2019 Alternative Manure Management Program
Demonstration Projects

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

Request for Grant Applications
Draft for Public Comment
Released: November 26, 2018

Comments Due:
By 5:00 p.m. PT on December 10, 2018
Email comments to cdfa.oefi@cdfa.ca.gov

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

Purpose
The California Department of Food and Agriculture's (CDFA) 2019 Alternative Manure Management Program (AMMP) - Demonstration Projects is part of the Alternative Manure Management Program. This program has been developed in response to the recommendations of the Subgroup #1: Fostering Markets for Non-Digester Projects of the Dairy and Livestock Working Group. This program will fund projects 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
Senate Bill 856 (Chapter 30, Statutes of 2018) appropriated $99 million in funding 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 $2 million to support demonstration projects 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 September 1, 2019 or after August 31, 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 private companies specializing in dairy and livestock manure management technologies in collaboration with California dairy or livestock operators.

The AMMP Demonstration Projects will fund following project types:

- Testing and demonstration of new technologies and manure management practices that are not covered under the AMMP, and,
- Demonstrate the adoption of eligible AMMP practice(s) in areas where those practices are underutilized.

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.
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 in order for methane emission reductions to be achieved through an AMMP demonstration 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.
- Expand the size of their herd during the project term.

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

2019 AMMP Demonstration Projects 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.

New technologies which produce by-products that have negative environmental impacts will not be eligible for AMMP Demonstration Projects funding.

2019 AMMP Demonstration Projects 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.
- 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).
- The AMMP Demonstration Projects will not fund the development or testing of proprietary technologies and manure management strategies. Public sharing of project data and outcomes is required.
2019 AMMP Demonstration projects Timeline (Tentative)

<table>
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<tbody>
<tr>
<td>Invitation to Submit Grant Applications</td>
<td>December, 2018</td>
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<tr>
<td>Grant applications due</td>
<td>April, 2019</td>
</tr>
<tr>
<td>Review process</td>
<td>April – August, 2019</td>
</tr>
<tr>
<td>Award announcement</td>
<td>September, 2019</td>
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<tr>
<td>Project implementation begins</td>
<td>September, 2019</td>
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Requirements and Limitations

Program Requirements
The 2019 AMMP demonstration projects 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 are required to use, wherever 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 “Greenhouse Gas Emission Reduction 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 [https://ww2.arb.ca.gov/resources/documents/ccis-quantification-benefits-and-reporting-materials](https://ww2.arb.ca.gov/resources/documents/ccis-quantification-benefits-and-reporting-materials).

This Quantification Methodology and Estimated GHG Reduction Calculator 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.

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.

In case of projects proposing new manure management strategies not included in the Estimated GHG Reduction Calculator, projects must include a scientifically sound data collection component to measure methane emissions from project. Such projects must include academic subject-matter experts as project partners. Applicants must provide appropriate justifications and citations to support their calculations.

Possible. Applicant should review GHG quantification methodologies published by CARB and harmonize assumptions as recommended by CARB. The GHG data collection methodology should be supported by multiple scientific papers published in reputed peer reviewed journals.

### 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 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 or conducting field days.
• Cost covered by another State of Federal grant program.
• Cost associated with purchasing or leasing land or buildings.
• General costs associated with grant management (e.g., Invoicing, reporting, oversight, ordering equipment).
• Costs associated with travel (e.g., hotels, flights, per diem, etc.) not directly related and necessary for demonstration of methane reduction at California dairy or livestock operations.
• Purchase of dairy manure (tipping fees) or other feedstocks.
How to Apply

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 in order 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 PDT or via email, 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

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

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

1. 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 Demonstration Projects 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,

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• 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 with the Estimated GHG Reduction Calculator template.

Complete and upload the Estimated GHG Reduction Calculator (excel sheet).

In addition to the completed Estimated GHG Reduction Calculator, 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).
• Attachment 6.2: If the proposed strategy includes practice(s) not included in the Estimated GHG Reduction Calculator, then 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

• Attachment 7.1: Scientific literature to support methane reduction.
Provide references to appropriate scientific literature to support the evaluation of proposed technology for 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.
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 Benefits
Attachment 8: Environmental Benefits
Provide inputs in the Co-benefits section of the Estimated GHG Reduction Calculator. Additionally, applicant must provide detailed environmental impacts and benefits analysis of the technology, emphasizing impacts and benefits to air and water quality protection. The evaluation must address how the project maximizes environmental benefits, supported by quantified data or modeled estimates as best possible.

VI. Benefits to Priority Populations\(^1\)
\textbf{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. \textbf{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 demonstration projects are encouraged to maximize benefits to disadvantaged communities, low-income communities and low-income households.

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

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\(^1\) Priority populations include residents of: (1) census tracts identified as disadvantaged by California Environmental Protection Agency per SB 535; (2) census tracts identified as low-income per AB 1550; or (3) a low-income household per AB 1550.
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. 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.*
Review and Notification

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 third level review. The AMMP-TAC consists of experts in dairy and livestock manure management from state and federal agencies and. GHG emission reduction calculations will be reviewed and verified by academic subject matter experts.

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. 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@cdfa.ca.gov.

In accordance with CARB Funding Guidelines for Agencies that Administer California Climate Investments, CDFA 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. 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

Workshops and Webinar
CDFA will conduct one Application Assistance Workshop and a webinar on the 2019 AMMP Demonstration Projects solicitation process and use of the FAAST system.

Times and locations of Application Assistance Workshop and webinar will be provided on the AMMP Demonstration Projects webpage: {insert link}.

Questions and Answers (Q&A)
General questions regarding the solicitation process must be submitted to cdfoefi@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.

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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 FAAST PIN on top left corner.

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<td>Attachment 6</td>
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<td>Attachment 6.1</td>
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<td>Attachment 6.2</td>
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<tr>
<td><strong>IV. Project Feasibility</strong></td>
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<tr>
<td>Attachment 7.1</td>
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<td>Attachment 7.2</td>
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<tr>
<td>Attachment 7.3</td>
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<tr>
<td><strong>V. Environmental Benefits</strong></td>
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<td>Attachment 8</td>
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<tr>
<td><strong>VI. Benefits to Priority Populations</strong></td>
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<td>Attachment 9</td>
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</tbody>
</table>
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 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.

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$_2$e, achieved during the grant term (if any), along with all supporting calculations. Estimate the annual GHG reductions in MTCO$_2$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 Demonstration Projects. 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 demonstration 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.

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

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>The respondent to this solicitation.</td>
</tr>
<tr>
<td>Application</td>
<td>An applicant’s formal written response to this solicitation.</td>
</tr>
<tr>
<td>GHG</td>
<td><em>Greenhouse Gas(es)</em>, 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.</td>
</tr>
<tr>
<td>GHG Emission Reduction</td>
<td>A calculated decrease in GHG emissions relative to a project baseline scenario over a specified period.</td>
</tr>
<tr>
<td>Greenhouse Gas Reduction Fund (GGRF)</td>
<td>A fund established in 2012 to receive State Cap and Trade Auction proceeds and define requirements for how funds must be used.</td>
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<tr>
<td>Matching Funds</td>
<td>Funds provided by the applicant toward the implementation of the alternative manure management practice.</td>
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<tr>
<td>Milk Producer</td>
<td>&quot;Producer&quot; 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.</td>
</tr>
<tr>
<td>Permanent Greenhouse Gas Emission Reductions</td>
<td>“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.</td>
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<tr>
<td>Baseline Scenario</td>
<td>“Baseline scenario” represents the GHG emissions presently occurring at the project location and that would occur in the absence of a 2019 AMMP project.</td>
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<tr>
<td>Project Scenario</td>
<td>“Project scenario” represents the GHG emissions and emission reductions that are reasonably expected to occur as a result of implementing a 2019 AMMP project.</td>
</tr>
<tr>
<td>Project Manager</td>
<td>The person designated by the applicant to oversee the project and to serve as the main point of contact for the CDFA.</td>
</tr>
<tr>
<td>Livestock Operation</td>
<td>An entity raising farm animals such as cattle, poultry, goats, sheep, swine and horses.</td>
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</tbody>
</table>
**Appendix E: Detailed Scoring Criteria**

<table>
<thead>
<tr>
<th>SCORING CRITERIA</th>
<th>MAXIMUM POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. PROJECT PLAN AND READINESS</strong></td>
<td>25</td>
</tr>
<tr>
<td>Addressed all requirements of Project Implementation Plan section and Work Plan</td>
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<tr>
<td>including, but not limited to:</td>
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<tr>
<td>a. Provide metric tons of material handled through the proposed management</td>
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<td>practice.</td>
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<tr>
<td>b. Documentation that demonstrates control of the dairy/livestock operation site</td>
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<td>provided (if applicable).</td>
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<td>c. Guarantees that an adequate amount of feedstock (e.g. material to be composted)</td>
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<td>will be provided to make the project feasible by the time the project is</td>
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<td>operational (if applicable).</td>
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<tr>
<td>d. Specific list of all tasks needed to complete project using the Work Plan</td>
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<td>template provided.</td>
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<tr>
<td>e. Detailed Work Plan clearly and concisely described the tasks and activities</td>
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<td>required to achieve the goals/objectives in the proposed project narrative.</td>
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<td>f. Included major work items (including but not limited to permitting, site</td>
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<td>planning, engineering, construction, equipment, field supervision, health and</td>
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<td>safety requirements, field day schedules)</td>
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<td>g. Reasonable estimate of projected timeline for the project to be operating at</td>
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<td>full capacity included.</td>
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<tr>
<td>h. Demonstrated that all tasks are logical and achievable within the grant term,</td>
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<td>and with available resources. Identified measurable targets that must be met to</td>
<td></td>
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<td>accomplish project within the grant timeline, with specific dates for each target.</td>
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<tr>
<td>i. Included an evaluation component to measure success of the project and to</td>
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<tr>
<td>determine whether the goals/objectives were accomplished and build in</td>
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<tr>
<td>measurable milestones and a timeline to complete the evaluation before the grant</td>
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<tr>
<td>term expires. Evaluation plan consistent with work plan.</td>
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<td>j. Demonstrated that the applicant (including its contractors) and cooperating</td>
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<tr>
<td>organizations have sufficient staff resources, technical expertise, and</td>
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<td>experience to successfully complete the proposed project. Provided resumes of key</td>
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<td>project personnel and contractors.</td>
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<tr>
<td>k. Provided copies of permits obtained.</td>
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<td>l. Outreach plan and schedule of field days provided. Discussed how outreach</td>
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<tr>
<td>efforts will maximize attendance.</td>
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</tr>
<tr>
<td><strong>II. BUDGET AND FINANCIALS</strong></td>
<td>15</td>
</tr>
<tr>
<td>Adequate documentation regarding organization’s financial strength provided</td>
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<tr>
<td>through financial documents listed in the application. Additionally:</td>
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</tbody>
</table>
a. Provided a complete Budget Worksheet addressing issues including, but not limited to:
   - Itemized costs consistent with the Work Plan.
   - Back-up documentation including quotes, estimates, and equipment details in support of budget costs.
   - Overall budget well justified and consistent with Work Plan.
b. Provided a clear accounting of all costs associated with all activities necessary to complete the project.
c. Evidence of ability to fund upfront costs while waiting for reimbursement provided. Demonstrated financial strength to sustain project beyond grant term.
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.
e. Described and quantified expenditures already incurred to initiate work on project, such as engineering, site preparation, infrastructure, utility hookups, permitting and environmental review.

III. ESTIMATED GREENHOUSE GAS EMISSIONS REDUCTION

25

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 (10 points).
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) (10 points).

Applicants reported GHG emission reduction results (in MTCO₂e) as:

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).

Applications will be competitively scored on their projected emissions reductions.
IV. PROJECT FEASIBILITY

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<tr>
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<tbody>
<tr>
<td>a.</td>
<td>Provided sufficient literature to evaluate merits of the proposed technology to reduce methane from dairy and livestock operations.</td>
</tr>
<tr>
<td>b.</td>
<td>Provided sufficient literature to evaluate proposed technologies’ merits both on implementation as well as GHG reduction impact.</td>
</tr>
<tr>
<td>c.</td>
<td>Discussed suitability and replicability potential of proposed technology in California dairy or livestock operations.</td>
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<tr>
<td>d.</td>
<td>Provide detailed life cycle analysis of manure.</td>
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<tr>
<td>e.</td>
<td>Discussed potential for adoption of proposed strategy in California dairy and livestock operations.</td>
</tr>
<tr>
<td>f.</td>
<td>Discussed requirements and plan for long-term operations and maintenance.</td>
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<tr>
<td>g.</td>
<td>Discussed in detail long term financial viability of project on-farm.</td>
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V. ENVIRONMENTAL BENEFITS

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<tbody>
<tr>
<td>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.</td>
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</table>

VI. BENEFITS TO PRIORITY POPULATIONS

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<tbody>
<tr>
<td>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.</td>
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TOTAL

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</table>
Appendix F: Application Questions

Submitting Organization:

Submitter Information (Name, phone number and email):

Project Title:

Project Description:

Applicant Organization:

Applicant Address:

Dairy or Livestock Operation Address:

Project Location (Lat, Long):

County:

AMMP Demonstration Requested Funds Amount ($):

Matching Funds Amount ($):

Total Project Cost ($):

Herd Size:

Project Duration:

  Start Date:

  End Date:

**Project Plan and Readiness:**

- Upload completed Project Narrative Template, and attachments 1.1 and 1.2.
- Upload completed Work Plan Template.
- Answer the questions provided below and upload attachment 3.
  - Is the project complaint 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.
  - 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.

- **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.

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

- **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.

- **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.

- **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.

- **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.

- **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, provide the permit number and date of issue. Upload a copy of the permit.

- **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.
• 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).

**Budget and Financials**

Upload completed Budget Worksheet template, attachments 4.1, 4.2 (including Cost-Share template) and 5.

**Estimated GHG Reductions**

Upload attachments 6, 6.1 and 6.2.

**Project Feasibility**

Upload attachments 7.1, 7.2 and 7.3.

**Environmental Benefits**

Upload attachment 8.

**Benefits to Priority Populations**

Answer the questions below and upload attachment 9.

*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](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.

*Note:* For 2019 AMMP Demonstration Projects, 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.

- Is a majority of the project located within the boundaries of a disadvantaged community census tract? Answer: Yes or No
- Is a majority of the project located within the boundaries of a low-income community census tract? Answer: Yes or No
- 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
- 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.

- 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
- 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
- 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
- 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.

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:

- Project provides high-quality (e.g., local living wages, health insurance, paid leave) jobs to priority populations Answer: Yes or No
- Project provides job training to priority populations that is part of a program with an established placement record Answer: Yes or No
- 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
Appendix G: Templates

Template I (Attachment 1): Project Narrative Template

PIN:

Limit document to 8 pages total. Times New Roman font size 11, 1-inch margins, and single-spaced. Do not change order of sections, margins, font size, or spacing.

(REMOVE ALL BLUE TEXT PRIOR TO SUBMITTAL)

I. Project Implementation Plan

History and Background of Operation

Provide the details of the history and background of the dairy and/or livestock operation.

Provide herd size and breed, including average number of lactating cows (in freestalls and in open lot corrals), dry cows, replacement calves, replacement heifers, and/or other livestock at your operation over the last 12 months.

Identify which livestock will be included in the project boundary, where the project boundary includes only the animals for which manure management will be affected by the AMMP project.

Explain your current management practices in detail, including a description of lagoon(s) size (depth and volume) if currently using lagoon storage, parlor water use, bedding type, method and frequency of manure collection including percent of manure collected from each production group (i.e., lactating cows, heifers etc.).

Provide a schematic diagram, including aerial images (e.g., Google Maps) of the operation, showing total solids flows into and lost from the current manure treatment system (i.e. before project implementation), and how these will change in the proposed/new system (i.e. after project implementation). Provide details of quantity, location, and source of manure to be managed at the operation and specifically in the proposed project.

For projects that are part of a larger cluster (e.g. centralized composting facility), provide 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. Individual dairy or livestock operations that are part of the cluster should be prioritized in the order of their importance to the viability of the cluster.
Explain how the individual dairy operations part of the cluster will achieve methane emissions reduction from collected manure (e.g. through solid separation or scraping) in the event of the centralized composting facility becoming non-functional.

Type of Project (e.g. conversion to pasture, conversion from flush to scrape, etc.)

Provide details of type of project planned and alternative manure management. Project design documents, including schematics, figures, graphics and plans, must be submitted as part of the grant application. Provide a clear distinction about what the project is currently committed to accomplish and future plans.

If the project will implement existing eligible AMMP practice(s) in a region where they are underutilized, provide a justification explaining why the practice should be considered underutilized in the region where project is located.

Equipment

Describe the equipment to be used in implementing the alternative manure management practice, including: justification for use of general purpose equipment (e.g., tractors, loaders, etc.), frequency and duration of use, and a rational for selecting the chosen equipment.

Site Control

Will project be located and serve one location or multiple locations (i.e. cluster projects)?

Provide:
• Timeline for the project to be operating at full capacity, and a clear and concise description of the goals and objectives of the project,
• Justification for the need for CDFA funding, and an explanation of market viability including target markets, barriers, financial risks, partners, and economic viability with cash-flow projections as applicable, and,
• Discuss the potential for replicability of the project.

Describe any potential challenges that applicant foresees to project implementation and provide plans to avoid or overcome them.

Plan for Outreach and Education

Provide the schedule for field day event(s) to be conducted to showcase the proposed manure management strategies. How will outreach be conducted to publicize the events to maximize attendance? Describe plan to widely and publicly share project information, including project data and outcomes.
II. **Project Team Qualifications**

**Organization**

Provide a list of team members along with a short description of their qualifications, experience, technical expertise, capabilities, and credentials (e.g., a professional resume). This must include at a minimum, project developers, project manager, academic personnel and participating dairy farmer(s) and/or livestock operator. Applicant must identify why this particular team composition and representation will enable successful implementation of the proposed work plan. Collaboration is encouraged.

**Experience**

If a project is being submitted by a project developer, a contractual agreement documenting project support from the dairy or producer/livestock operator must be included. Letters of commitment from team members demonstrating understanding of their participation and specific role(s) in the project must be included.

Provide an explanation of how various tasks will be managed and coordinated and how the project manager’s technical expertise will help achieve the goals of the project. Describe previous experience of the project team with similar projects in California or other parts of the United States.

List past successful projects developed by the project team, including projects implemented in California and their operational status.
### Template II (Attachment 2): Work Plan Template

**Instructions:** List all tasks used to complete project implementation. Clearly and concisely describe the activities (i.e., procuring permits, site planning, engineering, construction, equipment, field supervision, etc.) required to accomplish the goals/objectives proposed in the Project Narrative. Identify who will perform each task/activity, including project partners, contractors/consultants, etc. Provide a timeline in chronological order for all proposed tasks with estimated start and end dates for each task. As needed, add rows to the table below, not exceeding four pages.

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Description/Activity</th>
<th>Performed By (Title)</th>
<th>Start Date (Month/Year)</th>
<th>End Date (Month/Year)</th>
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</table>
Template III (Attachment 4): Budget Worksheet Template

<table>
<thead>
<tr>
<th>Total Amount of AMMP Demonstration Projects Funds Requested</th>
</tr>
</thead>
</table>

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

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

### A. SALARY AND WAGES

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

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

<table>
<thead>
<tr>
<th>#</th>
<th>Name/Title</th>
<th>Level of Effort (# of hours or % FTE)</th>
<th>Funds Requested</th>
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</table>

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

**Employee 1:**

**Employee 2:**

**Employee 3:**

**Employee 4:**

### B. FRINGE BENEFITS

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

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

<table>
<thead>
<tr>
<th>#</th>
<th>Name/Title</th>
<th>Fringe Benefit Rate (% of salary or wages)</th>
<th>Funds Requested</th>
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</table>
FRINGE BENEFITS POLICY: The applicant confirms that the organization’s established fringe benefits policy was used in determining the fringe benefits costs listed above.

C. TRAVEL

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

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

<table>
<thead>
<tr>
<th>#</th>
<th>Trip Destination</th>
<th>Type of Expense</th>
<th>Unit of Measure</th>
<th>Number of Units</th>
<th>Cost per Unit</th>
<th>Number Claiming Expense</th>
<th>Funds Requested</th>
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Travel Subtotal
Travel Justification: For each trip listed in the table above, provide the approximate dates of travel and an explanation of how the trip will achieve the objectives and outcomes of the project. Multiple trips for the same purpose may be grouped together rather than providing a separate, duplicative justification for each. All trips must tie back to the projects objectives and activities outlined in the work plan.

Trip 1:

Trip 2:

Trip 3:

Trip 4:

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

D. SPECIAL PURPOSE EQUIPMENT

In the table below, describe any special purpose equipment to be purchased with AMMP Demonstration Projects funds. Special purpose equipment refers to tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds $5,000 per unit and is used only for research, medical, scientific, or other technical activities. For each unit of project related scientific research equipment, provide:

- The name of the item and manufacturer.
- When the scientific research equipment will be purchased (grant year).
- The total amount of funds requested per item (must exceed $5,000).

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<thead>
<tr>
<th>#</th>
<th>Item Description</th>
<th>Acquire When?</th>
<th>Funds Requested</th>
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</table>
### Scientific Research Equipment Subtotal

**Special Purpose Equipment Justification:** For each piece of scientific research equipment listed in the table above, provide a description of how it will be used to achieve the objectives and outcomes of the project.

- **Item 1:**

- **Item 2:**

- **Item 3:**

- **Item 4:**

### E. SUPPLIES

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

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

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<tr>
<th>#</th>
<th>Item Description</th>
<th>Cost per Unit</th>
<th>Number of Units</th>
<th>Acquire When?</th>
<th>Funds Requested</th>
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</table>
Supplies Justification: For each supply listed in the table above, provide a description of how it is necessary for the completion of the project’s objectives and outcomes. All supplies must be tied to specific project activities; do not include general use office supplies.

Supply 1:

Supply 2:

Supply 3:

Supply 4:

F. CONTRACTUAL

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

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

IMPORTANT: All organizations listed under section F. Contractual must be listed in the Project Objectives and Work Plan attachment.
### Contractual Justification:
For each contractor listed in the table above:

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

### Contractor 1:

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

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<thead>
<tr>
<th>#</th>
<th>Name/Title</th>
<th>Level of Effort (# of hours or % FTE)</th>
<th>Funds Requested</th>
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Salary and Wages / Fees for Professional Services Subtotal
**Salary and Wages/Fees for Professional Services Justification:**

*Employee 1:*

*Employee 2:*

**Contractor 1: B. Fringe Benefits**

<table>
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<tr>
<th>#</th>
<th>Name/Title</th>
<th>Fringe Benefit Rate (% of salary or wages)</th>
<th>Funds Requested</th>
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Fringe Benefits Subtotal

**Contractor 1: C. Travel**

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<th>#</th>
<th>Trip Destination</th>
<th>Type of Expense</th>
<th>Unit of Measure</th>
<th>Number of Units</th>
<th>Cost per Unit</th>
<th>Number Claiming Expense</th>
<th>Funds Requested</th>
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Travel Subtotal

**Travel Justification:**
**Trip 1:**

**Trip 2:**

**Contractor 1: D. Scientific Research Equipment**

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<th>#</th>
<th>Item Description</th>
<th>Acquire When?</th>
<th>Funds Requested</th>
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**Scientific Research Equipment Justification:**

**Item 1:**

**Item 2:**

**Contractor 1: E. Supplies**

<table>
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<th>#</th>
<th>Item Description</th>
<th>Cost per Unit</th>
<th>Number of Units</th>
<th>Acquire When?</th>
<th>Funds Requested</th>
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**Supplies Subtotal**
Supplies Justification:

Supply 1:

Supply 2:

**Contractor 1: F. Contractual**

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<tr>
<th>#</th>
<th>Contractor Name/Organization</th>
<th>Project Objectives</th>
<th>Fee Structure</th>
<th>Funds Requested</th>
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Contractual Subtotal

Contractual Justification:

**Contractor 1:**

**Contractor 2:**

**Contractor 1: G. Other**

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<th>#</th>
<th>Item Description</th>
<th>Cost per Unit</th>
<th>Number of Units</th>
<th>Acquire When?</th>
<th>Funds Requested</th>
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</table>
Other Justification:

Expense 1:

Expense 2:

**Contractor 1: H. Indirect Costs**

<table>
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<tr>
<th>Total Contractual Direct Costs</th>
<th>Indirect Cost Rate (8% maximum)</th>
<th>Funds Requested</th>
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</table>

Contractor 2:

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

Contractor 3:

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

Contractor 4:

(Copy tables above for Contractor 4 sections A-H as needed)
federal laws and standards identified in 2 CFR Part 200.317 through 326, as applicable. If the contractors are not already selected, the organization will follow the same requirements.

G. OTHER

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

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

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<tr>
<th>#</th>
<th>Item Description</th>
<th>Cost per Unit</th>
<th>Number of Units</th>
<th>Acquire When?</th>
<th>Funds Requested</th>
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Other Subtotal

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

Expense 1:

Expense 2:
Expense 3:

Expense 4:

H. INDIRECT COSTS

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

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

<table>
<thead>
<tr>
<th>Total Direct Costs</th>
<th>Indirect Cost Rate</th>
<th>Funds Requested</th>
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PROGRAM INCOME

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

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

<table>
<thead>
<tr>
<th>How will Program Income be Reinvested into the Project to Solely demonstrate strategies to reduce methane emissions from CA dairy and livestock operations?</th>
<th>Estimated Program Income</th>
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### Template IV (Attachment 4.2): Cost-Sharing Template

<table>
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<tr>
<th>Proposal Identification Number (PIN)</th>
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<tr>
<td><em>(five digit number assigned in FAAST)</em></td>
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<table>
<thead>
<tr>
<th>Total Amount of Cost Share Committed to the Project</th>
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<table>
<thead>
<tr>
<th>Amount</th>
<th>Type of Cost Share* <em>(Matching Funds or In-Kind Contribution)</em></th>
<th>Source</th>
<th>Summary of Activities or Costs Covered with Matching Funds or In-kind Contributions</th>
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California Department of Food and Agriculture
2019 Alternative Manure Management Program Demonstration Projects
Request for Grant Applications – Draft for Public Comment
<table>
<thead>
<tr>
<th>Amount</th>
<th><strong>Type of Cost Share</strong>* <em>(Matching Funds or In-Kind Contribution)</em></th>
<th><strong>Source</strong></th>
<th><strong>Summary of Activities or Costs Covered with Matching Funds or In-kind Contributions</strong></th>
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*Matching funds refers to a dollar amount committed to your project from a source other than the AMMP Demonstration Projects. An in-kind contribution is the estimated dollar value of any time, property, or supplies donated to your project.*