

2022 California Farm to School Incubator Grant Program

Request for Applications

Draft for public comment

Released for Public Comment:
February 15, 2022

Public Comments Due:
by 5pm PT on March 7, 2022
No late submissions accepted



**California Department of Food and Agriculture
Inspection Services Division
Office of Farm to Fork
California Farm to School Program**

Website: <https://www.cdfa.ca.gov/caf2sgrant>

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Stakeholder Input

The California Department of Food and Agriculture (CDFA) seeks comments about this Request for Applications (RFA). The CDFA will consider comments received before finalizing this Farm to School RFA and when developing future Farm to School RFAs. Public comments are **due by 5pm PT on Monday, March 7**. Stakeholders may submit comments in one or more of the following ways:

- **Written Comments via Email:** Please submit written comments via email to: cafarmtoschool@cdfa.ca.gov. Include “Farm to School Stakeholder Comments” in the subject line of your email. Please specify which funding track each comment is regarding in the body of your email.
- **Live Comments via Zoom:** During the public comment period, the CDFA Office of Farm to Fork will host a series of public info sessions about this RFA. Each info session will include an overview of the RFA and time for questions and comments. Please join us at one or more of the public info sessions by following the Zoom registration links below:

Public Info Session	When	Where	Register
Public Info Session #1	February 17, 2022 at 9:30-10:30am PT	Zoom	Register here
Public Info Session #2	February 24, 2022 at 9:30-10:30am PT	Zoom	Register here
Public Info Session #3	March 3, 2022 at 9:30-10:30am PT	Zoom	Register here

Program Timeline

Please note the estimated program timeline below. The grant application period is approximately two months.

2022 CA Farm to School Incubator Grant Program Timeline	
Stakeholder Input	February 15–March 7, 2022
Invitation to Submit Grant Applications	TBA (estimated March 2022)
CDFA Grant Application Webinars	TBA
Grant Applications Due	TBA (estimated May 2022)
Review Process	TBA (estimated May–June 2022)
Award Notification and Announcement	TBA (estimated Summer 2022)
Grant Term Begins	Estimated September 2022

Following the 2022 award announcement, the CDFA will make another round of Track 4 grant funding available to California food producers (estimated to be available in Fall/Winter 2022). Non-selected Track 4 applicants and California food producers who have not yet submitted a Track 4 application will be eligible to apply.

1.0 About the Program

1.1 Purpose

The California Department of Food and Agriculture (CDFA) 2022 California Farm to School Incubator Grant Program will award competitive grants to support projects that cultivate equity, nurture students, build climate resilience, and create scalable and sustainable change.

Funding Priorities: The California Farm to School Incubator Grant Program will award additional points during the grant review process for projects that:

- Engage students from [underserved communities](#)
- Serve schools located among [priority populations](#) that are especially vulnerable to the impacts of climate change
- Include [small to midsize California food producers](#)
- Include [veteran California food producers](#), [socially disadvantaged California food producers](#), and/or [limited-resource farm households in California](#).
- Include California food producers who utilize [climate smart agriculture practices](#), climate smart agriculture production systems like certified organic or transitioning to certified organic, or other regenerative strategies that increase resilience to climate change, improve the health of communities and soil, protect water and air quality, increase biodiversity, and help store carbon in the soil.

Please see [Grant Application and Review Criteria \(overview\)](#) for details about how the application and review process will address each of the funding priorities noted above.

Additionally, the California Farm to School Incubator Grant Program aims to distribute awards geographically across California to the extent possible.

The California Farm to School Incubator Grant Program is in alignment with the CDFA's [California Agricultural Vision](#) (Ag Vision), which serves as a roadmap for California agriculture. The goals of Ag Vision include better health and wellbeing, a healthier planet, ensuring thriving communities in the state, ensuring connections between farmers and the consuming public, and ensuring that a diverse set of agriculture entities are thriving.

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1.2 Definitions

Climate Smart Agriculture Practices: Practices include those defined by [the USDA Natural Resources Conservation Service \(NRCS\) Conservation Practice Standards \(CPS\)](#) and those identified by [the CDFA Office of Environmental Farming and Innovation](#) via the [Healthy Soils Program](#), including cover cropping, no or reduced till, hedgerow plantings, compost application, and prescribed grazing.

Farm to School: While individual farm to school programs vary based on their unique vision, community, and geographic region, the CDFA broadly considers farm to school programs as combining: (1) schools and early care and education programs buying California grown or produced foods, (2) educational activities that connect classroom learning with cafeteria meals, and (3) hands-on food education opportunities in school gardens, on farms, in settings that celebrate traditional foodways and cultivate food sovereignty, and through other experiential learning pathways. Programs may include forest-to-school, river-to-school, and ocean-to-school.

Limited-Resource Farm Households: Per [the United States Department of Agriculture \(USDA\)](#), limited-resource farm households are those that, for two years in a row, have low farm sales and low household income, according to [this tool](#).

Priority Populations: Per the California Air Resources Board's [California Climate Investments Priority Populations map](#), priority populations refer to those that are especially vulnerable to the impacts of climate change, and include disadvantaged communities, low-income communities, and low-income households. Disadvantaged communities are identified by the California Environmental Protection Agency (CalEPA) as the top 25% most impacted census tracts in CalEnviroScreen 3.0 – a screening tool used to help identify communities disproportionately burdened by multiple sources of pollution and with populations characteristics that make them more sensitive to pollution. Low-income communities and households are defined as the census tracts and households, respectively, that are either at or below 80% of the statewide median income, or at or below the threshold designated as low-income by the California Department of Housing and Community Development's (HCD) 2016 State Income Limits.

Small to Midsize Food Producers: The California Farm to School Incubator Grant Program defines small to midsize food producers as those for which the average annual gross farm revenue during the previous three-year period is no more than \$750,000.

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Socially Disadvantaged Food Producers: A socially disadvantaged food producer means a food producer who is a member of a “socially disadvantaged group.” Per [California's Farmer Equity Act of 2017 \(AB 1348\)](#), a “socially disadvantaged group” is 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. In accordance with AB 1348, these groups include all of the following: African Americans, Native Indians, Alaskan Natives, Hispanics, Asian Americans, and Native Hawaiians and Pacific Islanders. In addition, the California Farm to School Incubator Grant Program includes women and LGBTQ+ people as socially disadvantaged groups. The CDFA recognizes that using the language “socially disadvantaged groups” does not fully reflect and honor the many other characteristics of groups included in this category; the CDFA chose to utilize this language in this Request for Applications to ensure that these groups are included in the funding priority.

Underserved Communities: Per [Executive Order 13985](#) on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in all aspects of economic, social, and civic life, such as Black, Latino, and Indigenous and Native American persons; Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Veteran Food Producers: Based on the first component of [the USDA](#) definition of a “veteran farmer or rancher,” the California Farm to School Incubator Grant Program defines a veteran food producer as a producer who served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, including the reserve components thereof, and was released from the service under conditions other than dishonorable. Please note that the full USDA definition requires that producers not only meet the first component noted above but also meet this second requirement: have not operated a farm or ranch, have operated a farm or ranch for not more than 10 years, or first obtained veteran status during the most recent 10-year period. This second requirement does not apply to this program.

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1.3 Four Funding Tracks

To support a systems approach to advancing farm to school throughout the state, the 2022 California Farm to School Incubator Grant Program offers four funding tracks. Applicants may apply to multiple tracks based on eligibility and project type. For full eligibility guidelines, see [Eligibility and Exclusions](#).

Track 1: The California Farm to School K-12 Procurement and Education Grant

Track 1 will fund individual public school districts, county offices of education, and directly funded charter schools in California to establish new or expand existing farm to school programs that:

- (1) coordinate the school nutrition services program with educational opportunities for students in cafeterias, classrooms, and outdoor learning spaces; **and**
- (2) procure new and California grown or produced, whole or minimally processed foods for incorporation into school meals, especially foods that are culturally relevant, climate smart, and from small to midsize food producers, veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California; **and**
- (3) if desired, employ farm to school staff and/or offer farm to school professional development for staff.

Track 2: The California Farm to School Partnership Grant

Track 2 will fund regional and statewide farm to school partnerships in California to establish new or expand existing farm to school initiatives that:

- (1) implement farm to school procurement and/or education strategies as part of larger regional or statewide food system development plans; **and/or**
- (2) increase collaboration and coordination between California food producers and school nutrition services departments to increase procurement of California grown or produced, whole or minimally processed foods for incorporation into school meals, especially foods that are culturally relevant, climate smart, and from small to midsize food producers, veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California; **and/or**
- (3) provide farm to school procurement and/or education technical assistance or capacity-building support to more than one farm to school implementing organization, i.e., public school districts, county offices of education, and/or direct funded charter schools.

Track 3: The California Farm to Early Care and Education (ECE) Grant

Track 3 will fund intermediary organizations and multi-site child care centers in California to establish new or expand existing farm to ECE programs that:

- (1) coordinate food- and garden-based hands-on learning and play opportunities for young children; **and**
- (2) procure California grown or produced, whole or minimally processed foods for incorporation into meals, snacks, taste tests, and/or food boxes for young children, especially foods that are culturally relevant, climate smart, and from small to midsize food producers, veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California; **and**
- (3) offer ECE providers farm to ECE technical assistance and/or peer learning spaces; **and**
- (4) if desired, employ farm to ECE staff.

The CDFA encourages Track 3 projects to incorporate parent and family engagement and to build connections with K-12 and the Child and Adult Care Food Program (CACFP).

Track 4: The California Farm to School Producer Grant

Track 4 will fund California food producers to increase food production, processing, and/or distribution for the school food market. Track 4 will also fund California food producers to provide educational opportunities for youth that complement food sales to schools. To be eligible, a producer must show evidence of an established relationship with at least one school nutrition services department. Funding will prioritize small to midsize food producers, veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California, as well as producers utilizing climate smart agriculture practices and production systems. Producers may use funds to:

- (1) upgrade infrastructure and equipment and purchase supplies to increase production, processing, and/or distribution capacity to sell food to schools; **and/or**
- (2) upgrade infrastructure and equipment and purchase supplies to establish or enhance the use of climate smart agriculture practices, production systems, and other regenerative strategies when producing food to sell to schools; **and/or**
- (3) cover staffing costs dedicated to farm to school work; **and/or**
- (4) pursue certifications, licensures, or insurance that the producer needs to sell food to schools; **and/or**
- (5) establish new or expand existing education activities that engage students from partner schools such as field trips, producer visits to the cafeteria or classroom, etc.

To view examples of Track 1 and 2 projects, please review the [list of funded projects from the 2021 grant cycle](#). If you still have questions about which track may best fit your project, please email us at cafarmtoschool@cdfa.ca.gov.

1.4 Funding and Duration

The Budget Act of 2021 appropriated \$30 million from the General Fund to the CDFA for the 2022 California Farm to School Incubator Grant Program. The CDFA will utilize approximately \$4.5 million for grant administration and evaluation and the CDFA will make approximately \$25.5 million available for the four funding tracks outlined above. The table below displays the approximate funds available from the CDFA for each funding track.

Grant Track	Approximate funds available from CDFA	Funding Formula	Award Amounts	Grant Term
Track 1: The California Farm to School K-12 Procurement and Education Grant	\$15 million	Total project award amount for which applicants may apply = Number of students enrolled in School Year 2019-2020 multiplied by \$10. NOTE: If an applicant's formula produces a number LESS THAN \$150,000, the applicant may apply for <i>up to</i> \$150,000. If an applicant's formula produces a number that is BETWEEN \$150,000 and 1 million, the applicant may apply for <i>no more than</i> the result of their funding formula. If an applicant's formula produces a number GREATER THAN \$1 million, the applicant may apply for <i>no more than</i> \$1 million.	Up to \$1 million	Up to 24 months
Track 2: The California Farm to School Partnership Grant	\$4.5 million	None	\$100,000 to \$500,000	Up to 24 months
Track 3: The California Farm to Early Care and Education (ECE) Grant	\$1 million	None	\$50,000 to \$200,000	Up to 24 months
Track 4: The California Farm to School Producer Grant	\$5 million	None	\$5,000 to \$150,000	Up to 24 months

Additional Funding Details:

- The CDFA reserves the right to offer an award amount less than the amount requested.
- **Grant funds cannot be expended before September 1, 2022 or after August 31, 2024.**
- **Matching Funds are NOT required.** The CDFA will fund up to 100% of the total project cost. See [Cost Share](#) for more details.
- See [Allowable and Unallowable Costs](#) for guidance regarding use of funds.
- **Payment Process:** This is a **Reimbursement Grant Program**. If awarded a grant, recipients will fund the project and submit monthly or quarterly invoices to the CDFA to be reimbursed within 45 days after invoices are approved in most circumstances. The grant agreement must be fully executed (signed by both parties) before project activities begin.
 - Please note that **grant recipients may be eligible to receive Advance Payments** for project expenditures. Advance payments shall not exceed the amount necessary for project expenses for a three-month period and cannot reduce the project balance below 10% of the award amount. If eligible and approved for advance payment, recipients must follow the [Advance Payment regulations](#).

1.5 Cost Share

The 2022 California Farm to School Incubator Grant Program requires no matching dollars. However, applicants must be able to show a commitment to farm to school programming in the application. See details below.

- **Applicants to Track 1: The California Farm to School K-12 Procurement and Education Grant** must be able to show a commitment to farm to school programming in the application under sections “Project Team” and “Description of Farm to School History and Motivation,” as well as through letters of support.
- **Applicants to Track 2: The California Farm to School Partnership Grant** must be able to show a commitment to farm to school programming in the application under sections “Project Team” and “Description of Farm to School History and Motivation,” as well as through letters of support.
- **Applicants to Track 3: The California Farm to Early Care and Education (ECE) Grant** must be able to show a commitment to farm to ECE programming in the application under sections “Project Team” and “Description of Farm to ECE History and Motivation,” as well as through letters of support.
- **Applicants to Track 4: The California Farm to School Producer Grant** must be able to show a commitment to farm to school programming in the application under sections “Relationships with School Nutrition Services Departments” and “Description of Farm to School Vision.”

1.6 Eligibility and Exclusions

The 2022 California Farm to School Incubator Grant Program is available to the entities described below.

Please note that eligible entities may apply to multiple funding tracks. Tracks 1, 3, and 4 limit eligible entities to one application in each track. For Track 2, eligible entities may apply once as the lead applicant and multiple times as a supporting project partner. Eligible entities that submit applications in multiple tracks must ensure that projects are **not** duplicative and there is no duplication of project costs in order for the CDFA to consider each application.

- [Skip to Track 1: The California Farm to School K-12 Procurement and Education Grant](#)
- [Skip to Track 2: The California Farm to School Partnership Grant](#)
- [Skip to Track 3: The California Farm to Early Care and Education \(ECE\) Grant](#)
- [Skip to Track 4: The California Farm to School Producer Grant](#)

1.6a Eligibility and Exclusions – Track 1

The California Farm to School K-12 Procurement and Education Grant

Who can apply?	California farm to school implementing organizations, defined in this Request for Applications as: <ul style="list-style-type: none">• Public school districts, county offices of education, and directly funded charter schools, including those located on Indian Reservations, in California.• Farm to school implementing organizations must serve as a School Food Authority (SFA) and operate the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) to be eligible for Track 1. Please note that farm to school implementing organizations that typically operate the NSLP or SBP but currently operate the Seamless Summer Option (SSO) during the school year instead are still eligible to apply.
Additional Details	<ul style="list-style-type: none">• Directly funded charter schools indicate those that receive funding directly from the State, rather than from an authorizing school district or county office. Please note that charter schools that are comprised of multiple directly funded charter school campuses are eligible to submit <i>one</i> Track 1 application on behalf of one or more of their campuses and should not submit separate applications for each campus.• Locally funded charter schools indicate those that receive funding through their authorizing school district or county office of education. Locally funded charter schools are not eligible to apply; however, school districts or county offices of education that are the authorizing agency for locally funded charter schools may include such schools in their proposed project.• Public school districts that serve as the School Food Authority (SFA) for multiple school districts may include those districts in their proposed project if desired.• The CDFA encourages public school districts, county offices of education, and directly funded charter schools with preschool, transitional kindergarten, and/or Head Start programs to include those programs in their Track 1 project, and to explore the Track 3 grant opportunity if interested in maximizing funding for farm to early care and education.• Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.

1.6b Eligibility and Exclusions – Track 2
The California Farm to School Partnership Grant

<p>Who can apply?</p>	<p>Farm to school support organizations that support California farm to school programs, defined in this Request for Applications as:</p> <ul style="list-style-type: none"> Community-based or statewide non-profit organizations, state-established commissions, local or Tribal government entities, county agencies or regional authorities, resource conservation districts, institutions of higher education, UC Cooperative Extension offices, projects with a non-profit fiscal sponsor, food councils, philanthropic organizations, community supported agriculture networks or associations, regional farmers' market associations, farmer or rancher cooperatives, and food producers - A food producer is defined in this Request for Applications as a person, group of individuals, or collaborative that leases, rents, or owns land in California (whether the land is publicly owned, privately owned, or Tribal land) and cultivates crops, raises livestock, and/or uses Indigenous food production practices on this land, and/or a California seafood harvester. <p>AND California farm to school implementing organizations, defined in this Request for Applications as:</p> <ul style="list-style-type: none"> Public school districts, county offices of education, and directly funded charter schools, including those located on Indian Reservations, in California. - Directly funded charter schools indicate those that receive funding directly from the State, rather than from an authorizing school district or county office. Please note that charter schools that are comprised of multiple directly funded charter school campuses will be considered as a single entity, not as multiple.
<p>Additional Details</p>	<ul style="list-style-type: none"> A partnership must include at least one farm to school support organization and at least one California farm to school implementing organization, as defined above. The CDFA encourages (but does not require) partnerships to include at least two of the above farm to school implementing organizations. A partnership must focus on regional or statewide food system impact that meaningfully supports more than one farm to school implementing organization, as defined above. Explore Track 2 projects from the 2021 grant cycle for examples. If a project partnership includes a county office of education, the application may identify the county office of education as either a farm to school support organization or a farm to school implementing organization, but not both. Any one of the entities in the partnership may serve as the lead applicant. The other entities in the partnership (supporting project partners) must provide letters of support. Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.

1.6c Eligibility and Exclusions – Track 3

The California Farm to Early Care and Education (ECE) Grant

<p>Who can apply?</p>	<p>Local, county, regional, and statewide intermediary organizations in California that provide support to ECE providers. Intermediary organizations are defined in this Request for Applications as:</p> <ul style="list-style-type: none"> • Child and Adult Care Food Program (CACFP) Sponsors of Day Care Homes and/or Child Care Centers • Child Care and Development Fund Tribal Lead Agencies • Child Care Resource and Referral (CCR&R) agencies • First 5 county commissions • Alternative Payment Programs (APP) • Head Start grantees • Local Child Care and Development Planning Councils (LPCs) • County agencies with an early care and education department (or equivalent); this may include county offices of education, county human services agencies, county departments of public health, etc. • Statewide organizations, commissions, and associations that are non-profits, projects with a non-profit fiscal sponsor, or government entities <p>AND Multi-site child care centers in California, defined in this Request for Applications as those that:</p> <ul style="list-style-type: none"> • Operate more than one physical center location <ul style="list-style-type: none"> - Note: This includes public school districts that operate a district-based preschool program, California State Preschool Program, transitional kindergarten program, and/or Head Start program at more than one school site. • Provide care all or part of the day • <i>Primarily</i> serve young children birth through age five (i.e., infants, toddlers, and/or preschoolers); may also serve school-age children • Are licensed by the California Department of Social Services (CDSS), Community Care Licensing (CCL) OR are a license-exempt Tribal child care center located on an Indian reservation
<p>Additional Details</p>	<ul style="list-style-type: none"> • Intermediary organizations: <ul style="list-style-type: none"> - Intermediary organizations may support ECE providers in child care centers, family child care homes, and license-exempt family, friend, or neighbor settings, and may support ECE providers that operate a variety of ECE programs such as: Alternative Payment Program (including Migrant Alternative Payment Program), California State Preschool Program, Head Start and Early Head Start (including American Indian and Alaska Native Head Start and Migrant and Seasonal Head Start), General Child Care and Development (including Migrant Child Care and Development), Early Start, Special Education Preschool, Title I Preschool, Transitional Kindergarten, and Home Visiting. - The CDFA prioritizes intermediary organizations that will ensure funds reach small, under-resourced providers and that will utilize a mixed-delivery system lens when determining how to support ECE providers with project funds, so as to equitably increase providers' capacity to implement farm to ECE.

	<ul style="list-style-type: none"> - The CDFA encourages collaboration between intermediary organizations. • Multi-site child care centers: <ul style="list-style-type: none"> - While the CDFA encourages participation in the CACFP, participation is <i>not</i> a requirement to apply. However, please note that the California Code of Regulations, Title 22 requires licensed child care centers that serve meals and snacks to follow the CACFP meal patterns stated in federal law. - The CDFA encourages child care centers that do not meet the eligibility criteria to partner with an intermediary organization to be included in their application. • Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.
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1.6d Eligibility and Exclusions – Track 4 The California Farm to School Producer Grant

Who can apply?	<p>Food producers in California, defined in this Request for Applications as:</p> <ul style="list-style-type: none"> • A person, group of individuals, or collaborative that leases, rents, or owns land in California (whether the land is publicly owned, privately owned, or Tribal land) and cultivates crops, raises livestock, and/or uses Indigenous food production practices on this land, and/or • A California seafood harvester <p>To be eligible, California food producers must both:</p> <p>(1) Intend to sell California grown or produced food to any one or more of the following entities in California and/or intend to implement educational opportunities for youth (that complement food sales to schools) in partnership with any one or more of the following entities in California:</p> <ul style="list-style-type: none"> - Public school district participating in the National School Lunch Program, Seamless Summer Option, and/or School Breakfast Program - County office of education participating in any of the above programs - Directly funded charter school participating in any of the above programs - Center-based program for children that participates in the Child and Adult Care Food Program <p>(2) Demonstrate an established relationship with at least one school nutrition services department through:</p> <ul style="list-style-type: none"> - At least one letter of intent from a school nutrition services director (or equivalent) at any of the above entities in California to which the producer intends to sell food, indicating a “good faith” intention to purchase the producer’s California grown or produced food for school meals (does not need to be a commitment to purchase); and/or - At least one past purchase order, invoice, or receipt for California grown or produced food sold to any of the above entities in California for school meals.
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	<p>Please note: If you are a producer in California who does not yet have established relationships with school nutrition services departments, you are not eligible to apply to this grant program. However, you are eligible for free, non-competitive technical assistance from the CDFA Office of Farm to Fork and the California Farm to School Network. Please email cafarmtoschool@cdfa.ca.gov for support and to connect with our Farm to School Marketplace Specialist.</p>
Additional Details	<ul style="list-style-type: none"> • The applicant's operation, physical business address, and business mailing address must be in California. Additionally, the owner(s)/leader(s) of the operation must be California residents. • Applicants must use their operation's legal business name and associated tax identification number in their application. If the operation does not have a unique tax identification number, that operation should provide the last four digits of their social security number (e.g., XXX-XX-1234) as their unique business identification number in their application. The business name provided in the application is the entity to which the CDFA will extend a grant agreement if the project receives a grant award. Applicants are limited to one Track 4 grant application per unique tax/business identification number. Applicants that operate more than one business entity may submit separate Track 4 grant applications on behalf of each entity that has a unique tax identification number. • Applicants who are sole proprietors must be 18 years of age or older to apply. • The CDFA will ask Track 4 grant recipients to meet a level of food safety consistent with their farm or business operations. The CDFA will ask applicants to include a basic food safety plan as a required component of the application but will not evaluate applications based on current food safety practices. Grant recipients may use grant funds for costs to meet necessary food safety requirements for their projects (see Allowable and Unallowable Costs - Track 4). • Producers who claim to use climate smart agriculture practices and production systems must provide a description to receive additional points during grant review. • Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.

[RFA continues on next page]

1.7 Allowable and Unallowable Costs

- [Skip to Track 1: The California Farm to School K-12 Procurement and Education Grant](#)
- [Skip to Track 2: The California Farm to School Partnership Grant](#)
- [Skip to Track 3: The California Farm to Early Care and Education \(ECE\) Grant](#)
- [Skip to Track 4: The California Farm to School Producer Grant](#)

1.7a Allowable and Unallowable Costs – Track 1

The California Farm to School K-12 Procurement and Education Grant

Track 1: Allowable Costs	
% of award	Description
No cap	<p>Food Procurement Costs (for school meals and/or for student education):</p> <ul style="list-style-type: none"> • For school meals: Procurement of <i>new</i> California grown or produced, <i>whole</i> or <i>minimally processed</i> foods (from vendors such as food producers, distributors, food hubs, and school gardens/farms) for utilization in school meals (including the National School Lunch Program (NSLP), School Breakfast Program (SBP), the Seamless Summer Option (SSO), the Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP)). Grant recipients must follow USDA procurement and food safety regulations. • For student education: Procurement of California grown or produced, <i>whole</i> or <i>minimally processed</i> foods for educational opportunities for students (e.g., taste tests, nutrition education, cooking lessons or demonstrations, student-led recipe creation, events, celebrations, etc.). <p>Additional Details:</p> <ul style="list-style-type: none"> • “New” refers to foods that the grant recipient does not <i>currently</i> purchase for use in school meals, as the grant program aims to <i>expand</i> schools’ purchasing from California producers. Grant recipients may purchase food from new or existing vendors and may purchase new varieties of products that they currently purchase. For example, if a grant recipient currently purchases spinach from another state, then purchasing California grown spinach is reimbursable. If a grant recipient currently purchases California grown Flat-leaf spinach, then California grown Savoy spinach is reimbursable (or vice versa). • Minimally Processed Definition per USDA: Minimal processing may include: (a) Those traditional processes used to make food edible or to preserve it or to make it safe for human consumption, e.g., smoking, roasting, freezing, drying, and fermenting, or (b) those physical processes that do not fundamentally alter the raw product or that only separate a whole, intact food into component parts, e.g., grinding meat, separating eggs into albumen and yolk, and pressing fruits to produce juices. • California produced and manufactured dairy products like yogurt are allowable if they have no preservatives, no artificial sweeteners, and limited to no added sugar (i.e., five percent or less of the Daily Value for added sugars per serving, which is 2.5 grams or less of added sugars per serving, in accordance with FDA guidance about what constitutes a low source of added

Track 1: Allowable Costs	
% of award	Description
	<p>sugars). Please note that California produced fluid milk and fluid milk substitutes are unallowable (see Unallowable Costs below).</p> <ul style="list-style-type: none"> Minimally processed California produced whole grain flour, whole wheat, and other whole grains are allowable. California produced grain products are allowable if they meet all the following criteria: <ul style="list-style-type: none"> 100% whole grain Grown, milled, and processed in California Five or fewer ingredients No preservatives, no artificial sweeteners, and limited to no added sugar (i.e., five percent or less of the Daily Value for added sugars per serving, which is 2.5 grams or less of added sugars per serving, in accordance with FDA guidance about what constitutes a low source of added sugars). NOTE: While whole grain products that meet the above criteria may not fit the USDA definition of <i>minimally processed</i>, the CDFA will make an exception if all above criteria are met. The CDFA will develop a reimbursable foods resource list for grant recipients.
No cap	<p>Farm to School Education Costs:</p> <ul style="list-style-type: none"> Infrastructure, equipment, materials, and supplies to coordinate the school nutrition services program with educational opportunities for students in cafeterias, classrooms, and outdoor learning spaces. <p>Additional Details:</p> <ul style="list-style-type: none"> Farm to school educational opportunities may include but are not limited to: school gardens/farms/greenhouses, culinary classes, agriculture education programs, food production education programs, nutrition education programs, lessons celebrating traditional foodways, hands-on cooking and tasting activities, hands-on food-based student internships, farm tours or field trips, school visits from producers, curriculum development related to nutrition/agriculture/food production/cooking, student-run farm/food stands featuring produce from school gardens/farms, or other transformative opportunities for students to better understand the relationships between food and the world around them. Funds may be used to develop new farm to school educational opportunities if they do not yet exist and to coordinate them with the school nutrition services program. The CDFA welcomes innovative ideas for educational opportunities and connecting these opportunities with the school nutrition services program. Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition.
No cap	<p>Farm to School Staff/Labor Costs:</p> <ul style="list-style-type: none"> Staff time associated with managing and implementing the farm to school project. Labor costs associated with procuring and processing California grown or produced foods for utilization in school meals.

Track 1: Allowable Costs	
% of award	Description
	Additional Details: <ul style="list-style-type: none"> Staff costs may include a farm to school coordinator, farm to school educator, FoodCorps service member(s), etc. Labor costs may include paying school food service workers for their time to participate in professional development (e.g., staff trainings) related to farm to school. Applicants should acknowledge investments in staffing/labor in the Sustainability Plan section of the application.
No cap	School Kitchen Costs: <ul style="list-style-type: none"> School kitchen infrastructure, equipment, materials, and supplies to support utilization of California grown or produced foods in school meals. Additional Details: <ul style="list-style-type: none"> Examples: school kitchen vehicles that aid in delivery/distribution of California grown or produced foods; school kitchen cold storage, processing, and scratch cooking equipment to store, process, and scratch cook these foods; school kitchen equipment and supplies to conduct farm to school professional development / staff trainings. Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition.
No cap	Travel Costs: <ul style="list-style-type: none"> Costs for travel necessary for the performance of the grant award are allowable subject to Section 322 of the CDFA Grant Administration Regulations (e.g., field trips to or visits from farms or other food producers that grow or produce food for the school meal program, travel related to project collaboration and implementation, etc.). Additional Details: <ul style="list-style-type: none"> Please note that reimbursement for travel within California shall not exceed the maximum allowable rates and amounts established by the California Department of Human Resources.
No cap	Contractual Costs: <ul style="list-style-type: none"> Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. Additional Details: <ul style="list-style-type: none"> Contractors for grant recipients' projects must comply with the same allowable and unallowable cost requirements as grant recipients of this grant program. Applicants must include a letter of support from each contractor. Applicants who have not yet identified the name(s) of their contractor(s) do not need this letter of support.
Up to 10% of direct costs*	Indirect Costs: <ul style="list-style-type: none"> As defined in Section 303(a)(36) of the CDFA Grant Administration Regulations. Additional Details: <ul style="list-style-type: none"> *For this grant program, if an organization has a federally negotiated indirect cost rate that is higher than 10% and provides documentation of its federally

Track 1: Allowable Costs	
% of award	Description
	negotiated indirect cost rate in the application, the CDFA may accommodate this rate or an indirect cost rate of up to 30% of direct costs, whichever is less.

Track 1: Unallowable Costs	
% of award	Description
0%	California produced fluid milk and fluid milk substitutes: <ul style="list-style-type: none"> California produced fluid milk, including fluid milk substitutes, will not be reimbursed as part of this grant program. Although they are important components of a healthy diet for California's school children and for our state economy, schools already procure these products from within the state.
0%	California produced grain products that do NOT meet all the following criteria: <ul style="list-style-type: none"> 100% whole grain Grown, milled, and processed in California Five or fewer ingredients No preservatives, no artificial sweeteners, and limited to no added sugar (i.e., five percent or less of the Daily Value for added sugars per serving, which is 2.5 grams or less of added sugars per serving, in accordance with FDA guidance about what constitutes a low source of added sugars).
0%	General CDFA unallowable costs: <ul style="list-style-type: none"> Please refer to (1.b), (2), (3.a.iv), (6), (7), (9), (10), (13.b), (14), (17), (19), (22.b), (24), (26), and (27.a.ii) of the CDFA List of Allowable and Unallowable Items of Cost.
0%	Any costs incurred before or after the grant term.
0%	Any costs outside of the project scope. <ul style="list-style-type: none"> Please note that prior approval from the CDFA is required for any changes to an approved project scope of work or budget once the agreement is fully executed. Failure to obtain prior written approval from the CDFA may result in disallowance of costs incurred.

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1.7b Allowable and Unallowable Costs – Track 2
The California Farm to School Partnership Grant

Track 2: Allowable Costs	
% of award	Description
No cap	Farm to School Staff Costs: <ul style="list-style-type: none"> Staffing for project planning, coordination, facilitation, and/or implementation. Additional Details: <ul style="list-style-type: none"> Applicants should acknowledge investments in staffing in the Sustainability Plan section of the application.
No cap	Infrastructure, Equipment, Materials, and Supplies: <ul style="list-style-type: none"> Infrastructure, equipment, materials, and supplies for the purpose of achieving the grant project objectives. Additional Details: <ul style="list-style-type: none"> Examples: vehicles that aid in transportation/distribution of California grown or produced foods for school meals, cold storage and processing equipment to store and process these foods for school meals, and other school-based and/or producer infrastructure, equipment, materials, and supplies to support farm to school procurement and/or education. Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition.
No cap	Food Procurement Costs (for student education): <ul style="list-style-type: none"> Procurement of California grown or produced, <i>whole</i> or <i>minimally processed</i> foods for utilization in farm to school educational activities that engage students, such as taste tests, nutrition education, cooking lessons or demonstrations, student-led recipe creation, events, and celebrations. Additional Details: <ul style="list-style-type: none"> Minimally Processed Definition per USDA: Minimal processing may include: (a) Those traditional processes used to make food edible or to preserve it or to make it safe for human consumption, e.g., smoking, roasting, freezing, drying, and fermenting, or (b) those physical processes that do not fundamentally alter the raw product or that only separate a whole, intact food into component parts, e.g., grinding meat, separating eggs into albumen and yolk, and pressing fruits to produce juices. The CDFA will develop a reimbursable foods resource list for grant recipients.
No cap	Travel Costs: <ul style="list-style-type: none"> Costs for travel necessary for the performance of the grant award are allowable subject to Section 322 of the CDFA Grant Administration Regulations. Additional Details: <ul style="list-style-type: none"> Please note that reimbursement for travel within California shall not exceed the maximum allowable rates and amounts established by the California Department of Human Resources.
No cap	Contractual Costs: <ul style="list-style-type: none"> Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations.

	Additional Details: <ul style="list-style-type: none"> Contractors for grant recipients' projects must comply with the same allowable and unallowable cost requirements as grant recipients of this grant program. Applicants must include a letter of support from each contractor. Applicants who have not yet identified the name(s) of their contractor(s) do not need this letter of support.
Up to 10% of direct costs*	Indirect Costs: <ul style="list-style-type: none"> As defined in Section 303(a)(36) of the CDFA Grant Administration Regulations. Additional Details: <ul style="list-style-type: none"> *For this grant program, if an organization has a federally negotiated indirect cost rate that is higher than 10% and provides documentation of its federally negotiated indirect cost rate in the application, the CDFA may accommodate this rate or an indirect cost rate of up to 30% of direct costs, whichever is less.

Track 2: Unallowable Costs	
% of award	Description
0%	Food Procurement Costs (for school meals): <ul style="list-style-type: none"> Procurement of California grown or produced, <i>whole</i> or <i>minimally processed</i> foods for utilization in <i>school meals</i> is unallowable. Public school districts, county offices of education, and directly funded charter schools that are interested in using grant funds for this purpose should consider applying to Track 1.
0%	General CDFA unallowable costs: <ul style="list-style-type: none"> Please refer to (1.b), (2), (3.a.iv), (6), (7), (9), (10), (13.b), (14), (17), (19), (22.b), (24), (26), and (27.a.ii) of the CDFA List of Allowable and Unallowable Items of Cost.
0%	Any costs incurred before or after the grant term.
0%	Any costs outside of the project scope. <ul style="list-style-type: none"> Please note that prior approval from the CDFA is required for any changes to an approved project scope of work or budget once the agreement is fully executed. Failure to obtain prior written approval from the CDFA may result in disallowance of costs incurred.

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1.7c Allowable and Unallowable Costs – Track 3
The California Farm to Early Care and Education (ECE) Grant

Track 3: Allowable Costs	
% of award	Description
No cap	<p>Food Procurement Costs:</p> <ul style="list-style-type: none"> Procurement of California grown or produced, <i>whole</i> or <i>minimally processed</i> foods (from vendors such as producers, distributors, food hubs, Community Supported Agriculture providers, and farmers markets) for utilization in meals and snacks (including the Child and Adult Care Food Program (CACFP)), taste tests, and/or food boxes. The foods may also be used to support hands-on learning and play activities. Grantees must follow procurement and food safety regulations applicable to their programs. <p>Additional Details:</p> <ul style="list-style-type: none"> Minimally Processed Definition per USDA: Minimal processing may include: (a) Those traditional processes used to make food edible or to preserve it or to make it safe for human consumption, e.g., smoking, roasting, freezing, drying, and fermenting, or (b) those physical processes that do not fundamentally alter the raw product or that only separate a whole, intact food into component parts, e.g., grinding meat, separating eggs into albumen and yolk, and pressing fruits to produce juices. California produced and manufactured dairy products like yogurt are allowable if they have no preservatives, no artificial sweeteners, and limited to no added sugar (i.e., five percent or less of the Daily Value for added sugars per serving, which is 2.5 grams or less of added sugars per serving, in accordance with FDA guidance about what constitutes a low source of added sugars). Please note that California produced fluid milk and fluid milk substitutes are unallowable (see Unallowable Costs below). Minimally processed California produced whole grain flour, whole wheat, and other whole grains are allowable. California produced grain products are allowable if they meet all the following criteria: <ul style="list-style-type: none"> 100% whole grain Grown, milled, and processed in California Five or fewer ingredients No preservatives, no artificial sweeteners, and limited to no added sugar (i.e., five percent or less of the Daily Value for added sugars per serving, which is 2.5 grams or less of added sugars per serving, in accordance with FDA guidance about what constitutes a low source of added sugars). NOTE: While whole grain products that meet the above criteria may not fit the USDA definition of <i>minimally processed</i>, the CDFA will make an exception if all above criteria are met. The CDFA will develop a reimbursable foods resource list for grant recipients.
No cap	<p>Hands-on Learning and Play Costs:</p> <ul style="list-style-type: none"> Infrastructure, equipment, materials, and supplies to increase young children's access to food- and garden-based hands-on learning and play.

	<p>Additional Details:</p> <ul style="list-style-type: none"> • Examples: costs associated with building/maintaining a garden/greenhouse; conducting nutrition, culinary, and/or garden education lessons; developing curriculum for these lessons; conducting field trips to (or visits from) farms or other food producers; creating and distributing educational supplies kits to ECE providers. • Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition.
No cap	<p>Technical Assistance and Peer Learning Costs:</p> <ul style="list-style-type: none"> • Equipment, materials, and supplies associated with offering ECE providers farm to ECE technical assistance (e.g., workshops, training, general support) and/or peer learning spaces to increase their capacity to implement farm to ECE activities. <p>Additional Details:</p> <ul style="list-style-type: none"> • Intermediary organizations must offer technical assistance and/or peer learning spaces to ECE providers they serve; multi-site child care centers must offer technical assistance and/or peer learning spaces to ECE providers at their child care sites. • Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition.
No cap	<p>Farm to ECE Mini Grants:</p> <ul style="list-style-type: none"> • Mini grants to fund ECE providers to implement food- and garden-based hands-on learning and play opportunities for young children and to incorporate California grown or produced, whole or minimally processed foods into meals, snacks, taste tests, and/or food boxes for young children. <p>Additional Details:</p> <ul style="list-style-type: none"> • Please note that grant recipients distributing mini grants must ensure that mini grant recipients also follow all allowable and unallowable cost parameters of this program.
No cap	<p>Farm to ECE Staff/Labor Costs:</p> <ul style="list-style-type: none"> • Staff time associated with managing and implementing the farm to ECE project. • Labor costs associated with procuring and processing California grown or produced foods for utilization in ECE meals, snacks, taste tests, food boxes, and/or hands-on learning and play. <p>Additional Details:</p> <ul style="list-style-type: none"> • Staff costs may include a farm to ECE coordinator, farm to ECE educator, etc. • Labor costs may include paying ECE food service workers for their time to participate in professional development (e.g., staff trainings) related to farm to ECE. • Applicants should acknowledge investments in staffing/labor in the Sustainability Plan section of the application.
No cap	<p>ECE Kitchen Costs:</p> <ul style="list-style-type: none"> • ECE kitchen infrastructure, equipment, materials, and supplies to support utilization of California grown or produced foods in meals, snacks, taste tests, food boxes, and/or in hands-on learning and play.

	<p>Additional Details:</p> <ul style="list-style-type: none"> • Examples: vehicles that aid in delivery/distribution of California grown or produced foods; cold storage, processing, and scratch cooking equipment to store, process, and scratch cook these foods; materials and supplies to prepare food boxes; materials and supplies to create and distribute ECE kitchen kits to ECE providers. • Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition.
No cap	<p>Travel Costs:</p> <ul style="list-style-type: none"> • Costs for travel necessary for the performance of the grant award are allowable subject to Section 322 of the CDFA Grant Administration Regulations (e.g., field trips to or visits from farms or other food producers that grow or produce food for the farm to ECE program, travel related to project collaboration and implementation, etc.). <p>Additional Details:</p> <ul style="list-style-type: none"> • Please note that reimbursement for travel within California shall not exceed the maximum allowable rates and amounts established by the California Department of Human Resources.
No cap	<p>Contractual Costs:</p> <ul style="list-style-type: none"> • Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. <p>Additional Details:</p> <ul style="list-style-type: none"> • Contractors for grant recipients' projects must comply with the same allowable and unallowable cost requirements as grant recipients of this grant program. • Applicants must include a letter of support from each contractor. Applicants who have not yet identified the name(s) of their contractor(s) do not need this letter of support.
Up to 10% of direct costs*	<p>Indirect Costs:</p> <ul style="list-style-type: none"> • As defined in Section 303(a)(36) of the CDFA Grant Administration Regulations. <p>Additional Details:</p> <ul style="list-style-type: none"> • *For this grant program, if an organization has a federally negotiated indirect cost rate that is higher than 10% and provides documentation of its federally negotiated indirect cost rate in the application, the CDFA may accommodate this rate or an indirect cost rate of up to 30% of direct costs, whichever is less.

Track 3: Unallowable Costs	
% of award	Description
0%	<p>California produced fluid milk and fluid milk substitutes:</p> <ul style="list-style-type: none"> • California produced fluid milk, including fluid milk substitutes, will not be reimbursed as part of this grant program. Although they are important components of a healthy diet for California's school children and for our state economy, these products are typically already procured from within the state.

0%	California produced grain products that do NOT meet all the following criteria: <ul style="list-style-type: none"> • 100% whole grain • Grown, milled, and processed in California • Five or fewer ingredients • No preservatives, no artificial sweeteners, and limited to no added sugar (i.e., five percent or less of the Daily Value for added sugars per serving, which is 2.5 grams or less of added sugars per serving, in accordance with FDA guidance about what constitutes a low source of added sugars).
0%	General CDFA unallowable costs: <ul style="list-style-type: none"> • Please refer to (1.b), (2), (3.a.iv), (6), (7), (9), (10), (13.b), (14), (17), (19), (22.b), (24), (26), and (27.a.ii) of the CDFA List of Allowable and Unallowable Items of Cost.
0%	Any costs incurred before or after the grant term.
0%	Any costs outside of the project scope. <ul style="list-style-type: none"> • Please note that prior approval from the CDFA is required for any changes to an approved project scope of work or budget once the agreement is fully executed. Failure to obtain prior written approval from the CDFA may result in disallowance of costs incurred.

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1.7d Allowable and Unallowable Costs – Track 4
The California Farm to School Producer Grant

Track 4: Allowable Costs	
% of award	Description
No cap	<p>Farm to School Infrastructure, Equipment, and Supplies Costs:</p> <ul style="list-style-type: none"> To increase production, processing, and/or distribution capacity to sell food to schools; and/or To establish or enhance the use of climate smart agriculture practices, production systems, and other regenerative strategies when producing food to sell to schools. <p>Additional Details:</p> <ul style="list-style-type: none"> Acceptable food products to sell to schools as part of this grant program include: <ul style="list-style-type: none"> Raw, whole fruits, vegetables, and herbs Pressed fruit and/or vegetable juices without additives Raw poultry, meat, and seafood Raw, whole legumes, nuts, and seeds Minimally processed fruits, vegetables, poultry, meat, seafood, legumes, nuts and seeds without additives (e.g., roasted, smoked, shredded, chopped, sliced, frozen, dried, fermented, ground) Raw, whole eggs or eggs separated into albumen and yolk Dairy products like yogurt with no preservatives, no artificial sweeteners, and limited to no added sugar (i.e., five percent or less of the Daily Value for added sugars per serving, which is 2.5 grams or less of added sugars per serving, in accordance with FDA guidance about what constitutes a low source of added sugars). Please note that fluid milk, including fluid milk substitutes, are not an acceptable food product to sell to schools as part of this grant program. Although they are important components of a healthy diet for California's school children and for our state economy, schools already procure these products from within the state. Minimally processed whole grain flour, whole wheat, and other whole grains Grain products that meet all the following criteria: 100% whole grain; grown, milled, and processed in California; five or fewer ingredients; no preservatives, no artificial sweeteners, and limited to no added sugar Cold-pressed, extra virgin olive oil Infrastructure Examples: (this is not an exhaustive list; the CDFA will consider other items that align with the funding purpose) <ul style="list-style-type: none"> Greenhouses, high tunnels, fencing Improvements to existing buildings or facilities (e.g., building retrofit, adding storage/processing space) Electrical systems Grading or paving of roads or driveways Plumbing, drainage, venting Technology improvements such as fees for providing broadband or fiber-optic systems and fees for software systems Rental costs of real property

	<ul style="list-style-type: none"> - Capital expenditures for buildings and land (with prior written approval from the CDFA) - Other producer infrastructure to support sustainable production, processing, and/or distribution for school meals • Equipment and Supplies Examples: (this is not an exhaustive list; the CDFA will consider other items that align with the funding purpose) <ul style="list-style-type: none"> - Seeds, fruit/vegetable/herb starts or seedlings, fruit trees - Seeders, transplanters, cultivators - Conveyors for moving and handling product - Washing stations - Blanchers, peelers - Sorting and sizing bins, product bins and totes - Coolers, cooler walls, refrigeration units, and freezers - Grading and inspection equipment - Tractors, refrigerated vehicles, delivery/transportation trucks - Compressors - Packing, wrapping, labeling, and packaging equipment - Sanitation and food safety equipment such as water filtration systems and/or byproduct waste management and treatment systems - Pasteurizer equipment - Creamery or dairy product processing and packaging equipment - Livestock care, feeding, or slaughter equipment (note: livestock to produce food products like meat, eggs, and dairy is also an allowable cost) - Seafood harvesting equipment (e.g., fishing vessels) - Aquaponics or aquaculture equipment related to processing produce or fish - Equipment that helps to maintain the identity and traceability of products - Computing equipment - Renewable energy production equipment - Other producer equipment and supplies to support sustainable production, processing, and/or distribution for school meals • Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition.
No cap	<p>Farm to School Staff/Labor Costs:</p> <ul style="list-style-type: none"> • Staffing/labor dedicated to farm to school work. <p>Additional Details:</p> <ul style="list-style-type: none"> • Examples: staff/labor costs to produce and/or process food for schools; distribute food to schools; manage administration related to selling food to schools; implement on-site or school-site education activities that engage students from partner schools; and/or construct infrastructure or install equipment that will increase production, processing, and/or distribution capacity to sell food to schools. • Please note that staff/labor costs must be directly related to farm to school activities. • Applicants should acknowledge investments in staffing/labor in the Sustainability Plan section of the application.

No cap	<p>Farm to School Certification, Licensure, or Insurance Costs:</p> <ul style="list-style-type: none"> Costs related to pursuing and attaining certification, licensure, or insurance that the producer needs to sell food to schools. <p>Additional Details:</p> <ul style="list-style-type: none"> Examples: food safety certification or licensing fees, trainings related to pursuing food safety certification/licensure, organic certification fees, liability insurance policy fees. Please note that costs such as incorporation fees, business license fees, and other costs related to organizing a business or similar entity are unallowable.
No cap	<p>Farm to School Education Costs:</p> <ul style="list-style-type: none"> Infrastructure, equipment, materials, and supplies related to establishing new or expanding existing education activities that engage students from partner schools such as field trips, producer visits to the cafeteria or classroom, etc. <p>Additional Details:</p> <ul style="list-style-type: none"> Consumables, ingredients, and items for farm to school education that are not reusable are allowable (e.g., ingredients, utensils, etc. for taste tests or lessons). Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition.
No cap	<p>Travel Costs:</p> <ul style="list-style-type: none"> Costs for travel necessary for the performance of the grant award are allowable subject to Section 322 of the CDFA Grant Administration Regulations. <p>Additional Details:</p> <ul style="list-style-type: none"> Please note that reimbursement for travel within California shall not exceed the maximum allowable rates and amounts established by the California Department of Human Resources.
No cap	<p>Contractual Costs:</p> <ul style="list-style-type: none"> Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. <p>Additional Details:</p> <ul style="list-style-type: none"> Example: contractor services to install or construct approved equipment/infrastructure. Contractors for grant recipients' projects must comply with the same allowable and unallowable cost requirements as grant recipients of this grant program. Applicants must include a letter of support from each identified contractor. Applicants who have not yet identified their contractor(s) do not need this letter of support.
Up to 10% of direct costs*	<p>Indirect Costs:</p> <ul style="list-style-type: none"> As defined in Section 303(a)(36) of the CDFA Grant Administration Regulations. <p>Additional Details:</p> <ul style="list-style-type: none"> *For this grant program, if an organization has a federally negotiated indirect cost rate that is higher than 10% and provides documentation of its federally negotiated indirect cost rate in the application, the CDFA may accommodate this rate or an indirect cost rate of up to 30% of direct costs, whichever is less.

Track 4: Unallowable Costs	
% of award	Description
0%	General CDFA unallowable costs: <ul style="list-style-type: none"> Please refer to (1.b), (2), (3.a.iv), (6), (7), (9), (10), (13.b), (14), (17), (19), (22.b), (24), (26), and (27.a.ii) of the CDFA List of Allowable and Unallowable Items of Cost.
0%	Consumables related to food production that are not reusable: <ul style="list-style-type: none"> For example, feed for animals or water for irrigation.
0%	Any costs incurred before or after the grant term.
0%	Any costs outside of the project scope. <ul style="list-style-type: none"> Please note that prior approval from the CDFA is required for any changes to an approved project scope of work or budget once the agreement is fully executed. Failure to obtain prior written approval from the CDFA may result in disallowance of costs incurred.

1.8 Reporting

The CDFA will require grant recipients of the 2022 California Farm to School Incubator Grant Program to complete the following reporting components.

Pre-Survey	All Tracks: <ul style="list-style-type: none"> Submit a pre-survey to the CDFA at the beginning of the grant term, after the grant agreement has been fully executed, to summarize and quantify pre-project farm to school activities.
Financial Reporting	All Tracks: <ul style="list-style-type: none"> Submit monthly or quarterly invoices to the CDFA (utilizing a template that the CDFA will provide) along with documentation to demonstrate proof of payment, detailing spending to be reimbursed for actual allowable costs incurred. If eligible and approved for an Advance Payment, submit regular invoicing in accordance with Advance Payment regulations. Tracks 1 and 3 ONLY: <ul style="list-style-type: none"> As part of the invoicing process described above, when invoicing for food procurement costs, the CDFA will require Track 1 and 3 grant recipients to submit a food procurement worksheet that includes a range of procurement metrics such as item name, item amount and cost, market channel, vendor name, name of farm or producer (if known), etc.
Quarterly Check-ins	All Tracks: <ul style="list-style-type: none"> Submit quarterly check-ins to the CDFA summarizing farm to school project progress, successes, and challenges.
Quarterly Grantee Office Hours	All Tracks: <ul style="list-style-type: none"> Attend at least one virtual Farm to School Grantee Office Hours session each quarter, hosted by the CDFA, to check in with CDFA staff and engage in peer-to-peer learning with fellow grant recipients.

Final Interview	All Tracks: <ul style="list-style-type: none"> Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information.
Annual Procurement Check-in	Tracks 1 and 3 ONLY: <ul style="list-style-type: none"> Submit data to the CDFA annually regarding California food procurement practices for the duration of the grant and the following year after the end of the project term.
External Program Evaluation	All Tracks: <ul style="list-style-type: none"> Participate in external evaluation activities for the California Farm to School Incubator Grant Program. A CDFA representative or external designee will work with grant recipients to address questions and gather necessary evaluation data. Program evaluation will demonstrate the impact of the grant program and will support efforts to develop future Farm to School Grant Programs. Please note that a CDFA representative or external designee may invite applicants that do not receive a grant to participate in a working group as part of the external evaluation for the California Farm to School Incubator Grant Program. Applicants that do not receive a grant are welcome to accept or decline participation at that time.

2.0 Additional Program Information

2.1 Indigenous Applicants

Please note the following and reach out to cafarmtoschool@cdfa.ca.gov with any questions:

- The CDFA encourages applications from eligible entities in Tribal communities with projects related to forest-to-school, river-to-school, and/or ocean-to school and projects that work with youth in schools to revitalize Indigenous intergenerational learning processes around traditional foodways and traditional ecological knowledge to support food security and food sovereignty for future generations.
- The CDFA encourages applications from eligible California food producers who use Indigenous food production practices.
- Please also see the funding priorities described in the [Purpose](#).
- For this grant program, if an organization has a federally negotiated indirect cost rate that is higher than 10% and provides documentation of its federally negotiated indirect cost rate in the application, the CDFA may accommodate this rate or an indirect cost rate of up to 30% of direct costs, whichever is less.

2.2 Previous Grant Recipients

If an entity previously received a grant award through the 2021 California Farm to School Incubator Grant Program (view the [list of 2021 grant recipients](#)), please note the following:

- Eligibility:** If the entity meets the eligibility criteria (see [Eligibility and Exclusions](#)) and has an acceptable performance history in the program, then it is eligible to apply. Please note that the CDFA will consider past performance in the grant program when reviewing

applications. Additionally, applicants must ensure that the existing 2021 project and proposed 2022 project are **not** duplicative and there is no duplication of project costs in order for the CDFA to consider the 2022 application. Applications from previous grant recipients should clearly describe how the proposed project will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.

- **Grant Term:** If the entity also receives a grant award in 2022:
 - Recipients must implement the remainder of their 2021 project while simultaneously implementing their 2022 project.
 - The 2021 project must be completed by the end of the grant term stated in the entity's 2021 grant agreement.
 - The 2022 project must be completed by the end of the 2022 grant term (August 31, 2024).

3.0 Application, Review, and Notification

3.1 Grant Application and Review Criteria (overview)

The application process for each funding track consists of one application phase. There is a separate set of application questions and review criteria for each track, as outlined below.

Please note that eligible entities may apply to multiple funding tracks; such entities must ensure that projects are **not** duplicative and there is no duplication of project costs in order for the CDFA to consider each application.

Please also note that if an applicant has previously received a California Farm to School Incubator Grant, the CDFA will consider past performance in the grant program when reviewing applications. Additionally, applicants must ensure that the existing 2021 project and proposed 2022 project are **not** duplicative and there is no duplication of project costs in order for the CDFA to consider the 2022 application. Applications from previous grant recipients should clearly describe how the proposed project will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.

- [Skip to Track 1: The California Farm to School K-12 Procurement and Education Grant](#)
- [Skip to Track 2: The California Farm to School Partnership Grant](#)
- [Skip to Track 3: The California Farm to Early Care and Education \(ECE\) Grant](#)
- [Skip to Track 4: The California Farm to School Producer Grant](#)

3.1a Grant Application and Review Criteria (overview) – Track 1

The California Farm to School K-12 Procurement and Education Grant (100 points available total)

Applicants to Track 1 must complete an application containing the following components. The CDFA will score each Track 1 application as outlined below. Track 1 applications must meet a minimum scoring requirement to be eligible for a grant award [minimum score TBA in the final RFA]. See [Appendix A](#) for the complete scorecard for Track 1.

The following is an overview of Track 1 application questions intended to provide potential applicants with an idea of what to expect; questions in the online application may slightly differ.

Track 1 Application Overview	Points Available
Eligibility <p>(1) Which funding track is right for you? Please respond to the multiple-choice questions in the online application portal to help determine eligibility.</p> <p>(2) Other support from federal or state grant programs: Activities funded under the California Farm to School Incubator Grant Program cannot duplicate activities funded by another federal or state grant program. If your project proposal has been or will be submitted to or funded by another federal or state grant program, please: identify the federal or state grant program and the agency administering the program; list the amount of grant funds requested or awarded by the program; and describe how the proposed project supplements rather than duplicates efforts funded by the other federal or state grant program.</p>	--
Project Title and Summary <p>(3) Please provide your project title. Please also provide a brief summary (2 to 3 sentences) of your proposed project, beginning with "[District/Organization Name] will..."</p>	--
Project Team <p>(4) Please list the name of each partner who is a member of your project team, as well as a one-sentence summary of their role in the project. This may include the person writing the application, if applicable. Project teams should include, at minimum, the school nutrition services director (or equivalent) and an educator or education services administrator within your district/organization. Please note that any contractors (individuals or organizations) you identify by name in your Budget should be included here as a project team member.</p>	--
Total Dollar Amount Requested <p>(5) Refer to Funding and Duration for guidance.</p>	--
Community Need (please use 2019-20 data) <p>(6) Funding Priority: Please introduce us to your school community. In particular, please tell us about the students you serve and plan to engage through this project.</p> <p>(7) Making the Case: Please describe why this project is important. Are there any needs, gaps, or challenges your school community has experienced that this grant will help address?</p> <p>(8) Funding Priority: Are any of the schools that your project will serve located among priority populations, according to this map?</p> <p>(9) Organizational Data: District/organization name; contact information; state representatives; county location; locale type; number of school sites and school food service sites; number and percentage of school sites under Community Eligibility Provision; Free/Reduced-Price Meal Eligibility Rate; Unduplicated Pupil Count of Students Eligible for Free/Reduced-</p>	50

Track 1 Application Overview	Points Available
<p>Price Meals, English Learners & Foster Youth; chronic absenteeism rate; Opportunity Zone designation; school meal programs district/organization operates; participation rate in primary meal program.*</p> <p>*The CDFA will consider county location and locale type when making award determinations to distribute grant awards geographically across California to the extent possible.</p>	
<p>Description of Farm to School History and Motivation</p> <p>(10) Is farm to school new to your district/organization?</p> <p>(11) Description:</p> <p>(a) PART A: If yes – please describe recent school nutrition / student engagement work in your district/organization that you’re proud of and what has motivated your district/organization to engage with farm to school. If no – please describe past/current farm to school work in your district/organization that you’re proud of and what has motivated your district/organization to continue engaging with farm to school.</p> <p>(b) PART B: Additionally, if your district/organization previously received a California Farm to School Incubator Grant (view the list of 2021 grant recipients): Please briefly describe how this proposed project will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.</p>	5
<p>Project Description</p> <p>(12) Project Narrative: Please tell us about your proposed project. Please keep the description of this funding track in mind as you write. Please also include any strategies to leverage school and community assets, incorporate culturally relevant foods, and incorporate culturally relevant educational opportunities as part of your project.</p> <p>(13) Project Goal, Outcomes, Activities, Timeline, and Team Responsibilities: Please use the project work plan template provided in the online application portal and on the California Farm to School Incubator Grant Program website.</p> <p>(14) Diversity, Equity, and Inclusion (DEI): Please describe your organizational approach to diversity, equity, and inclusion. For the proposed project, please describe any efforts you are making to address equity in program delivery for underserved communities and socially disadvantaged groups.</p>	25
<p>Healthy, Equitable, Resilient Food System</p> <p>(15) Funding Priority: Do you plan to utilize grant funds to procure from small to midsize California food producers? If yes, please describe your plan and your producer partners.</p> <p>(16) Funding Priority: Do you plan to utilize grant funds to procure from veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California? If yes, please describe your plan and your producer partners.</p>	10

Track 1 Application Overview	Points Available
<p>(17) Funding Priority: Do you plan to utilize grant funds to procure from California food producers who utilize climate smart agriculture practices / production systems / other regenerative strategies? If yes, please describe your plan, your producer partners, and their food production practices.</p> <p>(18) Current Practices: Do you currently procure from producers described in questions 15–17? If yes, please describe your current procurement work and producer partners in these areas.</p>	
Project Evaluation	--
<p>(19) Participation in all reporting activities (see Reporting) is required if awarded a grant.</p>	
Project Viability	10
<p>(20) Budget/Narrative: Please use the budget worksheet provided in the online application portal and on the California Farm to School Incubator Grant Program website. Also, if you receive an award, who within your district/organization will handle grant administration and accounting and what process does your district/organization plan to implement to handle grant administration and accounting?</p> <p>(21) Sustainability Plan: What does sustainability of this project mean to you? How will your district/organization achieve that sustainability and how does this proposed project fit into your district's/organization's mission and vision?</p>	
Letter(s) of Support	--
<p>(22) School Nutrition Services Director (or equivalent): Please upload a letter of support from your district's/organization's school nutrition services director (or equivalent).* This letter must include an endorsement of the project and description of how the school nutrition services department (or equivalent) will support the project. *If the school nutrition services director (or equivalent) is the person writing and submitting the application, then they do not need to submit a letter of support.</p> <p>(23) Contractors: If you identified any contractors by name as part of your Project Team and Budget, please upload a letter of support from each of them as well. Letters must include an endorsement of the project and description of how the contractor will support the project.</p> <p>(24) Additional Letters of Support (optional): You may upload additional letters of support if you would like. Please note that this is optional. Additional letters of support may be from other members of your Project Team such as an educator, education services administrator, community partner, food producer partner, etc.</p>	
Total	100

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3.1b Grant Application and Review Criteria (overview) – Track 2

The California Farm to School Partnership Grant

(100 points available total)

Applicants to Track 2 must complete an application containing the following components. The CDFA will score each Track 2 application as outlined below. Track 2 applications must meet a minimum scoring requirement to be eligible for a grant award [minimum score TBA in the final RFA]. See [Appendix B](#) for the complete scorecard for Track 2.

The following is an overview of Track 2 application questions intended to provide potential applicants with an idea of what to expect; questions in the online application may slightly differ.

Track 2 Application Overview		Points Available
Eligibility		--
(1)	Which funding track is right for you? Please respond to the multiple-choice questions in the online application portal to help determine eligibility.	
(2)	Other support from federal or state grant programs: Activities funded under the California Farm to School Incubator Grant Program cannot duplicate activities funded by another federal or state grant program. If your project proposal has been or will be submitted to or funded by another federal or state grant program, please: identify the federal or state grant program and the agency administering the program; list the amount of grant funds requested or awarded by the program; and describe how the proposed project supplements rather than duplicates efforts funded by the other federal or state grant program.	
Project Title and Summary		--
(3)	Please provide your project title. Please also provide a brief summary (2 to 3 sentences) of your proposed project, beginning with "[District/Organization Name] will..."	
Project Team		--
(4)	Project Partners: How many project partners are in your project partnership (including the lead applicant)? Please list the name of each, identify if they are a California farm to school support organization or a California farm to school implementing organization, identify if they are the lead applicant or a supporting project partner, and provide a one-sentence summary of each of their roles in the project. Please note that any contractors (individuals or organizations) you identify by name in your Budget should be included here as a supporting project partner.	
(5)	Lead Applicant Information: contact information, state representatives	
Total Dollar Amount Requested		--
(6)	Refer to Funding and Duration for guidance.	
Community Need (please use 2019-20 data)		50
(7)	Funding Priority: Please introduce us to the school community/communities your project will serve. In particular, please tell us about the students you plan to engage through this project.	

Track 2 Application Overview	Points Available
<p>(8) Making the Case: Please describe why this project is important. Are there any needs, gaps, or challenges your community has experienced that this grant will help address?</p> <p>(9) Funding Priority: Are any of the schools that your project will serve located among priority populations, according to this map?</p> <p>(10) Organizational Data (for each farm to school implementing organization included in the project partnership): District/organization name; state representatives; county location; locale type; number of school sites and school food service sites; number and percentage of school sites under Community Eligibility Provision; Free/Reduced-Price Meal Eligibility Rate; Unduplicated Pupil Count of Students Eligible for Free/Reduced-Price Meals, English Learners & Foster Youth; chronic absenteeism rate; Opportunity Zone designation; school meal programs district/organization operates; participation rate in primary meal program.*</p> <p>*The CDFA will consider county location and locale type when making award determinations to distribute grant awards geographically across California to the extent possible.</p>	
<p>Description of Farm to School History and Motivation</p> <p>(11) Is farm to school new to your district/organization?</p> <p>(12) Description:</p> <p>(a) PART A: If yes – please describe recent school nutrition / producer engagement / student engagement / food system development work in your district/organization that you're proud of and what has motivated your district/organization to engage with farm to school. If no – please describe past/current farm to school work in your district/organization that you're proud of and what has motivated your district/organization to continue engaging with farm to school.</p> <p>(b) PART B: Additionally, if your district/organization previously received a California Farm to School Incubator Grant (view the list of 2021 grant recipients): Please briefly describe how this proposed project will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.</p>	5
<p>Project Description</p> <p>(13) Project Narrative: Please tell us about your proposed project, including a description of how your project will make regional or statewide food system impact, and what the scale of that impact will be. Please keep the description of this funding track in mind as you write. Please also include any strategies to leverage school and community assets and to incorporate culturally relevant foods and/or culturally relevant educational opportunities as part of your project.</p> <p>(14) Project Goal, Outcomes, Activities, Timeline, and Team Responsibilities: Please use the project work plan template provided in the online application portal and on the California Farm to School Incubator Grant Program website.</p>	25

Track 2 Application Overview	Points Available
(15) Diversity, Equity, and Inclusion (DEI): Please describe your organizational approach to diversity, equity, and inclusion. For the proposed project, please describe any efforts you are making to address equity in program delivery for underserved communities and socially disadvantaged groups.	
Healthy, Equitable, Resilient Food System (16) Funding Priority: Do you plan to utilize grant funds to partner with small to midsize California food producers? If yes, please describe your plan and your producer partners. (17) Funding Priority: Do you plan to utilize grant funds to partner with veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California? If yes, please describe your plan and your producer partners. (18) Funding Priority: Do you plan to utilize grant funds to partner with California food producers who utilize climate smart agriculture practices / production systems / other regenerative strategies? If yes, please describe your plan, your producer partners, and their food production practices. (19) Current Practices: Do you currently partner with producers described in questions 16–18? If yes, please describe your current procurement work and producer partners in these areas.	10
Project Evaluation	--
(20) Participation in all reporting activities (see Reporting) is required if awarded a grant.	
Project Viability (21) Budget/Narrative: Please use the budget worksheet provided in the online application portal and on the California Farm to School Incubator Grant Program website . Also, if you receive an award, who within your district/organization will handle grant administration and accounting and what process does your district/organization plan to implement to handle grant administration and accounting? (22) Sustainability Plan: What does sustainability of this project mean to you? How will your district/organization achieve that sustainability and how does this proposed project fit into your district's/organization's mission and vision?	10
Letter(s) of Support	--
(23) Farm to School Implementing Organizations: Please upload a letter of support from the school nutrition services director (or equivalent) at each farm to school implementing organization (i.e., public school district, county office of education, and/or directly funded charter school) that is a part of your project partnership.* Letters must include an endorsement of the project and description of how the school nutrition services department (or equivalent) will support the project. In addition, you may upload letters of support from others within each farm to school implementing organization that is a part of your project partnership if desired.	

Track 2 Application Overview	Points Available
<p>*If a school nutrition services director (or equivalent) is the person writing and submitting the application, then they do not need to submit a letter of support.</p> <p>(24) Farm to School Support Organizations and Contractors: Please upload a letter of support from each farm to school support organization that is a supporting project partner for your project, including any contractors you identified by name as a Project Partner and in your Budget. Letters must include an endorsement of the project and description of how the partner will support the project.</p>	
Total	100

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3.1c Grant Application and Review Criteria (overview) – Track 3 The California Farm to Early Care and Education (ECE) Grant (100 points available total)

Applicants to Track 3 must complete an application containing the following components. The CDFA will score each Track 3 application as outlined below. Track 3 applications must meet a minimum scoring requirement to be eligible for a grant award [minimum score TBA in the final RFA]. See [Appendix C](#) for the complete scorecard for Track 3.

The following is an overview of Track 3 application questions intended to provide potential applicants with an idea of what to expect; questions in the online application may slightly differ.

Track 3 Application Overview	Points Available
Eligibility	--
<p>(1) Which funding track is right for you? Please respond to the multiple-choice questions in the online application portal to help determine eligibility.</p> <p>(2) Other support from federal or state grant programs: Activities funded under the California Farm to School Incubator Grant Program cannot duplicate activities funded by another federal or state grant program. If your project proposal has been or will be submitted to or funded by another federal or state grant program, please: identify the federal or state grant program and the agency administering the program; list the amount of grant funds requested or awarded by the program; and describe how the proposed project supplements rather than duplicates efforts funded by the other federal or state grant program.</p>	
Project Title and Summary	--
<p>(3) Please provide your project title. Please also provide a brief summary (2 to 3 sentences) of your proposed project, beginning with "[District/Organization Name] will..."</p>	

Track 3 Application Overview	Points Available
Project Team <p>(4) Please list the name of each partner who is a member of your project team, as well as a one-sentence summary of their role in the project. This may include the person writing the application, if applicable. Project teams should include, at minimum, a person/entity supporting the food procurement aspect of the project and a person/entity supporting the hands-on learning and play aspect of the project.* Please note that any contractors (individuals or organizations) you identify by name in your Budget should be included here as a project team member.</p> <p>*If one person is fulfilling both roles, please note this in your response and briefly explain why.</p>	--
Total Dollar Amount Requested <p>(5) Refer to Funding and Duration for guidance.</p>	--
Community Need (please use 2019-20 data) <p>(6) Funding Priority: Please introduce us to your ECE community. In particular, please tell us about the young children you serve and plan to engage through this project.</p> <p>(7) Making the Case: Please describe why this project is important. Are there any needs, gaps, or challenges your ECE community has experienced that this grant will help address?</p> <p>(8) Funding Priority: Are any of the ECE providers/sites that your project will serve located among priority populations, according to this map?</p> <p>(9) Organizational Data (questions will differ slightly based on whether applicant is an intermediary organization or multi-site child care center): District/organization name, contact information, state representatives, county location(s), locale type, organizational details, ECE providers/sites that project will serve, Free/Reduced-Price Meal Eligibility Rate, child poverty rate, adverse childhood experiences, neighborhood food access, Opportunity Zone designation.*</p> <p>*The CDFA will consider county location and locale type when making award determinations to distribute grant awards geographically across California to the extent possible.</p>	50
Description of Farm to ECE History and Motivation <p>(10) Is farm to ECE new to your district/organization?</p> <p>(11) Description:</p> <p>(a) PART A: If yes – please describe recent ECE nutrition / child engagement work in your district/organization that you're proud of and what has motivated your district/organization to engage with farm to ECE. If no – please describe past/current farm to ECE work in your district/organization that you're proud of and what has motivated your district/organization to continue engaging with farm to ECE.</p> <p>(b) PART B: Additionally, if your district/organization previously received a California Farm to School Incubator Grant (view the list of 2021 grant recipients): Please briefly describe how this proposed project</p>	5

Track 3 Application Overview	Points Available
will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.	
Project Description <p>(12) Project Narrative: Please tell us about your proposed project. Please keep the description of this funding track in mind as you write. Please also include any strategies to leverage ECE and community assets, incorporate culturally relevant foods, and incorporate culturally relevant educational opportunities as part of your project.</p> <p>(13) Project Goal, Outcomes, Activities, Timeline, and Team Responsibilities: Please use the project work plan template provided in the online application portal and on the California Farm to School Incubator Grant Program website.</p> <p>(14) Diversity, Equity, and Inclusion (DEI): Please describe your organizational approach to diversity, equity, and inclusion. For the proposed project, please describe any efforts you are making to address equity in program delivery for underserved communities and socially disadvantaged groups.</p>	25
Healthy, Equitable, Resilient Food System <p>(15) Funding Priority: Do you plan to utilize grant funds to procure from small to midsize California food producers? If yes, please describe your plan and your producer partners.</p> <p>(16) Funding Priority: Do you plan to utilize grant funds to procure from veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California? If yes, please describe your plan and your producer partners.</p> <p>(17) Funding Priority: Do you plan to utilize grant funds to procure from California food producers who utilize climate smart agriculture practices / production systems / other regenerative strategies? If yes, please describe your plan, your producer partners, and their food production practices.</p> <p>(18) Current Practices: Do you currently procure from producers described in questions 15–17? If yes, please describe your current procurement work and producer partners in these areas.</p>	10
Project Evaluation <p>(19) Participation in all reporting activities (see Reporting) is required if awarded a grant.</p>	--
Project Viability <p>(20) Budget/Narrative: Please use the budget worksheet provided in the online application portal and on the California Farm to School Incubator Grant Program website. Also, if you receive an award, who within your district/organization will handle grant administration and accounting and what process does your district/organization plan to implement to handle grant administration and accounting?</p>	10

Track 3 Application Overview		Points Available
(21)	Sustainability Plan: What does sustainability of this project mean to you? How will your district/organization achieve that sustainability and how does this proposed project fit into your district's/organization's mission and vision?	
Letter(s) of Support		--
(22)	<p>Please upload a letter of support from a person/entity supporting the food procurement aspect of the project and a person/entity supporting the hands-on learning and play aspect of the project,* as well as any contractors you identified by name as part of your Project Team and Budget. Letters must include an endorsement of the project and description of how the partner will support the project. Additionally, for intermediary organizations only, please upload letters of support from at least two ECE providers that this project will serve. These letters must include an endorsement of the project and description of how the provider will participate.</p> <p>*If one person is fulfilling both roles, they may submit one letter of support rather than two and should include a brief explanation in the letter regarding why they are fulfilling both roles.</p>	
Total		100

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3.1d Grant Application and Review Criteria (overview) – Track 4

The California Farm to School Producer Grant

(50 points available total)

Applicants to Track 4 must complete an application containing the following components. The CDFA will score each Track 4 application as outlined below. Track 4 applications must meet a minimum scoring requirement to be eligible for a grant award [minimum score TBA in the final RFA]. See [Appendix D](#) for the complete scorecard for Track 4.

The following is an overview of Track 4 application questions intended to provide potential applicants with an idea of what to expect; questions in the online application may slightly differ.

Track 4 Application Overview		Points Available
Eligibility		--
(1)	Which funding track is right for you? Please respond to the multiple-choice questions in the online application portal to help determine eligibility.	
(2)	Other support from federal or state grant programs: Activities funded under the California Farm to School Incubator Grant Program cannot duplicate activities funded by another federal or state grant program. If your project proposal has been or will be submitted to or funded by another federal or state grant program, please: identify the federal or state grant program and the agency administering the program; list the	

Track 4 Application Overview	Points Available
amount of grant funds requested or awarded by the program; and describe how the proposed project supplements rather than duplicates efforts funded by the other federal or state grant program.	
Project Title and Summary (3) Please provide your project title. Please also provide a brief summary (2 to 3 sentences) of your proposed project, beginning with “[Business/Organization Name] will...”	--
Total Dollar Amount Requested (4) Refer to Funding and Duration for guidance.	--
Business/Organization Background (5) Series of brief questions: Legal business name, contact information, tax identification number, business/organization mailing address, physical business address (if different), California residency of operation’s owner(s)/leader(s), county location of operation, state representatives, years in operation, number of employees, type(s) of food produced, current market(s) for food sales, relevant certifications/licensures, basic food safety plan.* *The CDFA will consider county location when making award determinations to distribute grant awards geographically across California to the extent possible.	--
Relationships with School Nutrition Services Departments (6) Partners (at least one required): Through this project, which entity type(s) in California do you intend to: (1) sell California grown or produced food to, and/or (2) partner with to implement educational opportunities for youth that complement food sales to schools? Eligible entity types are public school districts, county offices of education, and/or directly funded charter school(s) participating in the National School Lunch Program, Seamless Summer Option, and/or School Breakfast Program and/or center-based programs for children participating in the Child and Adult Care Food Program. Please name each entity you are partnering with through this project and briefly describe your relationship with each. (7) Established relationship(s) with at least one school nutrition services department: Please upload either: (a) a letter of intent from at least one school nutrition services director (or equivalent) at any of the above entities to which you intend to sell food, indicating a “good faith” intention to purchase your food for school meals (please use the template provided in the online application portal and on the California Farm to School Incubator Grant Program website); and/or (b) at least one past purchase order, invoice, or receipt for California grown or produced food you have sold to any of the above entities for school meals.	--

Track 4 Application Overview	Points Available
Description of Farm to School Vision	2
(8) Please briefly describe your vision for your business/organization regarding farm to school.	
Project Description	15
<p>(9) Making the Case: Please describe why this project is important. Are there any needs, gaps, or challenges your business/organization and/or community has experienced that this grant will help address?</p> <p>(10) Project Narrative:</p> <p>(a) PART A: Please tell us about your proposed project. If your project includes plans to increase your food production, processing, and/or distribution for the school food market, please describe these plans. If your project includes plans to provide educational opportunities for youth, please describe these plans and how these educational opportunities for youth complement your food sales to schools.</p> <p>(b) PART B: Additionally, if your business/organization previously received a California Farm to School Incubator Grant (view the list of 2021 grant recipients): Please briefly describe how this proposed project will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.</p> <p>(11) Timeline: Please include your estimated time frame for implementing food sales to schools and/or educational opportunities for youth (actual implementation of these activities does not need to occur during the grant term as long as all project expenditures occur during the grant term).</p>	
Healthy, Equitable, Resilient Food System	25
<p>(12) Funding Priority [Optional Question]: Please briefly describe the student population(s) you will engage/serve through this project.</p> <p>(13) Funding Priority [Optional Question]: Are any of the schools that your project will serve located among priority populations, according to this map?</p> <p>(14) Funding Priority [Optional Question]: What is the average annual gross farm revenue at your operation during the previous three-year period?</p> <p>(15) Funding Priority [Optional Section]: Is your operation at least 50% owned by: one or more veterans; one or more individuals who belong to one or more socially disadvantaged groups, as defined in California's Farmer Equity Act of 2017 and in this Request for Applications; and/or one or more limited-resource farm households, according to this tool?</p> <p>(16) Funding Priority [Optional Section]: Within the past 12 months at your operation, have you utilized: climate smart agriculture practices, climate smart agriculture production systems like certified organic or transitioning to certified organic, and/or other regenerative strategies that increase resilience to climate change, improve the health of communities and soil, protect water and air quality, increase biodiversity, and help store carbon in the soil?</p>	

Track 4 Application Overview	Points Available
<p>(a) If yes – please briefly describe. Please note that applicants who respond “yes” and provide a description will receive additional points during external technical review.</p> <p>(17) Looking Forward: What would this grant award enable you to do at your operation regarding climate smart agriculture? Please note that grant recipients may use grant funds to implement climate smart agriculture practices at their operation if this directly relates to their grant project.</p>	
Project Evaluation	--
(18) Participation in all reporting activities (see Reporting) is required if awarded a grant.	
Project Viability	8
<p>(19) Budget/Narrative: Please use the budget worksheet provided in the online application portal and on the California Farm to School Incubator Grant Program website. Also, if you receive an award, who within your business/organization will handle grant administration and accounting and what process does your business/organization plan to implement to handle grant administration and accounting?</p> <p>(20) Sustainability Plan: What does sustainability of this project mean to you? How will your business/organization achieve that sustainability and how does this proposed project fit into your business'/organization's mission and vision?</p>	
Letter(s) of Support	--
(21) Please upload a letter of support from any contractors (individuals or organizations) you identified by name in your Budget. Letters of support should include an endorsement of the project and description of how the contractor will support the project. If you did not identify any contractors by name in your Budget, please skip this section.	
Total	50

3.2 How to Apply

Late applications will not be accepted. Grant applicants must complete and submit applications electronically via the online WizeHive grant application portal. Applicants must create a user account in WizeHive to apply. Applicants who created a WizeHive user account in a previous farm to school application cycle may use their existing login credentials to sign in when accessing the new application portals.

Access the 2022 WizeHive grant application portal for each funding track below:

- Track 1: The California Farm to School K-12 Procurement and Education Grant: [Link to come in final RFA]
- Track 2: The California Farm to School Partnership Grant: [Link to come in final RFA]
- Track 3: The California Farm to Early Care and Education (ECE) Grant: [Link to come in final RFA]

- Track 4: The California Farm to School Producer Grant: [Link to come in final RFA]

Once an applicant creates a user account for one of the application portals, the same user account may be used for the other three application portals. Please note that eligible entities may apply to multiple funding tracks. Tracks 1, 3, and 4 limit eligible entities to one application in each track. For Track 2, eligible entities may apply once as the lead applicant and multiple times as a supporting project partner. Eligible entities that submit applications in multiple tracks must ensure that projects are **not** duplicative and there is no duplication of project costs in order for the CDFA to consider each application.

- The WizeHive grant application portals utilize a question-and-answer format. Applicants must answer all required application questions. Bullet points are encouraged. Applicants must also submit any required documents and letters of support via the WizeHive grant application portals. The CDFA will only consider submitted applications if applicants have responded to all required application questions and submitted all required documents and letters of support. Applicants will receive a confirmation email upon submission. Please contact the Office of Farm to Fork via email at cafarmtoschool@cdfa.ca.gov if a confirmation email is not received.
- For questions about the WizeHive system, please contact the Office of Farm to Fork via email at cafarmtoschool@cdfa.ca.gov.

3.3 Review Process

The CDFA will conduct an initial administrative review of applications to determine if they meet all eligibility and application requirements and, if applicable, to assess if the applicant's past performance in this grant program is acceptable and if an applicant's applications to multiple funding tracks are distinct (i.e., not duplicative). Misrepresentations in the application are grounds for rejection. Applications that meet all requirements and, if applicable, satisfy the above assessments, will receive an external technical review to evaluate the merits of the application. Applications must meet a minimum scoring requirement to be eligible for a grant award [minimum score for each funding track TBA in the final RFA].

The CDFA reserves the right to ask applicants clarifying questions about their applications.

3.4 Call for External Technical Reviewers

The external technical review committee for the 2022 California Farm to School Incubator Grant Program will consist of individuals outside of the CDFA Office of Farm to Fork who have expertise related to the funding track(s) they review. Individuals who are interested in participating in the external technical review process as an external reviewer should visit [the California Farm to School Incubator Grant Program website](#) for details. Please note that applicants to the 2022 California Farm to School Incubator Grant Program are not eligible to participate in the 2022 external technical review process.

3.5 Notification and Feedback

The CDFA will notify all applicants via email regarding the status of their grant applications.

- **Grant Applications Due:** TBA (estimated May 2022)

- **Review Process:** TBA (estimated May–June 2022)
- **Award Notification and Announcement:** TBA (estimated Summer 2022)

Non-selected applicants may request feedback from the CDFA to identify the strengths and weaknesses of submitted applications. This information may be useful when preparing future grant proposals. The CDFA will provide additional information about feedback requests to non-selected applicants in the grant notification email. The CDFA reserves the right to provide this feedback orally or in written format. Please note that in order to receive feedback, non-selected applicants must request feedback within ten (10) calendar days of receiving a notification about their grant application status from the CDFA.

3.6 Appeal rights

Any discretionary action taken by the Office of Farm to Fork may be appealed to the CDFA Office of Hearings and Appeals within ten (10) calendar days of receiving a notice of disqualification from the CDFA. The appeal must be in writing and signed by the responsible party named 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 Office of Farm to Fork decision being challenged. The submission must be sent to the California Department of Food and Agriculture Office of Hearings and Appeals, 1220 N Street, Suite 315, Sacramento, CA 95814 or emailed to CDFA.LegalOffice@cdfa.ca.gov. If submissions are not received within the time frame provided above, the appeal will be denied.

4.0 Assistance and Questions

The CDFA cannot assist in the preparation of grant applications; however, for general assistance and questions related to the Farm to School Incubator Grant Program process, please contact the CDFA Office of Farm to Fork via email at cafarmtoschool@cdfa.ca.gov.

The CDFA Office of Farm to Fork will summarize the questions and answers online on [the California Farm to School Incubator Grant Program website](#) so that all potential applicants may benefit from submitted questions and answers. To ensure a response from the CDFA, please submit questions according to the timeline below. The CDFA will post answers online according to the same timeline. The exact dates in the timeline will be determined based on the publication date of the final RFA and will be included in the final RFA.

Questions Received By:	Answers Provided By:
7 th day of application period	14 th day of application period
14 th day of application period	21 st day of application period
21 st day of application period	28 th day of application period
28 th day of application period	35 th day of application period
35 th day of application period	42 nd day of application period
42 nd day of application period	49 th day of application period
49 th day of application period	54 th day of application period

During the application period, the CDFA Office of Farm to Fork will conduct a series of webinars about the California Farm to School Incubator Grant Program Request for Applications. These

webinars will occur on the following dates via Zoom. To register for each webinar, please follow the Zoom registration links below.

- [Webinar dates and Zoom registration links TBA in final RFA]

5.0 Other Grant Opportunities

Please explore other CDFA grant programs that might be of interest to you on the [CDFA grants webpage](#). These include:

Beginning Farmer and Farmworker Training Program

This program will help support and improve new or existing beginning farmer training programs and agricultural apprenticeship programs, strengthen networks, and develop strategies to overcome barriers, including but not limited to education and training programs, land access, capital and equipment for production and marketing of crops with a focus on prioritizing direct assistance to historically underserved groups to ensure the transition to farm ownership is successful. *This is a new grant program. Please check the [CDFA grants webpage](#) for additional details as this program is developed.*

Biologically Integrated Farming Systems Program

The Biologically Integrated Farming Systems (BIFS) grant program is designed to provide outreach of innovative, biologically integrated plant-based farming systems that reduce chemical pesticide inputs.

California Agriculture License Plates

A competitive solicitation process awards CalAgPlate grant program funds that promote agricultural education and leadership activities for students at K-12, post-secondary, and adult education levels.

California Nutrition Incentive Program (CNIP)

The California Nutrition Incentive Program (CNIP) encourages the purchase and consumption of healthy, California-grown fresh fruits, vegetables, and nuts by nutrition benefit clients. Housed within the Office of Farm to Fork, the program provides monetary incentives for the purchase of California grown fruits and vegetables at Certified Farmers Markets and small businesses. CNIP provides competitive grant funding to organizations to provide incentives to nutrition benefit shoppers, support program operations and outreach.

Community Food Hub Grant Program

CDFA's Farm to Community Food Hub Program will provide planning and implementation grants to mission driven food hubs throughout the state of California. *This is a new grant program. Please check the [CDFA grants webpage](#) for additional details as this program is developed.*

Fertilizer Research and Education Program

The Fertilizer Research and Education Program (FREP) funds and facilitates research and outreach to advance the environmentally safe and agronomically sound use and handling of fertilizing materials. FREP serves growers, agricultural supply and service professionals, extension personnel, public agencies, consultants, and other interested parties.

Healthy Refrigeration Grant Program (HRGP)

Through this program, CDFA funds energy efficient-refrigeration units in corner stores, small businesses and food donation programs in low-income or low-access areas throughout the state to stock California-grown fresh produce, nuts and minimally processed foods. The purpose of the program is to improve access to healthy food choices for underserved communities, while supporting small businesses and promoting CA-grown agriculture.

Proactive Integrated Pest Management Solutions Program

The Proactive Integrated Pest Management (IPM) Solutions grant program is designed to anticipate which exotic pests are likely to arrive in California and to identify and test IPM strategies that can be rapidly implemented if the pests become established in California.

Safe Animal Feed Education Program (SAFE)

The Safe Animal Feed Education (SAFE) program of California uses outreach, education, and a comprehensive Voluntary Quality Assurance program to lead the nation in ensuring a safe and wholesome supply of commercial feed. *This is a new grant program. Please check the [CDFA grants webpage](#) for additional details as this program is developed.*

Specialty Crop Block Grant Program

Each year, CDFA conducts a two-phase competitive solicitation process to award funds to projects that solely enhance the competitiveness of California specialty crops. Specialty crops include fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture).

Specialty Crop Multi-State Program

This program is offered by USDA's Agricultural Marketing Service. The SCMP competitively funds projects to solely enhance the competitiveness of specialty crops through collaborative, multi-state projects that address regional or national-level specialty crop issues, including food safety, plant pests and disease, research, crop-specific projects addressing common issues, and marketing and promotion.

Urban Agriculture Grant Program

CDFA's Urban Agriculture grant will help urban farmers and community-based organizations by 1) funding urban food system infrastructure (land access, capital equipment purchases, facilities, etc.); 2) supporting jobs, internships, and professional development opportunities, ensuring youth from all backgrounds have access to paid positions developing urban food systems; and 3) backing experienced technical assistance providers to mentor, train, and support urban farmers and community-based organizations. *This is a new grant program. Please check the [CDFA grants webpage](#) for additional details as this program is developed.*

Appendix A

Scorecard – Track 1

**Track 1: The California Farm to School K-12 Procurement and Education Grant
(100 points available total)**

[Information to be released in final RFA]

Appendix B

Scorecard – Track 2

**Track 2: The California Farm to School Partnership Grant
(100 points available total)**

[Information to be released in final RFA]

Appendix C

Scorecard – Track 3

**Track 3: The California Farm to Early Care and Education (ECE) Grant
(100 points available total)**

[Information to be released in final RFA]

Appendix D

Scorecard – Track 4

**Track 4: The California Farm to School Producer Grant
(50 points available total)**

[Information to be released in final RFA]