

## 2023 DDRDP Application Questionnaire Preview

**DISCLAIMER:** This document intends to give applicants an idea of what to expect in the application. Actual questions within the electronic application submission portal (available at [www.cdfa.ca.gov/oefi/ddrdp](http://www.cdfa.ca.gov/oefi/ddrdp)) may be different.

CDFA highly recommends that you review the Request for Grant Applications prior to beginning an application.

### APPLICATION CATEGORY

What type of project are you applying?

- 1) DDRDP only (includes new applicants and previous AMMP recipients);
- 2) New DDRDP (includes new applicants and previous AMMP recipients) + Dairy Plus Program
- 3) Dairy Plus Program only (previous DDRDP project is operational)

### IMPORTANT!

Has this submitting organization previously been awarded a CDFA DDRDP project?

Is this application in a dairy operation that has already been awarded a CDFA AMMP project?

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

### I) Applicant Information

Applicant - Primary Contact (Name)

Role in the Project (Title)

Applicant Address

Applicant Email Address

Applicant Telephone for Contact  
Format for telephone xxx-xxx-xxxx

Submitting Organization Name (i.e., Dairy Developer entity)

Submitting Organization - Primary Contact (Name)

Role in Submitting Organization (Title)

Submitting Organization Address

Submitting Organization Email Address

Submitting Organization Telephone for Contact  
Format for telephone is xxx-xxx-xxxx

## **II) Project Information**

Project Title

Project Description

Name of the Host Dairy

Address of the Host Dairy

Latitude

Longitude

County

Please [click here \(https://bit.ly/2Li72i5\)](https://bit.ly/2Li72i5) to identify and list your State Assembly and Senate Members below:

Assembly Member

Assembly District

Senator

Senator District

### **III) 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 Americans; 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

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

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

completed Project Narrative Template and Work Plan Template and provide the following information:

### **Project Type**

Select the project type

Is this project part of a cluster?

### **Project Duration**

Enter the "Start Date" for the project. (Project cannot begin prior to March 1, 2024)

Enter the "End Date" for the project. (Project cannot end later than August 31, 2026)

Select the digester type.

Describe the biogas end-use (examples include but are not limited to: electric generation, transportation fuel - onsite renewable natural gas (RNG) or pipeline injection, boiler with utilization of useful thermal energy)

Estimated annual energy generation (MWh or MMBtu)

Units of energy generation (MWh or MMBtu)

Are the proposed greenhouse gases reduction and biogas end-use technologies commercially available in California? Note: Commercially Available Technology - a system that has a proven operating history specific to the proposed application. Such a system is based on an established design, and installation procedures and practices. Refer to Appendix D: Key Terms and Definitions in the [2023 DDRDP Request for Grant Applications](#).

Interconnect status (if applicable).

Other feedstock (if applicable)

Attachment 1: Project Narrative Template (required)

Attachment 1 should be uploaded as a DOC or DOCX file

Supporting Materials 1.1: Site plan, project design documents, cluster maps, schematic diagrams, etc. (Attach as a single PDF file)

Supporting Material 1.1 should be uploaded as a PDF file

Supporting Materials 1.2: Resumes, team commitment letters, etc. (Attach as a single PDF file)

Supporting Material 1.2 should be uploaded as a PDF file

Supporting Materials 1.3: Copy of Deed and/or Lease Agreement (if applicable). (Attach as a single PDF file)

Supporting Material 1.3 should be uploaded as a PDF file

Attachment 2: Work Plan Template (required)

Attachment 2 should be uploaded as a DOC or DOCX file

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## **Section II: Project Budget and Financials**

### **Budget**

Using the completed Budget Worksheet Template provide the following information:

Grant Amount Requested

This value must be less or equal to US\$1,600,000.

This value must be less or equal to US \$1,000,000 for previous AMMP recipients who already implemented an AMMP project

Matching Funds Provided

This value should be greater or equal to the value in "Grant Amount Requested".

Total Project Budget

Within the following categories, identify the Primary Project Activity or Expense contributing to the total share of the project budget and the percentage of project budget associated with the Primary Activity or Expense. Note: the total share of the project budget associated with the primary, secondary, and tertiary project activities or expenses may be less than 100%.

What percentage of the Project Budget is associated with the Primary 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 and the percentage of project budget associated with the Secondary Activity or Expense. Note: the total share of the project budget associated with the primary, secondary, and tertiary project activities or expenses may be less than 100%.

What percentage of the Project Budget is associated with 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 and the percentage of project budget associated with the Tertiary Activity or Expense. Note: the total share of the project budget associated with the primary, secondary, and tertiary project activities or expenses may be less than 100%.

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

Total percentage for Project Activities and Expenses reported

Attachment 3: Budget Worksheet Template (required)

Attachment 3 should be uploaded as an XLS or XLSX file

Supporting Materials 3.1: Bids or quotes to support budget costs (if applicable)  
(Attach as a single PDF file)

Supporting Material 3.1 should be uploaded as a PDF file

## Financials

Activities funded under 2023 DDRDP cannot duplicate tasks funded by another Federal or State program. If other Federal or State funding sources have been secured, the following must be addressed in the text boxes below. Please note that Dairy Plus Program funds will not be considered as matching funds.

Describe how the DDRDP project differs from the other Federal or State program(s) rather than duplicates funding efforts.

Identify the Federal or State program(s), Federal or State agency administering the program(s), and the amount(s) of grant funds awarded.

If other Federal or State funding sources have not been secured, indicate "Other Federal or State funding sources have not been secured" and discuss plans to secure other Federal or State funding.

Note: Any time an applicant is awarded funds from another Federal, State, or other programs, it is the responsibility of the applicant to notify CDFA immediately.

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

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

Attachment 4: Financials (required)

Attachment 4 should be uploaded as a PDF file

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### **Section III: Estimated GHG Emissions Reduction**

Using the completed DDRDP Benefits Calculator Tool (<http://www.arb.ca.gov/cci-resources>) template, provide the following information within the text boxes:

#### **Herd Size Information**

Select Livestock Categories that are part of the Project Boundary

Total project emission reductions over 10 years (MTCO<sub>2</sub>e)

GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation over 10 years (MTCO<sub>2</sub>e/ECM)

GHG reduction per dollar 2023 DDRDP grant money requested over 10 years (DDRDP \$/MTCO<sub>2</sub>e)

#### **Co-Benefits Data (from DDRDP Benefits Calculator Tool)**

##### **Criteria and toxic air pollutant emissions reductions**

Local (direct) ROG (lbs over 10 years)  
Remote (indirect) ROG (lbs over 10 years)  
Local (direct) NO<sub>x</sub> (lbs over 10 years)  
Remote (indirect) NO<sub>x</sub> (lbs over 10 years)  
Local (direct) PM 2.5 (lbs over 10 years)  
Remote (indirect) PM 2.5 (lbs over 10 years)  
Local (direct) Diesel PM (lbs over 10 years)  
Remote (indirect) Diesel PM (lbs over 10 years)

##### **Soil health co-benefits**

Compost production (dry tons over 10 years)  
Compost application area (acres to be treated with compost soil amendments over 10 years)

##### **Fossil fuel reductions**



Fossil fuel use reductions over 10 years (in gallons)

Attachment 5: DDRDP Benefits Calculator Tool (required)

Attachment 5 should be uploaded as an XLS or XLSX file

Supporting Materials 5.1: Explanation of GHG Calculations (if applicable)  
(Attach as a single PDF file)

Supporting Material 5.1 should be uploaded as a PDF file

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## **Section IV: Project Readiness and Permitting Status**

Please fill out the Project Readiness Template

Attachment 6: Project Readiness Template (required)

Attachment 6 should be uploaded as a DOC or DOCX file

Supporting Materials 6.1: Additional Permitting Documents (if applicable)  
(Attach as a single PDF file)

Supporting Material 6.1 should be uploaded as a PDF file

Supporting Materials 6.2: Status of interconnection, offtake agreements; power purchase agreements, etc (if applicable) (Attach as a single PDF file)

Supporting Material 6.2 should be uploaded as a PDF file

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## **Section V: Environmental Performance**

Please fill out the Environmental Performance Template

Attachment 7: Environmental Performance Template (required)

Attachment 7 should be uploaded as a DOC or DOCX file

Supporting Materials 7.1: Explanation and citations from published literature, to

support project's environmental performance claims (if applicable) (Attach as a single PDF file)  
Supporting Material 7.1 should be uploaded as a PDF file

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## **Section VI: Community Impact**

Please fill out the Attachment 8a: Community Impact Template

Attachment 8a: Community Impact Template (required)  
Attachment 8a should be uploaded as a PDF file

For Attachment 8b: CARB Community Engagement Questionnaire  
([http://ww2.arb.ca.gov/sites/default/files/auction-proceeds/final\\_communityengagement\\_fillable.pdf](http://ww2.arb.ca.gov/sites/default/files/auction-proceeds/final_communityengagement_fillable.pdf))

Attachment 8b: CARB Community Engagement Questionnaire (required)  
Attachment 8b should be uploaded as a PDF file

Supporting Materials 8.1: Up to 3 Letters of Support (required) (Attach as a single PDF file)  
Supporting Material 8.1 should be uploaded as a PDF file

## **Evaluation of Benefits to Priority Populations**

Step 1 - Evaluate the project against each of the following criteria for Priority Populations (disadvantaged communities, low-income communities, or low-income households). Check all boxes that apply. Use the map provided at the California Air Resources Board website (<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>) to select the project location. Provide documentation to justify an affirmative answer to the questions below in Supporting Materials 8.2: Explanation of Priority Population benefits. Note: For the 2023 DDRDP, the majority of the project must be located within a disadvantaged or low-income community census tract to fulfill Step 1 of the determination of benefits.

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?

Does the project directly benefit residents of low-income households?

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

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

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

For the question below, please refer to the 2018 Funding Guidelines for Agencies

that Administer California Climate Investments  
(<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/fundingguidelines.htm>)

Referred to the list of common needs in Table 5 (page 13) of the 2018 Funding Guidelines for Agencies that Administer California Climate Investments?

Describe identified community or household need(s):

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 - Evaluate the project against the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations. The benefit provided must directly address the identified need:

Project must meet the following benefit criteria focused on providing environmental improvements, economic benefits, or educational opportunities to priority populations:

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 pollutant or toxic air contaminant emissions?

Supporting Materials 8.2: Explanation of Priority Population Benefits (Attach as a single PDF file)

Supporting Material 8.2 should be uploaded as a 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 Americans; and Native Hawaiians and Pacific Islanders.

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

## PROJECT NARRATIVE

### Project Title:

**Limit document to 12 pages total.** Arial font size 12, 1-inch margins, and single-spaced. Do not change the order of sections, margins, font size, or spacing.

(REMOVE ALL BLUE TEXT PRIOR TO SUBMITTAL)

### I. Project Implementation Plan

#### History and Background

Provide the details of the history and background of the dairy operation. Provide herd size and breed, including the average number of lactating cows (in freestalls and in open lot corrals), dry cows, replacement calves, replacement heifers, and any other livestock at your operation. Documents to support herd size over the past 12 months must be included in Supporting Materials 5.1. 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.).

Include a schematic diagram showing the total solids that flow into and are lost from the manure treatment system. Provide details of quantity, location, and source of manure and other materials (if any) digested, and quantify minimum daily total solids loads needed for the system to operate optimally. Explain if your facility will be able to guarantee the minimum feedstock needed for the digester project, and how manure will be handled when the system is not operational.

In case of a defunct digester, provide the history and background of the installed digester. Include information requested above in addition to: the funding source(s) for past construction, reasons for digester becoming non-functional and current strategies for the destruction of methane generated in the absence of a functional digester. If methane is not being destroyed, what is its fate as per current management practices on the dairy operation?

#### Type of Digester

Provide details of the type of digester planned and technologies proposed for anaerobic digestion. Project design documents, including schematics, figures, graphics, and plans, must be submitted as part of the grant application. Provide a clear distinction between what the project is currently committed to accomplishing and future plans. Project designs must be approved by a licensed professional engineer. Details such as digester volume, solids and hydraulic retention times, and mass balance through the digester

must be included. Mass balance must be illustrated in an annotated diagram with the following components clearly indicated:

- Manure input rate (mass or gallons with estimated total solids)
- Digestate outflow rate (mass or volume with estimated total solids)
- Expected bio-gas flow with methane content estimate.

If the volume of manure volatile solids deposited on land and not entering the anaerobic environment (lagoon) from the project are expected to be different from the default values utilized in the latest California Air Resources Board Greenhouse Gas Quantification Methodology for the California Department of Food and Agriculture Dairy Digester Research and Development Program and associated Benefits Calculator Tool for Dairy Digester Research and Development Program, provide a justification to support the difference. Documents to support the justification (if any) should be included in Supporting Materials 5.1.

### Cluster Projects

For projects that are part of a dairy cluster to produce biogas, the plan for the entire cluster must be included for each individual application. Indicate the name of the cluster, how many dairies and digesters are in the cluster, how many are currently operational, and how many are planned. Explain how the proposed project fits with the overall cluster plan, including a feasibility analysis indicating the minimum number of projects critical to the economic and technical viability of the cluster. Map(s) showing the layout of the cluster and connecting pipelines (if applicable) must be included. If providing individual applications for a cluster, each application should be prioritized in terms of the importance of funding.

### Renewable Power/Low-Carbon Fuels

Include a plan for renewable power or low-carbon fuels, i.e., your plan for utilization of the methane (biogas) produced in the project which will eventually result in the destruction of the methane (i.e., emissions reduction). Provide details of the technology(ies) to be employed in your digester facility and for subsequent utilization of captured methane, specifically:

- The make and model (or energy capacity) of the engine-generator, boiler, gas turbine, fuel cell, or other technology, or gas upgrade system (if the product is RNG).
- The make, model, and capacity of the gas cleaning/conditioning system including information of constituents removed (examples include but are not limited to: hydrogen sulfide, carbon dioxide, and moisture).
- Describe the details of the air pollution control equipment proposed. Will this technology meet local air district rules and the requirements of this program?
- How much energy production is expected to be yielded by the system? Include the kW-h/year estimates for electricity projects and MMBTU per hour and per year

of upgraded gas for RNG projects and for projects that combust biogas in a boiler and recover useful thermal energy.

- Is there a plan in place for conditioning of bio-gas and pipeline injection of RNG or use of RNG as transportation fuel or fuel displacement for other equipment, e.g. boilers?
- Is a Power Purchase Agreement in place for electric power generation (if yes, provide a copy of the agreement or support letter from the utility service as evidence)? Discuss the status of the project in BioMAT-FiT (if applicable). Is an agreement to sell RNG in place? Provide offtake agreements, if applicable.
- Will the project include any peak demand provisions? If so, discuss.
- Discuss local versus regional use of generated fuel or electricity,
- For projects that propose to change their biogas end-use within the 10-year life of the project, ensure that this is discussed in the Project Narrative, and is reflected and consistent in the Estimated GHG Emissions Reduction, Environmental Performance, Community Impact, Budget Worksheet sections, and Work Plan attachment.
- Are you proposing any other uses for bio-methane? If yes, please explain.

## Site Control

Dairy digester developers proposing installation on a dairy site must demonstrate legal control of the site. Is there a lease agreement in place? Please provide a copy. If not, please discuss plans on finalizing contractual arrangements with a dairy operation. Owners of the dairy operation must submit a copy of their deed if they are the primary applicant. Will the 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, the expected lifetime of the digester, and a clear and concise description of the goals and objectives of the project,
- Justification for the need for CDFA funding, and an explanation of market viability including target markets, barriers, financial risks, partners, and economic viability with cash-flow projections, and,
- Details pertaining to ensuring fuel quality and safety of use, and, safety, maintenance, and training plan for the project facility and staff.
- Discuss the potential for replicability of the project.

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



## **II. 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), and for the life of the project (minimum expected lifetime of digester projects is 10 years).

Explain all ongoing funding sources for the project. List personnel positions assigned to carry out digester operations and maintenance throughout the life of the project.

### **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 the availability of replacement parts and qualified service technicians, the cost of commonly replaced parts/services, and the availability of included maintenance packages.

### **Maintenance**

Examine and compare the maintenance requirements of the available internal combustion engine/generator packages, microturbines, fuel cells, boilers, FlexEnergy systems, pipeline injection systems, and fuel production systems. Provide information regarding necessary maintenance intervals, common maintenance requirements, cost of common maintenance parts/fluid replacement, the complexity of maintenance, warranty required services, need for technicians to perform maintenance, typical annual maintenance cost, and time required for maintenance tasks.

## **III. Project Team Qualifications**

### **Organization**

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

### **Experience**

If a project is being submitted by a project developer, a contractual agreement documenting project support from the dairy producer must be included. Letters of

commitment from team members demonstrating understanding of their participation and specific role(s) in the project must also 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 the previous experience of the project team with dairy digesters in California or other parts of the United States.

List past digester projects developed by the project team, including digesters implemented in California and their operational status.

# WORK PLAN

## 2023 Dairy Digester Research and Development Program

**Project Title:**

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

Applicant Organization				
Task No.	Description/Activity	Performed By (Title)	Start Date (Month/Year)	End Date (Month/Year)

## **2023 DAIRY DIGESTER RESEARCH AND DEVELOPMENT PROGRAM**

### **Budget Worksheet Instructions**

This Excel spreadsheet is broken up into seven (7) tabs consisting of different cost centers (Personnel, Supplies, Travel, etc.). Each tab has specific directions based on the information being requested, please read the directions carefully. The "Cost Summary" tab is a formula driven summary of all of the costs associated with your project - DO NOT INPUT DATA INTO THE COST SUMMARY TAB.

The project costs that you identify on each tab must clearly link back to the proposed project activities, as described in your Work Plan. All budgeted items should demonstrate they are reasonable and adequate for the proposed project.

# Budget Worksheet

## 2023 Dairy Digester Research and Development Program

**Directions:** In the table below, list the employees whose time and effort can be specifically identified and easily and accurately traced to project activities. For each employee, provide:

- Task number(s) that correspond to the Work Plan attachment.
- Their title (e.g. accountant)
- A detailed description of the activities to be completed and when each activity will occur.
- Hours to be worked on the project. For each employee, estimate how many hours will be dedicated to performing the duties related to the project.
- Indicate what type of funds are being used to pay for the individual.
- **Clearly define if the task is related to a manure management activity (e.g., sand lane, liquid-solid separator, cement pad, processing pit) or an anaerobic digester/biogas equipment (MUST separate tasks and costs!)**

Applicant ID:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Grant Recipient:</td> <td style="padding: 5px;"></td> </tr> </table>	Grant Recipient:	
Grant Recipient:			

PERSONNEL										
Manure or Digester Related	Task #	Title	Description	Work Hours	Type of Funds					
					Requested DDRDP Funds	Matching (Cash)	In-kind	Other State/Federal	Other	Total Matching
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
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					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
Subtotal:				0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Budget Worksheet**  
**2023 Dairy Digester Research and Development Program**

Directions: In the table below, list the employees of the contractor/consultant whose time and effort can be specifically identified and easily and accurately traced to project activities. For each employee of a contractor/consultant, provide:

- Task number(s) that correspond to the Work Plan attachment.
- Their title (e.g. civil engineer)
- A detailed description of the activities to be completed and when each activity will occur.
- Hours to be worked on the project. For each contractor/consultant employee, estimate how many hours will be dedicated to performing the duties related to the project.
- Indicate what type of funds are being used to pay for the individual.
- **Clearly define if the task is related to a manure management activity (e.g., sand lane, liquid-solid separator, cement pad, processing pit) or an anaerobic digester/biogas equipment (MUST separate tasks and costs!)**

CONTRACTOR/CONSULTANT										
Manure or Digester Related	Task #	Title	Description	Work Hours	Type of Funds					
					Requested DDRDP Funds	Matching (Cash)	In-kind	Other State/Federal	Other	Total Matching
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
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					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
					\$	\$	\$	\$	\$	\$ -
Subtotal:				0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## 2023 Dairy Digester Research and Development Program

Directions: In the table below, list all equipment costing more than \$5,000 per unit to be purchased and describe how it will support the purpose and goal of the proposal. For each item, provide:

- Task number(s) that correspond to the Work Plan attachment.
- A detailed description of the item and how it is necessary for the completion of the project's objectives and outcomes. All equipment must be tied to specific project activities.
- The cost per unit.
- The number of units to be purchased.
- Indicate what type of funds are being used to pay for the items.
- **Clearly define if the task is related to a manure management activity (e.g., sand lane, liquid-solid separator, cement pad, processing pit) or an anaerobic digester/biogas equipment (MUST separate tasks and costs!)**

SUPPLIES										
Manure or Digester Related	Task #	Item Description	Cost Per Unit	Number of Units	Type of Funds					
					Requested DDRDP Funds	Matching (Cash)	In-kind	Other State/Federal	Other	Total Matching
			\$		\$	\$	\$	\$	\$	\$ -
			\$		\$	\$	\$	\$	\$	\$ -
			\$		\$	\$	\$	\$	\$	\$ -
			\$		\$	\$	\$	\$	\$	\$ -
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**Budget Worksheet**  
**2023 Dairy Digester Research and Development Program**

Directions: In the table below, list all equipment costing more than \$5,000 per unit to be purchased and describe how it will support the purpose and goal of the proposal. For each item, provide:

- Task number(s) that correspond to the Work Plan attachment.
- A detailed description of the item and how it is necessary for the completion of the project's objectives and outcomes. All equipment must be tied to specific project activities.
- The cost per unit.
- The number of units to be purchased.
- Indicate what type of funds are being used to pay for the items.
- Clearly define if the task is related to a manure management activity (e.g., sand lane, liquid-solid separator, cement pad, processing pit) or an anaerobic digester/biogas equipment (**MUST separate tasks and costs!**)

EQUIPMENT										
Manure or Digester Related	Task #	Item Description	Cost Per Unit	Number of Units	Type of Funds					
					Requested DDRDP Funds	Matching (Cash)	In-kind	Other State/Federal	Other	Total Matching
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## 2023 Dairy Digester Research and Development Program

Directions: In the table below, list any travel related expenses. For each project related expense, provide:

- Task number(s) that correspond to the Work Plan attachment.
- A detailed description of the item and how it is necessary for the completion of the project's objectives and outcomes.
- Indicate what type of funds are being used to pay for the items.

TRAVEL							
Task #	Item Description	Type of Funds					
		Requested DDRDP Funds	Matching (Cash)	In-kind	Other State/Federal	Other	Total Matching
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**\*Note: DDRDP funds cannot be used to cover travel costs.**

## 2023 Dairy Digester Research and Development Program

Directions: In the table below, list any expenses not covered in the previous budget categories. Expenses in this section may include, but are not limited to, permits, utility interconnect fees, etc. For each project related expense, provide:

- Task number(s) that correspond to the Work Plan attachment.
- A detailed description of the item and how it is necessary for the completion of the project's objectives and outcomes. All items must be tied to specific project activities.
- Indicate what type of funds are being used to pay for the items.

OTHER							
Task #	Item Description	Type of Funds					
		Requested DDRDP Funds	Matching (Cash)	In-kind	Other State/Federal	Other	Total Matching
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Budget Worksheet  
2023 Dairy Digester Research and Development Program

Budget Category	Requested DDRDP Funds	Matching (Cash)	In-kind Contributions	Other State/Federal	Other	Total Matching Funds
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractor/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Manure/Digester/Biogass Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REQUESTED DDRDP FUNDS	\$ -					
MATCHING (CASH) FUNDS		\$ -				
IN-KIND CONTRIBUTIONS			\$ -			
OTHER STATE/FEDERAL FUNDS				\$ -		
OTHER FUNDS					\$ -	
TOTAL MATCHING FUNDS						\$ -

## **PROJECT READINESS**

### **Project Title:**

Provide answers to the following questions. Descriptive answers not to exceed 1000 characters. Permitting documentation, if available and wherever applicable, must be uploaded as a PDF file in support of each question. There is no page limit for attachments, up to 100 pages is recommended.

If the questions below pertain to more than one specific component of the project (examples including but not limited to the anaerobic digester on the dairy, the biogas upgrading facility, pipeline interconnection infrastructure), a specific response for each component must be provided.

### **1. Status of CEQA Compliance**

1.1. Is the project compliant with CEQA?

1.1.1. If yes, attach a copy of the Notice of Determination (NOD) for the project.

1.1.2. If not, explain where the project is in CEQA Process and the steps the project will take to achieve compliance.

### **2. Is a Conditional Use Permit required for this project?**

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

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

### **3. Air District Permit(s)**

3.1. Does the proposed project have Permit to Operate from Air District where the project is located?

3.1.1. If yes, provide the permit number and date issued.

3.1.2. If no, explain where the project is in the process of obtaining one and indicate the steps the project will take to obtain.

3.2. Does the proposed project have Authority to Construct from Air District where the project is located?

3.2.1. If yes, provide the permit number, date of issue, date of expiration.

3.2.2. If no, explain where the project is in the process of obtaining one and indicate the steps the project will take to obtain.

- 3.3. In which Air Quality Management District (AQMD) or Air Pollution Control District (APCD) is the project located?
- 3.4. Provide contact information (name, phone, email, etc.) for the AQMD or APCD staff.
- 3.5. If the project requires the use of Best Available Control Technology (BACT), explain how the project will employ existing BACT or how BACT status will be obtained.
- 3.6. Does the project plan to purchase Emission Reduction Credits (criteria pollutants offsets)?
  - 3.6.1. If yes, describe the plan to obtain the Emission Reduction Credits required for the project?

#### **4. Water Board Permit(s)**

- 4.1. Does the project have a permit from the State Water Resources Control Board (SWRCB) or Regional Water Quality Control Board and has it been entered into the California Integrated Water Quality System Project (CIWQS)?
  - 4.1.1. If yes, indicate which Regional Board the dairy project is located.
  - 4.1.2. If no, explain where the project is in the process of obtaining one and indicate the steps the project will take to obtain.
- 4.2. Provide contact information (name, phone, email, etc.) for the Regional Board staff.
- 4.3. Is the dairy covered under a General Order?
  - 4.3.1. If yes, indicate which General Order.
  - 4.3.2. If no, indicate if the dairy has a Report of Waste Discharge for Individual Waste Discharge Requirements and discuss the steps that will be taken to obtain coverage.
- 4.4. Indicate the kind of digester vessel(s) the project will utilize.
- 4.5. Has the Regional Board issued a letter approving the project or issued a "Notice of Applicability to Applicant (permit)"?
  - 4.5.1. If yes, include a copy of the permit.
  - 4.5.2. If no, explain where the project is in the process of obtaining one and indicate the steps the project will take to obtain.

#### **5. Does the proposed project have a permit from the Local Enforcement Agency?**

- 5.1. If yes, provide the permit number and date of issue.

**6. Does the project require additional local, State, or Federal permits? Other potential permits may include but are not limited to: 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.**

6.1.If yes, attach a copy of all permits in the Attachments tab under Attachment 6: Additional Permitting Documents.

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

**7. Does a pending enforcement action of any kind exist against the dairy operation or any of the project partners?**

7.1.If yes, provide an explanation.

**8. Biogas End Use**

8.1.Does the project have a Power Purchase Agreement (PPA)?

8.1.1. If yes, attach a copy of the agreement or a copy of the California Public Utilities Commission (CPUC) approval.

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

8.2.Does the project have agreements in place for the sale of RNG generated?

8.2.1. If yes, provide a copy of the agreement.

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

## ENVIRONMENTAL PERFORMANCE

### Project Title:

**Limit document to 6 pages total (NO<sub>x</sub> and other Criteria Pollutants - 3 pages; Project Co-Benefits - 3 pages).** Arial font size 12, 1-inch margins, and single-spaced. Do not change the order of sections, margins, font size, or spacing.

(REMOVE BLUE TEXT PRIOR TO SUBMITTAL)

### I. NO<sub>x</sub> and Criteria Pollutants

California Government Code Section 16428.86(a) (i.e., SB 859 Section 6) requires CDFA to prioritize projects based on the criteria pollution benefits achieved by the project. Describe the project's impact on NO<sub>x</sub>, other criteria pollutants, toxic air contaminants, and hazardous air pollutants. Include all potential emission sources and how emissions would change before and after the implementation of the project. Provide supporting documents to support written explanation.

### II. Project Co-Benefits

Describe any additional environmental co-benefits the project will have beyond methane reductions and mitigation of NO<sub>x</sub> and other criteria pollutants, toxic air contaminants, and hazardous air pollutants. Provide an explanation of additional co-benefits provided by the project by written explanation, supporting documentation, and citations from published literature. Examples of additional co-benefits that can potentially increase the project ranking include, but are not limited to: clustering of projects, water conservation measures, water quality improvements, development of value-added post-methane production products such as fertilizers and soil amendments, utilization of waste heat, expanding RCNG vehicle fuel network and on-farm equipment or transportation fleet conversion from fossil fuel use to electricity, RCNG or CNG. Also, describe how the project will include additional protection to water quality beyond permit requirements (e.g., the dairy's plan for use or disposal of the digestate and management of residual materials from pre- and post-digestion processes), and plan to ensure proper and appropriate nutrient balance to comply with water quality requirements.

## COMMUNITY IMPACT

### Project Title:

**Limit statement to 6 pages total (Community Impacts and Mitigation - 3 pages; Localized Economic Benefits - 3 pages).** Arial font size 12, 1-inch margins, and single-spaced. Do not change the order of sections, margins, font size, or spacing.

(REMOVE BLUE TEXT PRIOR TO SUBMITTAL)

### I. Community Impacts and Mitigation

Pursuant to requirements set forth in California Government Code Section 16428.86(a), CDFA shall review the applicant's analysis identifying potential adverse impacts of the proposed project, including a net increase in criteria pollutants, toxic air contaminants, and hazardous air pollutants, groundwater, and surface water impacts; and truck traffic and odor. A project shall not receive funding unless the applicant has demonstrated to CDFA that the applicant has done all of the following:

- Conducted outreach in areas that will potentially be adversely impacted by the project.
- Determined potential adverse impacts of the project.
- Committed to measures to mitigate impacts.

Applicants should engage and receive input from a wide range of stakeholders such as: residents, community leaders, elected officials, advocacy organizations, local businesses, and members of vulnerable or underserved populations (i.e., elderly, youth, physically and/or mentally disabled, members from disadvantaged communities), departments, agencies, jurisdictions, etc. impacted by the project such as local health department, schools/school districts, emergency services, law enforcement, metropolitan planning organization, etc. Community outreach efforts must occur within the local community or county where the project is proposed. While meetings or presentations required by the County or local agencies can be included, they may not count as community outreach efforts conducted by the applicant. In-person community meetings are required as part of the outreach efforts. Comprehensive records of the meetings held for individual projects or for each specific project in a cluster should be provided, including but not limited to dates, locations, attendance, meeting notes or follow-up reports, and video recordings. **Links for accessing the meeting recordings can be provided in this template.** Applicants are encouraged to use various methods to notify the community of outreach efforts, such as local newspapers, county websites, videos, radio, social media, and television, and must provide the additional metrics.



Outreach and community engagement can include information sharing and discussion in various forms, including: participating in local organizations' established meetings; hosting community meetings, forums or discussions; engaging with local residents directly by phone or through door-to-door visits; gathering community opinions through physical and/or electronic surveys; or other forms of sharing project information and gathering feedback. Topics of discussion during outreach efforts must 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, truck traffic, and odor.

Describe community needs and how the community was involved in the local planning and environmental review processes for this project, including how neighbors were contacted, public meeting dates, and whether translation was needed and provided. Summarize the results of this outreach; identify the community's concerns, questions, or comments and how they will be addressed. To demonstrate that the outreach was conducted by providing up to three (3) letters of support from community members, local government, and local community organizations demonstrating that outreach was conducted, being at least one (1) of these letters from the local community (e.g., local non-profit associations, local community activists, residents of the area, etc.).

Describe what, if any, mitigation measures will be included in the project, including but not limited to: mitigating potential impacts such as toxic air contaminants, hazardous air pollutants, groundwater and surface water impacts, truck traffic, odor.

Mitigation measures committed to by the applicant must be specific to the digester project and be included in the project Work Plan and the Budget.

If the above requirements were fulfilled during the process for demonstration of CEQA compliance for the project, the applicant must provide supporting documentation referencing page numbers as applicable.

*Note: A project funded by the Department of Food and Agriculture that results in localized impacts in disadvantaged communities shall not be considered to provide a benefit to disadvantaged communities for the purposes of Section 39713 of the Health and Safety Code.*

## **II. Localized Economic Benefits**

Applicants must explain the economic benefits that will be provided to the community (or communities) where the project is located. If your project will create temporary construction and/or permanent jobs in the community, indicate how many jobs, total project work hours, job classification/trade, approximate salaries and benefits for each job classification and trade, how long these jobs will last, and how they compare to current unemployment rates.

Reported benefits must be consistent with the CARB Job Training and Workforce Development Benefits Table found here:

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

Please be consistent with the project work plan and the budget worksheet.

Grant awardees will be required to report the economic benefits projected or achieved as a result of the project in their quarterly reports to CDFA.