2023-24 California Farm to School Incubator Grant Program

Application Questions and Review Criteria – Track 4

Track 4: The California Farm to School Producer 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 4 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

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Foundational Information: 15 points available	
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• **1**. **Applicant First and Last Name**
• **2. Legal Business Name:** Please enter the legal business name of the entity that will serve as lead for the project and will receive grant funds if awarded. This name should match the name on the tax return that you file with the federal Internal Revenue Service for your operation. NOTE: The name you provide is the entity to which the CDFA will extend a grant agreement if your project receives a grant award. All other responses in this Foundational Information section should correspond with the Legal Business Name you provide.
• **3. Unique Tax/Business Identification Number:** Applicants are limited to one Track 4 grant application per unique tax/business identification number.
    ○ I confirm that the tax/business identification number associated with this application is being used solely for this Track 4 application and not for another Track 4 application. Please check the box to confirm.
• **4. Business/Organization Mailing Address:** What is the business mailing address of your operation?
• **5. Physical Business/Organization Address:** What is the physical business address of your operation?
• **6. County Location of Operation:** In what county or counties in California is your operation located where your proposed project will take place?
• **7. California-based:** Do the owner(s)/leader(s) of your operation live in California?
    ○ Yes
    ○ No (if no, the operation is not eligible to apply)
• **8. Business/Organization Type:** Please select your business/organization type. Check all that apply.
    ○ Farm
	Foundational Information: all questions required; some questions have points available (see below) and some do not
	• **Complete?** Yes/No
	• **Unique Tax/Business Identification Number:** Applicant confirms the statement: Yes/No
	• **California-based:**
	    ○ The operation's county location (where the proposed project will take place), business mailing address, and physical business address are in California: Yes/No
	    ○ The owner(s)/leader(s) of the operation live in California: Yes/No
	• **Applicant Type:**
	    ○ If applying as a California food producer, applicant confirms that they have reviewed the grant program's definition of California food producer and confirm that they meet this definition: Yes/No
	    ○ If applying as a public-serving aggregation and distribution enterprise, applicant confirms that they have reviewed the grant program's definition of this entity and confirm that they meet this definition: Yes/No
	• **Type(s) of food produced:** If applying as a producer, the applicant currently produces food: Yes/No
	    ○ Note: If the applicant checked that they do not currently produce food, then the applicant is not eligible to apply.
	• **Type(s) of food aggregated/distributed:** If applying as a public-serving aggregation and distribution enterprise, the applicant currently aggregates and distributes source-identified food: Yes/No

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- o Ranch - o Dairy - o Seafood harvesting operation - o California Native American Tribe - o Tribal-based non-profit organization - o Co-op - o Food Hub - o Aggregator - o Wholesaler - o Broker - o Distributor - o Other, please describe **9. Business Activities:** Please select all the activities your operation conducts. Check all that apply. - o Food production - o Storage - o Aggregation - o Processing - o Distribution - o Marketing - o Other, please describe **10. Business Profit Type:** Please select your business/organization profit type. - o For-profit - o Non-profit **11. Business Structure:** If you marked for-profit above, please select your business structure. - o Sole proprietorship - o Partnership - o Corporation - o Limited Liability Company (LLC) - o Other, please describe **12. Applicant Type:** Are you applying as a California food producer or as a public-serving aggregation and	o Note: If the applicant checked that they do not currently aggregate and distribute source-identified food OR that they aggregate and distribute foods that they are not able to source-identify, then the applicant is not eligible to apply.

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distribution enterprise? Please review the grant program's definitions of these entities below.
 ○ California food producer
  ▪ *"This grant program defines a California food producer as a person, group of individuals, non-profit organization, or California Native American Tribe 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. NOTE: this does not include school-operated gardens and school-operated farms; however, this does include third parties (such as individual contractors or non-profit organizations) that operate a farm on school property."*
  ▪ (12a) I have reviewed the grant program's definition of California food producer and confirm that I meet this definition. Please check the box to confirm.
 ○ Public-serving aggregation and distribution enterprise
  ▪ *"Often called a "food hub," a public-serving aggregation and distribution enterprise serves as a supply chain intermediary for local or regional farms or ranches, particularly those optimizing climate smart agriculture production practices or production systems, like certified organic or transitioning to certified organic, and following state labor*	

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practices. An eligible enterprise must prioritize to the greatest extent possible, but is not limited to, serving California farms or ranches that are 500 acres or less; cooperatively owned; or owned by farmers who are socially disadvantaged, beginning, limited resource, veterans, or disabled. Additionally, within this grant program, an eligible enterprise must be able to farm identify sourcing for 100% of products it sells to ensure state dollars support California farms and ranches." 　▪ (12a) I have reviewed the grant program's definition of public-serving aggregation and distribution enterprise and confirm that I meet this definition. Please check the box to confirm. • **13. Number of Employees:** Approximately how many employees work at your business/organization? Including a range is ok. • **14. Type(s) of food produced:** If you are applying as a producer, what type(s) of food do you produce at your operation? Please check all that apply. 　o Fruits 　o Vegetables 　o Herbs 　o Poultry 　o Meat 　o Seafood 　o Legumes 　o Nuts 　o Seeds 　o Eggs 　o Dairy	

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○ Whole grains
  ○ Foraged or wild-harvested food
  ○ We do not currently produce food (in this case, the operation is not eligible to apply as a California food producer)
  ○ Other, please describe
• **14. Type(s) of food aggregated/distributed:** If you are applying as a public-serving aggregation and distribution enterprise, what type(s) of food do you aggregate and distribute? Please check all that apply.
  ○ Source-identified Fruits
  ○ Source-identified Vegetables
  ○ Source-identified Herbs
  ○ Source-identified Poultry
  ○ Source-identified Meat
  ○ Source-identified Seafood
  ○ Source-identified Legumes
  ○ Source-identified Nuts
  ○ Source-identified Seeds
  ○ Source-identified Eggs
  ○ Source-identified Dairy
  ○ Source-identified Whole grains
  ○ Source-identified Foraged or wild-harvested food
  ○ We do not currently aggregate and distribute source-identified food (in this case, the operation is not eligible to apply as a public-serving aggregation and distribution enterprise)
  ○ We aggregate and distribute foods that we are not able to source-identify (in this case, the operation is not eligible to apply as a public-serving aggregation and distribution enterprise)
  ○ Other, please describe
• **15. Current market(s) for food sales:** Through which of the following markets do you currently sell the food you	

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produce or the food you aggregate and distribute? Please check all that apply.
    ○ Wholesale markets
    ○ In-state distributors or aggregators
    ○ In-state food hubs
    ○ Direct sales to schools (e.g., K-12, higher education institutions)
    ○ Sales to schools through food hubs
    ○ Sales to schools through distributors or aggregators
    ○ Direct sales to child care centers
    ○ Direct sales to other consumers or organizations (e.g., hospitals, farmers markets, farm stands, Community Supported Agriculture (CSA) markets, restaurants, co-ops, retail markets)
    ○ Agritourism activities (e.g., U-Pick, on-site sales)
    ○ We do not currently sell food
    ○ Other, please describe
• **16. Funding Priority: small to midsize producers:** If you are applying as a producer, what was your operation's average annual gross cash farm income during the previous three-year period? If you are applying as a public-serving aggregation and distribution enterprise, what was your operation's average annual gross cash income during the previous three-year period? If you prefer not to answer, please check, "Prefer not to answer."
    ○ Less than $350,000
    ○ $350,000 to 999,999
    ○ $1 million to $1,999,999
    ○ $2 million to $4,999,999
    ○ More than $5 million
    ○ Prefer not to answer
	Funding Priority: small to midsize producers: _/5 points
	• **5 points:** Less than $350,000
	• **3 points:** $350,000 to $999,999
	• **2 points:** $1 million to $1,999,999
	• **1 point:** $2 million to $4,999,999
	• **0 points:** More than $5 million
	• **0 points:** Prefer not to answer

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• **17. Funding Priority: veteran, socially disadvantaged, and/or limited-resource producers:** Please review the definitions below. Then, for the question(s) applicable to your applicant type, please check all that apply. If you prefer not to answer, please check, "Prefer not to answer."
   ◦ **Definitions:**
      ▪ **Veteran food producer:** *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.*
      ▪ **Socially disadvantaged food producer:** *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) Food and Agricultural Code section 510 et seq.](#), 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*
	Funding Priority: veteran, socially disadvantaged, and/or limited-resource producers: _/10 points
	• **Producer Applicants:**
	   ◦ **Question A:**
	      ▪ **10 points:** Applicant checked veteran, socially disadvantaged, and/or limited-resource food producer
	      ▪ **0 points:** Applicant checked none of the above OR prefer not to answer
	• **Public-serving Aggregation and Distribution Enterprise Applicants:**
	   ◦ **Question A:**
	      ▪ **5 points:** Applicant checked veteran, socially disadvantaged, and/or limited-resource food producer
	      ▪ **0 points:** Applicant checked none of the above OR prefer not to answer
	   ◦ **Question B:**
	      ▪ **5 points:** Applicant checked veteran, socially disadvantaged, and/or limited-resource food producer
	      ▪ **0 points:** Applicant checked none of the above OR prefer not to answer

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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. Many groups have been "socially disadvantaged" within the agriculture industry, and the inclusion of such groups as enumerated above in this category is a reflection of that reality, and consistent with the objective of ensuring that these groups are included in the funding priorities of this Request for Applications.
 	
▪ **Limited-resource farm household:** *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](#).*
 	
○ **Producer Applicants:** up to 10 points available
   ▪ Question A – Option 1: If you are applying as a producer and are a <u>for-profit</u>, is your operation at least 50% owned by producer(s) who belong to one or more of the following groups?
     - Veteran food producer
     - Socially disadvantaged food producer
     - Limited-resource farm household
     - None of the above
     - Prefer not to answer
   OR	

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- Question A – Option 2: If you are applying as a producer and are a <u>non-profit</u>, does at least 50% of your board *and* at least 50% of your staff consist of individuals who belong to one of more of the following groups? - Veterans - Socially disadvantaged group - Limited-resource farm household - None of the above - Prefer not to answer **Public-serving Aggregation and Distribution Enterprise Applicants:** up to 10 points available - Question A: If you are applying as a public-serving aggregation and distribution enterprise, did at least 50% of the aggregation purchases your enterprise made over the last year come from producer(s) who belong to one or more of the following groups? - Veteran food producer - Socially disadvantaged food producer - Limited-resource farm household - None of the above - Prefer not to answer - Question B – Option 1: If you are applying as a public-serving aggregation and distribution enterprise and are a <u>for-profit</u>, is your operation at least 50% owned by individual(s) who belong to one or more of the following groups? - Veterans - Socially disadvantaged group - Limited-resource farm household	

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- None of the above
     - Prefer not to answer
   OR
  ▪ <u>Question B – Option 2:</u> If you are applying as a public-serving aggregation and distribution enterprise and are a <u>non-profit</u>, does at least 50% of your board *and* at least 50% of your staff consist of individuals who belong to one of more of the following groups?
     - Veterans
     - Socially disadvantaged group
     - Limited-resource farm household
     - None of the above
     - Prefer not to answer
 	
• **18. School Food Authority or Child Care Center Partners (at least one required):** Track 4 will fund California food producers and public-serving aggregation and distribution enterprises to increase production, processing, and/or distribution capacity to sell California grown or produced, whole or minimally processed foods to any one or more of the following entities in California. Additionally, Track 4 will fund California food producers and public-serving aggregation and distribution enterprises to, if desired, provide hands-on food education opportunities for students and/or staff at any one or more of the following entities that complement existing or project-related California food sales to those entities.
    o California school district, county office of education, charter school, or Tribal school (such as those administered through the Bureau of Indian Education) that is a School Food Authority
	School or Child Care Center Partners: required but no points available
	• Did applicant include at least one of the following entities as a project partner?
	    o California school district, county office of education, charter school, or Tribal school (such as those administered through the Bureau of Indian Education) that is a School Food Authority currently operating the National School Lunch Program (NSLP)
	    o California child care center currently participating in the Child and Adult Care Food Program (CACFP)

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currently operating the National School Lunch Program (NSLP)
     ○ California child care center currently participating in the Child and Adult Care Food Program (CACFP)
     ○ *Note about Option E below: 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 the two bullet points above, the CDFA will determine eligibility of Tribal schools as Track 4 project partners on an individual basis and encourages interested applicants to connect via email at* cafarmtoschool@cdfa.ca.gov*.*
 • (18a) With which of these entities are you partnering for this project? Check all that apply.
     ○ **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	

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o **Option E:** Tribal school in CA that is operating school meal programs outside of traditional USDA school meal programs (see note above)
        ▪ If you selected Option E, please describe the school meal programs that your California Tribal school partner operates. [Character Limit = 1000]
    o **Option F:** Child care center in CA currently participating in the Child and Adult Care Food Program
• (18b) With how many of these entities are you partnering for this project?
• (18c) Please list the name of each above partner entity.
    o School Food Authority / Child Care Center Partner 1 Name
    o School Food Authority / Child Care Center Partner 2 Name
    o Etc.
• **19. California Food Producer Partners (at least one required):** If you are applying as a public-serving aggregation and distribution enterprise, please list each California food producer from which you will procure products as part of your proposed project. NOTE: The CDFA understands that CA food producer partners may change over the course of the project; however, this answer should be an accurate reflection of your current plan. Please skip this question if you are applying as a producer.
    o CA Food Producer Partner 1 Name
    o CA Food Producer Partner 2 Name
    o Etc.
• (19a) I confirm that every California food producer partner I have listed in #19 above is aware that I included them in the proposed project and I confirm that
	California Food Producer Partners: required if applying as a public-serving aggregation and distribution enterprise, but no points available
	• Did applicant list at least one California food producer from which they will procure products as part of the proposed project? Yes/No
	• Did applicant confirm that every California food producer partner they listed is aware that the applicant included them in the proposed project and confirm that every California food producer partner they listed has agreed to participate in the project as proposed? Yes/No

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they have agreed to participate in the project as proposed. Please check the box to confirm.	
TOTAL	**_/15 points**

Dollar Amount Requested: no points available

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• **20. Dollar Amount Requested:** Applicants may request between $15,000 and $350,000.	**Dollar Amount Requested: required but no points available** • Applicant must request within the applicable award range. • **Complete?** Yes/No

Project Team + Letters of Intent: no points available

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• **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.
   ○ **21. Member 1: Farm to School Project Lead -** This person will be the main point of contact for the grant.
   ○ **22. Member 2: School Food Authority / Child Care Center Representative -** Each California school district, county office of education, charter school, Tribal school, and child care center project partner listed in #18c must provide a project representative from their organization. This person must be the director of the entity's school meal program and should be responsible for collaborative implementation of the proposed project.
	Project Team: required but no points available
	• Did applicant include a Farm to School Project Lead? Yes/No
	• Did applicant include a project representative for each California School Food Authority project partner and child care center project partner listed in #18c? Yes/No/Not applicable
	• 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
	
	Letter(s) of Intent: required but no points available
	• Did applicant provide a letter of intent from each of the project representatives listed in #22 (i.e., from the director of the school meal program at each of the California school district, county office of education,

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○ **23. 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, proposed contractors, or other key members of your farm to school team.
 	
  • **24. Letter of Intent Template:** Please review the Letter of Intent template on the [CA Farm to School Incubator Grant Program website](#).
 	
  • **25. Letter(s) of Intent:** Please upload a letter of intent from each of the California school district, county office of education, charter school, Tribal school, and child care center project representatives listed in #22 above (required). Applicants must use the Letter of Intent template (see #24).
	charter school, Tribal school, and child care center project partners listed in #18c)? Yes/No

Project Team + Organizational Commitment: 15 points available	
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• **26. Team Engagement:** How will team members stay engaged in project implementation throughout the duration of the grant?
[Character Limit = 2000]
 	
• **27. 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 their proposed projects. Based on what you know about your business/organization, what challenges do you
	Team Engagement: _/5 points
	• Applicant's description of *how* team members will stay engaged in project implementation throughout the duration of the grant is:
	   ○ **5 points:** clear
	   ○ **3 points:** somewhat clear
	   ○ **0 points:** unclear
	
	Anticipated Challenges: _/5 points

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expect to face implementing this project, and how will you overcome these challenges? [Character Limit = 3000]
 • **28. Organizational Commitment:** Describe how farm to school fits into your existing business/organization structure. [Character Limit = 2000]
	• Applicant's description of challenges they expect to face while implementing this project and _how_ their team will overcome these challenges is:
	    o **5 points:** clear
	    o **3 points:** somewhat clear
	    o **0 points:** unclear
	
	 Organizational Commitment: _/5 points
	 • Applicant's description of _how_ farm to school fits into their organization's existing goals and programming is:
	    o **5 points:** clear
	    o **3 points:** somewhat clear
	    o **0 points:** unclear

TOTAL	**__/15 points**

Business History + Farm to School History: 15 points available

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• **29. Business History:** Producer Applicants – Describe your history farming / producing food. Public-serving Aggregation and Distribution Enterprise Applicants – Describe your organizational history as a public-serving aggregation and distribution enterprise. [Character Limit = 3000]
 • **30. Farm to School History:** Please select one.
    o Our operation has a history implementing farm to school programs
    o Our operation is new to implementing farm to school programming
 • (30a) If your operation has a history implementing farm to school programs, please describe your operation's history implementing farm to school programs.
 OR
	Business History: _/10 points
	 • Applicant _____ that they have _____ farming / producing food or as a public-serving aggregation and distribution enterprise.
	    o **10 points:** clearly demonstrates; significant experience
	    o **7 points:** clearly demonstrates; some experience
	    o **4 points:** somewhat clearly demonstrates; some experience
	    o **0 points:** unclearly demonstrates experience OR does not demonstrate experience
	
	 Farm to School History: _/5 points
	 • Applicant's description of their operation's history implementing farm to school programs is:
	    o **5 points:** clear

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If you are new to implementing farm to school programming, please describe why you would like to start now.
[Character Limit = 2000]
	○ **3 points:** somewhat clear
	○ **0 points:** unclear
	OR
	• Applicant's description of _why_ they would like to start farm to school programming now is:
	  ○ **1 point:** clear
	  ○ **0 points:** unclear

TOTAL	**__/15 points**

Project Title and Summary: no points available

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• **31. Project Title:** What is the title of your proposed project? [Character Limit = 150] • **32. 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 increase your farm to school production, processing, and/or distribution for the California school food market, and if applicable, how your project will provide hands-on food education for students, School Food Authority staff, and/or child care center staff. It should also highlight any significant investments or project outcomes. [Character Limit = 1000]	**Project Title and Summary: required but no points available**

Proposed Project – Farm to School Work Plan: 24 points available

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• **33. Part 1: Farm to School Goal: Select one**
  ○ **Option 1:** Our proposed project will utilize grant funds to increase our production, processing, and/or distribution capacity to sell California
	Farm to School Goal: required but no points available
	• **Complete?** Yes/No
	  ○ At minimum, applicant must select Option 1

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grown or produced, whole or minimally processed foods to the California school food market.
  ○ **Option 2:** Our proposed project will do Option 1 *and* will utilize grant funds to provide hands-on food education opportunities for students, School Food Authority staff, and/or child care center staff from project partner sites that complement our existing or project-related California food sales to California schools.
• **34.** Who will be responsible for implementing these components of the project?
  ○ Enter name(s): ___
• **35. Farm to School Activities & Timeline:** Please complete the following table, listing the specific activities the project will implement to achieve each goal during the project, as well as a timeline for each activity.
	• 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
	
	 Farm to School Activities & Timeline: _/24 points
	• **Goal – Part 1:** Applicant's description of *how* they will *increase* production, processing, and/or distribution capacity of California grown or produced, whole or minimally processed foods for the California school food market is:
	  ○ **8 points:** clear
	  ○ **4 points:** somewhat clear
	  ○ **0 points:** unclear
	• **Goal – Part 2:** Applicant's description of *how* they will *increase* sales of California grown or produced, whole or minimally processed foods to the California school food market is:
	  ○ **8 points:** clear
	  ○ **4 points:** somewhat clear
	  ○ **0 points:** unclear
	• **Goal – Part 3:** Applicant's description of *how* they will *provide* hands-on food education opportunities for students, School Food Authority staff, and/or child care center staff from project partner sites that complement

Goal	Activities (HOW you will achieve the goal)	Timeline (WHEN you will implement the activities)
Required section for ALL applicants. (1) Increase production, processing, and/or distribution capacity of California grown or produced, whole or minimally processed foods for the California school food market		

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Required section for ALL applicants.
 	
(2) Increase sales of California grown or produced, whole or minimally processed foods to the California school food market
				existing or project-related California food sales to California schools is:
				   ○ **8 points:** clear
				   ○ **4 points:** somewhat clear
				   ○ **0 points:** unclear OR applicant did not complete Goal – Part 3

Required section for applicants that checked Goal Option 2. Otherwise, please skip this section. (3) Provide hands-on food education opportunities for students, School Food Authority staff, and/or child care center staff from project partner sites that complement existing or project-related California food sales to California schools				
		TOTAL		__/24 points

Production Practices and/or Aggregation/Distribution Practices: 21 points available	
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General:
• **36. Food Safety Plan:** Do you have a food safety plan?
   ○ Yes
   ○ No
• **37. Visualization:** Please upload up to 5 photos, diagrams, crop plans, etc. of your production or aggregation space that will highlight your ability to implement the project.
	Food Safety Plan: _/3 points
	• **3 points:** Yes
	• **0 points:** No
	• **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 and in accordance with USDA requirements and Food and Drug Administration (FDA) Food Safety Modernization Act (FSMA) requirements, as applicable. Producer grant recipients that do not currently have a food safety plan in

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38. Current Climate Smart Agriculture Practices:
• Please review the definition below. Then, please answer questions #38a and #38b.
• **Definition of 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. Please note that a process is currently underway to [define regenerative agriculture for state policies and programs](#); once the definition is established, this grant program's definition of regenerative agriculture will align.*
• **(38a) Description:**
Producer Applicants: Within the past 12 months at your operation, have you utilized: climate smart agriculture practices, climate smart agriculture production systems – like certified organic or transitioning to certified organic, or other regenerative strategies that increase resilience to climate change, improve the health of communities
	place must complete a Produce Safety Alliance Grower Training through Cornell University as a component of their Track 4 grant project. The training is approximately $80. Track 4 grant recipients may use grant funds for costs to meet necessary food safety requirements for their projects and should work with their school nutrition partners to determine what level of food safety they must meet to sell food to these partners.
	
	Visualization: _/3 points
	• Did applicant upload up to 5 photos, diagrams, crop plans, etc. of their production or aggregation space that highlight their ability to implement the project?
	    ○ **3 points:** Yes
	    ○ **0 points:** No
	
	Current Climate Smart Agriculture Practices – Description: _/5 points
	• **Producer Applicants:** Applicant's description of their current climate smart agriculture practices, climate smart agriculture production systems – like certified organic or transitioning to certified organic, or other regenerative strategies is:

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and soil, protect water and air quality, increase biodiversity, and help store carbon in the soil? Yes/No
<u>Public-Serving Aggregation and Distribution Enterprise Applicants</u>: Within the past 12 months, have your California food producers partners named within this proposed project (in question #19) utilized: 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? Yes/No
  ○ If yes, please describe.
  [Character Limit = 2000]
• **(38b) Verification – Producer Applicants:** If you are applying as a producer, please respond "Yes" to all that apply and, if applicable, provide the requested documentation. Please note that only one "Yes" that the CDFA can verify is needed to receive points for this verification section. If you prefer not to answer, please check, "Prefer not to answer." NOTE: Please do not include any confidential information, such as social security number, on any of the documentation uploaded with your application.
  ○ Is your operation currently registered as organic with the CDFA or currently certified organic? If yes, the CDFA will verify organic registration through the State Organic Program and will verify organic certification through the <u>USDA Organic Integrity Database</u>.
  ○ Is your operation currently participating in a transitional organic program? If yes – please
	○ **5 points:** clear
	  ○ **3 points:** somewhat clear
	  ○ **0 points:** unclear (OR applicant responded no and did not provide a description)
	• **Public-serving Aggregation and Distribution Enterprise Applicants:** Applicant's description of their California food producer partners' current climate smart agriculture practices, climate smart agriculture production systems – like certified organic or transitioning to certified organic, or other regenerative strategies is:
	  ○ **5 points:** clear
	  ○ **3 points:** somewhat clear
	  ○ **0 points:** unclear (OR applicant responded no and did not provide a description)
	
	Current Climate Smart Agriculture Practices – Verification (producer applicants): _/5 points
	• **5 points:** Applicant responds "Yes" to at least one of the five options. The CDFA can verify at least one of these options through the verification method described in each option.
	• **0 points:** Applicant does not respond "Yes" to any of the five options OR applicant responds "Yes" to at least one of the five options but the CDFA is unable to verify at least one of the options through the verification method described in each option.

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upload documentation to demonstrate this from your organic certifier. ○ Has your operation participated in the CDFA Healthy Soils Program (HSP), CDFA Alternative Manure Management Program (AMMP), CDFA Dairy Digester Research and Development Program (DDRDP), and/or CDFA State Water Efficiency and Enhancement Program (SWEEP)? If yes – the CDFA will verify this through the CDFA Office of Environmental Farming and Innovation. ○ Has your operation participated in the NRCS Conservation Stewardship Program (CSP), NRCS Environmental Quality Incentives Program (EQIP), NRCS Regional Conservation Partnership Program (RCPP), NRCS Conservation Innovation Grant (CIG), and/or NRCS Conservation Incentives Contract (CIC)? If yes – please upload documentation of your contract with NRCS for any one of these programs. ○ Within the past 12 months, has your operation received conservation technical assistance (CTA) from a CTA provider (including but not limited to a UC Cooperative Extension, Resource Conservation District, NRCS office, or other CTA provider) to implement climate smart agriculture practices, climate smart agriculture production systems – like certified organic or transitioning to certified organic, or other regenerative strategies? If yes – please upload a signed letter, stamped letter, or your intake form from your CTA provider to demonstrate the relationship. ○ Prefer not to answer	

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• **(38b) Verification – Public-Serving Aggregation and Distribution Enterprise Applicants:** If you are applying as a public-serving aggregation and distribution enterprise, please respond "Yes" to all that apply and, if applicable, provide the requested documentation. Please note that only one "Yes" that the CDFA can verify is needed to receive points for this verification section. If you prefer not to answer, please check, "Prefer not to answer." NOTE: Please do not include any confidential information, such as social security number, on any of the documentation uploaded with your application.
   o Are any of your California food producer partners named within this proposed project (in question #19) currently registered as organic with the CDFA or currently certified organic?
      ▪ If yes, please name at least one producer partner (from question #19) that is currently registered as organic with the CDFA or currently certified organic. The CDFA will verify organic registration through the State Organic Program and will verify organic certification through the USDA Organic Integrity Database.
   o Have any of your California food producer partners named within this proposed project (in question #19) participated in the CDFA Healthy Soils Program (HSP), CDFA Alternative Manure Management Program (AMMP), CDFA Dairy Digester Research and Development Program (DDRDP), and/or CDFA State Water Efficiency and Enhancement Program (SWEEP)?
      ▪ If yes, please name at least one producer partner (from question #19) and the program(s) in which they have
	Current Climate Smart Agriculture Practices – Verification (public-serving aggregation and distribution enterprise applicants): _/5 points
	• **5 points:** Applicant responds "Yes" to at least one of the three options. The CDFA can verify at least one of these options through the verification method described in each option.
	• **0 points:** Applicant does not respond "Yes" to any of the three options OR applicant responds "Yes" to at least one of the three options but the CDFA is unable to verify at least one of the options through the verification method described in each option.

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participated. The CDFA will verify this through the CDFA Office of Environmental Farming and Innovation.
  ○ Have any of your California food producer partners named within this proposed project (in question #19) participated in the NRCS Conservation Stewardship Program (CSP), NRCS Environmental Quality Incentives Program (EQIP), NRCS Regional Conservation Partnership Program (RCPP), NRCS Conservation Innovation Grant (CIG), and/or NRCS Conservation Incentives Contract (CIC)?
    ▪ If yes, please name at least one producer partner (from question #19) and upload documentation to demonstrate their participation in any one of these programs.
  ○ Prefer not to answer
 	
39. Looking Forward – Climate Smart Agriculture Practices:
  • Please review the definition below. Then, please answer question #39a.
  • **Definition of 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*	

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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. Please note that a process is currently underway to [define regenerative agriculture for state policies and programs](#)*; once the definition is established, this grant program's definition of regenerative agriculture will align.*
 	
• **(39a) Climate Smart Agriculture Project Goal:** Please select one.
    ○ **Producer Applicants:**
        ▪ **Option A:** Our proposed project will establish or enhance our operation's use of climate smart agriculture practices, climate smart agriculture production systems – like certified organic or transitioning to certified organic, or other regenerative strategies when we produce whole or minimally processed food to sell to schools.
        ▪ **Option B:** Our proposed project will not do the above.
    ○ **Public-Serving Aggregation and Distribution Enterprise Applicants:**
        ▪ **Option A:** Our proposed project will establish or enhance our operation's prioritization of procurement from California food producers who utilize climate smart agriculture practices, climate smart agriculture production
	Looking Forward – Climate Smart Agriculture Project Goal: required but no points available
	
	• NOTE: while no points are available for this question, there are up to 5 points available in the activities/timeline section below, which applicants will fill out if they select Option A here

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systems – like certified organic or transitioning to certified organic, or other regenerative strategies when we aggregate and distribute whole or minimally processed food to sell to schools.
 	
    ▪ **Option B:** Our proposed project will not do the above.
 	
• **(39b) Climate Smart Agriculture Activities & Timeline:** If you selected Option A, please complete the following table, listing the specific activities the project will implement to achieve the climate smart agriculture goal during the project, as well as a timeline for each activity.
	Looking Forward – Climate Smart Agriculture Activities & Timeline: _/5 points
	
	• **Producer Applicants:** Applicant's description of _how_ they will _establish or enhance_ their operation's use of climate smart agriculture practices, climate smart agriculture production systems – like certified organic or transitioning to certified organic, or other regenerative strategies when they produce whole or minimally processed food to sell to schools is:
	    ○ **5 points:** clear
	    ○ **3 points:** somewhat clear
	    ○ **0 points:** unclear (OR applicant selected Option B in #39a)
	
	OR
	
	• **Public-Serving Aggregation and Distribution Enterprise Applicants:** Applicant's description of _how_ they will _establish or enhance_ their operation's prioritization of procurement from 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 when they aggregate and distribute whole or minimally processed food to sell to schools is:
	    ○ **5 points:** clear
	    ○ **3 points:** somewhat clear

Table within question (39b):

Goal	Activities (HOW you will achieve the goal)	Timeline (WHEN you will implement the activities)
Required section for Producer Applicants that checked Option A. Otherwise, please skip this section. Establish or enhance our operation's use of climate smart agriculture practices, climate smart agriculture production systems – like certified organic or transitioning to certified organic, or other regenerative strategies when we produce whole or minimally processed food to sell to schools		

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Required section for Public-Serving Aggregation and Distribution Enterprise Applicants that checked Option A. Otherwise, please skip this section. Establish or enhance our operation's prioritization of procurement from 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 when we aggregate and distribute whole or minimally processed food to sell to schools				○ **0 points:** unclear (OR applicant selected Option B in #39a)
			TOTAL	__/21 points

Project Viability: 10 points available

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Budget Information: Based on the project activities described in the Farm to School Work Plan section above (and if applicable, in #39b above), please respond to the following questions to create a proposed project budget. • **40. Budget Category #1 – Supplies, Equipment, and Infrastructure:** How much total grant funding will the project allocate toward supplies, equipment, and infrastructure? 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	**Budget Information: required but no points available** • **Budget Categories #1, 2, 3, 4, 5, 6, 7:** Complete? Yes/No

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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.
  ○ (40a) Enter Total Dollar Amount: supplies ___
    ▪ (40b) Itemization and Description: Please list the supplies and briefly describe each item's purpose in the project.
  ○ (40c) Enter Total Dollar Amount: equipment ___
    ▪ (40d) Itemization and Description: Please list the equipment, estimate the cost of each item, and briefly describe each item's purpose in the project.
  ○ (40e) Enter Total Dollar Amount: infrastructure ___
    ▪ (40f) Itemization and Description: Please list the infrastructure, estimate the cost of each item, and briefly describe each item's purpose in the project.
  ○ (40g) Timeline: In what months will the project spend these funds on supplies, equipment, and infrastructure? Please select one.
    ▪ Throughout the duration of the project
    ▪ Other: enter month range here ___
• **41. Budget Category #2 – Farm to School Staff/Labor Costs:** How much total grant funding will the project allocate toward farm to school staff/labor costs?
  ○ (41a) Enter Total Dollar Amount (salaries/wages/stipends): ___
    ▪ (41b) 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.	

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(41c) Itemization and Description (continued): Please briefly describe each above staff position's role in the project. (41d) Enter Total Dollar Amount (fringe benefits): ___ (41e) 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 (41f) Timeline: In what months will the project spend these funds on farm to school staff/labor? Please select one. - Throughout the duration of the project - Other: enter month range here ___ **42. Budget Category #3 – Certification, Licensure, Insurance, and/or Food Safety Planning Costs:** How much total grant funding will the project allocate toward these costs? (42a) Enter Total Dollar Amount – certification/licensure: ___ (42b) Itemization and Description: Please list each certification/licensure cost and briefly describe each cost's purpose in the project. (42c) Enter Total Dollar Amount – insurance: ___ (42d) Itemization and Description: Please list each insurance cost and briefly	

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describe each cost's purpose in the project.
 	
  ○ (42e) Enter Total Dollar Amount – food safety planning: ___
    ▪ (42f) Itemization and Description: Please list each food safety planning cost and briefly describe each cost's purpose in the project.
    ▪ NOTE: Producer grant recipients that do not currently have a food safety plan in place must complete a Produce Safety Alliance Grower Training through Cornell University as a component of their Track 4 grant project. The training is approximately $80. The cost of this training is an allowable cost.
  ○ (42g) Timeline: In what months will the project spend these funds on certification, licensure, insurance, and/or food safety planning costs? Please select one.
    ▪ Throughout the duration of the project
    ▪ Other: enter month range here ___
 • **43. Budget Category #4 – Travel Costs:** How much total grant funding will the project allocate toward travel costs? 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](#).
  ○ (43a) Enter Total Dollar Amount: ___
    ▪ (43b) Itemization and Description: Please list the travel costs that this amount will fund and briefly describe the purpose of the travel for the project.	

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○ (43c) Timeline: In what months will the project spend these funds on travel? Please select one. ▪ Throughout the duration of the project ▪ Other: enter month range here ___ **44. Budget Category #5 – Contractual Costs:** How much total grant funding will the project allocate toward contractual costs? NOTE: Contractual costs must comply with Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. ○ (44a) Enter Total Dollar Amount: ___ ▪ (44b) 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. ○ (44c) Timeline: In what months will the project spend these funds on contractual costs? Please select one. ▪ Throughout the duration of the project ▪ Other: enter month range here ___ **45. Budget Category #6 – Other Costs:** How much total grant funding will the project allocate toward other costs? ○ (45a) Enter Total Dollar Amount: ___ ▪ (45b) Itemization and Description: Please list the other costs that this amount will fund and briefly describe each cost's purpose in the project. ○ (45c) Timeline: In what months will the project spend these funds on other costs? Please select one. ▪ Throughout the duration of the project ▪ Other: enter month range here ___	

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• **46. Budget Category #7 – 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 1-6).
     ○ (46a) Enter Total Dollar Amount: ___
     ○ (46b) Enter Indirect Cost Percentage: ___
 • **47. Budget Review:** Please review your responses to Budget Categories 1-7 above about the proposed project costs. Please respond to the checkboxes below when you are ready.
     ○ **Part A:** I have reviewed my responses to Budget Categories 1-7 above about the proposed project costs. I have confirmed that the sum of these responses equals the total award amount requested in question #20.
     ○ **Part B:** In the "Itemization and Description" sections for Budget Categories 1-6 above, I have clearly identified each proposed project cost and included clear descriptions regarding the purpose of each cost in the project.
	Budget Review: _/5 points
	 • **Part A:** Proposed project costs sum to the total award amount requested above in question #20: Yes/No
	 • **Part B:** Applicant's _identification_ of each proposed project cost in the budget and applicant's descriptions regarding _the purpose of_ each cost in the project are:
	     ○ **5 points:** clear
	     ○ **3 points:** somewhat clear
	     ○ **0 points:** unclear

48. Sustainability Plan:
 • In what ways will your business/organization sustain this project or elements of this project beyond the duration of the grant term? If your project includes staffing costs (budget category #2), please discuss plans to sustain the roles beyond the duration of the grant term. [Character Limit = 2000]
	Sustainability Plan: _/5 points
	 • Applicant's description of _how_ 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:
	     ○ **5 points:** clear
	     ○ **3 points:** somewhat clear
	     ○ **0 points:** unclear

TOTAL	**__/10 points**

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Additional Applicant Information: no points available	
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49. Contact Information: Who should we contact if we have questions regarding this grant application? - First and Last Name - Position Title - Work Email Address - Work Phone Number **50. Person Writing the Grant Application:** Who is writing this grant application? - First and Last Name - Position Title - Work Email Address - Work Phone Number **51. Grant Agreement Signing Authority:** If awarded, which of your project team members has signing authority for the grant agreement? - First and Last Name - Position Title - Work Email Address **52. 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. **53. 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] **54. Program Income:** Program income is gross income earned as a result of the grant award during the grant	**Additional Applicant Information: required but no points available** **Complete?** Yes/No

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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?
○ Yes
○ No
   ▪ 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]
 	
• **55. 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 4 grant recipients in this program. Please email cafarmtoschool@cdfa.ca.gov if you have any questions about these activities.
○ **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 their 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	

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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.
 	
    o **Quarterly Check-in Surveys:** Submit quarterly check-in surveys to the CDFA summarizing project progress, successes, and challenges.
    o **Final Interview:** Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information.
    o **External Program Evaluation:** Participate in external evaluation activities conducted by a CDFA representative or external designee for this grant program.
 	
• **56. 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.
    o Yes
    o No
        ▪ If yes, provide the Grant Agreement number(s).
        ▪ Please describe how this 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]	

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57. 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? ○ Yes ○ No ▪ If yes, please: ▪ 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 the proposed project supplements rather than replaces efforts funded by the other federal or state grant program(s). **58. 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 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).	

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Please note that Assembly Bill (AB) 590 applies to recipients that are non-profit organizations.
   ○ If awarded a grant and if eligible for advance payment, would your organization be interested in requesting an advance payment?
      ■ Yes
      ■ No
• **59. 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.
• **60. 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.
• **61. 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**

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