



# 2022 ALTERNATIVE MANURE MANAGEMENT PROGRAM

## Request for Grant Applications

Release Date: March 10, 2022  
Applications Due: May 9, 2022 by 5:00 p.m. PT  
Late submissions will not be accepted.



**California Department of Food and Agriculture**  
Office of Environmental Farming and Innovation  
1220 N Street  
Sacramento, CA 95814  
[cdfa.oefi\\_ammp\\_tech@cdfa.ca.gov](mailto:cdfa.oefi_ammp_tech@cdfa.ca.gov)

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# About the Program

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## Purpose

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

## Funding and Duration

The Budget Act of 2021 (SB 170, Chapter 240) appropriated \$32 million from the California State Budget to CDFA for methane emissions reductions from dairy and livestock operations. CDFA will make approximately \$12.2 million (40% of \$30.4 million) available for the AMMP, which includes an allocation for technical assistance grants under AB 2377. The Dairy Digester Research and Development Program (DDRDP) will have approximately \$18.2 million available to support digesters that reduce methane emissions from dairy operations.

- CDFA will fund up to 100% of the total project cost with a maximum grant award of \$750,000 per project. Matching funds are strongly encouraged. See [Cost Share](#) for more details.
- The maximum project term is two (2) years.
- Grant funds cannot be expended before January 1, 2023 or after December 31, 2024.
- CDFA may offer an award different than the amount requested.

## Eligibility and Exclusions

The project site must be located on a commercial California dairy or livestock operation. Individuals receiving grant award funds must be located in California with a physical California business address.

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

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

While solid separation or conversion from flush to dry scrape manure collection can be a critical component an AMMP project, these practices are not considered to be stand-alone projects because they relate only to how manure is separated or collected. In order to calculate GHG emissions and emission reductions, it is also necessary to identify how the separated or collected manure volatile solids will be treated and/or stored (e.g., open solar drying, composting in vessel). Storage or further treatment will always take place with separated or collected solids, and applicants are required to identify what this will be. The storage or further treatment of the collected solids produces methane to varying degrees, as determined by the Methane Conversion Factor (MCF) for each practice. Applicants should use the definitions provided to determine which practice most closely describes how they will manage separated or scraped manure volatile solids. If an applicant's treatment/storage practices do not exactly match the definition of a listed practice, they will identify the most-closely related practice.

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

1. **Pasture-based management** including (i) conversion of a non-pasture dairy or livestock operation to pasture-based management and/or (ii) increasing the amount of time livestock spend at pasture at an existing pasture operation.

Note: All pasture-based management projects must currently manage/store some manure in anaerobic conditions and introduce new practices that reduce the quantity of manure managed under such conditions.

2. **Alternative manure treatment and storage** practices including:
  - a) Installation of a **compost bedded pack barn** that composts manure *in situ*. Applicants are strongly encouraged to evaluate and incorporate

best practices<sup>1</sup> for design and management of compost bedded pack barns to ensure estimated GHG reductions will be achieved by the project.

- b) Installation of **slatted floor pit storage manure collection** that must be cleaned out at least monthly.
3. **Solid separation** of manure solids prior to entry into a wet/anaerobic environment (e.g., lagoon, settling pond, settling basin) at a dairy or livestock operation in conjunction with one of the manure treatment and/or storage practices listed below. Eligible solid separation technologies include:
- a) **Weeping Wall** (system must have a minimum of at least two cells)
  - b) **Stationary Screen**
  - c) **Vibrating Screen**
  - d) **Screw Press**
  - e) **Centrifuge**
  - f) **Roller Drum**
  - g) **Belt Press/Screen**
  - h) **Advanced solid-liquid separation assisted by flocculants and/or bead filters.** This practice must be implemented in conjunction with an existing or new primary mechanical separator.
  - i) **Vermifiltration.** This practice must be implemented in conjunction with an existing or new primary mechanical separator.
- Note: Either the installation of a new solid separation system at a dairy or livestock operation that does not currently employ solid separation, or the installation of a new solid separation system with significantly higher separation efficiency than the existing solid separation technology may be eligible.
4. **Conversion from a flush to scrape** manure collection system in conjunction with one of the manure treatment and/or storage practices listed below.

<sup>1</sup> Examples of resources for compost bedded pack barn design and management:

- Compost Bedded Pack Barn Design and Management Considerations, UC ANR Blog Post (2019): <https://ucanr.edu/blogs/blogcore/postdetail.cfm?postnum=39037>
- Compost Bedded Pack Barn Design, University of Kentucky College of Agriculture Cooperative Extension (2012): <http://www2.ca.uky.edu/agcomm/pubs/ID/ID206/ID206.pdf>
- Compost Bedded Pack Dairy Barns, Virginia Tech Cooperative Extension (2018): <https://digitalpubs.ext.vt.edu/vcedigitalpubs/7988474469263459>

## Manure Treatment and/or Storage Practices:

- a) **Open solar drying** (manure is dried in a paved or unpaved open confinement area without any significant vegetative cover where accumulating manure may be removed periodically);
- b) **Closed solar drying** (drying of manure in enclosed environment);
- c) **Forced evaporation with natural-gas fueled dryers;**
- d) **Daily spread** (manure is routinely removed from a confinement facility and is applied to cropland or pasture within 24 hours of excretion);
- e) **Solid Storage** (storage of manure, typically for a period of several months, in unconfined piles or stacks);
- f) **Composting in vessel** (composting in an enclosed vessel, with forced aeration and continuous mixing);
- g) **Composting in aerated static pile** (composting in piles with forced aeration but no mixing);
- h) **Composting in intensive windrows** (with regular turning for mixing and aeration);
- i) **Composting in passive windrows** (with infrequent turning for mixing and aeration).

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

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

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



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

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

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

- Change or alter the proposed manure management practice to be implemented as it may change the GHG estimates.
- Change the herd size beyond the limits established by the operation's existing permits at time of application during the project term.
- Change construction or design of buildings such that number of animals in project boundary are impacted, resulting in a change in estimated GHG reductions.
- In the event the grantee enters into negotiations for the sale of the dairy or livestock operation for which a grant was awarded, the grantee shall disclose said negotiations to the CDFA immediately. The grant shall not be assigned to the purchaser, unless approved by the CDFA pursuant to any/all terms and conditions the CDFA deems necessary. Should the grantee or purchaser refuse to comply with the terms and conditions set forth by the CDFA or the grantee sells the dairy livestock operation that was the subject of the grant award without approval from the CDFA, the grantee shall return all grant monies to the CDFA immediately.

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

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

## Timeline

| AMMP Timeline (Tentative)               |                                     |
|---|-------------------------------------|
| Invitation to Submit Grant Applications | March 10, 2022                      |
| CDFA Grant Application Workshops        | March 16, 2022 and March 25, 2022   |
| Grant Applications Due                  | May 9, 2022                         |
| Review Process                          | May – July 2022                     |
| Award Announcement                      | August 2022                         |
| Grant Agreement Execution               | See <a href="#">Grant Agreement</a> |

# Requirements and Limitations

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## Program Requirements

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

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

## California Environmental Quality Act and Permits

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

If awarded, grant recipients are expected to comply with the California Environmental Quality Act (CEQA) and all applicable permitting within six (6) months of the execution of the grant agreement. CEQA and permit compliance requirements vary depending on project type and location. If environmental impacts of the project are deemed insignificant by the lead agency (in most cases, the County), an initial environmental study and negative declaration may satisfy CEQA requirements. Applicants are advised to check with their local county and city planning commissions for CEQA and conditional use permit requirements which will need to be satisfied within six (6) months of the execution of the grant agreement.

CalGold, an on-line tool for permit assistance provided by the Governor's Office of Business and Economic Development may be a useful resource. Visit <https://www.calgold.ca.gov/> for more information.

## Project Technology

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

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

Projects may propose to include nutrient management technologies, such as those to help manage excess nitrogen, in addition to the eligible methane reduction technologies under the AMMP. However, implementation of standalone nutrient management technology to an existing manure management practice is not eligible. Projects can be reimbursed for equipment and implementation costs of the nutrient management technology.

## Greenhouse Gas Emission Reduction Calculations

Applicants are required to use the latest "Quantification Methodology for the California Department of Food and Agriculture Alternative Manure Management Program" and associated "Benefits Calculator Tool for the Alternative Manure Management Program" (hereafter referred to as Quantification Methodology and Benefits Calculator Tool, respectively) developed by the California Air Resources Board (CARB). The quantification methodology and calculator are available on CARB's website at [www.arb.ca.gov/cc-resources](http://www.arb.ca.gov/cc-resources).

This Quantification Methodology and Benefits Calculator Tool were developed specifically for the AMMP and are adapted from the [CARB Compliance Offset Protocol – Livestock Projects \(2014\)](#) with some modifications to allow for the calculation of anticipated net GHG reductions of an AMMP project prior to implementation. Technologies not supported in the CARB Benefits Calculator Tool will not be funded.

Applicants are required to provide GHG calculations in the following four formats: (1) total project emission reductions over 5 years; (2) GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation over 5 years (dairy applicants only); (3) GHG reduction per animal produced by the operation over

5 years; and (4) GHG reduction per dollar AMMP grant funds requested over 5 years.

## Cost Share

Cost share, including matching funds and in-kind contributions, is not required; however, cost share is encouraged and may serve as evidence to demonstrate industry commitment to, or support for, the project. Grant recipients must report matching funds contributed to the project and ability to commence work while waiting for grant payments in arrears.

*Matching funds* are a portion of project costs not borne by the AMMP grant. Matching contributions include allowable costs incurred that are directly related to the implementation of the alternative manure management practices (i.e., supplies and materials, equipment, contractor/consultant fees, and other associated project costs). Other State or Federal grants may serve as matching funds.

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

## Allowable Costs

Project costs must clearly support the implementation of the non-digester manure management practice(s) and nutrient management technologies. Categories listed below are consistent with the project Budget Worksheet template. Allowable project costs include, but are not limited to:

- *Supplies:* Supplies and materials are items with an acquisition cost less than \$5,000 per unit and have a useful life of less than one year.
- *Equipment:* Equipment is an article of nonexpendable, tangible personal property and has a useful life of more than one year, and a purchase cost which equals or exceeds \$5,000 per unit.

- *Contractor:* Contractor cost are limited to labor to install the project. Contractor cost must be for a specific and identifiable service that is directly related to project implementation. Compensation for individual contractor fees must be reasonable and consistent with fees in the marketplace for the same or similar services. Costs in this category must not exceed 25% of total amount requested.
- *Design and engineering:* Design, engineering, consulting and permit costs specifically related to the implementation of the proposed manure management practice(s) incurred during the grant agreement term. Compensation for design and engineering fees must be reasonable and consistent with fees in the marketplace for the same or similar services. Costs in this category must not exceed 5% of the total amount requested.
- *Other Costs:* Other direct costs and expenses for implementing the project not covered in any of the previous categories.

Allowable costs must be documented, reasonable and allocable to the project. AMMP project costs must be incurred for the purpose for which the funding was granted and charged to the award on a specifically calculated basis. All project expenses billed to the AMMP project must maintain all documents including, but not limited to invoices, receipts, and agreements. AMMP project expenses must be necessary for award performance and prudently incurred.

## Unallowable Costs

Unallowable costs include but are not limited to:

- Cost incurred outside grant agreement term.
- Costs for repairs and spare parts.
- Pre-development costs, including, but not limited to application preparation, permits obtained prior to the grant agreement term, project designs, and any other activities that contributed to a project's readiness.
- Costs associated with CEQA environmental review, such as preparation of Environmental Impact Reports.
- Costs associated with the five years of post-project reporting.
- Costs associated with purchasing general purpose equipment (e.g., tractors, loaders, etc.) that will be used for non-manure management practices/activities.
- Non-labor cost (e.g., management) and fees associated with project oversight and coordination.
- Consulting fees not directly related to project implementation.

- Cost covered by another State or Federal grant program.
- Direct and/or indirect expenditures for purchasing or leasing land and/or buildings, including costs associated with land use or loss of agricultural production.
- General costs associated with grant management (e.g., invoicing, reporting, oversight, ordering equipment).
- Costs associated with travel (e.g., hotels, flights, per diem, etc.).
- Purchase of dairy manure (tipping fees) or other feedstocks.

# How to Apply

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Applicants will be required to complete and submit their grant applications online using an electronic application submission platform, available at: [https://webportalapp.com/sp/2022\\_cdfa\\_ampp](https://webportalapp.com/sp/2022_cdfa_ampp).

Applicants may review the application questions and required documents to be attached in the [Application Questionnaire Preview](#). Applicants are encouraged to gather all required information prior to final submission to facilitate effective and timely submission of the grant application.

Questions marked with an asterisk (\*) are required and must be filled out. Applicants will not be able to submit the application without responding to mandatory questions. Applicants can save the application as a Draft and complete it at a later time. Submitted applications can be edited prior to the application deadline. Once the due date has passed, applicants will not be able to edit or recall an application.

If you have any technical difficulties with the application, please send an email to [cdfa.oefi\\_ampp\\_tech@cdfa.ca.gov](mailto:cdfa.oefi_ampp_tech@cdfa.ca.gov) and include your 8-digit application ID number in the subject line.



# Grant Application: Questions and Attachments

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Attachments must be submitted in Arial font size 12, with one (1) inch margins, and page numbers should be on bottom right corner. Attachments listed as single PDF files (supporting documents, letters of support, design plans, etc.) have no page limit.

All attachments must include the 8-digit Application Identification number, automatically assigned to you by the application portal, in the top left corner.

## Application Sections

### 1. Project Plan and Long-Term Viability

#### **Attachment 1: Project Narrative Template (required)**

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

Complete and upload the [Project Narrative Template](#) as a Word document. In addition to the Project Narrative Template, include the following supporting materials (no template provided):

- **Attachment 1.1:** Site plan, project design documents, cluster maps and schematic diagrams. Upload as a single PDF file; no total page limit (if applicable).
- **Attachment 1.2:** Letter of Agreement from landowner (if applicable). Upload as a single PDF file; no total page limit.

#### **Attachment 2: Work Plan Template (required)**

The Work Plan must clearly 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](#) as a Word document.

## 2. Budget and Financials

### **Attachment 3: Budget Worksheet Template (required)**

Applicants must provide a clear accounting of costs, work hours, and equipment associated with all activities necessary to complete the project. Applicants must identify AMMP funds requested, the source and amount of matching (cash) funds, in-kind contributions, State and Federal funds, and all other funding sources necessary to complete the project.

Complete and upload the [Budget Worksheet Template](#) as an Excel spreadsheet.

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

- **Attachment 3.1:** Bids, quotes, or estimates to support budget costs. Applicants are encouraged to obtain multiple estimates to ensure costs are reasonable and consistent with the market rate. Upload as a single PDF file; no total page limit.

### **Attachment 4: Financials (required)**

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

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

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

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

### 3. Estimated GHG Emissions Reduction and Environmental Benefits

#### **Attachment 5: Benefits Calculator Tool (required)**

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

Complete and upload the Benefits Calculator Tool as an Excel spreadsheet.

In addition to the completed [Benefits Calculator Tool](#), include the following supporting materials:

- **Attachment 5.1:** Explanation of Assumptions for GHG Calculations (if applicable; e.g., supporting documentation for herd size for the past 12 months, milk production values used in calculator, current usage and/or method used to estimate pre- and post-project diesel or electricity). Upload as a single PDF file; no total page limit.

### 4. Project Readiness

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

- For general siting and permitting assistance, the [Governor's Office of Business and Economic Development](#), provides a useful resource called [CalGold](#).
- For CEQA guidance, visit the [Governor's Office of Planning & Research State Clearinghouse](#)
- For water quality, the Central Valley Regional Water Quality Control Board [Dairy General Order Guidance](#) and information on the State Water Resources Control Board [Waste Discharge Requirements](#)
- For air quality, the California Air Resources Board has information on [Local Air Districts Authority to Construct](#)
- For solid waste, the California Department of Resources Recycling and Recovery (CalRecycle) has information on [Solid Waste Facilities Permits](#)

#### **Attachment 6: Permitting Documents (if applicable)**

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

- CEQA Notice of Determination (NOD)
- Conditional Use Permit
- Authority to Construct and/or Permit to Operate
- Building Permit
- Waste Discharge Requirements
- Solid Waste Facilities Permit

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

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

## **5. Benefits to Priority Populations**

Recommended practices for providing benefits to priority populations established by SB 535, AB 1550 and the Funding Guidelines for Agencies Administering California Climate Investments as described below may still be followed by the Program regardless of the funding source. CDFA incentive programs are committed to maximizing benefits to DAC, low-income communities and low-income households.

[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 Greenhouse Gas Reduction Fund (GGRF), not the individual agency programs. However, all California Climate Investments programs including the AMMP are encouraged to maximize benefits to disadvantaged communities, low-income communities and low-income households.

Priority populations can be identified using the mapping tools provided by CARB at [www.arb.ca.gov/cci-communityinvestments](http://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 disadvantaged communities and low-income communities using criteria addressed as questions within the application. Please provide documents verifying that the projects meet the criteria to receive additional points.

In addition, applicants may 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>.

### **Attachment 7: Benefits to Priority Populations Supporting Documentation (if applicable)**

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

- Technical analysis documenting how project will reduce odor causing pollutants (e.g. ammonia or hydrogen sulfide), on-site criteria pollutants or toxic air contaminant emissions (e.g. decreased diesel fuel combustion) without increasing any other criteria air pollutant or toxic air contaminant emissions.
- Priority population identification map, CalEnviroScreen map showing pollution burden and population characteristics.
- Labor contracts, agreements with job training or certification programs, documentation of employee domicile.
- **Attachment 7.1:** CARB Community Engagement Questionnaire (if applicable)

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

# Review and Notification

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## Review Process

CDFA will fund the highest scoring projects that result in permanent annual GHG reductions from handling dairy or livestock manure and maximize project co-benefits.

CDFA will conduct two levels of review during the grant application process. The first is an administrative and financial review to determine whether grant application requirements are met and to ensure financial soundness and credibility of the dairy or livestock operation. The second includes a comprehensive technical review of GHG emissions reduction and an evaluation of the merits of the grant applications based on the [scoring criteria](#). The AMMP Technical Advisory Committee (AMMP TAC) and technical subject matter experts from academic research institutions will complete the second level review. The AMMP-TAC consists of experts in dairy and livestock manure management from state agencies and academia.

CDFA will prioritize socially disadvantaged farmers and ranchers for AMMP funding. CDFA encourages applications from organizations who serve small to medium sized and socially disadvantaged California food producers and farmworkers, including but not limited to BIMPOC (Black, Indigenous, Multiracial, and People of Color), LGBTQ+, women and veterans.

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. Past performance may include, but is not limited to, timely completion of projects and submission of all required documentation and data during and after project completion.

## 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, corrupt, or otherwise unusable attachments;
- Requests for more than the maximum award amount;
- Application does not comply with [Eligibility and Exclusions](#), or does not meet [Program Requirements](#).

APPEAL RIGHTS: Any disqualification by the CDFA 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 CDFA decision being challenged. The submissions must be emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov). If submissions are not received within the time frame provided above, the appeal will be denied.

### **Notification and Feedback**

All applicants will be notified regarding the status of their grant applications. Applicants not selected for an award will receive feedback regarding their applications within 60 days of announcing awards.

CDFA will post basic information on the AMMP website, including but not limited to a list of applications received and the list of projects selected for funding.

# Assistance and Questions

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## Workshops and Technical Assistance

CDFA will conduct application assistance workshops on the AMMP solicitation process and use of the electronic application submission system. All workshops will be available as live webinars.

In addition, CDFA-funded Technical Assistance (provided by a non-CDFA entity, such as non-profit organizations and/or university cooperative extension) will be offered on the technical aspects of the application process, including the GHG calculation requirements. CDFA strongly encourages applicants to obtain technical assistance when developing a grant application. These technical assistance providers have expertise in dairy and livestock manure management and may be able to assist applicants with preparation of application, GHG emission reduction calculations, permitting information, project design and availability of a computer with internet access to prepare applications. Technical assistance providers may not charge applicants for these services.

Information about CDFA-conducted workshops and CDFA-funded Technical Assistance is available on the AMMP webpage at <https://www.cdfa.ca.gov/oefi/AMMP/> and the Climate Smart Agriculture Technical Assistance Program webpage at <https://www.cdfa.ca.gov/oefi/technical/>. Please check the websites regularly for updated schedules for Technical Assistance Workshops. To locate your nearest UC ANR Climate Smart Agriculture Community Education Specialist, [click here](#).

## Questions and Answers (Q&A)

CDFA cannot assist in the preparation of grant applications; however, general questions regarding the solicitation process may be submitted to [cdfa.oefi\\_ampp\\_tech@cdfa.ca.gov](mailto:cdfa.oefi_ampp_tech@cdfa.ca.gov). CDFA will conduct three rounds of Questions and Answers (Q&A) to address general questions about the application submission process and program requirements. Responses to all questions received during the workshops or by email will be posted to CDFA's AMMP website according to the schedule below.



| Questions Received by: | Responses Posted by: |
|------------------------|----------------------|
| March 25, 2022         | April 1, 2022        |
| April 8, 2022          | April 15, 2022       |
| April 22, 2022         | April 29, 2022       |

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.

## Related Grant Opportunities

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Please explore other CDFA grant programs that might be of interest to you on the [CDFA grants webpage](#). These may include, but are not limited to, Healthy Soils Incentives Program, Healthy Soils Demonstration Projects, Dairy Digester Research & Development Program, State Water Efficiency & Enhancement Program, Conservation Planning Grant Program, Pollinator Habitat Incentives Program.

# Appendix A: Attachments

Attachments should be submitted in Arial font size 12, with one (1) inch margins, page numbers should be on bottom right corner. Attachments listed as single PDF files (examples include, but are not limited to, supporting documents, letters of support and design plans) have no page limit. All attachments should include the 8-digit Application ID on top left corner.

| <b>Application Attachments</b>              |  |
|---|--|
| <b>Project Plan and Long-Term Viability</b> |  |
| Attachment 1                                | <b>Project Narrative Template (required)</b> (Microsoft Word file, 10 pages max, template provided)                          |
| Attachment 1.1                              | Site plan, project design documents, schematic diagrams, cluster maps, etc. (if applicable) (Single PDF file, no page limit) |
| Attachment 1.2                              | Letter of Agreement from landowner (if applicable) (Single PDF file, no page limit)  |
| Attachment 2                                | <b>Work Plan Template (required)</b> (Microsoft Word file, 5 pages max, template provided)                                   |
| <b>Financials and Budget Worksheet</b>      |  |
| Attachment 3                                | <b>Budget Worksheet Template (required)</b> (Excel file, template provided)  |
| Attachment 3.1                              | Bids or quotes to support budget costs (if applicable) (Single PDF file, no page limit)                                      |
| Attachment 4                                | Financials <b>(required)</b> (Single PDF file, no page limit)  |
| <b>Estimated GHG Emissions Reduction</b>    |  |
| Attachment 5                                | <b>Benefits Calculator Tool (required)</b> (Excel file, template provided)   |
| Attachment 5.1                              | Explanation of GHG Calculations (if applicable) (Single PDF file, no page limit)   |
| <b>Project Readiness</b>                    |  |
| Attachment 6                                | Permitting Documents (if applicable) (Single PDF file, no page limit)  |
| <b>Benefits to Priority Populations</b>     |  |

|                |  |
|----------------|--|
| Attachment 7   | Benefits to Disadvantaged and Low-Income Communities Supporting Documentation (if applicable) (Single PDF file, no page limit) |
| Attachment 7.1 | <b>CARB Community Engagement Questionnaire</b> (if applicable) (PDF file)  |

# Appendix B: Grant Recipient Requirements

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## Grant Agreement

CDFA will initiate the Grant Agreement process with applicants selected to receive a grant award. This process of executing a grant agreement is estimated to take several months. Following a pre-project consultation (if needed), applicants with projects selected for funding will receive a Grant Agreement package with specific instructions regarding award requirements, including information on project implementation, verification, and payment process.

| <b>Grant Agreement Stage</b>  | <b>Estimated Time for Stage Completion</b> |
|---|--|
| Grant packet is completed – during this step, CDFA will work with awardees to get the information necessary to execute the grant agreement. Timeline for this step is dependent on how promptly information is provided to CDFA by the grant recipient. | Variable                                   |
| Grant agreement execution   | Up to 120 days                             |
| Processing advance payments – if awardees request and are granted approval for an advance payment, it may take up to 4 weeks to process this payment after execution of the grant agreement.  | Up to 4 weeks                              |

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 the end of the grant agreement term.

## Pre-Project Consultation

A Pre-Project Consultation conducted by a CDFA representative to confirm project site information and discuss implementation plans may be required prior to execution of a Grant Agreement.

## Payment Process

CDFA will provide grant recipients with the necessary grant award and invoicing documents. Funds will be allocated on a reimbursement basis. Invoices must be submitted quarterly and include all supporting financial documentation to substantiate expenses. CDFA will withhold 10 percent from the total grant award until the verification requirement is complete to ensure grant recipients install their project as approved by CDFA.

## Advance Payments

If selected for funding, recipients may be eligible for an advance payment of up to 25 percent of the grant award, subject to the provisions of section 316.1 “Advance Payments” of the [California Code of Regulations, Division 1, Chapter 5](#).

## Final Verification

Project verification will be required after project implementation is complete. The purpose of the final verification is to verify successful completion of the project according to the approved Scope of Work and summarize project accomplishments, including estimated GHG reductions for the entire project, improvements in air and water quality resulting from the project, and any additional co-benefits achieved during the grant term.

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.

## Critical Project Review

Grant recipients must agree to a Critical Project Review during the project term to verify project progress, if necessary.

## Post-Project Completion Requirements

Applicants must agree to the following post-project completion requirements to execute a Grant Agreement: Grant recipients are expected to maintain documentation related to the AMMP-funded project. Grant recipients may be required to report on project outcomes achieved for a period of five years after project completion to CDFA and other relevant agencies. The data to be reported may include, but may not be limited to:

- Weeks per year livestock spent at pasture before and during reporting

period.

- Confirmation that solid separation or dry scrape technology is operational and being utilized.

The purpose of this reporting is to demonstrate the long-term success of AMMP-awarded projects by documenting that the adopted manure management practice is still operational and project benefits. After the project is operational, CDFA may work with grant recipients to collect the necessary data and quantify GHG emission reductions.

# Appendix C: Confidential Information

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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 determine whether the records are exempt from disclosure.

## **What program procedures will keep information confidential?**

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

## Appendix D: Key Terms and Definitions

| Word/Term                            | Definition   |
|--------------------------------------|--|
| Applicant                            | The respondent to this solicitation.   |
| Application                          | An applicant's formal written response to this solicitation.   |
| Baseline Scenario                    | "Baseline scenario" represents the GHG emissions presently occurring at the project location and that would occur in the absence of an AMMP project.   |
| Cluster Project                      | Projects that propose to develop centralized manure management facilities serving more than one dairy or livestock operation (also known as clusters or "hub and spoke" model) are eligible. These projects could include a hub facility where centrally located operations would occur such as the collection of manure for composting from a group or cluster of existing dairy or livestock operations.   |
| Commercially -available Technologies | <p>A system and its technologies that has a proven operating history specific to the proposed application. Such a system should include information on its established design, installation procedures and practices, availability of professional service providers and distributors including construction and installation services. Services should also be readily available to properly maintain and operate the system over time including established warranties for parts, labor, and performance.</p> <p>Pre-commercial technologies are new technologies or enhancements of existing technologies that are not commercially available. Technologies can include pre-commercial and commercial components, but for the purposes of this solicitation, technology should be commercially available for the component.</p> |
| GHG                                  | <i>Greenhouse Gas(es)</i> , atmospheric gases that can trap infra-red radiation from the sun and contribute toward global warming and climate change, such as carbon dioxide, methane and nitrous oxide. The current solicitation will address projects aimed at reducing methane emissions.   |
| GHG Emission Reduction               | A calculated decrease in GHG emissions relative to a project baseline scenario over a specified period.  |



|  |   |
|--|---|
| Greenhouse Gas Reduction Fund (GGRF)         | A fund established in 2012 to receive State Cap and Trade Auction proceeds and define requirements for how funds must be used.  |
| Livestock Operation                          | An entity raising farm animals such as cattle, poultry, goats, sheep, swine and horses.   |
| Matching Funds                               | Funds provided by the applicant toward the implementation of the alternative manure management practice.  |
| 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.   |
| 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 <a href="#">Funding Guidelines for Agencies that Administer California Climate Investments (August 2018)</a> for more information on the definitions of priority populations.  |
| Project Boundary                             | The project boundary, as described in the CDFA AMMP California Climate Investments User Guide, includes methane emissions from manure volatile solids as well as CO2 emissions associated with manure management support equipment and vehicles (both direct emissions from onsite combustion of fossil fuels and indirect emissions from electricity consumption) in both baseline and project scenarios. Only livestock for which manure management will be affected by the AMMP project are included within the project boundary. Other livestock that are managed in other areas and for which manure management practices will not change may be excluded. |
| Project Manager                              | The person designated by the applicant to oversee the project and to serve as the main point of contact for the CDFA.   |
| Project Scenario                             | “Project scenario” represents the GHG emissions and emission reductions that are reasonably expected to occur as a result of implementing an AMMP project.  |
| Socially                                     | “Socially Disadvantaged Farmer or Rancher” means a farmer or  |

|                                 |  |
|---------------------------------|--|
| Disadvantaged Farmer or Rancher | 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 <a href="#">Farmer Equity Act of 2017</a> . |
|---------------------------------|--|

# Appendix E: Detailed Scoring Criteria

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

|   |           |
|---|-----------|
| <ul style="list-style-type: none"> <li>k. Long term operations and maintenance plan included. Ongoing costs for maintenance or consumable media use (e.g., polymer) have been considered by applicant.</li> <li>l. Demonstrated that the applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete the proposed project. Provided resumes of key project personnel and contractors.</li> </ul>  |           |
| <b>BUDGET AND FINANCIALS</b>  | <b>15</b> |
| <p>Adequate documentation regarding organization's financial strength provided through financial documents listed in the application. Additionally:</p> <ul style="list-style-type: none"> <li>a. Evidence of ability to fund upfront costs while waiting for reimbursement provided. Demonstrated financial strength to sustain project beyond grant term.</li> <li>b. Described and quantified sources and amount of local, state, and federal funds, loans, other grants, and all other funding necessary to complete the proposed project (if applicable).</li> <li>c. Described and quantified expenditures already incurred to initiate work on project, such as engineering, site preparation, infrastructure, utility hookups, permitting and environmental review.</li> <li>d. Provided a complete Budget Worksheet addressing issues including, but not limited to: <ul style="list-style-type: none"> <li>1. Itemized costs consistent with the Work Plan.</li> <li>2. Back-up documentation including quotes, estimates, and equipment details in support of budget costs.</li> <li>3. Overall budget well justified and consistent with Work Plan.</li> </ul> </li> <li>e. Provided a clear accounting of all costs associated with all activities necessary to complete the project.</li> </ul> |           |
| <b>ESTIMATED GREENHOUSE GAS EMISSIONS REDUCTION</b>   | <b>35</b> |
| <ul style="list-style-type: none"> <li>a. Described the proposed project and explained how it will result in reduction of metric tons of GHG emissions annually compared to existing practices for the dairy or livestock operation <b>(10 points)</b>.</li> <li>b. Completed the Benefits Calculator Tool for AMMP. Proper justification for all assumptions made in the calculation process provided <b>(10 points)</b>.</li> </ul>   |           |

|  |            |
|--|------------|
| <p>Applicants reported GHG emission reduction results (in MTCO<sub>2</sub>e) as:</p> <ul style="list-style-type: none"> <li>a. Total project emission reductions over 5 years <b>(5 points)</b>;</li> <li>b. GHG reduction per unit of energy-corrected milk (ECM) produced by the dairy operation over 5 years (dairy applicants only);</li> <li>c. GHG reduction per animal <b>(5 points – b or c)</b></li> <li>d. GHG reduction per dollar of AMMP grant money requested over 5 years <b>(5 points)</b>;</li> </ul> <p>Applications will be competitively scored on their projected emissions reductions.</p> |            |
| <b>ENVIRONMENTAL BENEFITS</b>  | <b>10</b>  |
| <p>Project provides additional environmental benefits beyond methane reduction, such as those indicated by the co-benefits section of the Benefits Calculator Tool, nutrient management and removal, protection to air and water quality, water conservation, odor reduction, development of value-added products.</p>   |            |
| <b>PROJECT READINESS</b>   | <b>10</b>  |
| <p>Copies of applicable permits obtained attached.<br/> CEQA: Notice of Determination (NOD) submitted.<br/> Potential environmental impacts discussed. Applicable state or local regulation mentioned/supporting documents provided.<br/> Projects will be competitively ranked with regards to how far along they are in their permitting process.</p>  |            |
| <b>BENEFITS TO PRIORITY POPULATIONS</b>  | <b>5</b>   |
| <p>Answered questions in application to determine whether project provides direct, meaningful, and assured benefits to one or more disadvantaged and/or low-income communities AND meaningfully addresses an important community need.</p>   |            |
| <b>TOTAL</b>   | <b>100</b> |