

# 2022 California Farm to School Incubator Grant Program

## Request for Applications

Released for Applications:  
May 9, 2022

Applications Due:  
by 5pm PT on July 6, 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>  
Email: [cafarmtoschool@cdfa.ca.gov](mailto:cafarmtoschool@cdfa.ca.gov)

# Table of Contents

Please click on any topic below to visit the corresponding section of this document.

- Stakeholder Input.....4**
- Program Timeline.....4**
- 1.0 About the Program..... 5**
  - 1.1 Purpose.....5
  - 1.2 Definitions.....6
  - 1.3 Four Funding Tracks.....8
  - 1.4 Funding and Duration..... 10
  - 1.5 Cost Share.....11
  - 1.6 Eligibility and Exclusions..... 12
    - 1.6a Eligibility and Exclusions – Track 1..... 12
    - 1.6b Eligibility and Exclusions – Track 2..... 13
    - 1.6c Eligibility and Exclusions – Track 3..... 16
    - 1.6d Eligibility and Exclusions – Track 4..... 18
  - 1.7 Allowable and Unallowable Costs.....20
    - 1.7a Allowable and Unallowable Costs – Track 1..... 20
    - 1.7b Allowable and Unallowable Costs – Track 2..... 24
    - 1.7c Allowable and Unallowable Costs – Track 3..... 28
    - 1.7d Allowable and Unallowable Costs – Track 4..... 32
  - 1.8 Reporting and Evaluation..... 37
- 2.0 Additional Program Information..... 38**
  - 2.1 Indigenous Applicants.....38
  - 2.2 Previous Grant Recipients..... 39
- 3.0 Application, Review, and Notification.....40**
  - 3.1 How to Apply..... 40
  - 3.2 Grant Application and Review Criteria..... 40
    - 3.2a Grant Application and Review Criteria – Track 1..... 41
    - 3.2b Grant Application and Review Criteria – Track 2..... 41
    - 3.2c Grant Application and Review Criteria – Track 3..... 42

3.2d Grant Application and Review Criteria – Track 4..... 43

3.3 Review Process..... 43

3.4 Call for External Technical Reviewers..... 44

3.5 Notification and Feedback..... 44

3.6 Appeal Rights..... 44

**4.0 Assistance and Questions..... 45**

**5.0 Other Grant Opportunities..... 46**

## Stakeholder Input

The California Department of Food and Agriculture (CDFA) sought public comments about the DRAFT Farm to School Request for Applications (RFA) from February 15 to March 7, 2022. The CDFA considered comments received before finalizing this Farm to School RFA. Visit [the California Farm to School Incubator Grant Program website](#) for a summary of anonymized public comments from stakeholders and responses from the CDFA.

## Program Timeline

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

<b>2022 CA Farm to School Incubator Grant Program Timeline</b>	
Invitation to Submit Grant Applications	May 9, 2022
CDFA Grant Application Webinars	Weekly throughout the application period (see <a href="#">Assistance and Questions</a> )
Grant Applications Due	By 5pm PT on July 6, 2022
Review Process	July – August 2022
Award Notification and Announcement	September 2022
Grant Term Begins	Estimated December 1, 2022
Grant Term Ends	Estimated November 30, 2024

*[RFA continues on next page]*

# 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 the detailed grant application questions and review criteria on [the California Farm to School Incubator Grant Program Website](#) for details about how the application and review criteria 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 California's report entitled [Planting the Seed: Farm to School Roadmap for Success](#), which highlights policy goals to advance child well-being, economic growth, environmental resilience, and racial equity through farm to school systems that connect children to locally sourced, whole foods and produce in cafeterias, classrooms, and gardens. The report and its recommendations are the result of a collaboration – led by First Partner Jennifer Siebel Newsom and CDFA Secretary Karen Ross – among a number of state agency leaders, education professionals, and farm to school experts and practitioners.

The California Farm to School Incubator Grant Program is also 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.

## 1.2 Definitions

*The definitions below are in alphabetical order.*

**Climate Smart Agriculture Practices, Climate Smart Agriculture Production Systems, or Other Regenerative Strategies:** Climate smart agriculture 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 \(HSP\)](#), [Alternative Manure Management Program \(AMMP\)](#), [Dairy Digester Research and Development Program \(DDRDP\)](#), and [State Water Enhancement and Efficiency Program \(SWEEP\)](#), including but not limited to cover cropping, no or reduced till, hedgerow plantings, compost application, and prescribed grazing. Climate smart agriculture production systems include certified organic or transitioning to certified organic. Other regenerative strategies include those that also 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.

**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 from California food producers for school meal programs, (2) educational activities that connect classroom learning with cafeteria meals, and (3) hands-on food education opportunities in school gardens, on farms, in culinary classes, 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. In May 2022, using CalEnviroScreen 4.0 and the American Indian Areas Related National Geodatabase, the California Environmental Protection Agency (CalEPA) identified the list of disadvantaged community census tracts and land areas available at [CalEPA Climate Investments to Benefit Disadvantaged Communities webpage](#). 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) Revised 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 cash farm income during the previous three-year period is no more than \$750,000.

**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 \(Assembly Bill \(AB\) 1348, Chapter 620, Statutes of 2017\)](#), 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 lesbian, gay, bisexual, transgender, and queer (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.

*[RFA continues on next page]*

## 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.

- Visit [the California Farm to School Incubator Grant Program website](#) to view the Eligibility Decision Tree.
- For full eligibility guidelines, see [Eligibility and Exclusions](#).
- 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](mailto:cafarmtoschool@cdfa.ca.gov).

### 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/or outdoor learning spaces; **and**
- (2) procure 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 do one or more of the following:

- (1) implement farm to school procurement and/or education strategies as part of larger regional or statewide food system development plans in California; **and/or**
- (2) increase collaboration and coordination regionally or statewide 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 regionally or statewide to more than one farm to school implementing organization, i.e., public school district, county office of education, and/or directly funded charter school.



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

Track 3 will fund child care centers in California and farm to ECE support organizations 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, if desired, for their families; **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 farm to ECE technical assistance and/or peer learning spaces to ECE staff, ECE teachers, and/or ECE families; **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 production, processing, and/or distribution of whole or minimally processed foods for the school food market. Track 4 will also fund California food producers to provide hands-on educational opportunities for youth that complement their food sales or donations 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/or production systems. Producers may use funds to:

- (1) upgrade infrastructure and equipment and purchase materials and supplies to increase production, processing, and/or distribution capacity to sell or donate whole or minimally processed food to schools; **and/or**
- (2) upgrade infrastructure and equipment and purchase materials and supplies to establish or enhance the use of climate smart agriculture practices, production systems, and/or other regenerative strategies when producing whole or minimally processed food to sell or donate 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 or donate whole or minimally processed food to schools; **and/or**
- (5) establish new or expand existing hands-on educational opportunities that engage students from partner schools such as field trips, producer visits to the cafeteria or classroom, etc.

*Please note that the CDFA welcomes projects that propose implementing new ideas and/or established ideas as long as projects align with the goals of the applicable funding track.*

## 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 amount of funds that the CDFA will award in each funding track will depend on the number of competitive applications that the CDFA receives in each funding track.

Funding Track	Funding Formula	Award Amount	Grant Term
Track 1: The California Farm to School K-12 Procurement and Education Grant	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: December 1, 2022 – November 30, 2024
Track 2: The California Farm to School Partnership Grant	No funding formula. Track 2 applicants may apply for between \$100,000 and \$500,000.	\$100,000 to \$500,000	Up to 24 months: December 1, 2022 – November 30, 2024
Track 3: The California Farm to Early Care and Education (ECE) Grant	No funding formula. Track 3 applicants may apply for between \$50,000 and \$200,000.	\$50,000 to \$200,000	Up to 24 months: December 1, 2022 – November 30, 2024
Track 4: The California Farm to School Producer Grant	No funding formula. Track 4 applicants may apply for between \$5,000 and \$150,000.	\$5,000 to \$150,000	Up to 24 months: December 1, 2022 – November 30, 2024

### Additional Funding Details:

- The CDFA reserves the right to offer an award amount less than the amount requested.
- **Grant recipients cannot expend grant funds before December 1, 2022 or after November 30, 2024.**
- **This grant program does NOT require Matching Funds.** 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 Partners” 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 Food Production History and Farm to School Vision.”

*[RFA continues on next page]*

## 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 School 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

<p><b>Who can apply?</b></p>	<p><b>California farm to school implementing organizations, defined in this Request for Applications as:</b></p> <ul style="list-style-type: none"> <li>• Public school districts, county offices of education, and directly funded charter schools, including those located on Indian Reservations, in California.</li> <li>• 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. Please also note that farm to school implementing organizations that do not yet operate the NSLP or SBP but have a written agreement with the California Department of Education to start in School Year 2022-2023 are eligible to apply.</li> </ul>
<p><b>Additional Details</b></p>	<ul style="list-style-type: none"> <li>• <b>Note about charter schools:</b> Directly funded charter schools, which are eligible to apply if they meet the SFA criteria above, are those that receive funding directly from the State, rather than from an authorizing school district or county office. Please note that the CDFA will consider directly funded charter schools that are comprised of multiple directly funded charter school campuses as a single entity, not as multiple. By contrast, locally funded charter schools are those that receive funding through their authorizing school district or county office of education. Locally funded charter schools are <i>not</i> eligible to apply; however, eligible school districts or county offices of education that are the authorizing agency and SFA for locally funded charter schools may include such schools in their proposed project if desired.</li> <li>• <b>Note about identifying specific school sites:</b> Please note that individual schools are <i>not</i> eligible to apply to Track 1, unless they are a single-site public school district or a single-site directly funded charter school. However, public school districts, county offices of education, and directly</li> </ul>

	<p>funded charter schools that apply may identify in the application that their proposed project will focus on one or more specific school sites within their organization.</p> <ul style="list-style-type: none"> <li>• <b>Note about School Food Authorities:</b> Public school districts that serve as the School Food Authority (SFA) for multiple school districts, for a county office of education’s school sites, and/or for directly funded charter schools may include those entities in their proposed project if desired by including those sites’ student enrollment numbers in the funding formula, their data in the Community Need section of the application, and how the project will serve them in the Project Description section of the application. Please note that a public school district that serves as the SFA for multiple entities and would like to include those entities in their proposed project is still limited to submitting one application in Track 1. Additionally, the entities that are not SFAs themselves are <i>not</i> eligible to submit their own separate Track 1 applications.</li> <li>• <b>Note about early care and education (ECE):</b> 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.</li> <li>• <a href="#">Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.</a></li> </ul>
--	---

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

<p><b>Who can apply?</b></p>	<p><b>Farm to school support organizations that support California farm to school programs, defined in this Request for Applications as:</b></p> <ul style="list-style-type: none"> <li>• Non-profit organizations</li> <li>• State-established commissions in California</li> <li>• Local or Tribal government entities in California</li> <li>• County agencies or regional authorities in California</li> <li>• Resource conservation districts in California</li> <li>• Institutions of higher education</li> <li>• UC Cooperative Extension offices</li> <li>• Projects with a non-profit fiscal sponsor <ul style="list-style-type: none"> <li>- NOTE: Applicants must clearly identify the fiscal sponsor in the application. If awarded, the fiscal sponsor will be the grant recipient and will be responsible for executing the grant agreement and ensuring all project activities and costs follow grant requirements.</li> </ul> </li> <li>• Food councils</li> <li>• Philanthropic organizations</li> <li>• Certified small businesses in California (that are certified through California’s Small Business Certification Program and listed in <a href="#">the Cal eProcure database</a>) <ul style="list-style-type: none"> <li>- NOTE: Small businesses in California that are in the process of getting certified through <a href="#">California’s Small Business Certification Program</a> may apply, but if awarded, receipt of the award is contingent upon confirmation of their certification.</li> </ul> </li> </ul>
------------------------------	---

	<ul style="list-style-type: none"> <li>• Community supported agriculture networks or associations in California</li> <li>• Regional farmers’ market associations in California</li> <li>• Farmer or rancher cooperatives in California</li> <li>• Food hubs in California</li> <li>• Food processors in California <ul style="list-style-type: none"> <li>- A food processor is defined in this Request for Applications as a California-based company, collaborative, or cooperative that processes, packs, and/or fabricates minimally processed products that are 100% made with California grown or produced food from California food producers.</li> </ul> </li> <li>• Food producers in California <ul style="list-style-type: none"> <li>- A food producer is defined in this Request for Applications as a person, group of individuals, non-profit organization, or Tribal government entity 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.</li> </ul> </li> </ul> <p><b>AND California farm to school implementing organizations, defined in this Request for Applications as:</b></p> <ul style="list-style-type: none"> <li>• Public school districts, county offices of education, and directly funded charter schools, including those located on Indian Reservations, in California. <ul style="list-style-type: none"> <li>- 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 the CDFA will consider directly funded charter schools that are comprised of multiple directly funded charter school campuses as a single entity, not as multiple.</li> </ul> </li> </ul>
<b>Additional Details</b>	<ul style="list-style-type: none"> <li>• <b>A project partnership must include</b> either of the following combinations: (1) at least one farm to school support organization and at least one California farm to school implementing organization, as defined above; or (2) at least two California farm to school implementing organizations, as defined above. The CDFA encourages (but does not require) partnerships described in combination (1) to include at least two California farm to school implementing organizations.</li> <li>• <b>A project partnership must focus on</b> regional or statewide food system impact that meaningfully supports more than one farm to school implementing organization, as defined above. <a href="#">Explore Track 2 projects from the 2021 grant cycle</a> for examples.</li> <li>• <b>Note about early care and education (ECE):</b> Track 2 partnerships may incorporate early care and education (ECE) partners into their proposed project as long as the partnership includes the required combination of partners and focuses on regional or statewide food system impact that meaningfully supports more than one farm to school implementing organization, as defined above, that serves elementary and/or secondary students. Farm to ECE support organizations that would solely like to focus on farm to ECE in their proposed project should apply to Track 3.</li> <li>• <b>Note about county offices of education:</b> If a Track 2 partnership includes a county office of education, the applicant may identify the county</li> </ul>

office of education as either a farm to school support organization (county agency) or a farm to school implementing organization, but not both.

- **Note about lead applicants and supporting project partners:** Any one of the farm to school support organizations or farm to school implementing organizations in the project partnership may serve as the lead applicant. The lead applicant is the entity that submits the application, and if awarded, is ultimately responsible for implementing the project and coordinating implementation with the other entities in the project partnership (supporting project partners). Supporting project partners must provide letters of support in the application.
- **Note about private schools:** Private schools are **not** eligible to apply to any funding track of the California Farm to School Incubator Grant Program. However, private schools may participate in a Track 2 project as a contractor that provides technical assistance to the project partnership.
- **Note about farm to school support organizations:** Farm to school support organizations, whether the lead applicant or a supporting project partner, may be organizations that are based outside of California but serve California farm to school programs (unless otherwise indicated in the list of eligible farm to school support organizations above). Such organizations must use any funding they may receive through Track 2 for project activities that support California farm to school programs and that make regional or statewide food system impact in California.
- **Note about identifying specific school sites:** Please note that individual schools are *not* eligible to apply to Track 2, unless they are a single-site public school district or a single-site directly funded charter school. However, farm to school support organizations or farm to school implementing organizations (as defined above) that apply may identify in the application that their proposed project will focus on one or more specific school sites within each farm to school implementing organization that is part of the project partnership.
- **Note about food producer applicants:** Food producers applying to Track 2 may submit one Track 2 grant application as the lead applicant per unique tax/business identification number and may apply multiple times to Track 2 as a supporting project partner.
- **Note about implementing farm to school procurement and/or education strategies as part of larger regional or statewide food system development plans in California:** Examples of food system development plans include but are not limited to the [Seattle Food Action Plan](#) and the [Greater Philadelphia's Food System Plan](#), as well as other California-specific plans that focus on county-level or regional food system planning. Project partnerships that have a regional or statewide food system development plan in California are welcome to apply to Track 2 to implement farm to school procurement and/or education strategies as part of their larger food system efforts.
- [Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.](#)

*[RFA continues on next page]*

**1.6c Eligibility and Exclusions – Track 3**  
**The California Farm to Early Care and Education (ECE) Grant**

<p><b>Who can apply?</b></p>	<p><b>Farm to ECE support organizations that provide support to California ECE providers, defined in this Request for Applications as:</b></p> <ul style="list-style-type: none"> <li>• Child and Adult Care Food Program (CACFP) Sponsors of Day Care Homes in California and/or CACFP Sponsors of Child Care Centers in California</li> <li>• Child Care and Development Fund Tribal Lead Agencies in California</li> <li>• Child Care Resource and Referral (CCR&amp;R) agencies in California</li> <li>• First 5 county commissions in California</li> <li>• Alternative Payment Programs (APPs) in California</li> <li>• Head Start grantees in California (i.e., an agency that is awarded funding by the Office of Head Start to provide or subcontract Head Start services in their area)</li> <li>• Local Child Care and Development Planning Councils (LPCs) in California</li> <li>• Non-profit organizations</li> <li>• State-established commissions in California</li> <li>• Local or Tribal government entities in California</li> <li>• County agencies or regional authorities in California</li> <li>• Institutions of higher education</li> <li>• UC Cooperative Extension offices</li> <li>• Projects with a non-profit fiscal sponsor <ul style="list-style-type: none"> <li>- NOTE: Applicants must clearly identify the fiscal sponsor in the application. If awarded, the fiscal sponsor will be the grant recipient and will be responsible for executing the grant agreement and ensuring all project activities and costs follow grant requirements.</li> </ul> </li> <li>• Philanthropic organizations</li> </ul> <p><b>AND Child care centers in California, defined in this Request for Applications as those that:</b></p> <ul style="list-style-type: none"> <li>• Provide care all or part of the day</li> <li>• <i>Primarily</i> serve young children birth through age five (i.e., infants, toddlers, and/or preschoolers); may also serve school-age children</li> <li>• Are licensed by the California Department of Social Services (CDSS), Community Care Licensing Division (CCLD) OR meet appropriate criteria for a license exemption (e.g., a license-exempt Tribal child care center located on an Indian reservation)</li> <li>• Please note: <ul style="list-style-type: none"> <li>- Child care centers include single-site and multi-site child care centers.</li> <li>- Child care centers also include public school districts that operate a district-based preschool program, California State Preschool Program, transitional kindergarten program, and/or Head Start program. For public school districts, their preschool program, transitional kindergarten program, and/or Head Start program (as opposed to their entire district) must primarily serve young children birth through age five to be eligible.</li> </ul> </li> </ul>
<p><b>Additional Details</b></p>	<ul style="list-style-type: none"> <li>• <b>At least 50% of the students that each project serves must be young children birth through age five</b> (i.e., infants, toddlers, and/or</li> </ul>



preschoolers). Projects may also include school-age children if they attend the ECE sites that the project will serve.

- **Note about project reach:** Please note that when making award determinations, the CDFA will seek to maximize impact by considering relative project reach (i.e., number of young children served, number of ECE providers engaged) among child center applicants and, separately, among farm to ECE support organization applicants. Child care centers may apply in partnership with other ECE providers (e.g., other child care centers, family child care homes, or family, friend, or neighbor settings) if they would like to increase their project reach.
- **Farm to ECE support organizations:**
  - Farm to ECE support 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, including but not limited to: 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.
  - Among farm to ECE support organization applicants, the CDFA will prioritize projects that will ensure funds reach small, under-resourced providers and that will utilize a mixed-delivery lens (i.e., serve a range of ECE types such as child care centers; family child care homes; and family, friend, or neighbor settings) when determining how to support ECE providers with project funds.
  - The CDFA encourages collaboration between farm to ECE support organizations.
  - Farm to ECE support organizations may be organizations that are based outside of California but serve California ECE providers (unless otherwise indicated in the list of eligible farm to ECE support organizations above). Such organizations must use any funding they may receive through Track 3 for project activities that support California ECE providers and farm to ECE programs in California.
- **Child care centers:**
  - While the CDFA encourages participation in the CACFP, participation is *not* 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 a farm to ECE support organization to be included in their application.
- [Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.](#)

*[RFA continues on next page]*

**1.6d Eligibility and Exclusions – Track 4**  
**The California Farm to School Producer Grant**

<p><b>Who can apply?</b></p>	<p><b>Food producers in California, defined in this Request for Applications as:</b></p> <ul style="list-style-type: none"> <li>• A person, group of individuals, non-profit organization, or Tribal government entity 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, <b>and/or</b></li> <li>• A California seafood harvester</li> </ul> <p><b>To be eligible, California food producers must both:</b></p> <p>(1) Intend to sell or donate California grown or produced, whole or minimally processed food to any one or more of the following entities in California and/or intend to implement hands-on educational opportunities for youth (that complement the producer’s food sales or donations to schools) in partnership with any one or more of the following entities in California:</p> <ul style="list-style-type: none"> <li>- Public school district that is a School Food Authority (SFA) and operates the National School Lunch Program, Seamless Summer Option, and/or School Breakfast Program</li> <li>- County office of education that is a School Food Authority (SFA) and operates any of the above programs</li> <li>- Directly funded charter school that is a School Food Authority (SFA) and operates any of the above programs</li> <li>- Center-based program for children participating in the Child and Adult Care Food Program</li> </ul> <p>(2) Demonstrate an established relationship with at least one school nutrition services department through:</p> <ul style="list-style-type: none"> <li>- At least one letter of intent from a school nutrition services director (or equivalent district-wide/organization-wide decision-maker who oversees and coordinates the school meal program) at any of the above entities in California with which the producer intends to collaborate, indicating a “good faith” intention to purchase or accept the producer’s California grown or produced food for school meals (does not need to be a commitment to purchase or accept) and/or a “good faith” effort to collaborate with the producer to implement hands-on educational opportunities for youth that complement the producer’s food sales or donations to their organization.</li> </ul> <p><b>Please note:</b> <i>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 <a href="mailto:cafarmtoschool@cdfa.ca.gov">cafarmtoschool@cdfa.ca.gov</a> for support and to connect with our Farm to School Marketplace Specialist.</i></p>
<p><b>Additional Details</b></p>	<ul style="list-style-type: none"> <li>• <b>California-based:</b> The applicant’s operation (where the proposed project will take place), physical business address, and business mailing address must be in California. Additionally, the owner(s)/leader(s) of the operation must be California residents.</li> </ul>

- **One application per unique tax/business identification number:** Applicants must use their operation's legal business name and associated nine-digit 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 who 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.
- **Note about sole proprietors:** Applicants who are sole proprietors must be 18 years of age or older to apply.
- **Food hubs are not eligible** to apply to Track 4 but are eligible to apply to Track 2.
- **School districts are not eligible** to apply to Track 4. However, a food producer, including an individual or non-profit organization, that operates a farm on school district property may apply to Track 4.
- **Note about start-up costs:** Applicants may apply to fund start-up costs for their food production operation if the costs follow the [Allowable and Unallowable Costs - Track 4](#). However, please note that Track 4 applicants must be able to demonstrate an established relationship with at least one school nutrition services department in the application and that the CDFA will prioritize Track 4 applicants who can demonstrate an ability to produce food for schools in the application.
- **Note about timeline:** The Track 4 application asks applicants to provide a timeline that includes their estimated time frame for implementing food sales/donations to schools and/or hands-on educational opportunities for youth in partnership with schools. Please note that the actual implementation of food sales/donations and/or educational opportunities does not need to occur during the grant term as long as all spending of grant funds occurs during the grant term.
- **Note about food safety:** The CDFA will expect Track 4 grant recipients to meet a level of food safety consistent with their farm or business operations. The CDFA will **not** evaluate applications based on current food safety practices. Track 4 grant recipients may use grant funds for costs to meet necessary food safety requirements for their projects (see [Allowable and Unallowable Costs - Track 4](#)) and should work with their school nutrition partners to determine what level of food safety they must meet to sell or donate food to these partners.
- **Note about the funding priorities:** View the detailed application questions and review criteria for Track 4 on [the California Farm to School Incubator Grant Program website](#) to see how the grant program will score the small to midsize food producer funding priority; veteran, socially disadvantaged, and/or limited-resource food producer funding priority; and climate smart agriculture funding priority in the Track 4 application.
- [Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.](#)

# 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

Please note that Track 1 applicants have the flexibility to determine which of the following allowable costs they would like to incorporate into their proposed project. Track 1 projects are **not** required to utilize grant funds for California food procurement costs and/or farm to school education costs. However, even if not utilizing grant funds for these costs, all Track 1 projects must **both** (1) coordinate the school nutrition services program with educational opportunities for students in cafeterias, classrooms, and/or outdoor learning spaces; **and** (2) procure California grown or produced, whole or minimally processed foods for incorporation into school meals. All Track 1 applicants must demonstrate in the Project Description section of the application how both (1) and (2) are components of their proposed project.

Track 1: Allowable Costs	
% of award	Description
No cap	<p><b>CA Food Procurement Costs (for school meals and/or for student education):</b></p> <ul style="list-style-type: none"> <li>• <b>For school meals:</b> Procurement of California grown or produced, <i>whole or minimally processed</i> foods (from vendors including but not limited to 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.</li> <li>• <b>For student education:</b> Procurement of California grown or produced, <i>whole or minimally processed</i> foods for educational opportunities that engage students, including but not limited to taste tests, nutrition education, cooking lessons or demonstrations, student-led recipe creation, events, and celebrations). Activities may engage families of students as well.</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>• <b>Minimally Processed Definition per USDA:</b> 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.</li> <li>• <b>Identifying California Grown or Produced, Whole or Minimally Processed Foods:</b> Please note that CDFA staff will work with grant</li> </ul>

Track 1: Allowable Costs	
% of award	Description
	<p>recipients to identify food products that meet the grant program values of “California grown or produced, whole or minimally processed” foods and will review every food procurement purchase made with grant funds to make sure it is in alignment with these values. CDFA staff intend to convene a working group to figure out the detailed parameters for “minimally processed” food products that this grant program may fund and will collaborate with this working group to develop an allowable foods resource list for grant recipients.</p> <ul style="list-style-type: none"> <li>• Please note that although the following products may not fit the USDA definition of <i>minimally processed</i>, they are allowable purchases through Track 1 of this grant program and the CDFA will collaborate with the working group mentioned above to determine if there should be any additional parameters around these foods: <ul style="list-style-type: none"> <li>- Yogurt and cheese dairy products that are 100% produced, processed, and manufactured in California are allowable. Please note that California produced fluid milk and fluid milk substitutes are unallowable (see Unallowable Costs below).</li> <li>- Whole grain-rich flours and other whole grain-rich products that are 100% grown, milled, processed, and manufactured in California are allowable. In alignment with the USDA, whole grain-rich means that at least 50 to 100% of the grains in the product are whole grains, and the remaining grain, if any, must be enriched.</li> </ul> </li> </ul>
No cap	<p><b>Farm to School Education Costs:</b></p> <ul style="list-style-type: none"> <li>• Infrastructure, equipment, materials, and supplies to coordinate the school nutrition services program with educational opportunities for students in cafeterias, classrooms, and outdoor learning spaces.</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Grant recipients may use grant funds to develop new farm to school educational opportunities if they do not yet exist and to coordinate them with the school nutrition services program.</li> <li>• The CDFA encourages evidence-based educational programming that connects with the school nutrition services program, welcomes innovative ideas for new educational programming that connects with the school nutrition services program and encourages evaluation of such new educational programming, and encourages the integration of farm to school education across grade levels to promote sequential knowledge acquisition and skill building.</li> </ul>

Track 1: Allowable Costs	
% of award	Description
	<ul style="list-style-type: none"> <li>Grant recipients may engage families of students in farm to school educational opportunities.</li> <li>Consumables, ingredients, and other items for farm to school education that are not reusable are allowable (e.g., ingredients and utensils for taste tests or lessons). Items for farm to school education that are reusable are also allowable.</li> <li>Refer to <a href="#">Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations</a> for a definition of equipment and guidance regarding equipment property records and disposition.</li> </ul>
No cap	<p><b>Farm to School Staff/Labor Costs:</b></p> <ul style="list-style-type: none"> <li>Staff time associated with managing and implementing the farm to school project.</li> <li>Labor costs associated with procuring, processing, and serving California grown or produced foods for utilization in school meals.</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>Staff costs may include a farm to school coordinator, farm to school educator, FoodCorps service member(s), etc.</li> <li>Labor costs may include paying school food service workers or other project participants who are employed by the grant recipient for their time to participate in professional development (e.g., trainings, workshops, conferences) related to farm to school.</li> <li>Applicants should acknowledge investments in staffing/labor in the Sustainability Plan section of the application.</li> </ul>
No cap	<p><b>School Kitchen Costs:</b></p> <ul style="list-style-type: none"> <li>School kitchen infrastructure, equipment, materials, and supplies to support utilization of California grown or produced foods in school meals.</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li><b>Examples:</b> 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</li> <li>Applicants who are purchasing kitchen infrastructure with funds from the California Department of Education should explain in the Budget section of the application how any kitchen costs they are proposing as part of their California Farm to School Incubator Grant project are distinct.</li> <li>Refer to <a href="#">Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations</a> for a definition of equipment and guidance regarding equipment property records and disposition.</li> </ul>
No cap	<p><b>Travel Costs:</b></p> <ul style="list-style-type: none"> <li>Costs for travel necessary for the performance of the grant award are allowable subject to <a href="#">Section 322 of the CDFA Grant Administration Regulations</a> (including but not limited to: 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, and travel to and from trainings that are necessary for the performance of the grant award).</li> </ul>

Track 1: Allowable Costs	
% of award	Description
	<p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>Please note that reimbursement for travel within California shall not exceed the <a href="#">maximum allowable rates and amounts established by the California Department of Human Resources</a>.</li> <li>Travel costs may include transportation, lodging, and meals.</li> </ul>
No cap	<p><b>Contractual Costs:</b></p> <ul style="list-style-type: none"> <li>Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to <a href="#">Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations</a>. <ul style="list-style-type: none"> <li>A contractor is an entity that undertakes a contract to perform an activity. The term contractor includes consultants (e.g., farm to school curriculum consultants).</li> </ul> </li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>Applicants who include contractors in their Budget must also include those contractors in their Project Work Plan.</li> <li>Please note that grant recipients distributing funds to contractors must ensure that contractors follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds.</li> </ul>
No cap	<p><b>Other Costs:</b></p> <ul style="list-style-type: none"> <li>Costs for the purpose of achieving the grant project objectives that the previous budget categories do not cover.</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>“Other Costs” include but are not limited to: <ul style="list-style-type: none"> <li>Registration fees for trainings and conferences</li> <li>Stipends for individual project participants who are <b>not</b> employed by the grant recipient.</li> <li>Mini grants</li> <li>Publication and printing costs</li> </ul> </li> <li>Please note that mini grants may fit under Contractual Costs depending on an organization’s internal procedures. Grant recipients distributing funds via mini grants must ensure that mini grant recipients follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds.</li> <li>The CDFA may consider “Other Costs” not listed above that align with the funding purpose. Please email <a href="mailto:cafarmtoschool@cdfa.ca.gov">cafarmtoschool@cdfa.ca.gov</a> to see if a cost may be allowable in this category.</li> </ul>
Up to 30% of direct costs	<p><b>Indirect Costs:</b></p> <ul style="list-style-type: none"> <li>As defined in <a href="#">Section 303(a)(36) of the CDFA Grant Administration Regulations</a>.</li> </ul>

Track 1: Unallowable Costs	
% of award	Description
0%	<p><b>California produced fluid milk and fluid milk substitutes:</b></p> <ul style="list-style-type: none"> <li>The CDFA will not reimburse California produced fluid milk, including fluid milk substitutes, as part of Track 1. 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.</li> </ul>
0%	<p><b>General CDFA unallowable costs:</b></p> <ul style="list-style-type: none"> <li>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 <a href="#">CDFA List of Allowable and Unallowable Items of Cost</a>.</li> </ul>
0%	<p><b>Consumables related to food production that are not reusable:</b></p> <ul style="list-style-type: none"> <li>For example, feed for animals or water for irrigation.</li> </ul>
0%	<p><b>Any costs incurred before or after the grant term.</b></p>
0%	<p><b>Any costs outside of the project scope.</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>

[Skip to next section of RFA: 1.8 Reporting and Evaluation](#)

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

Track 2: Allowable Costs	
% of award	Description
No cap	<p><b>CA Food Procurement Costs (for student education):</b></p> <ul style="list-style-type: none"> <li>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, including but not limited to taste tests, nutrition education, cooking lessons or demonstrations, student-led recipe creation, events, and celebrations. Activities may engage families of students as well. Grant recipients must follow procurement and food safety regulations applicable to their programs.</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li><b>Minimally Processed Definition per USDA:</b> 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.</li> <li><b>Identifying California Grown or Produced, Whole or Minimally Processed Foods:</b> Please note that CDFA staff will work with grant</li> </ul>



Track 2: Allowable Costs	
% of award	Description
	<p>recipients to identify food products that meet the grant program values of “California grown or produced, whole or minimally processed” foods and will review every food procurement purchase made with grant funds to make sure it is in alignment with these values. CDFA staff intend to convene a working group to figure out the detailed parameters for “minimally processed” food products that this grant program may fund and will collaborate with this working group to develop an allowable foods resource list for grant recipients.</p> <ul style="list-style-type: none"> <li>Please note that although the following products may not fit the USDA definition of <i>minimally processed</i>, they are allowable purchases through Track 2 of this grant program and the CDFA will collaborate with the working group mentioned above to determine if there should be any additional parameters around these foods: <ul style="list-style-type: none"> <li>Yogurt and cheese dairy products that are 100% produced, processed, and manufactured in California are allowable. Please note that California produced fluid milk and fluid milk substitutes are unallowable (see Unallowable Costs below).</li> <li>Whole grain-rich flours and other whole grain-rich products that are 100% grown, milled, processed, and manufactured in California are allowable. In alignment with the USDA, whole grain-rich means that at least 50 to 100% of the grains in the product are whole grains, and the remaining grain, if any, must be enriched.</li> </ul> </li> </ul>
No cap	<p><b>Infrastructure, Equipment, Materials, and Supplies:</b></p> <ul style="list-style-type: none"> <li>Infrastructure, equipment, materials, and supplies for the purpose of achieving the grant project objectives.</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li><b>Examples:</b> 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</li> <li>Consumables, ingredients, and other items for farm to school education that are not reusable are allowable (e.g., ingredients and utensils for taste tests or lessons). Items for farm to school education that are reusable are also allowable.</li> <li>Refer to <a href="#">Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations</a> for a definition of equipment and guidance regarding equipment property records and disposition.</li> </ul>
No cap	<p><b>Farm to School Staff Costs:</b></p> <ul style="list-style-type: none"> <li>Staffing for project planning, coordination, facilitation, and/or implementation.</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>Staff costs may include paying project participants who are employed by the grant recipient for their time to participate in professional development (e.g., trainings, workshops, conferences) related to farm to school.</li> <li>Applicants should acknowledge investments in staffing in the Sustainability Plan section of the application.</li> </ul>

Track 2: Allowable Costs	
% of award	Description
No cap	<p><b>Travel Costs:</b></p> <ul style="list-style-type: none"> <li>Costs for travel necessary for the performance of the grant award are allowable subject to <a href="#">Section 322 of the CDFA Grant Administration Regulations</a> (including but not limited to: field trips to or visits from farms or other food producers that are part of the project, travel related to project collaboration and implementation, and travel to and from trainings that are necessary for the performance of the grant award).</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>Please note that reimbursement for travel within California shall not exceed the <a href="#">maximum allowable rates and amounts established by the California Department of Human Resources</a>.</li> <li>Travel costs may include transportation, lodging, and meals.</li> </ul>
No cap	<p><b>Contractual Costs:</b></p> <ul style="list-style-type: none"> <li>Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to <a href="#">Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations</a>. <ul style="list-style-type: none"> <li>A contractor is an entity that undertakes a contract to perform an activity. The term contractor includes consultants.</li> </ul> </li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>Applicants who include contractors in their Budget must also include those contractors in their Project Work Plan.</li> <li>Please note that grant recipients distributing funds to contractors must ensure that contractors follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds.</li> </ul>
No cap	<p><b>Other Costs:</b></p> <ul style="list-style-type: none"> <li>Costs for the purpose of achieving the grant project objectives that the previous budget categories do not cover.</li> </ul> <p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>“Other Costs” include but are not limited to: <ul style="list-style-type: none"> <li>Registration fees for trainings and conferences</li> <li>Stipends for individual project participants who are <b>not</b> employed by the grant recipient.</li> <li>Mini grants</li> <li>Publication and printing costs</li> </ul> </li> <li>Please note that mini grants may fit under Contractual Costs depending on an organization’s internal procedures. Grant recipients distributing funds via mini grants must ensure that mini grant recipients follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds.</li> <li>The CDFA may consider “Other Costs” not listed above that align with the funding purpose. Please email <a href="mailto:cafarmtoschool@cdfa.ca.gov">cafarmtoschool@cdfa.ca.gov</a> to see if a cost may be allowable in this category.</li> </ul>
Up to 30% of	<p><b>Indirect Costs:</b></p> <ul style="list-style-type: none"> <li>As defined in <a href="#">Section 303(a)(36) of the CDFA Grant Administration Regulations</a>.</li> </ul>

Track 2: Allowable Costs	
% of award	Description
direct costs*	<p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>*Applicants from the University of California or California State University must follow their established policy.</li> <li>Please note that for projects with a non-profit fiscal sponsor, fiscal sponsorship fees may be allowable as an indirect cost, if charged consistent with the sponsored organization's established policies. Fiscal sponsorship fees are <i>not</i> allowable as a direct cost.</li> </ul>

Track 2: Unallowable Costs	
% of award	Description
0%	<p><b>Food Procurement Costs (for school meals):</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
0%	<p><b>California produced fluid milk and fluid milk substitutes:</b></p> <ul style="list-style-type: none"> <li>The CDFA will not reimburse California produced fluid milk, including fluid milk substitutes, as part of Track 2. 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.</li> </ul>
0%	<p><b>General CDFA unallowable costs:</b></p> <ul style="list-style-type: none"> <li>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 <a href="#">CDFA List of Allowable and Unallowable Items of Cost</a>.</li> </ul>
0%	<p><b>Consumables related to food production that are not reusable:</b></p> <ul style="list-style-type: none"> <li>For example, feed for animals or water for irrigation.</li> </ul>
0%	<p><b>Any costs incurred before or after the grant term.</b></p>
0%	<p><b>Any costs outside of the project scope.</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>

[Skip to next section of RFA: 1.8 Reporting and Evaluation](#)

[RFA continues on next page]





















## 1.8 Reporting and Evaluation

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

<b>Pre-Survey</b>	<p><b>All Tracks:</b></p> <ul style="list-style-type: none"> <li>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.             <ul style="list-style-type: none"> <li>The pre-survey may request baseline metrics including but not limited to: current California food procurement practices (for Tracks 1 and 3); current farm to school education impacts (for Tracks 1 and 3); current food sales or donations to schools and use of climate smart agriculture practices (for Track 4); and current collaboration strategies (for Track 2).</li> </ul> </li> </ul>
<b>Financial Reporting</b>	<p><b>All Tracks:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Tracks 1 and 3 ONLY:</b></p> <ul style="list-style-type: none"> <li>As part of the invoicing process described above, when invoicing for California grown or produced 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.</li> </ul>
<b>Farm-Level Data</b>	<p><b>Tracks 1, 2, and 3 ONLY:</b></p> <ul style="list-style-type: none"> <li>If applicable, grant recipients must request farm-level data and velocity reports from distributors to help track the farm-level impacts of farm to school project activities. Additionally, Track 1 and 3 grant recipients procuring California grown or produced foods with grant funds must make efforts to include farm-level data when completing the CDFA food procurement worksheets. The CDFA Farm to School Evaluation Team will provide support and additional guidance for these requests to relieve the reporting burden on grant recipients.</li> </ul>
<b>Quarterly Check-ins</b>	<p><b>All Tracks:</b></p> <ul style="list-style-type: none"> <li>Submit quarterly check-ins to the CDFA summarizing farm to school project progress, successes, and challenges.             <ul style="list-style-type: none"> <li>The quarterly check-ins may request metrics including but not limited to: California food procurement practices (for Tracks 1 and 3); farm to school education impacts (for Tracks 1 and 3); food sales or donations to schools and use of climate smart agriculture practices (for Track 4); and collaboration strategies (for Track 2).</li> </ul> </li> </ul>
<b>Quarterly Grantee Office Hours (optional)</b>	<p><b>All Tracks:</b></p> <ul style="list-style-type: none"> <li>The CDFA encourages grant recipients to attend at least one virtual CDFA Farm to School Grantee Office Hours session each quarter to</li> </ul>

	check in with CDFA staff and engage in peer-to-peer learning with fellow grant recipients.
<b>Final Interview</b>	<p><b>All Tracks:</b></p> <ul style="list-style-type: none"> <li>Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information.</li> </ul>
<b>Annual Procurement Check-in</b>	<p><b>Tracks 1 and 3 ONLY:</b></p> <ul style="list-style-type: none"> <li>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. This includes all Track 1 and 3 grant recipients, as all must incorporate California food procurement into their projects, even if they decide not to use grant funds for this procurement.</li> </ul>
<b>External Program Evaluation</b>	<p><b>All Tracks:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Please note that a CDFA representative or external designee may invite applicants who 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.</li> </ul>

## 2.0 Additional Program Information

### 2.1 Indigenous Applicants

Please note the following and reach out to [cafarmtoschool@cdfa.ca.gov](mailto: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 knowledges 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 the 2022 California Farm to School Incubator Grant Program, the maximum indirect cost rate is up to 30% of direct costs.

*[RFA continues on next page]*

## 2.2 Previous Grant Recipients

If an entity previously received a grant award and entered into a grant agreement with the CDFA 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 clearly describe how the proposed project will *supplement* (i.e., enhance or expand) but not *replace* the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end. The proposed project budget must reflect how the 2022 grant funds would *supplement* but not *replace* the existing 2021 grant funds.
  - **Supplement:** May apply to continue funding the same project activities after completing the 2021 project, begin funding new project activities that build upon existing project activities, and/or use funding to add new elements to existing project activities.
  - **Replace:** May *not* apply to fund the same project activities that the 2021 award is already funding during the overlapping grant time period (i.e., no double dipping).
  - Visit [the California Farm to School Incubator Grant Program website](#) to view the Previous Grant Recipients Decision Tree for further clarification around “supplement but not replace.”
- **Grant Term:** If the entity also receives a grant award in 2022, they may choose to do either or both of the following options and should make their choice clear when completing the project timeline portion of the application:
  - **Overlap Spending:** Spend grant funds from the 2021 and 2022 awards *simultaneously*, during the time when the grant terms overlap, given that the district/organization is able to account for and report on both grant awards simultaneously and ensure that there is clear delineation between and non-duplication of the use of funds for each project; **and/or**
  - **Stagger Spending:** Spend grant funds from the 2022 award *after* spending all 2021 grant funds and completing the 2021 project, with the understanding that the grant term for the 2022 award will still end on November 30, 2024.

Please note that all previous grant recipients must complete their 2021 project and spend their 2021 grant funds by the end of the grant term stated in their 2021 grant agreement. All 2022 grant recipients must complete their 2022 project and spend their 2022 grant funds by the end of the 2022 grant term (November 30, 2024).

*[RFA continues on next page]*

## 3.0 Application, Review, and Notification

### 3.1 How to Apply

**The CDFA will not accept late applications.** 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. Visit [the California Farm to School Incubator Grant Program website](#) to view a video tutorial about how to use the WizeHive application portal.

**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: [https://webportalapp.com/sp/cdfa\\_track1\\_k12-procurement-and-ed\\_2022](https://webportalapp.com/sp/cdfa_track1_k12-procurement-and-ed_2022)
- Track 2: The California Farm to School Partnership Grant: [https://webportalapp.com/sp/cdfa\\_track2\\_partnership\\_2022](https://webportalapp.com/sp/cdfa_track2_partnership_2022)
- Track 3: The California Farm to Early Care and Education (ECE) Grant: [https://webportalapp.com/sp/cdfa\\_track3\\_farm2ece\\_2022](https://webportalapp.com/sp/cdfa_track3_farm2ece_2022)
- Track 4: The California Farm to School Producer Grant: [https://webportalapp.com/sp/cdfa\\_track4\\_producers\\_2022](https://webportalapp.com/sp/cdfa_track4_producers_2022)

Once an applicant creates a user account for one of the application portals, they may use the same user account 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](mailto: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](mailto:cafarmtoschool@cdfa.ca.gov).

### 3.2 Grant Application and Review Criteria

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.

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 clearly describe how the proposed project will *supplement* but not *replace* the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end. The proposed project budget must reflect how the 2022 grant funds would supplement but not replace the existing 2021 grant funds.

- [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](#)

**3.2a Grant Application and Review Criteria – 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. Applicants may use the table below as an application checklist. The external technical review committee will score each Track 1 application as outlined below. View the detailed application questions and review criteria for Track 1 on [the California Farm to School Incubator Grant Program Website](#).

<b>Track 1 – Application Sections</b>	<b>Points Available</b>
Eligibility	No points available
Project Title and Summary	No points available
Project Team	2 points
Total Dollar Amount Requested	No points available
Community Need	40 points
Description of Farm to School History and Motivation	3 points
Project Description	25 points
Healthy, Equitable, Resilient Food System	20 points
Project Reporting and Evaluation	No points available
Project Viability	10 points
Letter(s) of Support	No points available
<b>Total</b>	<b>100 points</b>

[Skip to next section of RFA: 3.3 Review Process](#)

**3.2b Grant Application and Review Criteria – 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. Applicants may use the table below as an application checklist. The external technical review committee will score each Track 2 application as outlined below. View the detailed application

questions and review criteria for Track 2 on [the California Farm to School Incubator Grant Program Website](#).

<b>Track 2 – Application Sections</b>	<b>Points Available</b>
Eligibility	No points available
Project Title and Summary	No points available
Project Partners	2 points
Total Dollar Amount Requested	No points available
Community Need	40 points
Description of Farm to School History and Motivation	3 points
Project Description	25 points
Healthy, Equitable, Resilient Food System	20 points
Project Reporting and Evaluation	No points available
Project Viability	10 points
Letter(s) of Support	No points available
<b>Total</b>	<b>100 points</b>

[Skip to next section of RFA: 3.3 Review Process](#)

**3.2c Grant Application and Review Criteria – 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. Applicants may use the table below as an application checklist. The external technical review committee will score each Track 3 application as outlined below. View the detailed application questions and review criteria for Track 3 on [the California Farm to School Incubator Grant Program Website](#).

<b>Track 3 – Application Sections</b>	<b>Points Available</b>
Eligibility	No points available
Project Title and Summary	No points available
Project Team	2 points
Total Dollar Amount Requested	No points available
Community Need	40 points
Description of Farm to ECE History and Motivation	3 points
Project Description	25 points
Healthy, Equitable, Resilient Food System	20 points
Project Reporting and Evaluation	No points available
Project Viability	10 points
Letter(s) of Support	No points available
<b>Total</b>	<b>100 points</b>

[Skip to next section of RFA: 3.3 Review Process](#)

**3.2d Grant Application and Review Criteria – Track 4  
The California Farm to School Producer Grant  
(55 points available total)**

Applicants to Track 4 must complete an application containing the following components. Applicants may use the table below as an application checklist. The external technical review committee will score each Track 4 application as outlined below. View the detailed application questions and review criteria for Track 4 on [the California Farm to School Incubator Grant Program Website](#).

<b>Track 4 – Application Sections</b>	<b>Points Available</b>
Eligibility	No points available
Project Title and Summary	No points available
Total Dollar Amount Requested	No points available
Business/Organization Background	No points available
Relationships with School Nutrition Services Departments	5 points
Description of Food Production History and Farm to School Vision	2 points
Project Description	15 points
Healthy, Equitable, Resilient Food System	25 points
Project Reporting and Evaluation	No points available
Project Viability	8 points
<b>Total</b>	<b>55 points</b>

**3.3 Review Process**

The CDFA will conduct an initial administrative review of applications to determine if they meet all eligibility and application requirements. During the administrative review, the following may result in disqualification of a grant application:

- Absence of a response to one or more required questions or an incomplete response to one or more required questions (view the detailed application questions and review criteria for each funding track on [the California Farm to School Incubator Grant Program Website](#))
- Missing, blank, or unreadable content
- Requests for more than the maximum award amount for the applicable funding track
- Applications that do not comply with the eligibility requirements for the applicable funding track, outlined in [Eligibility and Exclusions](#)
- Applications that do not comply with the allowable and unallowable costs for the applicable funding track, outlined in [Allowable and Unallowable Costs](#)
- Misrepresentations in the application
- The entity does not agree to do all of the required reporting and evaluation activities for the applicable funding track if awarded a grant (see [Reporting and Evaluation](#))
- The entity applied to multiple funding tracks and the applications are duplicative (i.e., not distinct)

- The entity previously received a grant award through this grant program and their past performance is not acceptable
  - Please note that the CDFA understands that the COVID-19 pandemic and other factors beyond grant recipients' control may present challenges for project implementation and cause project delays.
- The entity previously received a grant award through this grant program and the proposed 2022 project *replaces* rather than *supplements* their existing project

Applicants who receive a notice of disqualification from the CDFA as a result of the initial administrative review may appeal the disqualification (see [Appeal Rights](#)).

Applications that pass the initial administrative review will receive an external technical review to evaluate the merits of the application. The external technical review will utilize the review criteria on [the California Farm to School Incubator Grant Program Website](#).

**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 may **not** participate in the external technical review process (this includes supporting project partners that are part of Track 2 applications).

### 3.5 Notification and Feedback

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

- **Grant Applications Due:** by 5pm PT on July 6, 2022
- **Review Process:** July – August 2022
- **Award Notification and Announcement:** September 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 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. The CDFA will provide additional information about feedback requests to non-selected applicants in the grant notification email.

### 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](mailto: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

### 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](mailto:cafarmtoschool@cdfa.ca.gov).

The CDFA Office of Farm to Fork will anonymize and 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.

Submit questions by:	CDFA will provide answers by:
May 17, 2022	May 24, 2022
May 24, 2022	May 31, 2022
May 31, 2022	June 7, 2022
June 7, 2022	June 14, 2022
June 14, 2022	June 21, 2022
June 21, 2022	June 28, 2022
June 28, 2022	July 1, 2022

### Webinars

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. Each webinar will include an overview of the grant program and time for questions and answers. They will occur on the following dates via Zoom. To register for each webinar, please follow the Zoom registration links below. The CDFA Office of Farm to Fork will record each webinar and post the recording on [the California Farm to School Incubator Grant Program website](#).

When	Where	Register
May 12, 2022 at 3pm PT	Zoom	<a href="#">Register here</a>
May 18, 2022 at 11am PT	Zoom	<a href="#">Register here</a>
May 24, 2022 at 10am PT	Zoom	<a href="#">Register here</a>
May 31, 2022 at 1pm PT	Zoom	<a href="#">Register here</a>
June 8, 2022 at 11:30am PT	Zoom	<a href="#">Register here</a>
June 14, 2022 at 10am PT	Zoom	<a href="#">Register here</a>
June 23, 2022 at 12pm PT	Zoom	<a href="#">Register here</a>
June 29, 2022 at 9am PT	Zoom	<a href="#">Register here</a>

## 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.

### **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.

### **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.*