



CDFA OFFICE OF
FARM to FORK

2023-24 California Farm to School Incubator Grant Program

Application Questions and Review Criteria – Track 1

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

Here are a few important things to note:

- Applicants may use the questions below to draft application responses before filling out the online application. Questions in the online application may slightly differ.
- All applicants must submit their responses through the online application portal.
- When you see a character limit, this limit includes spaces.
- Both the CDFA and the independent farm to school evaluation team will have access to applications. If an application advances to technical review, then technical reviewers will also have access to the information applicable to their review.
- The review criteria outlined below includes the criteria the technical review committee will use when reviewing Track 1 applications.

CA Public Records Act:

All grant applications and project information submitted by farm to school grant applicants and/or grant recipients to the CDFA is subject to public disclosure. The California Public Records Act states that every citizen has the right to inspect and/or obtain a copy of any public record [Government Code section 7920.000 et seq.]. The CDFA Legal Office shall determine if the public record requested is exempt from disclosure. Public records must be disclosed unless exempt under the Government Code or other applicable law.

CDFA Privacy Policy:

<https://www.cdfa.ca.gov/privacy.html>

Foundational Information: no points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 1. Organization Name • 2. Organization Mailing Address • 3. County Location: In what county is your organization located? • 4. Eligibility: Please select your organization type <ul style="list-style-type: none"> ○ Option A: School district in CA that is a School Food Authority currently operating the National School Lunch Program ○ Option B: County office of education in CA that is a School Food Authority currently operating the National School Lunch Program ○ Option C: Charter school in CA that is a School Food Authority currently operating the National School Lunch Program ○ Option D: Tribal school in CA (such as those administered through the Bureau of Indian Education) that is a School Food Authority currently operating the National School Lunch Program ○ Option E: Tribal school in CA that is operating school meal programs outside of traditional USDA school meal programs (NOTE: The CDFA acknowledges that Tribal governments and Tribal-based non-profit organizations may operate school meal programs outside of traditional USDA school meal programs like the NSLP. Beyond the eligibility criteria in Options A through D above, the CDFA will determine eligibility of Tribal schools on an individual basis and encourages interested applicants to connect via email at cafarmtoschool@cdfa.ca.gov) 	<p>Foundational Information: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No • Eligible? Yes/No • Is Number of Students Project Will Serve accurate based on the spreadsheet? Yes/No • Schools Project Will Serve: Will the project serve at least one Title I school? Yes/No <ul style="list-style-type: none"> ○ If the project will <u>not</u> serve at least one Title I school, then please note that the CDFA will first prioritize proposed projects that will serve at least one Title I school. This is due to the budget bill language for this round of funding, which states that “\$30,000,000 shall be made available to fund project applications from schools that receive funds under Title I, Part A of the federal Elementary and Secondary Education Act of 1965 (20 U.S.C. Sec. 6301 et seq.) first.”

Application Questions	Review Criteria
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ If you selected Option E, please describe the school meal programs you operate. [Character Limit = 1000] • 5. Schools Project Will Serve: How many school sites will your project serve? • 6. List the name of each school site your project will serve and note if it is a Title I school. • 7. Number of Students Project Will Serve: How many total K-12 students are enrolled at the school sites that you listed in #6? Please refer to School Year 2022-23 Census Day Enrollment in column R of this spreadsheet in order to calculate your response: https://www.cde.ca.gov/ds/ad/documents/frpm2223.xlsx 	

Funding Formula + Dollar Amount Requested: no points available	
Application Questions	Review Criteria
<ul style="list-style-type: none"> • 8. Funding Formula: <ul style="list-style-type: none"> ○ Step 1: Take your response to #7 (Number of Students Project Will Serve) ○ Step 2: Multiply that number by \$15 ○ Step 3: Write down the product of your multiplication • 9. Dollar Amount Requested <ul style="list-style-type: none"> ○ The award amount requested must fall between \$200,000 and \$1 million. ○ If the product of your multiplication is between \$200,000 and \$1 million, then the product of your multiplication is the maximum award amount for which you may apply. ○ If the product of your multiplication is less than \$200,000, then please apply for \$200,000. 	<p>Dollar Amount Requested: required but no points available</p> <ul style="list-style-type: none"> • Funding Formula Accuracy: Is the product of the multiplication accurate based on the accurate number of students the project will serve? Yes/No • Dollar Amount Requested: <ul style="list-style-type: none"> ○ If the product of the multiplication was between \$200,000 and \$1 million, did the applicant apply for at least \$200k but no more than the product of the multiplication? Yes/No ○ If the product of the multiplication was less than \$200,000, did the applicant apply for \$200,000? Yes/No ○ If the product of the multiplication was more than \$1 million, did the applicant apply for \$1 million? Yes/No

Application Questions	Review Criteria
<ul style="list-style-type: none"> ○ If the product of your multiplication is more than \$1 million, then please apply for \$1 million. 	

Project Team: no points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> • Farm to School Project Team: Please share name, title, and a two-sentence description of each team member's involvement in the project. The first sentence should describe the person's role within the project, and the second sentence should clearly describe why they think this project is important. Each project should have at least four team members. The same person may fill multiple roles. <ul style="list-style-type: none"> ○ 10. Member 1: School Nutrition Services Representative - this person should ensure collaboration and coordination across the school nutrition services department, including procuring CA foods and engaging students in farm to school activities. This role is typically filled by a school nutrition services director or similar leadership position within the school nutrition services department. ○ 11. Member 2: School District Administration Representative - this school district leader should ensure collaboration and coordination for the overarching farm to school project and should show that the school district is committed to farm to school implementation across departments. This role is typically filled by a superintendent, assistant superintendent, or similar leadership position. ○ 12. Member 3: School District Educational Representative - this school district 	<p>Project Team: required but no points available</p> <ul style="list-style-type: none"> • Did applicant include a School Nutrition Services Representative? Yes/No • Did applicant include a School District Administration Representative? Yes/No • Did applicant include a School District Educational Representative? Yes/No • Did applicant include a Farm to School Project Lead? Yes/No • Did applicant include the required information for each team member (i.e., name, title, one sentence describing the person's role within the project, one sentence clearly describing why the person thinks this project is important)? Yes/No • Did applicant explain what percentage of the Farm to School Project Lead's time will be dedicated to the project, as well as what other projects they oversee? Yes/No

Application Questions	Review Criteria
<p>representative should ensure credentialed public school educators are engaged in the farm to school project across the school district and help coordinate student engagement in farm to school activities. This role is typically filled by a chief education officer or similar position.</p> <ul style="list-style-type: none"> ○ 13. Member 4: Farm to School Project Lead - this person will be the main point of contact for the grant. Please explain what percentage of this person’s time will be dedicated to the project, as well as what other projects they oversee. ○ 14. Additional Team Members, including proposed contractors – If your project team includes additional team members, please include them in this section. Please share name, title, and a two-sentence description of each additional team member’s involvement in the project. Additional team members may include school site partners, non-profit organization partners, local farmers/producers, proposed contractors, or other key members of your farm to school team. 	

Project Team + Organizational Commitment: 15 points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> ● 15. Team Engagement: How will team members stay engaged in project implementation throughout the duration of the grant? [Character Limit = 2000] ● 16. Anticipated Challenges: Past grantees have shared challenges with hiring, construction timelines, supply chain disruptions, staff turnover, and general lack of staff capacity that have made it difficult to implement 	<p>Team Engagement: <u>/5</u> points</p> <ul style="list-style-type: none"> ● Applicant’s description of <i>how</i> team members will stay engaged in project implementation throughout the duration of the grant is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear

Application Questions	Review Criteria
<p>their proposed projects. Based on what you know about your organization, what challenges do you expect to face implementing this project, and how will your team overcome these challenges? [Character Limit = 3000]</p> <ul style="list-style-type: none"> • 17. Organizational Commitment: Describe how farm to school fits into your organization’s existing goals and programming. [Character Limit = 2000] 	<p>Anticipated Challenges: /5 points</p> <ul style="list-style-type: none"> • Applicant’s description of challenges they expect to face while implementing this project and <u>how</u> their team will overcome these challenges is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear <p>Organizational Commitment: /5 points</p> <ul style="list-style-type: none"> • Applicant’s description of <u>how</u> farm to school fits into their organization’s existing goals and programming is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear
TOTAL	_/15 points

Community Need: 35 points available	
Application Questions	Review Criteria
<ul style="list-style-type: none"> • 18. CDFA Data Look-up from the CDE (School Year 2022-23): The CDFA will look up the following data from the CDE. Applicants may skip this question. <ul style="list-style-type: none"> ○ Average free and reduced-price meal (FRPM) eligibility rate (%) across the school sites the project will serve. The CDFA will refer to the school sites listed above in #6 and to column V of this spreadsheet to calculate this metric: https://www.cde.ca.gov/ds/ad/documents/frpm2223.xlsx • 19. Making the Case: In Parts A and B below, make the case for your community and for this project. <ul style="list-style-type: none"> ○ Part A: What challenges does your community face that aren’t reflected in the data point from #18 above? 	<p>CDFA Data Look-up: /20 points</p> <ul style="list-style-type: none"> • Average free and reduced-price meal (FRPM) eligibility rate (%): <ul style="list-style-type: none"> ○ 20 points: 90.1 to 100% ○ 18 points: 80.1 to 90% ○ 16 points: 70.1 to 80% ○ 14 points: 60.1 to 70% ○ 12 points: 50.1 to 60% ○ 10 points: 40.1 to 50% ○ 8 points: 30.1 to 40% ○ 6 points: 20.1 to 30% ○ 4 points: 10.1 to 20% ○ 2 points: 1 to 10% ○ 0 points: less than 1%

Application Questions	Review Criteria
<p>[Character Limit = 2000]</p> <ul style="list-style-type: none"> ▪ NOTE: Specific challenges may include but are not limited to: food insecurity rate, child poverty rate, natural disasters such as wildfires and floods, impacts of the COVID-19 pandemic on the school community, CalEnviroScreen 4.0 percentile, historical and/or systemic injustices, limited resources, limited access to affordable and nutritious food, rural locale, etc. ○ Part B: How does your proposed project meet those community needs that you identified in Part A above? <p>[Character Limit = 2000]</p>	<p>Making the Case: _/15 points</p> <ul style="list-style-type: none"> • Part A: Applicant’s identification of challenges their community faces <u>and</u> demonstration that those challenges are significant are: <ul style="list-style-type: none"> ○ 9 points: clear ○ 4 points: somewhat clear ○ 0 points: unclear • Part B: Applicant’s description of <u>how</u> their proposed project meets the community needs described in Part A is: <ul style="list-style-type: none"> ○ 6 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear
TOTAL	__/35 points

Project Title and Summary: no points available	
Application Questions	Review Criteria
<ul style="list-style-type: none"> • 20. Project Title: What is the title of your proposed project? [Character Limit = 150] • 21. Project Summary: Please describe your project in 1000 characters or fewer. If your project is selected for funding, the CDFA will share your project summary publicly as part of the grant announcement. The summary should succinctly state how your project will combine CA food procurement with hands-on food education efforts and highlight any significant investments or project outcomes. [Character Limit = 1000] 	<p>Project Title and Summary: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No

Proposed Project – Procurement Work Plan + Budget: 20 points available

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 22. CA Food Procurement Goal: Check all that apply <ul style="list-style-type: none"> ○ <u>Required Goal 1</u>: Our proposed project will increase procurement of California grown or produced, whole or minimally processed food for incorporation into school meals ○ <u>Optional Goal 2</u>: Our proposed project will increase procurement of whole or minimally processed food (for school meals) from small to midsize food producers in CA ○ <u>Optional Goal 3</u>: Our proposed project will increase procurement of whole or minimally processed food (for school meals) from veteran, socially disadvantaged, and/or limited-resource food producers in CA ○ <u>Optional Goal 4</u>: Our proposed project will increase procurement of whole or minimally processed food (for school meals) from food producers in CA that utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic ○ [NOTE: In this grant program, the term “food producers” <i>does not</i> include school-operated gardens or school-operated farms. However, it <i>does</i> include third parties (such as individual contractors or non-profit organizations) that operate a farm on school property. If your proposed project will procure CA grown or produced, whole or minimally processed food for school meals from school-operated gardens/farms only, then you would be eligible to check goal 1 above, but <u>not</u> goals 2, 3, or 4.] 	<p>CA Food Procurement Goal: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No <ul style="list-style-type: none"> ○ At minimum, applicant must select Required Goal 1 • NOTE: while no points are available for this question, there are up to 20 points available in the activities/timeline section below, which applicants will fill out based on the goal(s) they select here

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 23. Audience: How many students will the procurement component of your project reach? Please select one. <ul style="list-style-type: none"> ○ All students who are enrolled in the school site(s) that the project will serve (reference response to #6 above) ○ Specific student population(s) within these school sites <ul style="list-style-type: none"> ▪ How many students? ▪ Please describe them (e.g., elementary students across all school sites, secondary students across all school sites, etc.) • 24. Budget Category #1a – CA Food Procurement (school meals): How much total grant funding will the project allocate toward California grown or produced, whole or minimally processed foods for school meals? <ul style="list-style-type: none"> ○ (24a) Enter Total Dollar Amount: ____ <ul style="list-style-type: none"> ▪ If \$0, please describe the other source(s) of funding that you will be using for CA food procurement for school meals during the project. ○ (24b) Timeline: In what months will the project spend these funds on California grown or produced, whole or minimally processed foods for school meals? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ • 25. Budget Category #2 – School Kitchen Costs: How much total grant funding will the project allocate toward school kitchen supplies, equipment, and infrastructure to support the utilization of California grown or produced, whole or minimally processed foods in school meals? NOTE: In accordance with the CDFA Grant Administration Regulations, Section 330.1(c)(1), if an 	<p>Audience: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No <p>Budget Categories #1a and #2: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No

Application Questions	Review Criteria
<p>equipment or infrastructure cost will benefit both grant project activities and non-grant project activities, then please approximate (using reasonable and properly documented methods) the proportion that is for proposed grant project activities as the proportion that may be charged to the grant award.</p> <ul style="list-style-type: none"> ○ (25a) Enter Total Dollar Amount: school kitchen supplies ____ <ul style="list-style-type: none"> ▪ (25b) Itemization and Description: Please list the school kitchen supplies and briefly describe each item's purpose in the project. ○ (25c) Enter Total Dollar Amount: school kitchen equipment ____ <ul style="list-style-type: none"> ▪ (25d) Itemization and Description: Please list the school kitchen equipment, estimate the cost of each item, and briefly describe each item's purpose in the project. ○ (25e) Enter Total Dollar Amount: school kitchen infrastructure ____ <ul style="list-style-type: none"> ▪ (25f) Itemization and Description: Please list the school kitchen infrastructure, estimate the cost of each item, and briefly describe each item's purpose in the project. ○ (25g) Timeline: In what months will the project spend these funds on school kitchen supplies, equipment, and infrastructure? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ ● 26. Who will be responsible for implementing the CA food procurement component of the project? 	

Application Questions	Review Criteria												
<p>○ Enter name(s): ____</p> <ul style="list-style-type: none"> ● 27. CA Food Procurement Activities & Timeline: Please complete the following table, listing the specific activities the project will implement to achieve each CA food procurement goal during the project, as well as a timeline for each activity. <table border="1" data-bbox="310 435 1024 1388"> <thead> <tr> <th data-bbox="310 435 730 641">Goal</th> <th data-bbox="730 435 871 641">Activities (HOW you will achieve the goal)</th> <th data-bbox="871 435 1024 641">Timeline (WHEN you will implement the activities)</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 641 730 857"> <i>Required section for ALL applicants:</i> (1) Increase procurement of California grown or produced, whole or minimally processed food for incorporation into school meals </td> <td data-bbox="730 641 871 857"></td> <td data-bbox="871 641 1024 857"></td> </tr> <tr> <td data-bbox="310 857 730 1125"> <i>Note: This section is only required if you selected this goal as part of your proposed project. Otherwise, please skip this section.</i> (2) Increase procurement of whole or minimally processed food (for school meals) <u>from small to midsize food producers in CA</u> </td> <td data-bbox="730 857 871 1125"></td> <td data-bbox="871 857 1024 1125"></td> </tr> <tr> <td data-bbox="310 1125 730 1388"> <i>Note: This section is only required if you selected this goal as part of your proposed project. Otherwise, please skip this section.</i> (3) Increase procurement of whole or minimally processed food (for school meals) <u>from veteran, socially disadvantaged,</u> </td> <td data-bbox="730 1125 871 1388"></td> <td data-bbox="871 1125 1024 1388"></td> </tr> </tbody> </table>	Goal	Activities (HOW you will achieve the goal)	Timeline (WHEN you will implement the activities)	<i>Required section for ALL applicants:</i> (1) Increase procurement of California grown or produced, whole or minimally processed food for incorporation into school meals			<i>Note: This section is only required if you selected this goal as part of your proposed project. Otherwise, please skip this section.</i> (2) Increase procurement of whole or minimally processed food (for school meals) <u>from small to midsize food producers in CA</u>			<i>Note: This section is only required if you selected this goal as part of your proposed project. Otherwise, please skip this section.</i> (3) Increase procurement of whole or minimally processed food (for school meals) <u>from veteran, socially disadvantaged,</u>			<p>CA Food Procurement Activities & Timeline: /20 points</p> <ul style="list-style-type: none"> ● Goal 1: Applicant’s description of <u>how</u> they will <u>increase</u> procurement of California grown or produced, whole or minimally processed food for incorporation into school meals is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear ● Goal 2: Applicant’s description of <u>how</u> they will <u>increase</u> procurement of whole or minimally processed food (for school meals) from <u>small to midsize food producers in CA</u> is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear OR applicant did not complete Goal 2 ● Goal 3: Applicant’s description of <u>how</u> they will <u>increase</u> procurement of whole or minimally processed food (for school meals) from <u>veteran, socially disadvantaged, and/or limited-resource food producers in CA</u> is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear OR applicant did not complete Goal 3 ● Goal 4: Applicant’s description of <u>how</u> they will <u>increase</u> procurement of whole or minimally processed food (for school meals) from food producers in CA that <u>utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic</u> is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear
Goal	Activities (HOW you will achieve the goal)	Timeline (WHEN you will implement the activities)											
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Application Questions			Review Criteria
	and/or limited-resource food producers in CA		<ul style="list-style-type: none"> ○ 0 points: unclear OR applicant did not complete Goal 4
	<p><i>Note: This section is only required if you selected this goal as part of your proposed project. Otherwise, please skip this section.</i></p> <p>(4) Increase procurement of whole or minimally processed food (for school meals) <u>from food producers in CA that utilize climate smart agriculture practices or production systems like certified organic or transitioning to certified organic</u></p>		
TOTAL			___/20 points

Proposed Project –Education Work Plan + Budget: 20 points available	
Application Questions	Review Criteria
<ul style="list-style-type: none"> • 28. Hands-on Food Education Goal: Check all that apply <ul style="list-style-type: none"> ○ <u>Required Goal 1:</u> Our proposed project will increase opportunities for students to engage in hands-on food education that complements the school meal program’s CA food procurement efforts ○ <u>Optional Goal 2:</u> Our proposed project will increase opportunities for students to engage in 	<p>Hands-on Food Education Goal: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No <ul style="list-style-type: none"> ○ At minimum, applicant must select Required Goal 1 • NOTE: while no points are available for this question, there are up to 20 points available in the activities/timeline section below, which applicants will fill out based on the goals(s) they select here

Application Questions	Review Criteria
<p>hands-on food education that is standards-aligned</p> <ul style="list-style-type: none"> ○ <u>Optional Goal 3</u>: Our proposed project will increase opportunities for students to engage in hands-on food education that is led by credentialed public school educators ○ <u>Optional Goal 4</u>: Our proposed project will increase opportunities for students to engage in hands-on food education that is culturally relevant <ul style="list-style-type: none"> ● 29. Standards-aligned: If yes to “Our proposed project will increase opportunities for students to engage in hands-on food education that is standards-aligned,” with which standards will the education component of your project align? Please check all that apply. <ul style="list-style-type: none"> ○ Next Generation Science Standards ○ California Agriculture Education Standards ○ Physical Education Standards ○ Health Education Standards ○ Other, please specify: __ ● 30. Audience: How many students will the education component of your project reach? Please select one. <ul style="list-style-type: none"> ○ All students who are enrolled in the school site(s) that the project will serve (reference response to #6 above) ○ Specific student population(s) within these school sites <ul style="list-style-type: none"> ▪ How many students? ▪ Please describe them (e.g., 5th grade science classes across all school sites, 12th grade art class at one specific school site, 30 students per school site, etc.) ● 31. Budget Category #1b – CA Food Procurement (student education): How much total grant funding will 	<p>Standards-aligned: required if applicant selected Optional Goal 2, but no points available</p> <ul style="list-style-type: none"> ● Complete? Yes/No <p>Audience: required but no points available</p> <ul style="list-style-type: none"> ● Complete? Yes/No <p>Budget Categories #1b and #3: required but no points available</p>

Application Questions	Review Criteria
<p>the project allocate toward California grown or produced, whole or minimally processed food for hands-on food education opportunities that engage students? (e.g., taste tests, cooking lessons)</p> <ul style="list-style-type: none"> ○ (31a) Enter Total Dollar Amount: ____ ○ (31b) Timeline: In what months will the project spend these funds on California grown or produced, whole or minimally processed foods for student education? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ <ul style="list-style-type: none"> • 32. Budget Category #3 – Hands-on Food Education Costs: How much total grant funding will the project allocate toward supplies, equipment, and infrastructure for hands-on food education opportunities that engage students? NOTE: In accordance with the CDFA Grant Administration Regulations, Section 330.1(c)(1), if an equipment or infrastructure cost will benefit both grant project activities and non-grant project activities, then please approximate (using reasonable and properly documented methods) the proportion that is for proposed grant project activities as the proportion that may be charged to the grant award. <ul style="list-style-type: none"> ○ (32a) Enter Total Dollar Amount – hands-on food education supplies: ____ <ul style="list-style-type: none"> ▪ (32b) Itemization and Description: Please list the hands-on food education supplies and briefly describe each item’s purpose in the project. ○ (32c) Enter Total Dollar Amount – hands-on food education equipment: ____ <ul style="list-style-type: none"> ▪ (32d) Itemization and Description: Please list the hands-on food education equipment, estimate the cost of each 	<ul style="list-style-type: none"> • Complete? Yes/No

Application Questions	Review Criteria						
<p>item, and briefly describe each item's purpose in the project.</p> <ul style="list-style-type: none"> ○ (32e) Enter Total Dollar Amount – hands-on food education infrastructure: ____ <ul style="list-style-type: none"> ▪ (32f) Itemization and Description: Please list the hands-on food education infrastructure, estimate the cost of each item, and briefly describe each item's purpose in the project. ○ (32g) Timeline: In what months will the project spend these funds on hands-on food education supplies, equipment, and infrastructure? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ <ul style="list-style-type: none"> • 33. Who will be responsible for implementing the hands-on food education component of the project? <ul style="list-style-type: none"> ○ Enter name(s): ____ • 34. Hands-on Food Education Activities & Timeline: Please complete the following table, listing the specific activities the project will implement to achieve each education goal during the project, as well as a timeline for each activity. <table border="1" data-bbox="308 1008 1024 1211"> <thead> <tr> <th data-bbox="308 1008 728 1045">Goal</th> <th data-bbox="730 1008 867 1211">Activities (HOW you will achieve the goal)</th> <th data-bbox="869 1008 1024 1211">Timeline (WHEN you will implement the activities)</th> </tr> </thead> <tbody> <tr> <td data-bbox="308 1047 728 1211"> </td> <td data-bbox="730 1047 867 1211"> </td> <td data-bbox="869 1047 1024 1211"> </td> </tr> </tbody> </table>	Goal	Activities (HOW you will achieve the goal)	Timeline (WHEN you will implement the activities)				<p>Hands-on Food Education Activities & Timeline: /20 points</p> <ul style="list-style-type: none"> • Goal 1: Applicant's description of <u>how</u> they will <u>increase</u> opportunities for students to engage in hands-on food education that complements the school meal program's CA food procurement efforts is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear • Goal 2: Applicant's description of <u>how</u> they will <u>increase</u> opportunities for students to engage in hands-on food education that is <u>standards-aligned</u> is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear OR applicant did not complete Goal 2
Goal	Activities (HOW you will achieve the goal)	Timeline (WHEN you will implement the activities)					

Application Questions			Review Criteria
<p><i>Required section for ALL applicants:</i></p> <p>(1) Increase opportunities for students to engage in hands-on food education that complements the school meal program's CA food procurement efforts</p>			<ul style="list-style-type: none"> • Goal 3: Applicant's description of <u>how</u> they will <u>increase</u> opportunities for students to engage in hands-on food education that is <u>led by credentialed public school educators</u> is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear OR applicant did not complete Goal 3 • Goal 4: Applicant's description of <u>how</u> they will <u>increase</u> opportunities for students to engage in hands-on food education that is <u>culturally relevant</u> is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear OR applicant did not complete Goal 4
<p><i>Note: This section is only required if you selected this goal as part of your proposed project. Otherwise, please skip this section.</i></p> <p>(2) Increase opportunities for students to engage in hands-on food education that is <u>standards-aligned</u></p>			
<p><i>Note: This section is only required if you selected this goal as part of your proposed project. Otherwise, please skip this section.</i></p> <p>(3) Increase opportunities for students to engage in hands-on food education that is led by <u>credentialed public school educators</u></p>			
<p><i>Note: This section is only required if you selected this goal as part of your proposed project. Otherwise, please skip this section.</i></p> <p>(4) Increase opportunities for students to engage in hands-on food education that is <u>culturally relevant</u></p>			
TOTAL			___/20 points

Project Viability: 10 points available

Application Questions	Review Criteria
<p>Additional Budget Information:</p> <ul style="list-style-type: none"> • 35. Budget Category #4 – Farm to School Staff/Labor Costs: How much total grant funding will the project allocate toward farm to school staff/labor costs that support the CA food procurement and/or hands-on food education goals? <ul style="list-style-type: none"> ○ (35a) Enter Total Dollar Amount (salaries/wages/stipends): ____ <ul style="list-style-type: none"> ▪ (35b) Itemization and Description: Please list each staff position that this amount will fund, the % of their FTE or # of hours that this amount will fund, and their rate of pay. ▪ (35c) Itemization and Description (continued): Please briefly describe each above staff position’s role in the project. ○ (35d) Enter Total Dollar Amount (fringe benefits): ____ <ul style="list-style-type: none"> ▪ (35e) Itemization and Description: For each staff position above that this amount will fund, please list the position and the position’s fringe benefit rate (% of salaries/wages). ▪ NOTE: fringe benefits are calculated as a % of an individual’s salary or wages and should be determined according to your organization’s established fringe benefits policy ○ (35f) Timeline: In what months will the project spend these funds on farm to school staff/labor? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ 	<p>Additional Budget Information: required but no points available</p> <ul style="list-style-type: none"> • Budget Categories #4, 5, 6, 7, 8: Complete? Yes/No

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 36. Budget Category #5 – Travel Costs: How much total grant funding will the project allocate toward travel costs that support the CA food procurement and/or hands-on food education goals? NOTE: Travel costs must comply with Section 322 of the CDFA Grant Administration Regulations and with the maximum allowable rates and amounts established by the California Department of Human Resources. <ul style="list-style-type: none"> ○ (36a) Enter Total Dollar Amount: ____ <ul style="list-style-type: none"> ▪ (36b) Itemization and Description: Please list the travel costs that this amount will fund and briefly describe the purpose of the travel for the project. ○ (36c) Timeline: In what months will the project spend these funds on travel? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ • 37. Budget Category #6 – Contractual Costs: How much total grant funding will the project allocate toward contractual costs that support the CA food procurement and/or hands-on food education goals? NOTE: Contractual costs must comply with Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. <ul style="list-style-type: none"> ○ (37a) Enter Total Dollar Amount: ____ <ul style="list-style-type: none"> ▪ (37b) Itemization and Description: Please list the contractors or types of contractors that this amount will fund and briefly describe what each contractual cost/service for the project will be. ○ (37c) Timeline: In what months will the project spend these funds on contractual costs? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project 	

Application Questions	Review Criteria
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Other: enter month range here ____ • 38. Budget Category #7 – Other Costs: How much total grant funding will the project allocate toward other costs that support the CA food procurement and/or hands-on food education goals? <ul style="list-style-type: none"> ○ (38a) Enter Total Dollar Amount: ____ <ul style="list-style-type: none"> ▪ (38b) Itemization and Description: Please list the other costs that this amount will fund and briefly describe each cost’s purpose in the project. ○ (38c) Timeline: In what months will the project spend these funds on other costs? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ • 39. Budget Category #8 – Indirect Costs (up to 30% of direct costs): How much total grant funding will the project allocate toward indirect costs? NOTE: indirect costs may be up to 30% of budget categories 1-7. <ul style="list-style-type: none"> ○ (39a) Enter Total Dollar Amount: ____ ○ (39b) Enter Indirect Cost Percentage: ____ • 40. Budget Review: Please review your responses to Budget Categories 1-8 above about the proposed project costs. Please respond to the checkboxes below when you are ready. <ul style="list-style-type: none"> ○ Part A: I have reviewed my responses to Budget Categories 1-8 above about the proposed project costs. I have confirmed that the sum of these responses equals the total award amount requested in question #9. ○ Part B: In the “Itemization and Description” sections for Budget Categories 2-7 above, I have clearly identified each proposed project cost and 	<p>Budget Review: <u> </u>/5 points</p> <ul style="list-style-type: none"> • Part A: Proposed project costs sum to the total award amount requested in question #9: Yes/No • Part B: Applicant’s <u>identification</u> of each proposed project cost in the budget <u>and</u> applicant’s descriptions regarding <u>the purpose of</u> each cost in the project are: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear

Application Questions	Review Criteria
<p style="text-align: center;">included clear descriptions regarding the purpose of each cost in the project.</p> <p>41. Sustainability Plan:</p> <ul style="list-style-type: none"> • In what ways will your school district / organization sustain this project or elements of this project beyond the duration of the grant term? If your project includes staffing costs (budget category #4), please discuss plans to sustain the roles beyond the duration of the grant term. [Character Limit = 2000] 	<p>Sustainability Plan: <u> </u>/5 points</p> <ul style="list-style-type: none"> • Applicant’s description of <i>how</i> they will sustain this project or elements of this project beyond the duration of the grant term (including staffing costs if the project includes them) is: <ul style="list-style-type: none"> ○ 5 points: clear ○ 3 points: somewhat clear ○ 0 points: unclear
TOTAL	<u> </u>/10 points

Additional Applicant Information: no points available	
Application Questions	Review Criteria
<ul style="list-style-type: none"> • 42. Contact Information: Who should we contact if we have questions regarding this grant application? <ul style="list-style-type: none"> ○ First and Last Name ○ Position Title ○ Work Email Address ○ Work Phone Number • 43. Person Writing the Grant Application: Who is writing this grant application? <ul style="list-style-type: none"> ○ First and Last Name ○ Position Title ○ Work Email Address ○ Work Phone Number • 44. Grant Agreement Signing Authority: If awarded, which of your project team members has signing authority for the grant agreement? <ul style="list-style-type: none"> ○ First and Last Name ○ Position Title ○ Work Email Address 	<p>Additional Applicant Information: required but no points available</p> <ul style="list-style-type: none"> • Complete? Yes/No

Application Questions	Review Criteria
<ul style="list-style-type: none"> • 45. State representatives: Please click here to identify your organization’s State Assembly District(s) and Senate District(s) as well as your State Assembly and Senate Members. Then, please list your findings. Please note that if you are awarded a grant, the CDFA will use this information to notify your state representatives of your award. • 46. Grant Administration & Accounting: If you receive an award, who within your organization will handle grant administration and accounting and what process does your organization plan to implement to handle grant administration and accounting? [Character Limit = 1000] • 47. Program Income: Program income is gross income earned as a result of the grant award during the grant duration. Program income includes but is not limited to income from fees for services performed and income from the sale of commodities or items fabricated under the grant award. Will your proposed project generate program income? <ul style="list-style-type: none"> ○ Yes ○ No <ul style="list-style-type: none"> ▪ If yes – please describe the source/nature of the program income, estimate the total dollar amount of program income, and explain how you will reinvest the program income into the grant project and spend it on allowable project costs. [Character Limit = 1000] • 48. Project Reporting and Evaluation: Do you agree to do all of the following if awarded a grant? Please note that the reporting and evaluation activities below are required of all Track 1 grant recipients in this program. 	

Application Questions	Review Criteria
<p>Please email cafarmtoschool@cdfa.ca.gov if you have any questions about these activities.</p> <ul style="list-style-type: none"> ○ Beginning Interview: The whole farm to school project team listed in this application will participate in an interview with CDFA staff between the point the project is selected for funding and the time the project begins. The purpose of the meeting will be to review the project plan, confirm roles, and provide early technical support to selected projects. ○ Pre-Survey: Submit a pre-survey to the CDFA at the beginning of the grant term to summarize and quantify pre-project farm to school activities. ○ Regular Financial Reporting: 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 financial reporting in accordance with Advance Payment regulations. When submitting California grown or produced food procurement costs, submit a CDFA food procurement worksheet. Verify with vendors that each grant-funded item included in the food procurement worksheet is California grown or produced and retain documentation on file of this verification. ○ Farm-Level Data: When procuring California grown or produced foods with grant funds, request farm-level data from vendors. Make efforts to include farm-level data when completing the CDFA food procurement worksheets. If procuring through a distributor, aggregator, or other intermediary, gathering 	

Application Questions	Review Criteria
<p>farm-level data may require requesting velocity reports from these vendors. If an item is California grown but farm-level data is unknown, provide justification to explain why. Grant recipients that would like support with requesting farm-level data from vendors may email cafarmtoschool@cdfa.ca.gov.</p> <ul style="list-style-type: none"> ○ Quarterly Check-in Surveys: Submit quarterly check-in surveys to the CDFA summarizing project progress, successes, and challenges. ○ Annual Procurement Check-in: 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. ○ Final Interview: Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information. ○ External Program Evaluation: Participate in external evaluation activities conducted by a CDFA representative or external designee for this grant program. <ul style="list-style-type: none"> ● 49. Previous Grant Recipient: Has your organization previously received a CA Farm to School Incubator Grant? View the lists of 2021 grant recipients and 2022 grant recipients. NOTE: Previous grant recipients must be up-to-date with all grant reporting requirements to be eligible for consideration. <ul style="list-style-type: none"> ○ Yes ○ No <ul style="list-style-type: none"> ▪ If yes, provide the Grant Agreement number(s). 	

Application Questions	Review Criteria
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Please describe how this proposed project supplements (i.e., enhances or expands) rather than replaces the previous project efforts. [Character Limit = 1000] ▪ Please summarize the accomplishments of the previous project(s). [Character Limit = 1000] • 50. Support from Other State or Federal Grants: Activities funded under the California Farm to School Incubator Grant Program cannot replace activities funded by another federal or state grant program. Have you submitted your project proposal to another federal or state grant program or has another federal or state grant program funded your project proposal? <ul style="list-style-type: none"> ○ Yes ○ No ▪ If yes, please: <ul style="list-style-type: none"> ▪ Identify the federal or state grant program(s) and the agency administering the program(s). ▪ List the amount of grant funds requested or awarded by the program(s). ▪ Describe how this proposed project supplements rather than replaces efforts funded by the other federal or state grant program(s). • 51. Payment Process: This is a Reimbursement Grant Program. If awarded a grant, recipients will incur grant related costs 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 	

Application Questions	Review Criteria
<p>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 (#316.1). Please note that Assembly Bill (AB) 590 applies to recipients that are non-profit organizations.</p> <ul style="list-style-type: none"> ○ If awarded a grant and if eligible for advance payment, would your organization be interested in requesting an advance payment? <ul style="list-style-type: none"> ▪ Yes ▪ No ● 52. CA Public Records Act: I acknowledge that my application materials, including the application, supporting materials, and any other relevant information submitted to the CDFA, will be subject to the CA Public Records Act. Check yes here. ● 53. CA Farm to School Incubator Grant Program Evaluation: I acknowledge that as an applicant to the California Farm to School Incubator Grant Program, I may be contacted by a third-party evaluation team regarding my experience applying to the program. Check yes here. ● 54. State and Federal Law: If awarded a grant, it is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to the grant agreement and the grant project. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations. To acknowledge this statement, please check the box. 	

(Optional) Is there anything else you would like to share with us? Please note that answering this question or leaving it blank will not impact scoring. [Character Limit = 1000]

GRAND TOTAL ___/100 points