

2019 DAIRY DIGESTER RESEARCH AND DEVELOPMENT PROGRAM

Request for Grant Applications

Released: December 28, 2018

Applications Due: April 3, 2019 by 5:00 p.m. PDT
No late submissions accepted.



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Contents

About the Program.....	2
Purpose.....	2
Funding and Duration	2
Eligibility and Exclusions.....	2
Timeline	3
Requirements and Limitations	4
Program Requirements.....	4
California Environmental Quality Act and Permits.....	4
Project Technology	4
Greenhouse Gas Emission Reduction Calculations	5
Priority Populations	5
Environmental (Water and Air Quality) Protection Requirements.....	6
Cost Share.....	6
Allowable Costs.....	7
Unallowable Costs	7
How to Apply.....	8
Financial Assistance Application Submittal Tool (FAAST)	8
Computer System Requirements.....	8
Grant Application.....	9
Questions and Attachments.....	9
Questionnaire	9
Attachments	9
Digester Project Plan and Long-Term Viability	9
Budget Worksheet and Financials.....	10
Estimated GHG Emissions Reduction	11
Project Readiness and Permitting Status.....	11
Environmental Performance	11
Community Impact	12
Review and Notification	14
Review Process.....	14

Disqualifications 14

Notification and Feedback 15

Assistance and Questions..... 16

 Workshops and Webinars 16

 Questions and Answers (Q&A) 16

 Community Outreach Assistance..... 16

 Project Readiness Resources..... 17

Appendix A: Attachments..... 18

Appendix B: Grant Recipient Requirements 20

 Grant Agreement..... 20

 Payment Process 20

 Reporting..... 20

 Critical Project Review 21

 Post-Project Completion Requirements 21

Appendix C: Confidential Information 23

 What is "confidential?" 23

 What if there is a question about what is confidential? 23

 What program procedures will keep information confidential?..... 23

Appendix D: Key Terms and Definitions 24

Appendix E: Detailed Scoring Criteria 26

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About the Program

Purpose

The California Department of Food and Agriculture's (CDFA) 2019 Dairy Digester Research and Development Program (DDRDP), <https://www.cdfa.ca.gov/go/DD>, awards competitive grants to California dairy operations and digester developers for the implementation of dairy digesters that result in long-term methane emission reductions on California dairies and minimize or mitigate adverse environmental impacts.

Funding and Duration

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

The Budget Act of 2018 (Chapter 30, Statutes of 2018) appropriated \$99 million from the Greenhouse Gas Reduction Fund (GGRF) to CDFA for early and extra methane emissions reductions from dairy and livestock operations. CDFA will make \$61-\$75 million (65-80% of \$94.1 million) available for the 2019 DDRDP. The [Alternative Manure Management Program](#) will receive \$19-\$33 million to support non-digester practices that reduce methane emissions from dairy and livestock operations. A range of award amount is included to ensure encumbrance of funds in each program by high-quality projects that will result in verifiable and quantifiable GHG reductions.

CDFA will fund up to 50% of the total project cost with a maximum grant award of \$3 million per project. Therefore, a minimum of 50% matching funds is required (no more than 25% in-kind contributions). See [Cost Share](#) for more details.

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

Eligibility and Exclusions

The project site must be located on a commercial California dairy 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. Existing milk producers, including Federal and California Recognized Native American Indian Tribes, and dairy digester developers are eligible for this program.

An applicant may submit multiple grant applications; however, each grant application must represent an individual digester project at a unique project site (i.e., dairy operation). Individual dairies can only submit one application per submission period (i.e., multiple developers cannot apply for the same dairy operation).

A group of dairy operations can submit one grant application to develop centralized dairy digesters and gas clean up facilities, known as a “cluster” or “hub and spoke” project. The location of the centralized digester

and/or gas clean up facility can be determined by participating dairy operations.

Defunct digesters that were constructed in the past and have become entirely non-functional, or never became functional since their construction, due to technical or other (e.g., regulatory) issues are eligible for this program. Defunct digesters must be non-functional for a minimum of 12 consecutive months.

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

- Change or alter their biogas end-use during the project term.
- Change the herd size beyond the limits established by the dairy operation's existing permits during the project term.

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

- Upgrades to existing, functional dairy digesters to boost emission reductions and energy production.
- To fund projects on dairy operations that propose to switch existing management practices to those that increase baseline greenhouse gas (GHG) emissions (e.g., from dry scrape to flush lagoon systems).
- Duplicate equipment or activities that will receive funding from the California Public Utilities Commission (CPUC) pilot project authorized by California Health and Safety Code Section 39730.7(d)(2) (e.g., interconnection costs). *Note: Biogas conditioning and clean-up costs are allowable under the 2019 DDRDP.*
- Commercial dairy operations that have already accepted, or plan to accept a grant award by CDFA's Alternative Manure Management Program (AMMP).

Timeline

2019 DDRDP Timeline (Tentative)	
Invitation to submit Grant Applications	December 28, 2018
Application Workshops/Webinars	January 23 & 24, 2019
Grant Applications Due	April 3, 2019
Review Process	May – August 2019
Announce and Award Funding	September 2019

Requirements and Limitations

Program Requirements

The 2019 DDRDP will support implementation of dairy digester projects on California dairy operations that result in permanent, annual, and measurable GHG emission reductions.

Projects must use methane for energy production or transportation fuel (e.g., including but not limited to compressed natural gas). Projects that propose flaring as the sole end-use for biogas will not be eligible for funding. Projects must either convert biomethane to renewable electricity or fuel (to use on-site or inject into an existing pipeline), or for the utilization of energy at a neighboring facility.

At least 80% dry weight of the feedstock for anaerobic digestion must be manure from dairy livestock. Other substrates, such as dairy processing wastes including whey, or other agricultural waste, can be added to the feedstock to up to 20% dry weight. Applicants must provide details regarding the nature and sources of all co-substrates.

Grant recipients will be required to submit quarterly status reports to CDFA explaining in detail the project's progress. Recipients must also report their annual GHG emissions reduction data to CDFA for five years after the end of the project term and/or the digester becomes operational.

California Environmental Quality Act and Permits

CDFA's intent is to fund projects that can demonstrate a project's "readiness." Project readiness will be evaluated based on evidence that applicants are ready to start 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 under the Project Readiness section.

If awarded, grant recipients are expected to demonstrate compliance with California Environmental Quality Act (CEQA) and all applicable permitting within six (6) months of the execution of the grant agreement.

Project Technology

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

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

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

Greenhouse Gas Emission Reduction Calculations

Applicants are required to use the quantification methodology titled "Greenhouse Gas Quantification Methodology for the California Department of Food and Agriculture Dairy Digester Research and Development Program" and associated "DDRDP Benefits Calculator Tool". The quantification methodology and calculator are available on the CARB CCI Quantification, Benefits and Reporting Materials webpage: www.arb.ca.gov/cci-resources.

This quantification methodology and calculator were developed specifically for the DDRDP and are based on the [CARB Compliance Offset Protocol – Livestock Projects](#) (2014) with some modifications to allow for the calculation of anticipated net GHG reductions of a 2019 DDRDP project prior to implementation.

Applicants are required to provide GHG calculations in the following four formats: (1) total project emission reductions over 10 years; (2) GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation over 10 years; (3) GHG reduction per dollar 2019 DDRDP grant money requested over 10 years; and (4) GHG reduction per dollar total GGRF grant money requested over 10 years.

Priority Populations

SB 535 established statutory requirements that a minimum of 25 percent of California Climate Investments is allocated to projects that provide benefits to disadvantaged communities and of that 25 percent, a minimum of 10 percentage points is allocated to projects that are also located within disadvantaged communities. Assembly Bill (AB) 1550 (Gomez, Chapter 369, Statutes of 2016) amended these requirements by increasing the percent of funds for projects located in disadvantaged communities from 10 to 25 percent and added a focus on investments in low-income communities and households. Collectively, these communities are referred to as 'priority populations'.

AB 1550 investment minimums apply to the overall appropriations of monies from the GGRF, not the individual agency programs. However, all California Climate Investments programs including the DDRDP 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 here: www.arb.ca.gov/cci-communityinvestments.

Projects are not required to provide benefits to priority populations. However, the projects that are determined to be providing benefits based on their responses to the application questions are eligible to receive additional points during the review process. Consistent with [CARB's 2018 Funding Guidelines for Agencies Administering California Climate Investments](#), priority will be given to those projects that maximize benefits to priority populations using criteria addressed.

Environmental (Water and Air Quality) Protection Requirements

Projects must demonstrate protection of water and air quality. The design and construction of digester vessels (i.e. ponds, tanks, or other vessels where bio-methane is produced) under the program must be protective of surface and groundwater quality. Digester vessel designs considered protective of water quality under the program include double lined ponds consistent with the Tier 1 criteria of the [Central Valley Regional Water Quality Control Board \(Region 5\) Dairy General Order](#). Above-ground and below-ground digester vessels are also considered protective of water quality provided they are designed to be water tight (e.g., vinyl water seals at joints, proper rebar density to minimize cracking) and built in accordance with a strict construction quality assurance (CQA) program (e.g., any cracks sealed).

Alternative digester vessel designs may be accepted provided they are demonstrated to the appropriate Regional Board through the submittal of technical reports that the design is as protective as or more protective than the three specified designs: doubled lined pond with a leachate collection and removal system, above-ground or below-grade vessels constructed of concrete or other suitable impermeable and corrosive-resistant material. The Design Report for a double lined pond, above-ground vessel, below-grade vessel, or proposed alternative digester vessel design must be signed and stamped by an appropriately licensed professional (e.g., California registered civil engineer) and submitted to the Regional Water Quality Control Board in the Region where the project is located for approval.

The digester system design, construction, and operation must minimize emission of air pollutants. For power production projects, the total NO_x (mono-nitrogen oxides) emissions must be no greater than 0.50 lb/MW-hr.

In making awards, CDFA will prioritize projects that minimize emissions of criteria pollutants (see [Scoring Criteria](#) for more information).

Cost Share

CDFA will fund up to 50% of the total project costs with a maximum grant award not to exceed \$3 million per project. The applicant must contribute a minimum of 50% of total project cost in matching funds of which only 25% can include in-kind contributions. Grant recipients must report matching funds contributed to the project and ability to commence work while waiting for grant payments in arrears.

Matching funds are a portion of project costs not borne by the GGRF. Matching contributions include allowable costs incurred that are directly related to the implementation of the digester system (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. Grant recipients will be required to expend matching funds committed to the project throughout the

project term. If matching funds are not expended at a rate consistent with grant funds, CDFA will withhold grant funds until matching funds are expended at a consistent rate.

Allowable Costs

Project costs must clearly support the implementation of the digester and associated biogas end-use system, 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/Consultant: Contractor fees are limited to labor to install the project. Consultant fees are for a specific and identifiable service that is directly related to project implementation.

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

Design and engineering: Design and engineering costs, including those provided by contractor/consultants up to 5% of the total amount requested are allowable.

Other Costs: Other direct costs and expenses for implementing the project not covered in any of the previous categories, including secondary lagoon lining costs.

Unallowable Costs

The following costs are *not* allowed:

- Costs incurred outside of the grant term.
- Costs covered by another State or Federal grant program, including funds provided by the Investor Owned Utilities as result of the CPUC Order Instituting Rulemaking to implement dairy biomethane pilot project process.
- Pre-development costs, including, but not limited to: 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.
- Expenditures for purchasing or leasing land or buildings.
- Purchase of dairy manure (tipping fees) or other feedstocks.
- Costs associated with the five-year GHG emissions reductions reporting.
- Costs incurred during community outreach.
- Costs associated with mitigation of potential adverse impacts (i.e., California Government Code Section 16428.86(a)).

How to Apply

Financial Assistance Application Submittal Tool (FAAST)

Applicants are required to complete and submit their grant applications online using the 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 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: Questions and Attachments

Applicants must respond to the questions and upload all 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 recommended page limits noted in the section below.

All attachments must include the project identification number, assigned to your application by the FAAST system, in top left corner.

Questionnaire

A preview of the application questions is available in [Application Questions Preview](#).

Attachments

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.

Digester Project Plan and Long-Term Viability

Attachment 1: Project Narrative Template

The Project Narrative should detail the history and background of the dairy operation, the type of digester to be used in the proposal, plans for renewable power or low-carbon fuels (i.e., clearly specify BioMAT and offtake contract and/or status), specify any peak demand provisions, discuss local vs. regional use of generated fuel or electricity, site control, sustainability of the project, operations, maintenance, organization of project team, and experience. For projects that are a part of a larger cluster, include a detailed plan for the entire cluster, including a feasibility analysis indicating the minimum number of projects critical to the economic and technical viability of the cluster, and assign the priority for the dairy digester in the cluster by qualifying them as low, medium or high importance.

For projects that propose to change their biogas end-use within the 10-year project term, discuss this in Project Narrative, and ensure that this is reflected and consistent in the Estimated GHG Emissions Reduction, Environmental Performance, Community Impact, Budget Worksheet sections and Work Plan attachment.

Complete and upload the [Project Narrative template](#) to the online system. Ensure that all values and inputs discussed in the project narrative are consistent with those in the Estimated GHG Emissions Reduction tool.

In addition to the Project Narrative template, include the following supporting materials:

- **Supporting Materials 1.1:** Site plan, project design documents, cluster maps, schematic diagrams, etc. Offtake agreements and PPA documents should be uploaded to Section 6; Project Readiness and Permit Status. Upload as a single PDF file; 50 pages recommended.
- **Supporting Materials 1.2:** Resumes, team commitment letters, etc. Upload as a single PDF file; 30 pages recommended.
- **Supporting Materials 1.3:** Copy of Deed and/or Lease Agreement (if applicable). Upload as a single PDF file; no total page limit.

Attachment 2: Work Plan Template

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](#).

Budget Worksheet and Financials

Attachment 3: Budget Worksheet Template

Applicants must provide a clear accounting of costs, bid sheets and estimates, work hours, and equipment associated with all activities necessary to complete the project. Applicants must identify 2019 DDRDP 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](#).

Attachment 4: Financials

There is no template to complete for Financials; however, applicants must attach the following documentation:

- Provide documentation regarding the dairy and the developer’s financial strength. In case of a partnership, information from all partners (including the dairy operation) is required. This information includes:
 - Most recent independent CPA Auditor’s Report (preferred).
 - Most recent federal tax returns and accompanying schedules.
 - Recent Profit/loss statements.
 - Project financing letter from a financial institution.
 - Other appropriate documentation that demonstrates your organization’s (e.g., Limited Liability Company) financial stability, such as: Articles of Incorporation; Operating Agreement; Bank Statements (including those related to operating and payroll, and lines of credit if applicable); or General Ledger.
- If the project will be a new partnership with little or no history, please submit key financial information from all collaborators (e.g., dairy operators and developer).
- Indicate all additional funding sources and ability to commence work while waiting for grant payments in arrears.

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

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

Estimated GHG Emissions Reduction

Attachment 5: DDRDP Benefits Calculator Tool

Estimate the project GHG emissions reduction with the DDRDP Benefits Calculator tool.

Complete and upload the [DDRDP Benefits Calculator](#).

Applicants must provide the latest DDRDP Benefits Calculator as an Excel file. If a PDF file is provided unaccompanied of the Excel spreadsheet, the application will be disqualified.

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

- **Supporting Materials 5.1:** Explanation of variables different from the DDRDP Benefits Calculator. For example, non-default volume of manure volatile solids deposited on land and not entering the anaerobic environment; and, use of default values for standard milk in absence of dairy-specific data (if applicable). Upload as a single PDF file; 20 pages recommended.

Project Readiness and Permitting Status

Attachment 6: Project Readiness Template

Complete template for [Project Readiness](#).

Applicants should describe the permits needed for the digester project. Provide a table of all permits needed and permit status. Discuss the dairy's permit status, any current or pending enforcement actions of any kind for the dairy operation or other associated party on the project. Discuss status of interconnection, power purchase agreement and offtake agreements.

Upload as a single PDF file; 5 pages max.

- **Supporting Materials 6.1:** Applicants must also attach the following documentation: Depending on the type of project, additional local, State, or Federal permits may be required. Potential permits may include: Department of Toxic Substances Control; Federal Dept. of Transportation, Caltrans and the CHP; City/County Fire Departments; City/Fire Building and Safety Departments; and Air Tank Permits from CA Department of Industrial Relations, etc.
- **Supporting Material 6.2:** Depending on the project type, attach documentation showing the status of interconnection, offtake agreements and/or power purchase agreements.

Upload as a single PDF file; 100 pages recommended.

Please see Additional Guidance, [Project Readiness Resources](#), for resources to assist with the project readiness component.

Environmental Performance

Attachment 7: Environmental Performance Template

The Environmental Performance attachment should describe the project's impact on criteria pollutants (such as NO_x), toxic air contaminants and hazardous air pollutants. Provide a detailed explanation of additional co-benefits such as: water conservation, value-added products, utilization of waste heat, reduction of odor, etc. Discuss the strategy to achieve these benefits and ensure they are included in the Work Plan attachment and Budget Worksheet section.

Projects are required to mitigate the impact of criteria pollutants. Example of acceptable mitigation strategies include but are not limited to:

- a) Replacement of diesel engines and/or equipment with low or non-NO_x emitting engines and/or equipment. These must be used directly on the dairy operation within the project boundary at least 90% of the time.
- b) Purchase of NO_x offset credits. Specify the agency and the program where the credits were purchased.
- c) Executed Community Benefits Agreement with local community or other stakeholders that address and identify DAC community needs (e.g., innovative, alternative fuel bus, charging stations, etc).

Complete and upload the [Environmental Performance](#) template.

In addition to the Environmental Performance template, include the following supporting materials:

- **Supporting Materials 7.1:** Provide documentation, including but not limited to an explanation and citations from published literature, to support project's environmental performance claims. Upload as a single PDF file; 100 pages recommended.

Community Impact

Attachment 8: Community Impact Template

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

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

Provide details of any negative environmental impacts and explain the mitigation measures that will be implemented. Community outreach efforts must have occurred a maximum of 12 months prior to the application submission deadline. Community outreach efforts must occur within the local community or county where the project is proposed. In-person community meetings are required. Additional outreach through social media is acceptable; however, applicants must provide additional metrics. Examples of additional metrics include, but are not limited to, analytics data including number of views and shares, screenshots of presentation and/or advertisement to demonstrate what materials were shared with community, information of social media platform utilized and how the target audience was notified of the efforts.

- Complete and upload the [Community Impact template](#).

In addition, applicants are asked to complete and upload the [CARB Community Engagement Questionnaire](#) (pages 1 – 3). The questionnaire is excerpted from the Community Engagement Co-Benefit Assessment Methodology for California Climate Investments and is converted into a fillable table for ease of use. Guidance on how to answer each question is provided in Section C of the full methodology available at: <http://www.arb.ca.gov/cci-cobenefits>.

In addition to the Community Impact template, include the following supporting materials:

- **Supporting Materials 8.1:** Provide up to three (3) letters of support from community members, local government, and local community organizations demonstrating that outreach was conducted. Upload as a single PDF file; 20 pages recommended.
- **Supporting Materials 8.2:** Provide documentation to justify responses to the priority population benefits questions. Upload as a single PDF file; 10 pages recommended.

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

Review and Notification

Review Process

CDFA will fund the highest scoring projects that result in permanent annual greenhouse gas emission reductions from dairy manure management and maximum project co-benefits.

CDFA will conduct two levels of review during the grant application process. The first is an administrative review to determine whether grant application requirements are met. Grant applications disqualified as a result of the administrative or financial review may be appealed. The second is a comprehensive and technical review to evaluate the merits of the grant applications based on the scoring criteria. The Technical Advisory Committee (TAC) will complete the second level review. Final award decisions as a result of the comprehensive reviews cannot be appealed.

The TAC is a sub-committee of the California-Federal Dairy Digester Working Group. The TAC will review evaluations from experts regarding the GHG emission reduction calculations and financial soundness components of the grant application. The GHG emission reductions calculations will be reviewed by academic experts associated with California universities.

CDFA's Audit Office will review the financial information submitted and will review the applicant's financial soundness and credibility.

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

CDFA may assess applicants' past grant performance in determining if a new project will receive funding. Prior performance will include timely completion of projects and submission of all required documentation and data during and after project completion.

Consistent with the [Farmer Equity Act of 2017](#), Socially Disadvantaged Farmers or Ranchers will be prioritized for funding.

Disqualifications

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

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

APPEAL RIGHTS: Any disqualification taken by the Office of Grants Administration (OGA) during the administrative review for the preceding reasons may be appealed to CDFA's Office of Hearings and Appeals Office within 10 days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party name on the grant application or his/her authorized agent. It

must state the grounds for the appeal and include any supporting documents and a copy of the OGA decision being challenged. The submissions must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, 4th Floor, 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. Successful applicants will receive specific instructions regarding the award process, including information on invoicing and reporting requirements. Applicants not selected for funding will receive feedback regarding their applications within 60 days after receiving notification.

In accordance with [CARB 2018 Funding Guidelines for Agencies that Administer California Climate Investments](#), CDFA will post basic information on the DDRDP web site regarding the applications it has received at least 10 days before awarding grant funds. After projects are selected and all funds are encumbered, CDFA will post an updated list within 90 days that identifies status of all project applications.

Assistance and Questions

Workshops and Webinars

CDFA will conduct two workshops/webinars on the 2019 DDRDP solicitation process; please visit www.cdfa.ca.gov/go/DD for more details. All applicants are encouraged to participate in one or more workshops.

Questions and Answers (Q&A)

General questions regarding the solicitation process may be submitted to cdfa.oefi_ddrdp_tech@cdfa.ca.gov. Responses to all questions received during workshops, webinars, or by email will be posted to CDFA's DDRDP website according the following schedule:

Questions Received by:	Responses Posted by:
January 11, 2019	January 18, 2019
January 25, 2019	February 1, 2019
February 15, 2019	February 22, 2019
March 8, 2019	March 15, 2019
March 22, 2019	March 29, 2019

March 22, 2019 is the final deadline to submit questions for the 2019 DDRDP grant application.

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

Community Outreach Assistance

CDFA will provide community outreach assistance through the California State University - Sacramento Consensus and Collaboration Program (CCP) with expertise in community engagement strategies.

The process for accessing community outreach assistance is available on the DDRDP webpage: <https://www.cdfa.ca.gov/go/DD>.

Applicants are encouraged to contact the service provider in a timely fashion to avail consultation and assistance.

Project Readiness Resources

To assist applicants with this component of their project, the following information is provided as a resource:

- CalEPA's general information on dairy digesters: <http://www.calepa.ca.gov/digester/>
- General assistance with siting and permitting a digester: <http://business.ca.gov/>
- CalEPA's consolidated permit process to aid permitting of digesters and to clarify permitting processes and requirements: <https://calepa.ca.gov/digester/>
- SoCalGas Renewable Natural Gas Toolkit can be found here: https://www.socalgas.com/1443741172283/rng-toolkit_v2.pdf
- **Water Quality:** The Central Valley Water Board released a Programmatic Environmental Impact Report for dairy digester projects to simplify the CEQA review and permitting of these facilities. Note: this PEIR is for projects located in the Central Valley Region: <https://calepa.ca.gov/wp-content/uploads/sites/6/2016/10/Digester-Documents-CVDigestEIR.pdf>
- **Air Quality:** San Joaquin Air Pollution Control District Best Available Control Technologies (BACT) Guideline 3.3.15 for Waste Gas-Fired IC Engines applies to engines fueled with digester gas. The District BACT Guidelines can be found in the BACT Clearinghouse: <http://www.valleyair.org/busind/pto/bact/bactidx.htm>
- Sacramento Metropolitan Air Quality Management District's BACT Clearinghouse: [http://www.airquality.org/businesses/permits-registration-programs/best-available-control-technology-\(bact\)](http://www.airquality.org/businesses/permits-registration-programs/best-available-control-technology-(bact))
- South Coast Air Quality Management District's BACT Guidelines: <http://www.aqmd.gov/home/permits/bact/guidelines>
- BACT contacts for other air Districts can be found here: <http://www.arb.ca.gov/bact/contact.htm>

Appendix A: Attachments

Attachments should be submitted as PDF files, except for the DDRDP Benefits Calculator Tool, 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 recommended page limits. Each attachment may not exceed 25 MB. All attachments should include FAAST PIN on top left corner. If a Table of Contents is included, it will not be included in the page limit requirement.

Application Attachments	
Digester Project Plan and Long-Term Viability	
Attachment 1	Project Narrative Template (Single PDF file, 10 pages maximum [max])
Supporting Materials 1.1	Site plan, project design documents, schematic diagrams, cluster maps, etc. (Single PDF file, 50 pages recommended)
Supporting Materials 1.2	Resumes, team commitment letters, etc. (Single PDF file, 30 pages recommended)
Supporting Materials 1.3	Copy of Deed and/or Lease Agreement (if applicable) (Single PDF file, no page max)
Attachment 2	Work Plan Template (Single PDF file, 4 pages max)
Financials and Budget Worksheet	
Attachment 3	Budget Worksheet Template (Single PDF file, template provided)
Attachment 4	Financials (Single PDF file, no page max)
Estimated GHG Emissions Reduction	
Attachment 5	DDRDP Benefits Calculator Tool (Excel File)
Supporting Materials 5.1	Explanation of variables different from the DDRDP Benefits Calculator. Upload as a single PDF file; 20 pages recommended.
Project Readiness and Permitting Status	
Attachment 6	Project Readiness Template (Single PDF, 5 pages max)
Supporting Materials 6.1	Additional Permitting Documents (Single PDF file, 100 pages recommended)
Supporting Materials 6.2	Status of interconnection, offtake agreements; power purchase agreements, etc. (Single PDF file, 100 pages recommended)
Environmental Performance	
Attachment 7	Environmental Performance Template (Single PDF file, 5 pages max)
Supporting Materials 7.1	Explanation and citations from published literature, to support project's environmental performance claims. (Single PDF file, 100 pages recommended)
Community Impact	
Attachment 8a	Community Impact Template (Single PDF file, 5 pages max)

Supporting Materials 8.1	Up to 3 Letters of Support (Single PDF file, 20 pages recommended)
Supporting Materials 8.2	Explanation of Priority Population Benefits (Single PDF file, 10 pages recommended)
Attachment 8b	CARB Community Engagement Questionnaire (pages 1-3)

Appendix B: Grant Recipient Requirements

Grant Agreement

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

Once a Grant Agreement is executed, grant recipients can begin implementation of the project. Grant recipients are responsible for the overall management of their awarded project to ensure all project activities, including labor associated with the installation are completed no later than September 30, 2021.

Payment Process

CDFR will provide grant recipients with the necessary grant award and invoicing documents. The remaining funds will be allocated on a reimbursement basis. Invoices must be submitted quarterly and include all supporting financial documentation to substantiate expenses. CDFR 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 CDFR. Invoicing and closeout of all project expenditures must be completed no later than September 30, 2021.

The grant recipients matching fund expenditures must equal or exceed the 2019 DDRDP grant expenditures throughout the grant agreement term. If matching funds are not expended at a rate consistent with grant funds, CDFR will withhold grant funds until matching funds are expended at a consistent rate.

Reporting

Grant recipients will be required to submit quarterly Progress Reports during the project term. The Progress Report is used to identify tasks and activities achieved, potential concerns, matching funds expended to date, and other pertinent information, such as greenhouse gas reductions and project benefits. The Progress Report will require recipients provide project information including but not limited to:

- GHG emission reductions estimated using the DDRDP Benefits Calculator Tool.
- Detailed explanation of project co-benefits achieved, and description of efforts planned or in place for sustaining the project's co-benefits through the life of the project.
- Detailed explanation of economic benefits (including but not limited to number of jobs provided, average wages and benefits) achieved and describe efforts planned or in place for sustaining the project's economic benefits.

A Final Performance Report will be required no later than 30 days after the project installation 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 operation. Among other important information, grant recipients must report on the following:

- Greenhouse gas reductions, in MTCO_{2e}, achieved during the grant term (if any), along with all supporting calculations. Estimate the annual GHG reductions in MTCO_{2e} 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 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 through the life of the project.

Critical Project Review

Grant recipients must agree to a Critical Project Review/Site Visit during the project term to verify project progress as reported in Progress Reports submitted to CDFA.

If it is determined by CDFA from the Critical Project Review that at that time the grant project is not meeting, and is unlikely to meet, certain milestones CDFA has the right to terminate the Grant Agreement pursuant to the Terms and Conditions of the Grant Agreement. If the grant is terminated and has incurred any costs during the term, the Grantee must return any previously reimbursed funds. Termination may result in forfeiture by the grantee of any funds retained pursuant to 10 percent retention policy.

Post-Project Completion Requirements

Execution of the Grant Agreement is conditional upon agreement to post-project completion requirements. Grant recipients are expected to maintain documentation related to the 2019 DDRDP-funded project, including GHG emissions reduction and energy generation. Grant recipients will be required to report actual GHG reduction benefits 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:

<https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>.

The data to be reported will include (but may not be limited to):

- Average population of livestock in each livestock category in the last 12 months.
- Quantity of methane captured and destroyed in any biogas destruction device (e.g. MT CH₄/year from metered data, if available).
- Quantity of methane captured and utilized for electricity generation, useful thermal energy production, or upgrading to biomethane transportation fuel (MT CH₄/year), as applicable.
- Renewable energy generated (kWh, scf, MMBtu, or gallons fuel/year), as applicable.
- For all stationary and mobile sources associated with manure management activities and all project equipment not powered by biogas, energy consumption by fuel type (kWh, scf, MMBtu, or gallons fuel/year), as applicable.

Reported information on project outcomes will be made publicly available on CARB's website (<https://ww2.arb.ca.gov/our-work/programs/california-climate-investments>) and in the Annual Report to the Legislature per CARB requirements.

The purpose of this reporting is to demonstrate the long-term success of DDRDP-awarded projects by documenting GHG emission reductions and other project benefits. In accordance with [CARB 2018 Funding Guidelines for Agencies that Administer California Climate Investments](#) reported information will be made

publicly available per CARB requirements. After the project is operational, CDFA will work with grant recipients to collect the necessary data and quantify GHG emission reductions. Failure to work with CDFA or its designees to provide the necessary project-related documentation will be considered non-performance. In the event of non-performance, CDFA shall take any action deemed necessary to recover all or any portion of the grant funding.

Appendix C: Confidential Information

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

What is "confidential?"

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

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

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

What if there is a question about what is confidential?

The CDFA Legal Office will review the records and make a determination as to whether or not the records are exempt from disclosure.

What program procedures will keep information confidential?

Financial information will be analyzed, on a need-to-know basis, by staff from the CDFA, kept confidential, and will be maintained with restricted access. Grantee businesses will agree to provide specific key financial information for three years to develop benchmarks to evaluate the program. The records will be kept for the amount of time set forth in CDFA's Internal Record Retention Policy.

Appendix D: Key Terms and Definitions

Word/Term	Definition
Applicant	The respondent to this solicitation.
Application	An applicant's formal written response to this solicitation.
Cluster Project	Projects that propose to develop centralized dairy digesters serving more than one dairy (also known as clusters or "hub and spoke" model) are eligible. These projects could include a hub facility where centrally located operations would occur such as the collection of raw dairy biogas from a group or cluster of existing dairy operations. The hub could serve as focal point for cleaning and conditioning, upgrading and injection to a pipeline.
Commercially-available Technologies	<p>A system that has a proven operating history specific to the proposed application. Such a system is based on established design, and installation procedures and practices. Professional service providers, trades, large construction equipment providers, and labor are familiar with installation procedures and practices. Proprietary and balance of system equipment and spare parts are readily available. Service is readily available to properly maintain and operate the system. An established warranty exists for parts, labor, and performance.</p> <p>Pre-commercial technologies are new technologies or enhancements of existing technologies that are not commercially available in California. Technologies can include pre-commercial and commercial components, but for the purposes of this solicitation, technology should be commercially available in CA for the particular component.</p>
GHG	<i>Greenhouse Gas(es)</i> , atmospheric gases that have the ability to trap infra-red radiation from the sun and contribute toward global warming and climate change, such as carbon dioxide, methane and nitrous oxide. The current solicitation will address projects aimed at reducing methane emissions.
GHG Emission Reduction	A calculated decrease in GHG emissions relative to a project baseline scenario over a specified period of time.
Greenhouse Gas Reduction Fund (GGRF)	A fund established in 2012 to receive State Cap and Trade Auction proceeds and define requirements for how funds must be used.
Matching Funds	Funds provided by the applicant toward the implementation of the dairy digester project, at least 50% of the total project cost.
Milk Producer	"Producer" means any person that operates a dairy herd which produces milk or cream commercially and whose bulk milk or bulk cream is received or handled by any distributor, manufacturer, or any nonprofit cooperative association of producers.
Permanent Greenhouse Gas Emission Reductions	"Permanent" means either that GHG reductions and GHG removal enhancements are not reversible, or that when GHG reductions and GHG removal enhancements may be reversible, mechanisms are in place to replace any reversed GHG emission reductions and GHG removal enhancements to ensure that all reductions endure for at least 100

	years.
Baseline Scenario	“Baseline scenario” represents the GHG emissions presently occurring at the project location and that would occur in the absence of a 2019 DDRDP project.
Priority Populations	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. See Section VII.B of the Funding Guidelines for Agencies that Administer California Climate Investments (August 2018) for more information on the definitions of priority populations.
Project Boundary	The project boundary is defined as “the GHG sources, sinks, and reservoirs (SSRs) that are included or excluded when quantifying the emission reductions resulting from the installation and operation of devices associated with the capture and destruction of methane” as defined in the CDFA DDRDP California Climate Investments User Guide.
Project Scenario	“Project scenario” represents the GHG emissions and emission reductions that are reasonably expected to occur as a result of implementing a 2019 DDRDP project.
Project Manager	The person designated by the applicant to oversee the project and to serve as the main point of contact for the CDFA.
Socially Disadvantaged Farmer or Rancher	“Socially Disadvantaged Farmer or Rancher” means a farmer or rancher who is a member of a socially disadvantaged group. “Socially disadvantaged group” means a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. These groups include all of the following: (1) African Americans (2) Native Indians (3) Alaskan Natives (4) Hispanics (5) Asian Americans (6) Native Hawaiians and Pacific Islanders, as defined by the Farmer Equity Act of 2017 .

Appendix E: Detailed Scoring Criteria

SCORING CRITERIA	MAX POINTS
DIGESTER PROJECT PLAN AND LONG-TERM VIABILITY	20
<p>Addressed all requirements of the feasibility section and Work Plan including, but not limited to:</p> <ol style="list-style-type: none"> a. Provided details of the technology (or technologies) to be employed in digester facility and for subsequent utilization of captured methane, including but not limited to PPA agreement in place, or, steps needed or taken to achieve PPA and plan for RNG pipeline injection or other details of utilization of captured methane. b. Provide tons of material digested and details of materials other than dairy manure if included in the project. c. Technologies affiliated with the digester and biogas cleanup have a track record of success and are commercially available. d. Documentation that demonstrates control of the dairy site provided (if applicable). e. Guarantees that an adequate amount of feedstock will be provided to make the project feasible through a signed contract, letter of intent, or other documentation which showed the feedstock will be available by the time the project is operational. f. Specific list of all tasks needed to complete project using the Work Plan template provided. g. Detailed Work Plan clearly and concisely described the tasks and activities required to achieve the goals/objectives in the proposed project narrative. h. Included major work items (including but not limited to permitting, site planning, engineering, construction, equipment, field supervision, health and safety requirements, testing and bonds) i. Reasonable estimate of projected timeline for the project to be operating at full capacity included. j. Demonstrated that all tasks are logical and achievable within the grant term, and with available resources. Identified measurable targets that must be met to accomplish project within the grant timeline, with specific dates for each target. k. Included an evaluation component to measure success of the project and to determine whether the goals/objectives were accomplished and build in measurable milestones and a timeline to complete the evaluation before the grant term expires. Evaluation plan consistent with work plan. l. Long term operations and maintenance plan included. m. Demonstrated that the applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete the proposed project. Provided resumes of key project personnel and contractors. n. For defunct digester project, included additional details of the defunct digester including but not limited to funding source(s), reason(s) for non-function, and current method of 	

methane destruction or management.	
BUDGET WORKSHEET AND FINANCIALS	10
<p>Adequate documentation regarding organization’s financial strength provided through financial documents listed in the application. Additionally:</p> <ol style="list-style-type: none"> Evidence of ability to fund upfront costs while waiting for reimbursement provided. Demonstrated financial strength to sustain project beyond grant term. 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). Described and quantified expenditures already incurred to initiate work on project, such as engineering, site preparation, infrastructure, utility hookups, permitting and environmental review. Provided a complete Budget Worksheet addressing issues including, but not limited to: <ol style="list-style-type: none"> 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. Provided a clear accounting of all costs associated with all activities necessary to complete the project. 	
ESTIMATED GREENHOUSE GAS EMISSIONS REDUCTION	35
<ol style="list-style-type: none"> Described the proposed project and explained how it will result in reduction of metric tons of Greenhouse Gas (GHG) emissions annually compared to existing practices for the dairy (10 points). Completed the DDRDP Benefits Calculator template for 2019 DDRDP. Proper justification for all assumptions made in the calculation process provided (10 points). <p>Applicants reported GHG emission reduction results (in MTCO₂e) as:</p> <ol style="list-style-type: none"> Total project emission reductions over 10 years (5 points); GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation over 10 years (5 points); GHG reduction per dollar 2019 DDRDP grant money requested over 10 years; GHG reduction per dollar total Greenhouse Gas Reduction Fund (GGRF) grant money requested over 10 years (includes 2019 DDRDP and other GGRF grants) (5 points – c and d). <p>Applications will be competitively evaluated on their projected emissions reductions.</p>	
PROJECT READINESS	10
<p>The permit template is complete. Copies of permits obtained attached. CEQA: Notice of Determination (NOD) submitted.</p> <p>Projects will be competitively evaluated with regards to how far along they are in their permitting process.</p>	

ENVIRONMENTAL PERFORMANCE	15
<p>NOx and Criteria Pollutants (10 points)</p> <p>a. Described the project’s impact on criteria pollutants such as NOx, toxic air contaminants and hazardous air pollutants. Included all potential emission sources and described how emissions will change before and after implementation of project. Provided supporting information/documents to support impacts and mitigation measures (5 points)</p> <p>b. Is the biogas end-use in project one that reduces or eliminates NOx emissions, such as RCNG generation for pipeline injection or transportation fuel? (5 points).</p> <p>Project Co-Benefits (5)</p> <p>Described project co-benefits in detail. Described benefits achieved beyond methane reduction and mitigation of NOx, criteria air pollutants, toxic air contaminants and hazardous air pollutant impacts, supplying energy at peak grid demand, guarantee local use of transportation fuel. Supporting documentation must show feasibility and plan for success of any proposed co-benefits. Any assumptions must be explained in sufficient detail.</p>	
COMMUNITY IMPACT	10
<p><u>Community Impacts and Mitigation</u></p> <p>I. <i>Community Outreach Actions by Applicant</i></p> <p>a. Described how community was engaged. Did community-based non-profit organization(s) involved in potentially impacted communities provide assistance in engagement efforts? Did the topic of discussion include potential adverse impacts of digester projects, including a net increase in criteria pollutants, toxic air contaminants, hazardous air pollutants, groundwater and surface water impacts, and truck traffic and odor?</p> <p>b. Listed the public and/or government stakeholders involved.</p> <p>c. Provided details of community meetings, including but not limited to method of notification, attendance, location, date/time, translation services provided, childcare provided, meals provided.</p> <p>II. <i>Mitigation Measures</i>: Described in detail specific mitigation measures that will be included in the project, including but not limited to, methods to mitigate impacts such as toxic air contaminants, hazardous air pollutants, groundwater and surface water impacts, truck traffic and odor.</p> <p>III. <i>Letters of Support</i>: Provided support letters from community members and/or leaders demonstrating that outreach was conducted (up to 3).</p> <p><u>Localized Economic Benefits</u></p> <p>Provided jobs-related information requested in template.</p> <p><u>Benefits to Priority Populations</u></p> <p>Provided direct, meaningful, and assured benefits to one or more priority populations AND meaningfully addresses an important community need.</p>	
TOTAL	100