



CDFA OFFICE OF  
**FARM to FORK**

# 2023-24 California Farm to School Incubator Grant Program

## **DRAFT** Application Questions and Review Criteria – Track 2

### **Track 2: The California Farm to School Technical Assistance (TA) Grant (100 points available total)**

The following is a draft of the Track 2 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>

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

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>• <b>County Location:</b> In what county/counties is your organization located?</li> <li>• <b>Eligibility:</b> Please select your organization type <ul style="list-style-type: none"> <li>○ Non-profit organization (includes agricultural industry non-profit organizations)</li> <li>○ Tribal-based non-profit organization</li> <li>○ Resource Conservation District (RCD) in CA</li> <li>○ University of California Division of Agriculture and Natural Resources (UC ANR) and/or University of California Cooperative Extension (UCCE) county office</li> <li>○ Public university in CA</li> <li>○ California Native American Tribe</li> <li>○ County agency in CA</li> <li>○ Local government in CA</li> <li>○ Project with a non-profit fiscal sponsor</li> </ul> </li> <li>• <b>Technical Assistance Category:</b> Please select one. <ul style="list-style-type: none"> <li>○ School Food</li> <li>○ Education</li> <li>○ Producer Training</li> </ul> </li> </ul>	

<b>Dollar Amount Requested: no points available</b>	
Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p><b>Dollar Amount Requested:</b> Applicants may request between \$50,000 and \$500,000.</p>	<p><b>Dollar Amount Requested: required but no points available</b></p> <ul style="list-style-type: none"> <li>• Applicant must request within the applicable award range.</li> </ul>

<b>Audience: no points available</b>	
Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>• <b>Project Partnership Type:</b> Please select your type of project partnership: <ul style="list-style-type: none"> <li>○ <b>School Food</b> – A school food partnership requires partnership with at least one California</li> </ul> </li> </ul>	<p><b>Project Partnership Type: required but no points available</b></p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>School Food Authority. Please list the names of your California School Food Authority Partners below.</p> <ul style="list-style-type: none"> <li>○ <b>Education</b> – An education partnership requires partnership with at least one California School Food Authority. Please list the names of your California School Food Authority partners below.</li> <li>○ <b>Producer Training</b> – A producer training partnership requires partnership with at least one California School Food Authority and at least one California Food Producer. Please list the names of your partners below.</li> </ul>	

**Project Team + Letters of Support: no points available**

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>● <b>Farm to School Project Team:</b> 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. <ul style="list-style-type: none"> <li>○ <b>Member 1: Farm to School Project Lead</b> - This person will be the main point of contact for the grant.</li> <li>○ <b>Member 2: School Food Authority Representative</b> - Each California School Food Authority partner listed in the application must provide a project representative. This person should be responsible for collaborative implementation of the proposed project. <ul style="list-style-type: none"> <li>▪ If your proposed project focuses on school food, the SFA Representative should be responsible for ensuring</li> </ul> </li> </ul> </li> </ul>	<p><b>Project Team: required but no points available</b></p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>collaboration with the child nutrition program.</p> <ul style="list-style-type: none"> <li>▪ If your proposed project focuses on education, the SFA Representative should be responsible for ensuring collaboration with educators.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Member 3: California Food Producer Representative:</b> Each California Food Producer partner listed in the application must provide a project representative. This person should be responsible for collaborative implementation of the proposed project. <ul style="list-style-type: none"> <li>▪ If your proposed project is in the “school food” or education” category, then you are not required to include a California Food Producer representative.</li> </ul> </li> <li>○ <b>Additional Team Members, including proposed contractors</b> – 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 other school site partners, non-profit organization partners, local farmers/producers, proposed contractors, or other key members of your farm to school team.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Letters of Support:</b> Please upload a letter of support from each of the School Food Authority and Food Producer representatives listed above (required).</li> </ul>	

**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"> <li>• <b>Team Engagement:</b> How will team members stay engaged in project implementation throughout the duration of the grant? (+5)</li> <li>• <b>Anticipated Challenges:</b> 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)</li> <li>• <b>Organizational Commitment:</b> Describe how farm to school fits into your organization’s existing goals and programming. (+5)</li> </ul>	<p><b>Team Engagement: _/5 points</b></p> <p><b>Anticipated Challenges: _/5 points</b></p> <p><b>Organizational Commitment: _/5 points</b></p>
<b>TOTAL</b>	<b>__/15 points</b>

**Community Need: 25 points available**

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>• <b>Section 1:</b> <ul style="list-style-type: none"> <li>○ <b>School Food Project Category: CDFA Data Look-up from the CDE (School Year 2022-23):</b> based on the California School Food Authorities the project will serve: (+20)                             <ul style="list-style-type: none"> <li>▪ Free and reduced-price meal (FRPM) eligibility rate (%)</li> <li>▪ % of students in Title I schools</li> </ul> </li> <li><b>OR</b></li> <li>○ <b>Education Project Category: CDFA Data Look-up from the CDE (School Year 2022-23):</b> based on the California School Food Authorities the project will serve: (+15)</li> </ul> </li> </ul>	<p><b>Section 1: _/20 points</b></p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>▪ Free and reduced-price meal (FRPM) eligibility rate (%)</li> <li>▪ % of students in Title I schools</li> </ul> <p><b>How many educators will your project directly serve? (+5)</b></p> <ul style="list-style-type: none"> <li>▪ 1-20 (2 points)</li> <li>▪ 21-50 (3 points)</li> <li>▪ More than 50 (5 points)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>○ <b>Producer Training Project Category:</b> Please answer the following questions based on the number of <u>established</u> producer relationships your organization has developed and your practical capacity for outreach. Your answers should reflect producers that your project will directly impact.</li> </ul> <p><b>How many California food producers will your project directly serve? (+5)</b></p> <ul style="list-style-type: none"> <li>▪ 1-20 (2 points)</li> <li>▪ 21-50 (3 points)</li> <li>▪ More than 50 (5 points)</li> </ul> <p><b>How many small to midsize California food producers will your project directly serve? (+5)</b></p> <ul style="list-style-type: none"> <li>▪ 1-20 (2 points)</li> <li>▪ 21-50 (3 points)</li> <li>▪ More than 50 (5 points)</li> </ul> <p><b>How many California food producers that utilize climate smart agriculture practices will your project directly serve? (+5)</b></p> <ul style="list-style-type: none"> <li>▪ 1-20 (2 points)</li> <li>▪ 21-50 (3 points)</li> <li>▪ More than 50 (5 points)</li> </ul> <p><b>How many socially disadvantaged, limited-resource, and/or veteran California food</b></p>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p><b>producers will your project directly serve?</b> (+5)</p> <ul style="list-style-type: none"> <li>▪ 1-20 (2 points)</li> <li>▪ 21-50 (3 points)</li> <li>▪ More than 50 (5 points)</li> </ul> <ul style="list-style-type: none"> <li>• <b>Section 2: Making the Case:</b> 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? (+5)</li> </ul>	<p><b>Section 2: Making the Case: _/5 points</b></p>
<b>TOTAL</b>	<b>__/25 points</b>

Farm to School Experience: 15 points available	
Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>• Describe your organizational experience implementing or supporting farm to school programs (+15) <ul style="list-style-type: none"> <li>○ If you are partnering with a contractor for the proposed project, please include your collaboration history with the contractor.</li> </ul> </li> </ul>	<p><b>Farm to School Experience: _/15 points</b></p>
<b>TOTAL</b>	<b>__/15 points</b>

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"> <li>• <b>Project Title:</b> What is the title of your proposed project? (15 words or fewer)</li> <li>• <b>Project Summary:</b> 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 increase CA food procurement and/or farm to school educational efforts and highlight any significant investments or project outcomes.</li> </ul>	<p><b>Project Title and Summary: required but no points available</b></p>

**Proposed Project – Technical Assistance Work Plan: 35 points available**

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>• <b>Part 1: Project Goal: Select one</b> <ul style="list-style-type: none"> <li>○ Our proposed project will build California School Food Authority capacity to implement farm to school procurement programs</li> <li>○ Our proposed project will build California School Food Authority capacity to implement hands-on food education programs</li> <li>○ Our proposed project will build California food producer capacity to sell products to California SFAs</li> </ul> </li> <li>• <b>Part 2: Project Elements:</b> Our proposed project will incorporate: (check all that apply)           <ul style="list-style-type: none"> <li>○ Culturally relevant programming</li> <li>○ Scratch/Speed Scratch/Freshly prepared meals with CA grown foods</li> <li>○ Standards-aligned hands-on food education opportunities</li> <li>○ Credentialed or certificated educators</li> <li>○ Climate smart agriculture and CA food producers who utilize climate smart agricultural practices</li> <li>○ Socially disadvantaged, limited-resource, and/or veteran CA food producers</li> <li>○ Small to midsize CA food producers</li> <li>○ Peer-to-peer learning</li> <li>○ Virtual and in-person gathering</li> <li>○ Community engagement/storytelling</li> </ul> </li> <li>• Who will be responsible for implementing these project goals and elements?           <ul style="list-style-type: none"> <li>○ Enter name(s): ____</li> </ul> </li> </ul>	<p><b>Parts 1 &amp; 2: required but no points available</b></p>



Application Questions	Review Criteria [full review criteria to be released in final RFA]																		
<ul style="list-style-type: none"> <li><b>Farm to School TA Activities &amp; Timeline:</b> Please complete the following table, listing the specific activities the project will implement to achieve the farm to school TA goal during the project, as well as a timeline for each activity.</li> </ul> <table border="1" data-bbox="394 431 1115 1380"> <thead> <tr> <th data-bbox="394 431 814 634">Goal or Project Element</th> <th data-bbox="814 431 957 634">Activities (HOW you will achieve the goal/element)</th> <th data-bbox="957 431 1115 634">Timeline (WHEN you will implement the activities)</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 634 814 716"><i>Note: This section is only required if you selected this goal as part of your proposed project.</i></td> <td data-bbox="814 634 957 716"></td> <td data-bbox="957 634 1115 716"></td> </tr> <tr> <td data-bbox="394 716 814 927">Build CA School Food Authority capacity to implement farm to school procurement programs (+15)</td> <td data-bbox="814 716 957 927"></td> <td data-bbox="957 716 1115 927"></td> </tr> <tr> <td data-bbox="394 927 814 1008"><i>Note: This section is only required if you selected this goal as part of your proposed project.</i></td> <td data-bbox="814 927 957 1008"></td> <td data-bbox="957 927 1115 1008"></td> </tr> <tr> <td data-bbox="394 1008 814 1219">Build CA School Food Authority capacity to implement hands-on food education programs (+15)</td> <td data-bbox="814 1008 957 1219"></td> <td data-bbox="957 1008 1115 1219"></td> </tr> <tr> <td data-bbox="394 1219 814 1380"><i>Note: This section is only required if you selected this goal as part of your proposed project.</i></td> <td data-bbox="814 1219 957 1380"></td> <td data-bbox="957 1219 1115 1380"></td> </tr> </tbody> </table>	Goal or Project Element	Activities (HOW you will achieve the goal/element)	Timeline (WHEN you will implement the activities)	<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>			Build CA School Food Authority capacity to implement farm to school procurement programs (+15)			<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>			Build CA School Food Authority capacity to implement hands-on food education programs (+15)			<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>			<p><b>Farm to School TA Activities &amp; Timeline: _/35 points</b></p>
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Application Questions			Review Criteria [full review criteria to be released in final RFA]
	Build CA food producer capacity to sell products to California SFAs (+15)		
	<i>Note: This section is only required if you selected this element as part of your proposed project.</i>		
	Incorporate culturally relevant programming (+2)		
	<i>Note: This section is only required if you selected this element as part of your proposed project.</i>		
	Expand the use of Scratch/Speed Scratch/Freshly prepared meals with CA grown foods (+2)		
	<i>Note: This section is only required if you selected this element as part of your proposed project.</i>		
	Expand the use of standards-aligned hands-on food education opportunities (please include a list of the standards with which your project will align) (+2)		
	<i>Note: This section is only required if you selected this element as part of your proposed project.</i>		
	Support or work with credentialed or certificated educators (+2)		

Application Questions			Review Criteria [full review criteria to be released in final RFA]
<p><i>Note: This section is only required if you selected this element as part of your proposed project.</i></p> <p>Support climate smart agriculture and CA food producers that utilize climate smart agriculture practices (+2)</p> <p><i>Note: This section is only required if you selected this element as part of your proposed project.</i></p> <p>Support socially disadvantaged, limited-resource, and/or veteran CA food producers (+2)</p> <p><i>Note: This section is only required if you selected this element as part of your proposed project.</i></p> <p>Support small to midsize CA food producers (+2)</p> <p><i>Note: This section is only required if you selected this element as part of your proposed project.</i></p> <p>Utilize peer-to-peer learning (+2)</p> <p><i>Note: This section is only required if you selected this element as part of your proposed project.</i></p> <p>Utilize both virtual and in-person gathering (+2)</p> <p><i>Note: This section is only required if you selected this element as part of your proposed project.</i></p>			

Application Questions				Review Criteria [full review criteria to be released in final RFA]
	Utilize community engagement and storytelling elements (+2)			
<b>TOTAL</b>				<b>__/35 points</b>

Project Viability: 10 points available	
Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p><b>Budget Information:</b> Based on the technical assistance goals/elements described above, please respond to the following questions to create a proposed project budget.</p> <ul style="list-style-type: none"> <li>• <b>Budget Category #1 – Supplies, Equipment, and Infrastructure:</b> How much total grant funding will the project allocate toward supplies, equipment, and infrastructure? NOTE: In accordance with the <a href="#">CDFA Grant Administration Regulations, Section 330.1(c)(1)</a>, 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"> <li>○ Enter Total Amount: supplies ____ <ul style="list-style-type: none"> <li>▪ please list the supplies and briefly describe each item’s purpose in the project</li> </ul> </li> <li>○ Enter Total Amount: equipment ____ <ul style="list-style-type: none"> <li>▪ please list the equipment, estimate the cost of each item, and briefly describe each item’s purpose in the project</li> </ul> </li> <li>○ Enter Total Amount: infrastructure ____</li> </ul> </li> </ul>	<p><b>Budget Information: required but no points available</b></p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ please list the infrastructure, estimate the cost of each item, and briefly describe each item's purpose in the project</li> </ul> </li> <li>○ In what months will the project spend these funds on supplies, equipment, and infrastructure? Please select one.               <ul style="list-style-type: none"> <li>▪ Throughout the duration of the project</li> <li>▪ Other: enter month range here ____</li> </ul> </li> </ul> </li> <li>• <b>Budget Category #2 – Farm to School Staff Costs:</b> How much total grant funding will the project allocate toward farm to school staff costs?       <ul style="list-style-type: none"> <li>○ Enter Total Amount (salaries/wages/stipends): ____           <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ please also briefly describe each position's role in the project</li> </ul> </li> <li>○ Enter Total Amount (fringe benefits): ____           <ul style="list-style-type: none"> <li>▪ please list the fringe benefit rate (% of salaries/wages) for each staff position above that this amount will fund</li> <li>▪ 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</li> </ul> </li> <li>○ In what months will the project spend these funds on farm to school staff? Please select one.           <ul style="list-style-type: none"> <li>▪ Throughout the duration of the project</li> <li>▪ Other: enter month range here ____</li> </ul> </li> </ul> </li> <li>• <b>Budget Category #3 – Travel Costs:</b> How much total grant funding will the project allocate toward travel</li> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>costs? NOTE: Travel costs must comply with <a href="#">Section 322 of the CDFA Grant Administration Regulations</a> and with the <a href="#">maximum allowable rates and amounts established by the California Department of Human Resources</a>.</p> <ul style="list-style-type: none"> <li>○ Enter Total Amount: ____ <ul style="list-style-type: none"> <li>▪ please list the travel costs that this amount will fund and briefly describe the purpose of the travel for the project</li> </ul> </li> <li>○ In what months will the project spend these funds on travel? Please select one. <ul style="list-style-type: none"> <li>▪ Throughout the duration of the project</li> <li>▪ Other: enter month range here ____</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● <b>Budget Category #4 – Contractual Costs:</b> How much total grant funding will the project allocate toward contractual costs? NOTE: Contractual costs must comply with <a href="#">Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations</a>. <ul style="list-style-type: none"> <li>○ Enter Total Amount: ____ <ul style="list-style-type: none"> <li>▪ 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</li> </ul> </li> <li>○ In what months will the project spend these funds on contractual costs? Please select one. <ul style="list-style-type: none"> <li>▪ Throughout the duration of the project</li> <li>▪ Other: enter month range here ____</li> </ul> </li> </ul> </li> <li>● <b>Budget Category #5 – Other Costs:</b> How much total grant funding will the project allocate toward other costs? <ul style="list-style-type: none"> <li>○ Enter Total Amount: ____ <ul style="list-style-type: none"> <li>▪ please list the other costs that this amount will fund and briefly describe each cost’s purpose in the project</li> </ul> </li> </ul> </li> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>○ In what months will the project spend these funds on other costs? Please select one. <ul style="list-style-type: none"> <li>▪ Throughout the duration of the project</li> <li>▪ Other: enter month range here ____</li> </ul> </li> <li>● <b>Budget Category #6 – Indirect Costs (up to 30% of direct costs):</b> How much total grant funding will the project allocate toward indirect costs? NOTE: indirect costs may be up to 30% of budget categories 1-5). <ul style="list-style-type: none"> <li>○ Enter Total Amount: ____</li> </ul> </li> <li>● <b>Budget Review:</b> Please review your responses to Budget Categories 1-6 above about the proposed project costs. Please respond to the checkboxes below when you are ready. <ul style="list-style-type: none"> <li>○ I have reviewed my responses to Budget Categories 1-6 above about the proposed project costs. I have confirmed that the sum of these responses equals the total award amount requested above.</li> <li>○ I have included clear explanations regarding why each item is included in the budget. (+5)</li> </ul> </li> </ul> <p><b>Sustainability Plan:</b></p> <ul style="list-style-type: none"> <li>● In what ways will your 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. (+5)</li> </ul>	<p><b>Budget Review: _/5 points</b></p> <p><b>Sustainability Plan: _/5 points</b></p>
<b>TOTAL</b>	<b>__/10 points</b>

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"> <li>● <b>Contact Information:</b> Who should we contact if we have questions regarding this grant application? <ul style="list-style-type: none"> <li>○ First and Last Name</li> </ul> </li> </ul>	<b>Additional Applicant Information: required but no points available</b>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>○ Position Title</li> <li>○ Work Email Address</li> <li>○ Work Phone Number</li> <li>● <b>Person Writing the Grant Application:</b> Who is writing this grant application? <ul style="list-style-type: none"> <li>○ First and Last Name</li> <li>○ Position Title</li> <li>○ Work Email Address</li> <li>○ Work Phone Number</li> </ul> </li> <li>● <b>Grant Agreement Signing Authority:</b> If awarded, which of your project team members has signing authority for the grant agreement? <ul style="list-style-type: none"> <li>○ First and Last Name</li> <li>○ Position Title</li> <li>○ Work Email Address</li> </ul> </li> <li>● <b>State representatives:</b> Please click <a href="#">here</a> 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.</li> <li>● <b>Grant Administration &amp; Accounting:</b> 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?</li> <li>● <b>Program Income:</b> 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?</li> </ul>	



Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>○ Yes</li> <li>○ No <ul style="list-style-type: none"> <li>▪ 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.</li> </ul> </li> <li>● <b>Project Reporting and Evaluation:</b> 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 2 grant recipients in this program. Please email <a href="mailto:cafarmtoschool@cdfa.ca.gov">cafarmtoschool@cdfa.ca.gov</a> if you have any questions about these activities. <ul style="list-style-type: none"> <li>○ <b>Beginning Interview:</b> 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.</li> <li>○ <b>Pre-Survey:</b> Submit a pre-survey to the CDFA at the beginning of the grant term to summarize and quantify pre-project farm to school activities</li> <li>○ <b>Regular Financial Reporting:</b> Submit regular financial reporting that documents project costs to the CDFA.</li> <li>○ <b>Farm-Level Data:</b> If applicable, request farm-level data and velocity reports from distributors to help track the farm-level impacts of farm to school project activities. The CDFA Farm to School Evaluation Team will provide support and additional guidance for these requests.</li> </ul> </li> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>○ <b>Quarterly Check-in Surveys:</b> Submit quarterly check-in surveys to the CDFA summarizing project progress, successes, and challenges.</li> <li>○ <b>Final Interview:</b> Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information.</li> <li>○ <b>External Program Evaluation:</b> Participate in external evaluation activities conducted by a CDFA representative or external designee for this grant program.</li> <li>● <b>Previous Grant Recipient:</b> Has your organization previously received a CA Farm to School Incubator Grant? View the lists of <a href="#">2021 grant recipients</a> and <a href="#">2022 grant recipients</a>. 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"> <li>○ Yes</li> <li>○ No <ul style="list-style-type: none"> <li>▪ If yes, provide the Grant Agreement number(s) and describe how this project differs from, complements, or builds upon the previous project efforts.</li> <li>▪ Include a summary of the accomplishments of the previous project.</li> </ul> </li> </ul> </li> <li>● <b>Support from Other State or Federal Grants:</b> 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"> <li>○ Yes</li> <li>○ No</li> </ul> </li> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ If yes, please:</li> <li>▪ Identify the federal or state grant program(s) and the agency administering the program(s).</li> <li>▪ List the amount of grant funds requested or awarded by the program(s).</li> <li>▪ Describe how the proposed project supplements rather than replaces efforts funded by the other federal or state grant program(s).</li> </ul> </li> <li>• <b>Payment Process:</b> 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 <a href="#">Advance Payment regulations</a> (#316.1). <ul style="list-style-type: none"> <li>○ 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"> <li>▪ Yes</li> <li>▪ No</li> </ul> </li> </ul> </li> <li>• <b>CA Public Records Act:</b> 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.</li> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li> <b>CA Farm to School Incubator Grant Program Evaluation:</b> 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. </li> </ul>	

(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]

<b>GRAND TOTAL</b>	___/100 points
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