESS	10
Copies of permits obtained attached. CEQA: Notice of Determination (NOD) submitted. Projects will be competitively ranked with regards to how far along they are in their permitting process.	
BENEFITS TO DISADVANTAGED AND LOW-INCOME COMMUNITIES	5
Answered questions in application to determine whether project provides direct, meaningful, and assured benefits to one or more disadvantaged and/or low-income communities AND meaningfully addresses an important community need.	
TOTAL	100

Appendix F: Application Questions Preview

Project Plan and Long-Term Viability

1. Select the project type.

- Answer:
- **Pasture-Based Management**
 - **Compost Bedded Pack Barn or Slatted Floor Pit Storage**
 - **Solid Separation**
 - **Conversion from Flush to Scrape**

2. If solid separation or conversion from flush to scrape is selected above, also select treatment/storage practice for separated or scraped manure solids.

- Answer:
- **Open Solar Drying**
 - **Closed Solar Drying**
 - **Daily Spread**
 - **Composting in Vessel**
 - **Composting in Static Pile**
 - **Composting in Intensive Windrows**
 - **Composting in Passive Windrows**
 - **Solid Storage**

3. Enter the "Start Date" for the project. (Project cannot begin prior to September 1, 2019)

Answer:

4. Enter the "End Date" for the project. (Project cannot end later than August 31, 2021)

Answer:

Estimated GHG Emissions Reduction

Using the completed "Benefits Calculator Tool" template, provide the following information from the GHG Summary tab within the text boxes:

5. Total project emission reductions over 5 years

Answer:

6. GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation over 5 years

Answer:

7. GHG reduction per animal produced by the operation over 5 years (provide in case of non-dairy livestock operation)

Answer:

8. GHG reduction per dollar 2019 AMMP grant money requested over 5 years

Answer:

9. GHG reduction per dollar total Greenhouse Gas Reduction Fund (GGRF) grant money requested over 5 years (Includes 2019 AMMP and other GGRF grants).

Answer:

Project Readiness

Address the following within the text boxes and drop-down menus:

10. Is the project compliant with CEQA?

Answer: **Yes or No**

If yes, upload a copy of the Notice of Determination (NOD) for the project in Attachment 6: Permitting Documents.

If no, please explain where the project is in the CEQA process.

Answer:



Maximum of 1000 characters.

11. Is a Conditional Use Permit (CUP) required for this project?

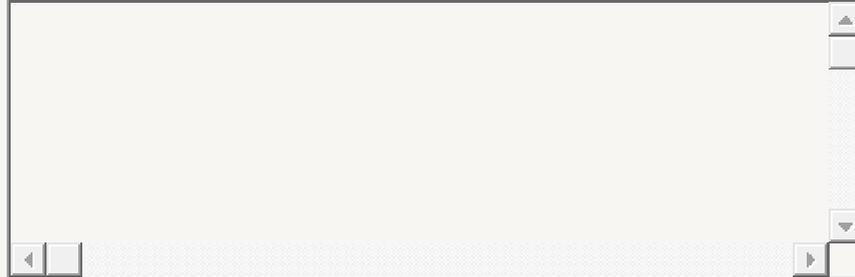
Answer: **Yes or No**

If no, provide an explanation. Provide date of (anticipated) hearing, permit number (if existing, new not required), and date of (anticipated) approval.

If yes, explain where the project is in the process of obtaining a CUP.

If CUP already obtained, provide a copy.

Answer:



Maximum of 1000 characters.

12. Is an Authority to Construct (ATC) required for this project?

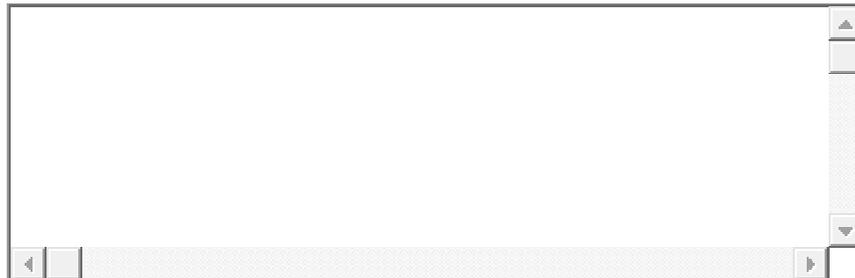
Answer: **Yes or No**

If you have an ATC from the Air District where the project is located, please provide the permit number, date of issue, and date of expiration. Upload a copy of the permit.

If you do not have an ATC and one is required, indicate steps you will take to obtain one from the Air District.

If ATC is not required, provide an explanation of how this determination was made.

Answer:



Maximum of 1000 characters.

13. In which Air Quality Management District (AQMD) or Air Pollution Control District (APCD) is the project located?

Answer:



Maximum of 100 characters.

14. Is a permit from the State Water Resources Control Board (SWRCB) or Regional Water Quality Control Board (RWQCB) required?

Answer: **Yes or No**

If permits are required, have they been entered into the California Integrated Water Quality System Project (CIWQS)?

Answer: **Yes or No**

If required, explain where the project is in the process of obtaining a permit.

If not required, explain how this determination was made.

If permit already obtained, upload a copy of the permit.

Also indicate which RWQCB is the project located.

Answer:



Maximum of 100 characters.

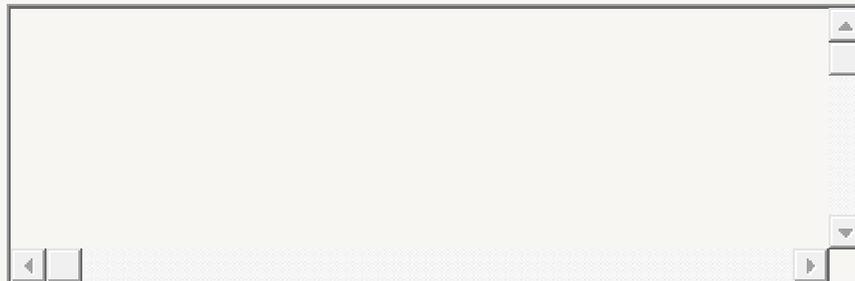
15. Is the dairy or livestock operation covered under a General Order?

Answer: **Yes or No**

If yes, indicate which General Order.

If no, indicate if the dairy has Report of Waste Discharge for Individual Waste Discharge Requirements and discuss the steps that will be taken to obtain coverage.

Answer:



Maximum of 1000 characters.

16. Has the RWQCB issued a letter approving the project or issued a "Notice of Applicability to Applicant (permit)"?

Answer: **Yes or No**

If yes, upload a copy of the permit.

If no, discuss anticipated approval.

Answer:



Maximum of 500 characters.

17. Will the project change the location, volume or characteristics of the manure material being discharged to the operation's pond or its application to cropland?

Answer: **Yes or No**

If yes, please provide an explanation of the change.

Answer:



Maximum of 500 characters.

18. Is a permit from a Local Enforcement Agency (LEA) for solid waste and composting required?

Answer: **Yes or No**

If permit is required, explain where the project is in the process of obtaining one.

If not required, explain how this determination was made.

If you have a permit from a LEA, please provide the permit number and date of issue. Upload a copy of the permit.

Answer:

A rectangular text input field with a light gray background and a thin border. It contains no text. On the right side, there are three small square buttons: a top arrow pointing up, a middle arrow pointing down, and a bottom arrow pointing down. On the bottom left and right sides, there are horizontal scrollbars with arrowheads.

Maximum of 100 characters.

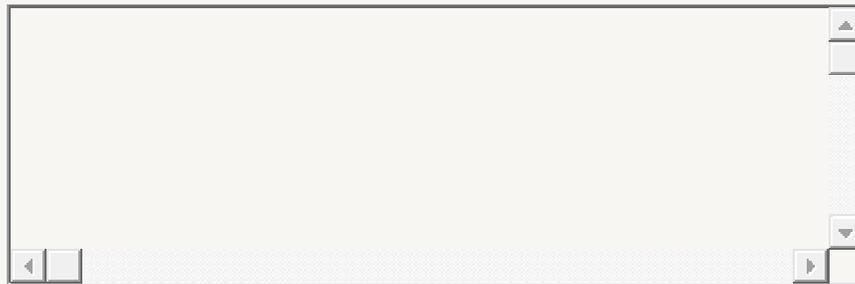
19. Has a Solid Waste Facilities Permit (SWFP) been issued or an Enforcement Agency (EA) Notification been filed with the EA for the project?

Answer: **Yes or No**

If yes, provide the Solid Waste Information System (SWIS) Number(s), date of SWFP(s) issue and date the EA Notification(s) was filed. If there are multiple sites for the project, include information for all sites.

If no, provide the date of SWFP Application filing or EA filing OR explain in detail why no SWFP or EA Notification is required.

Answer:

A rectangular text input field with a light gray background and a thin border. It contains no text. On the right side, there are three small square buttons: a top arrow pointing up, a middle arrow pointing down, and a bottom arrow pointing down. On the bottom left and right sides, there are horizontal scrollbars with arrowheads.

Maximum of 1000 characters.

20. Are additional local, state or federal permits required?

Answer: **Yes or No**

If yes, discuss and upload a copy of all permits.

If no, discuss the plans to secure permits (if applicable).

Answer:

A rectangular text input field with a light gray background and a thin border. It contains no text. On the right side, there are three small square buttons: a top arrow pointing up, a middle arrow pointing down, and a bottom arrow pointing down. On the bottom left and right sides, there are horizontal scrollbars with arrowheads.

Maximum of 500 characters.

21. Environmental Benefits

Using the completed "Benefits Calculator Tool" template, provide the following information from the Co-benefits Summary tab within the text boxes:

Criteria and toxic air pollutant emissions reductions (lbs over 5 years)				
	ROG	NO _x	PM 2.5	diesel PM
local (direct)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
remote (indirect)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Soil health co-benefits	
Compost production (dry tons)	<input type="text"/>
Compost production (dry tons)	<input type="text"/>

Fossil fuel reductions (over 5 years)	
diesel gallons	<input type="text"/>

Evaluation of Benefits to Priority Populations

Step 1 - Evaluate the project against each of the following criteria for a disadvantaged community, low income community, or a low-income household. Check all boxes that apply. Use the map provided on at <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm> to select the project location. Provide documentation to justify an affirmative answer to the questions in Attachment 7.

Note: For 2019 AMMP, the majority of the project must be located within a disadvantaged or low-income community census tract to fulfil Step 1 of determination of benefits.

22. Is a majority of the project located within the boundaries of a disadvantaged community census tract?

Answer: **Yes or No**

23. Is a majority of the project located within the boundaries of a low-income community census tract?

Answer: **Yes or No**

24. Is a majority of the project located outside of a disadvantaged community, but within ½-mile of a disadvantaged community and within a low-income community census tract?

Answer: **Yes or No**

25. Is the project located within the boundaries of a low-income household?

Answer: **Yes or No**

If a project does not meet at least one of the qualifying criteria in Step 1, no further evaluation is needed. If the project meets at least one Step 1 criterion, continue the evaluation in Step 2.

Step 2 - Addresses an important need for a community or household. Applicants must identify an important community or household need that the project will address and evaluate the project to confirm that it will address that need. To identify a need that the project will address, applicants can use a variety of approaches listed below. Select a "yes" or "no" response for each approach employed by the project team.

26. Hosted community meetings, workshops, outreach efforts, or public meetings as part of a planning process to engage local residents and community groups for input on community or household needs, and provided documentation showing how the received input was considered in the selection of projects that address those needs?

Answer: **Yes or No**

27. Where direct engagement is infeasible, looked at the individual factors on the [California Air Resources Board website](#) that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75th percentile), and confirmed that the project reduces the impacts of one of those factors?

Answer: **Yes or No**

28. Received documentation of support from local community-based organizations and/or residents (e.g., letters or emails) and selected a project or design with documented broad community support?

Answer: **Yes or No**

29. 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.?

Answer: **Yes or No**

Describe the community need.

Answer:

Maximum of 1000 characters.

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, no further evaluation is needed.

Step 3 - Answer the question below by selecting "yes" or "no" to demonstrate that project meets at least one of the following benefit criteria focused on jobs training and workforce development:

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

Answer: **Yes or No**

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

Answer: **Yes or No**

32. 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).

Answer: **Yes or No**