

Alternative Manure Management Program  
**Attachment 1: Project Narrative Template**  
*Draft for Public Comment*

**APPLICANT ID:**

Limit document to 10 pages total (Project Description - 6 pages max; Project Oversight - 2 pages max; Long-Term Viability of Project - 2 pages max). Arial font size 12, 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 Description**

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.). **If there is an existing mechanical separator on site, describe history and background of the separator, frequency of use, existing manure flow through the separator, and estimated efficiency of solids removal.**

**Project Site Location**

|                                  |  |
|----------------------------------|--|
| Address or nearest cross street: |  |
| City, Zip Code:                  |  |
| County:                          |  |
| Project herd size:               |  |

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Project Type (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, **volatile solid removal efficacy**, 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 type includes advanced solid-liquid separation assisted by flocculants and/or bead filters, specify the type of flocculant being proposed, and whether it has undergone a public process, such as CEQA or a State agency approval to use flocculant in manure treatment for solids that will be land applied. Describe any evaluation conducted to determine potential environmental impacts to various media including but not limited to soil quality, water quality and air quality. Additional information may be included as supporting documentation in Attachment 1.1, and addressed in the Project Readiness section and attachments if steps to obtain permits have already been taken.**

**If the project type includes advanced solid-liquid separation assisted by flocculants and/or bead filters, or vermifiltration, the efficacy of volatile solid removal for GHG reductions should be quantitatively well-documented. Supporting documentation may be included in Attachment 1.1, or Attachment 5.1, as applicable.**

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.

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### 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 rationale 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,
- Describe how you will evaluate success of the project, and whether those goals and objectives identified have been achieved.
- 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.

## II. Project Oversight

### 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, 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

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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.

**III. Long-Term Viability of Project**

Demonstrate how the operations and maintenance costs of the project will be sustained beyond the project term (i.e. development and construction period ending at time of project close out and/or end of grant agreement term), 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.

Describe any plans for monitoring effectiveness of implemented project over time (e.g. efficacy of solids removal, quantity of compost produced, condition of holding ponds/lagoons).

**Component Repair and Support**

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.

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Maintenance

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.

If the project type includes advanced solid-liquid separation assisted by flocculants and/or bead filters, describe the anticipated frequency of consumable media (e.g. polymer) use and replacement, and how this ongoing cost will be sustained by the operation along with any routine maintenance of equipment for the life of the project (minimum expected lifetime is 5 years). Include vendor quotes and agreements where available.

In the long-term, flocculants and/or bead filters could be used at a frequency different from that originally proposed (for instance, intermittently used or less frequently used). Describe how ongoing permanent GHG reductions estimated in the original proposal will be achieved for the life of the project.

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## 2022 AMMP Questionnaire Preview

**Disclaimer:** This document is intended to provide applicants with an idea of what to expect in the application. Actual questions within the electronic application platform may be different.

### Applicant Information

Are you submitting this application on someone else's behalf?

Applicant (Name)

Applicant Email Address

Applicant Telephone (XXX-XXX-XXXX)

Has the dairy/livestock operation or applicant organization previously received an award for grant funding through the Alternative Manure Management Program (AMMP)?

If yes, provide the AMMP Agreement Number(s) and corresponding project site location where the project(s) were implemented.

Did you receive assistance on this application from a CDFA-funded Technical Assistance Provider (TAP) for the AMMP?

If yes, please indicate the name of the individual.

### Project Information

Project Title

Please include name of the Dairy or Livestock Operation as part of your Project Title

Project Description

Please do not include any personally identifying information (e.g. address) or specifics about herd size in the project description; portions of the description may be used in applicant or awardee lists that will be publicly available online.

Project Location

Latitude

Longitude

County

Is the project location the same as the mailing address?

If the project location is different from the mailing address, please provide the mailing address below:

Please [Click Here](#) to identify and list your State Assembly and Senate Members below:

Assembly Member

Assembly District

Senator

Senate District

**Additional Information**

Does the applicant belong to a socially disadvantaged group as defined below?

The Farmer Equity Act of 2017 identifies the following as socially disadvantaged groups: African Americans; Native Indians; Alaskan Natives; Hispanics; Asian American; and Native Hawaiians and Pacific Islanders.

Has the applicant served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

Please select your gender

## Section I: Project Plan and Long-Term Viability

Using the completed Project Narrative Template and Work Plan Template, provide the following information.

Please follow instructions on file type and formatting for attachments (refer to Request for Grant Applications Appendix A: Attachments). Please name files using the following convention: ApplicantID\_Attachment Name or Number\_Name of Operation (ex. 11122233\_ProjectNarrative\_ExampleDairy)

Select the Primary Manure Management Practice Type

Will the project have a secondary manure management practice type?

Enter the "Start Date" for the project

Project cannot begin prior to TBD

Enter the "End Date" for the project

Project cannot end later than TBD

### **Attachment 1: Project Narrative Template (required; as Microsoft Word file)**

Include history and background of the operation, herd information, eligible project type to be used in proposal, whether site is owned or leased, sustainability of project, long-term operations and maintenance plans. Include cluster information if applicable.

Attachment 1 should be uploaded as a DOC or DOCX file

### **Attachment 1.1: Site plan, project design documents, schematic diagrams, etc. (if applicable; as PDF file)**

### **Attachment 1.2: Letter of Agreement from landowner (if applicable; as PDF file)**

### **Attachment 2: Work Plan Template (required; as Microsoft Word file)**

Attachment 2 should be uploaded as a DOC or DOCX file

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## Section II: Project Budget and Financials

Using the completed Budget Worksheet Template, provide the following information.

Please follow instructions on file type and formatting for attachments (refer to Request for Grant Applications Appendix A: Attachments). Please name files using the following convention: ApplicantID\_Attachment Name or Number\_Name of Operation (ex. 11122233\_ProjectNarrative\_ExampleDairy)

### Budget

Grant Amount Requested

Matching Funds Provided

Total Project Budget

Within the following categories, identify the Primary Project Activity or Expense contributing to the total share of the project budget associated with the Primary Activity or Expense.

The total share of the project budget associated with the primary, secondary, and tertiary project activities or expenses may be less than 100%.

What percent of the Project Budget is associated the Primary Project Activity or Expense selected above?

Within the following categories, identify the Secondary Project Activity or Expense contributing to the total share of the project budget associated with the Secondary Activity or Expense.

The total share of the project budget associated with the primary, secondary, and tertiary project activities or expenses may be less than 100%.

What percent of the Project Budget is associated the Secondary Project Activity or Expense selected above?

Within the following categories, identify the Tertiary Project Activity or Expense contributing to the total share of the project budget associated with the Tertiary Activity or Expense.

The total share of the project budget associated with the primary, secondary, and tertiary project activities or expenses may be less than 100%.

What percent of the Project Budget is associated the Tertiary Project Activity or Expense selected above?

**Attachment 3: Budget Worksheet Template (required; as Microsoft Excel file)**

Attachment 3 should be uploaded as a XLS or XLSX file

**Attachment 3.1: Bids or quotes to support budget costs (if applicable; as PDF file)**

**Financials**

Please attach one or more of the following documents to demonstrate the organization's financial strength (for partnerships, information from all partners is required)

- Most recent independent CPA Auditor's Report, Reviews or Compilations of financial statements
- Most recent tax returns and accompanying schedules
- Project financing letter from a financial institution
- Profit/Loss statements, bank accounts, or balance sheets
- For corporations - current operating agreements, articles of incorporation

**Attachment 4: Financials (required; as PDF file)**

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**Section III: Estimated GHG Emissions Reduction and Environmental Benefits**

Using the completed Benefits Calculator Tool, provide the following information.

Please follow instructions on file type and formatting for attachments (refer to Request for Grant Applications Appendix A: Attachments). Please name files using the following convention: ApplicantID\_Attachment Name or Number\_Name of Operation (ex. 11122233\_ProjectNarrative\_ExampleDairy)

**Herd Size Information**

Select Livestock Categories that are part of the Project Boundary (only livestock for which manure management will be affected by the AMMP project are included within the Project Boundary)

## **GHG Reduction Data**

Total project emission reductions over 5 years

GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation

GHG reduction per animal produced by the operation

GHG reduction per dollar AMMP grant money requested

GHG reduction per dollar total project funds

## **Attachment 5: AMMP Benefits Calculator Tool (required, as Microsoft Excel file)**

Attachment 5 should be uploaded a XLS or XLSX file

## **Attachment 5.1: Explanation of GHG Calculations (if applicable; as PDF file)**

## **Environmental Co-Benefits**

Criteria and toxic air pollutant emissions reductions (lbs over 5 years)

Local (direct) reactive organic gases (ROG)

Remote (indirect) ROG

Local (direct) nitrogen oxides (NO<sub>x</sub>)

Remote (indirect) NO<sub>x</sub>

Local (direct) particulate matter (PM) less than 2.5 microns in diameter

Remote (indirect) PM 2.5

Local (direct) Diesel PM

Remote (indirect) Diesel PM

Soil health co-benefits

Compost production (dry tons)

Compost application area (acres to be treated with compost soil amendments)

Fossil fuel reductions (over 5 years)

Diesel gallons

#### Additional Environmental Benefits

Describe how the project will include additional protection to air and water quality beyond requirements in the project's regional air/water quality permits. Provide a description of the environmental benefits anticipated from your project supported by appropriate evaluations and citations from published literature to support your claims. Examples include, but are not limited to water conservation measures, development of value-added products such as fertilizers and soil amendments that provide more stable forms of nitrogen/minimize nitrate leaching to groundwater, changes to operation's Nutrient Management Plan and/or Waste Diversion Plan that enhance water quality protection and pump electrification. If the project has a Comprehensive Nutrient Management Plan (CNMP) prepared in collaboration with USDA-NRCS staff, resources conservation goals discussed in the CNMP may be included in this section.

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## Section IV: Project Readiness

Using any permits or supporting documentation obtained, provide the following information.

Please follow instructions on file type and formatting for attachments (refer to Request for Grant Applications Appendix A: Attachments). Please name files using the following convention: ApplicantID\_Attachment Name or Number\_Name of Operation (ex. 11122233\_ProjectNarrative\_ExampleDairy)

Is the project compliant with the California Environmental Quality Act (CEQA)?

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If yes, upload a copy of the Notice of Determination (NOD) or correspondence from the lead agency confirming CEQA is not required for the project in Attachment 6: Permitting Documents.

If no, please explain where the project is in the CEQA process and steps project will take to achieve compliance.

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

If yes, provide a copy if already obtained, or explain where the project is in the process of obtaining one and/or steps that will be taken to obtain the permit.

If no, provide an explanation.

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

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

If yes, upload a copy of the permit or permit application in Attachment 6: Permitting Documents, or indicate steps that will be taken to obtain.

If no, provide an explanation and supporting documentation as applicable (e.g. mechanical separator for manure already included in existing Permit to Operate, or correspondence from the appropriate agency confirming no air permit is required).

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

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.

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

If permits are required, have they been entered into the California Integrated Water Quality System Project (CIWQS)? Also indicate which RWQCB the project is located.

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

If yes, upload a copy of the permit to Attachment 6: Permitting Documents.

If no, discuss anticipated approval or why this is not required for the project.

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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?

If yes, please provide an explanation of the change.

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

If yes, upload a copy of the permit to Attachment 6: Permitting Documents.

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

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; include correspondence from the solid waste enforcement agency confirming it is not required, if applicable.

Are additional local, state or federal permits required (e.g. building permit; electrical permit)?

If yes, list and discuss all required permits. Upload a copy of the permit or permit application in Attachment 6: Permitting Documents, and/or discuss the plans to secure permits (if applicable).

If no, provide an explanation and supporting documentation, such as correspondence with appropriate agencies (if applicable).

For projects proposing to implement advanced solid-liquid separation assisted by flocculants and/or bead filters, answer the following questions:

Has the flocculant undergone a public process, such as CEQA or a State agency approval for use in manure treatment for solids that will be land applied?

If yes, provide documentation or approved permits (if applicable).

If permits are required but not obtained, describe steps that will be taken to obtain permits.

If no, describe why a review or State agency approval is not required, providing supporting documents (e.g. Notice of Exemption or communication from appropriate environmental agency noting review/permit is not needed).

**Attachment 6: Permitting Documents (if applicable; as PDF file)**

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## Section V: Benefits to Priority Populations

To evaluate whether a project meets criteria for providing direct, meaningful, and assured benefits to priority populations, please select a “yes” or “no” response for the questions below. These steps and questions reflect the [Waste Diversion and Utilization Priority Population Benefit Criteria Table](#) – for more information, please refer to the [CCI Quantification, Benefits, and Reporting Materials](#).

Provide documentation to justify an affirmative answer to the questions and criteria below as Attachment 7: Supporting Documentation for Benefits to Priority Populations, if applicable.

*Step 1 – Identify the Priority Population(s). Evaluate the project against each of the following criteria. Use the map provided on the California Air Resources Board website to determine the project location. Select “yes” for all questions that apply.*

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

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

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

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

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 – Address a Need. Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need. To identify a need that the project will address, applicants can use a variety of approaches listed below. Select a “yes” or “no” response for each approach employed. The [CARB Community Engagement Questionnaire](#) may be used to help gauge the level of engagement achieved in some of the approaches, and can be completed and uploaded, if applicable, as Attachment 7.1: CARB Community Engagement Questionnaire.*

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

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

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

(Alternative approach) Where direct engagement is infeasible, refer to the list of common needs for priority populations in [CARB's 2018 Funding Guidelines](#) Table 5 and confirm that the project addresses at least one listed need.

Describe identified community or household need(s). Applicants are also encouraged to explore key factors contributing to less healthy community conditions from the [California Healthy Places Index](#), for additional factors the project may address help address.

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 – Provide a Benefit. Evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations. The benefit provided must directly address a community or household need identified in Step 2. The project must meet at least one of the following benefit criteria focused on providing environmental improvements, economic benefits, or educational opportunities to priority populations.*

The majority (>50%) of waste utilized, recovered or processed by the project is diverted from landfills located in disadvantaged or low-income communities.

Project reduces odor causing pollutants (such as hydrogen sulfide (H<sub>2</sub>S) or ammonia (NH<sub>3</sub>)) or on-site criteria air pollutant or toxic air contaminant emissions in a disadvantaged or low-income community without increasing any other criteria air pollutant or toxic air contaminant emissions.\*

Project provides food to residents or helps those residents reduce food waste in disadvantaged or low-income communities, or low-income households;

Textile rescue and reuse project provides textiles in good used condition or better (including but not limited to clothing, linens, and towels) to residents of disadvantaged or low-income communities, or low-income households.

Project results in new, expanded, or improved open spaces, parks, greenbelts, community gardens, community composting sites, or recreational areas that are publicly accessible to residents of disadvantaged or low-income communities, or low-income households.

Project provides compost or rescued and reused materials or products to residents of disadvantaged or low-income communities, or low-income households.

Please describe how the project will provide the benefit identified in Step 3, and if additional needs identified in Step 2 will be addressed by the project.

**Attachment 7: Supporting Documentation for Benefits to Priority Populations (if applicable, as PDF file)**

**Attachment 7.1: CARB Community Engagement Questionnaire (if applicable, as PDF file)**

**Socially Disadvantaged Farmers and Ranchers**

The California Department of Food and Agriculture (CDFA) is committed to equitable access for all Californians and investing in the long-term prosperity of our food farming systems, starting with our farmers. To better ensure the inclusion of California's socially disadvantaged farmers in this and other Climate Smart Agriculture grant programs, CDFA requests that applicants self-identify as part of the application process. A "socially disadvantaged group" means a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. The Farmer Equity Act of 2017 identifies the following as socially disadvantaged groups: African Americans; Native Indians; Alaskan Natives; Hispanics; Asian American; and Native Hawaiians and Pacific Islanders.

Does the applicant belong to a socially disadvantaged group as defined above?

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**Section VI: Additional Information**

If you have any additional information to support your application, please provide a brief explanation (e.g. what materials are included, what sections of the application are supported), and upload them as a single PDF file below:

**Attachment 8: Additional Information (if applicable, as PDF file)**