



2023-24 California Farm to School Incubator Grant Program

DRAFT Application Questions and Review Criteria – Track 1

Track 1: The California Farm to School TK-12 Procurement and Education Grant (120 points available total)

The following is a draft of the Track 1 application questions and scoring breakdown. The CDFA is seeking public comment about these questions and the scoring breakdown.

Here are a few important things to note:

- All applicants must submit their responses through the online application portal.
- 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.

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 [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • Organization Name • Organization Mailing Address 	Foundational Information: required but no points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • County Location: In what county is your organization located? • Eligibility: Please select your organization type <ul style="list-style-type: none"> ○ School district in CA that is a School Food Authority currently operating the National School Lunch Program ○ County office of education in CA that is a School Food Authority currently operating the National School Lunch Program ○ Charter school in CA that is a School Food Authority currently operating the National School Lunch Program ○ 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 ○ 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 the four bullet points 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.) • Good Standing: Is your organization in good standing with the California Department of Education (CDE)? • Schools Project Will Serve: How many school sites will your project serve? • List the name of each school site your project will serve 	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • Number of Students Project Will Serve: How many total students are enrolled at those school sites? Please use School Year 2022-23 Census Day Enrollment: https://www.cde.ca.gov/ds/ad/filesenr.asp 	

Funding Formula + Dollar Amount Requested: no points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • Funding Formula: <ul style="list-style-type: none"> ○ Total number of students your project will serve multiplied by \$15 per student. • Dollar Amount Requested <ul style="list-style-type: none"> ○ Award amount requested must fall between \$200,000 and \$1.5 million. ○ If the product of your multiplication is less than \$200,000, please apply for \$200,000. If the product of your multiplication is more than \$1.5 million, please apply for \$1.5 million. 	<p>Dollar Amount Requested: required but no points available</p> <ul style="list-style-type: none"> • Applicant must request within the applicable award range and must request no more than eligible to receive.

Project Team: no points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<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"> ○ Member 1: School Nutrition Services Representative - this person should ensure collaboration and coordination across the school 	<p>Project Team: required but no points available</p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>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.</p> <ul style="list-style-type: none"> ○ 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. ○ Member 3: School District Educational Representative - this school district representative should ensure credentialed or certificated 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. ○ 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. ○ 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 	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>school site partners, non-profit organization partners, local farmers/producers, proposed contractors, or other key members of your farm to school team.</p>	

Project Team + Organizational Commitment: 15 points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • Team Engagement: How will team members stay engaged in project implementation throughout the duration of the grant? (+5) • 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 organization, what challenges do you expect to face implementing this project, and how will your team overcome the obstacles? (+5) • Organizational Commitment: Describe how farm to school fits into your organization’s existing goals and programming. (+5) 	<p>Team Engagement: _/5 points</p> <p>Anticipated Challenges: _/5 points</p> <p>Organizational Commitment: _/5 points</p>
TOTAL	__/15 points

Community Need: 35 points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • CDFA Data Look-up from the CDE (School Year 2022-23): based on the school sites the project will serve: (+25) <ul style="list-style-type: none"> ○ Free and reduced-price meal (FRPM) eligibility rate (%) ○ % of students in Title I schools 	<p>CDFA Data Look-up: _/25 points</p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • Making the Case: Make the case for your community and for this project – what challenges does your community face that aren't reflected in the data points listed above and how does your proposed project meet those community needs? (+10) 	Making the Case: _/10 points
TOTAL	__/35 points

Project Title and Summary: no points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • Project Title: What is the title of your proposed project? (15 words or fewer) • Project Summary: Please describe your project in 100 words 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 educational efforts and highlight any significant investments or project outcomes. 	Project Title and Summary: required but no points available

Proposed Project – Procurement Work Plan + Budget: 30 points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • CA Food Procurement Goal: Check all that apply <ul style="list-style-type: none"> ○ <u>Required:</u> Our proposed project will increase procurement of California grown or produced, whole or minimally processed food for school meals. (+1) ○ Our proposed project will increase procurement from food producers that utilize climate smart agriculture practices (+3) ○ Our proposed project will increase procurement from small to midsize food producers (+3) 	CA Food Procurement Goal: _/10 points

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> ○ Our proposed project will increase procurement from socially disadvantaged, limited-resource, and/or veteran food producers (+3) ○ [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, but not from food producers, then you would be eligible to check option 1 above only.] ● 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 “Schools Project Will Serve” question 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.) ● 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"> ○ Enter Total 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 during the project. 	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> ○ 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 ____ ● Budget Category #2 – School Kitchen Costs: How much total grant funding will the project allocate toward school kitchen costs 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 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"> ○ Enter Total Amount: supplies ____ <ul style="list-style-type: none"> ▪ please list the school kitchen supplies and briefly describe each item’s purpose in the project ○ Enter Total Amount: equipment ____ <ul style="list-style-type: none"> ▪ please list the school kitchen equipment, estimate the cost of each item, and briefly describe each item’s purpose in the project ○ Enter Total Amount: infrastructure ____ <ul style="list-style-type: none"> ▪ please list the school kitchen infrastructure, estimate the cost of each item, and briefly describe each item's purpose in the project ○ In what months will the project spend these funds on school kitchen costs? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ 	

Application Questions	Review Criteria [full review criteria to be released in final RFA]																					
<ul style="list-style-type: none"> Who will be responsible for implementing the CA food procurement component of the project? <ul style="list-style-type: none"> Enter name(s): ____ CA Food Procurement Activities & Timeline: Please complete the following table, listing the specific activities the project will implement to achieve the CA food procurement goal during the project, as well as a timeline for each activity. <table border="1" data-bbox="394 500 1119 1375"> <thead> <tr> <th data-bbox="394 500 737 634">Goal</th> <th data-bbox="737 500 909 634">Activities (HOW you will achieve the goal)</th> <th data-bbox="909 500 1119 634">Timeline (WHEN you will implement the activities)</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 634 737 719"><i>Required section for ALL applicants:</i></td> <td data-bbox="737 634 909 719"></td> <td data-bbox="909 634 1119 719"></td> </tr> <tr> <td data-bbox="394 719 737 889">(1) Increase procurement of California grown or produced, whole or minimally processed food for school meals (+5)</td> <td data-bbox="737 719 909 889"></td> <td data-bbox="909 719 1119 889"></td> </tr> <tr> <td data-bbox="394 889 737 971"><i>Note: This section is only required if you selected this goal as part of your proposed project.</i></td> <td data-bbox="737 889 909 971"></td> <td data-bbox="909 889 1119 971"></td> </tr> <tr> <td data-bbox="394 971 737 1214">(2) Increase procurement of whole or minimally processed foods from <u>food producers in CA that utilize climate smart agriculture practices</u> (+5)</td> <td data-bbox="737 971 909 1214"></td> <td data-bbox="909 971 1119 1214"></td> </tr> <tr> <td data-bbox="394 1214 737 1295"><i>Note: This section is only required if you selected this goal as part of your proposed project.</i></td> <td data-bbox="737 1214 909 1295"></td> <td data-bbox="909 1214 1119 1295"></td> </tr> <tr> <td data-bbox="394 1295 737 1375">(3) Increase procurement of whole or minimally</td> <td data-bbox="737 1295 909 1375"></td> <td data-bbox="909 1295 1119 1375"></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 school meals (+5)			<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>			(2) Increase procurement of whole or minimally processed foods from <u>food producers in CA that utilize climate smart agriculture practices</u> (+5)			<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>			(3) Increase procurement of whole or minimally			<p>CA Food Procurement Activities & Timeline: _/20 points</p>
Goal	Activities (HOW you will achieve the goal)	Timeline (WHEN you will implement the activities)																				
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<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>																						
(3) Increase procurement of whole or minimally																						

Application Questions			Review Criteria [full review criteria to be released in final RFA]
<p>processed foods from small to midsize food producers in CA (+5)</p> <p><i>Note: This section is only required if you selected this goal as part of your proposed project.</i></p> <p>(4) Increase procurement of whole or minimally processed foods from socially disadvantaged, limited-resource, and/or veteran food producers in CA (+5)</p>			
TOTAL			___/30 points

Proposed Project – Procurement Work Plan + Budget: 30 points available

Application Questions		Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> Hands-on Food Education Goal: Check all that apply <ul style="list-style-type: none"> <u>Required</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 (+1) Our proposed project will increase opportunities for students to engage in hands-on food education that is standards-aligned (+3) Our proposed project will increase opportunities for students to engage in hands-on food education that is led by credentialed or certificated educators (+3) Our proposed project will increase opportunities for students to engage in hands-on food education that is culturally relevant (+3) 	<p>Hands-on Food Education Goal: ___/10 points</p>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • If yes to “Our proposed project will increase opportunities for students to engage in standards-aligned food education,” 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: ____ • 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 “Schools Project Will Serve” question 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.) • Budget Category #1b – CA Food Procurement (student education): How much total grant funding will the project allocate toward California grown or produced, whole or minimally processed food for student education? (e.g., taste tests, cooking lessons) <ul style="list-style-type: none"> ○ Enter Total Amount: ____ ○ 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 ____ 	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • Budget Category #3 – Hands-on Food Education Costs: How much total grant funding will the project allocate toward the following hands-on food education costs? 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"> ○ Enter Total Amount – supplies: ____ <ul style="list-style-type: none"> ▪ please list the educational supplies and briefly describe each item’s purpose in the project ○ Enter Total Amount – equipment: ____ <ul style="list-style-type: none"> ▪ please list the educational equipment, estimate the cost of each item, and briefly describe each item’s purpose in the project ○ Enter Total Amount – infrastructure: ____ <ul style="list-style-type: none"> ▪ please list the educational infrastructure, estimate the cost of each item, and briefly describe each item’s purpose in the project ○ In what months will the project spend these funds on hands-on food education? Please select one. <ul style="list-style-type: none"> ▪ Throughout the duration of the project ▪ Other: enter month range here ____ • Who will be responsible for implementing the hands-on food education component of the project? <ul style="list-style-type: none"> ○ Enter name(s): ____ • Hands-on Food Education Activities & Timeline: Please complete the following table, listing the specific activities the project will implement to achieve the education goal during the project, as well as a timeline for each activity. 	<p style="text-align: right;">Hands-on Food Education Activities & Timeline: <u> </u>/20 points</p>

Application Questions			Review Criteria [full review criteria to be released in final RFA]
Goal	Activities (HOW you will achieve the goal)	Timeline (WHEN you will implement the activities)	
<i>Required section for ALL applicants:</i>			
(1) Increase opportunities for students to engage in hands-on food education that complements the school meal program's CA food procurement efforts (+5)			
<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>			
(2) Develop or utilize <u>standards-aligned educational materials</u> for providing hands-on food education to students (+5)			
<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>			
(3) Work with <u>credentialed or certificated teachers</u> to deliver hands-on food education to students (+5)			
<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>			

Application Questions				Review Criteria [full review criteria to be released in final RFA]
	(4) Develop or utilize <u>culturally relevant</u> hands-on food education opportunities that engage students (+5)			
TOTAL				__/30 points

Project Viability: 10 points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>Additional Budget Information:</p> <ul style="list-style-type: none"> • 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"> ○ Enter Total Amount (salaries/wages/stipends): _____ <ul style="list-style-type: none"> ▪ 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 ▪ please also briefly describe each position’s role in the project ○ Enter Total Amount (fringe benefits): _____ <ul style="list-style-type: none"> ▪ please list the fringe benefit rate (% of salaries/wages) for each staff position above that this amount will fund ▪ NOTE: fringe benefits are calculated as a % of an individual’s salary or wages and should be determined according to your 	<p>Additional Budget Information: required but no points available</p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>organization's established fringe benefits policy</p> <ul style="list-style-type: none"> ○ 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 ____ ● 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"> ○ Enter Total Amount: ____ <ul style="list-style-type: none"> ▪ please list the travel costs that this amount will fund and briefly describe the purpose of the travel for the project ○ 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 ____ ● 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"> ○ Enter Total Amount: ____ <ul style="list-style-type: none"> ▪ 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 	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> ○ 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 ▪ Other: enter month range here ____ ● 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"> ○ Enter Total Amount: ____ <ul style="list-style-type: none"> ▪ please list the other costs that this amount will fund and briefly describe each cost's purpose in the project ○ 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 ____ ● 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"> ○ Enter Total Amount: ____ ● 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"> ○ 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 above. ○ I have included clear explanations regarding why each item is included in the budget. (+5) 	<p>Budget Review: _/5 points</p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>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. (+5) 	<p>Sustainability Plan: _/5 points</p>
TOTAL	__/10 points

Additional Applicant Information: no points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> 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 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 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 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 	<p>Additional Applicant Information: required but no points available</p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>that if you are awarded a grant, the CDFA will use this information to notify your state representatives of your award.</p> <ul style="list-style-type: none"> • 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? • 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. • 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. Please email cafarmtoschool@cdfa.ca.gov if you have any questions about these activities. <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 their project begins. The 	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>purpose of the meeting will be to review the project plan, confirm roles, and provide early technical support to selected projects.</p> <ul style="list-style-type: none"> ○ 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 regular financial reporting that documents project costs to the CDFA, which includes completing the CDFA food procurement worksheet when invoicing for food procurement costs ○ Farm-Level Data: If applicable, request farm-level data and velocity reports from distributors and make efforts to include farm-level data when completing the CDFA food procurement worksheets. The CDFA Farm to School Evaluation Team will provide support and additional guidance for these requests. ○ 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. 	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • 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) and describe how this project differs from, complements, or builds upon the previous project efforts. ▪ Include a summary of the accomplishments of the previous project. • 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 <ul style="list-style-type: none"> ▪ 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). 	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> • Payment Process: This is a Reimbursement Grant Program. If awarded a grant, recipients will fund the project and submit monthly or quarterly invoices to the CDFA to be reimbursed within 45 days after invoices are approved in most circumstances. The grant agreement must be fully executed (signed by both parties) before project activities begin. Please note that grant recipients may be eligible to receive Advance Payments for project expenditures. Advance payments shall not exceed the amount necessary for project expenses for a three-month period and cannot reduce the project balance below 10% of the award amount. If eligible and approved for advance payment, recipients must follow the Advance Payment regulations (#316.1). <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 • 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. • 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. 	

(1) **(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. [Word Limit = 100]

GRAND TOTAL ____/120 points