



CDFA OFFICE OF  
**FARM to FORK**

# 2023-24 California Farm to School Incubator Grant Program

## **DRAFT** Application Questions and Review Criteria – Track 3

### **Track 3: The California Farm to Early Care and Education (ECE) Grant (110 points available total)**

The following is a draft of the Track 3 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>○ California child care center that participates in the Child and Adult Care Food Program (CACFP)</li> <li>○ California child care center that <i>does not</i> participate in the Child and Adult Care Food Program (CACFP)</li> <li>○ Child and Adult Care Food Program (CACFP) Sponsor of Day Care Homes in California and/or of Child Care Centers in California</li> <li>○ Child Care and Development Fund Tribal Lead Agency in California</li> <li>○ Child Care Resource and Referral (CCR&amp;R) agency in California</li> <li>○ First 5 county commission in California</li> <li>○ Head Start grantee in California (i.e., an agency that is awarded funding by the Office of Head Start to provide or subcontract Head Start services in their area)</li> <li>○ Non-profit organization (includes agricultural industry non-profit organizations)</li> <li>○ Tribal-based non-profit organization</li> <li>○ Resource Conservation District 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> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>• <b>Licensing:</b> If you checked child care center above, please provide the nine-digit facility number from the California Department of Social Services (CDSS), Community Care Licensing Division for each site that your project will serve so that the CDFA can verify that each site is licensed. If you are a child care center that meets appropriate criteria for a license exemption, please indicate that here in lieu of providing a facility number.</li> <li>• <b>Good Standing:</b> The CDFA will verify with the California Department of Social Services (CDSS) if the applicant is in good standing with the CDSS.</li> <li>• <b>Sites Project Will Serve:</b> How many ECE sites will your proposed project serve? NOTE: if you are a farm to ECE support organization, at least two total ECE sites required</li> <li>• List the name of each ECE site your proposed project will serve; identify whether each is a child care center, family child care home, or family/friend/neighbor (FFN) setting, and enter the physical address of each site. <ul style="list-style-type: none"> <li>○ ECE Site 1 – Name:</li> <li>○ ECE Site 1 – Type:</li> <li>○ ECE Site 1 – Address:</li> <li>○ ECE Site 2 – Name:</li> <li>○ ECE Site 2 – Type:</li> <li>○ ECE Site 2 – Address:</li> <li>○ Etc.</li> </ul> </li> <li>• <b>Number of Students:</b> How many total students are enrolled at those ECE sites? Please use School Year 2022-23 enrollment. NOTE: At least 51% of the students that each project serves must be young children birth through age five (i.e., infants, toddlers, and/or preschoolers). Projects may also include school-age</li> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>children if they attend the ECE sites that the project will serve.</p> <ul style="list-style-type: none"> <li>• <b>Number of Young Children:</b> How many of those students are young children birth through age 5?</li> </ul>	

**Dollar Amount Requested: no points available**

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 to 200,000</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>

**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 ECE 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. The same person may fill multiple roles. <ul style="list-style-type: none"> <li>○ <b>Member 1: CA Food Procurement Lead</b> - this person should ensure collaboration and coordination across the nutrition program, including procuring CA foods. This role is typically filled by a nutrition services director or similar leadership position within the nutrition services program.</li> <li>○ <b>Member 2: ECE Administration Lead</b> - this leader should ensure collaboration and coordination for the overarching farm to ECE project and should show that the applicant is committed to farm to ECE implementation. This</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>role is typically filled by an administrator or similar leadership position.</p> <ul style="list-style-type: none"> <li>○ <b>Member 3: Food Education Lead</b> - this person should ensure teachers and educators are engaged in the farm to ECE project across the ECE sites and that students (and families if desired) are engaged in hands-on food education activities. For larger organizations, this role is typically filled by a chief education officer. For smaller organizations, this role is often filled by an Early Childhood Educator with a Child Development Teacher Permit.</li> <li>○ <b>Member 4: Farm to ECE Project Lead</b> - 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.</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 ECE site partners, non-profit organization partners, local farmers/producers, proposed contractors, or other key members of your farm to ECE team.</li> <li>● <b>Letters of Support:</b> If you are a farm to ECE technical assistance organization, please upload a letter of support from each ECE site that this project will serve (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 ECE 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>CDFA Data Look-up:</b> based on the ECE sites the project will serve: (+15) <ul style="list-style-type: none"> <li>○ The CDFA will utilize the <a href="#">Healthy Places Index (HPI) map</a> to determine the HPI score for each ECE site that the project will serve (based on census tract). If the project will serve multiple ECE sites, the CDFA will calculate the average HPI score across those sites.</li> </ul> </li> <li>• <b>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? (+10)</li> </ul>	<p><b>CDFA Data Look-up: _/15 points</b></p> <p><b>Making the Case: _/10 points</b></p>
<b>TOTAL</b>	<b>__/25 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 combine CA food procurement with 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 – 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"> <li>• <b>CA Food Procurement Goal: Check all that apply</b> <ul style="list-style-type: none"> <li>○ <u>Required:</u> Our proposed project will increase procurement of California grown or produced, whole or minimally processed food for ECE meals/snacks and/or food boxes for young children <b>(+1)</b></li> <li>○ Our proposed project will increase procurement from CA food producers that utilize climate smart agriculture practices <b>(+3)</b></li> <li>○ Our proposed project will increase procurement from small to midsize CA food producers <b>(+3)</b></li> <li>○ Our proposed project will increase procurement from socially disadvantaged, limited-resource, and/or veteran CA food producers. <b>(+3)</b></li> <li>○ [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</li> </ul> </li> </ul>	<p><b>CA Food Procurement Goal: <u>  </u>/10 points</b></p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>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.]</p> <ul style="list-style-type: none"> <li>• How many young children birth through age 5 will the CA food procurement component of your project reach? Please select one. <ul style="list-style-type: none"> <li>○ All young children birth through age 5 who are enrolled in the ECE site(s) that the project will serve (reference response to “Sites Project Will Serve” and “Number of Young Children” questions above)</li> <li>○ Specific population(s) of young children within these ECE sites <ul style="list-style-type: none"> <li>▪ How many young children birth through age 5?</li> <li>▪ Please describe them (e.g., toddlers across all ECE sites, preschoolers across all ECE sites, etc.)</li> </ul> </li> </ul> </li> <li>• <b>Budget Category #1a – CA Food Procurement (school meals):</b> How much total grant funding will the project allocate toward California grown or produced, whole or minimally processed foods for ECE meals/snacks and/or ECE food boxes for young children? <ul style="list-style-type: none"> <li>○ Enter Total Amount: ____ <ul style="list-style-type: none"> <li>▪ If \$0, please describe the other source(s) of funding that you will be using for CA food procurement during the project.</li> </ul> </li> <li>○ In what months will the project spend these funds on California grown or produced, whole or minimally processed foods for ECE meals/snacks and/or ECE food boxes for young children? 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> </ul>	



Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>• <b>Budget Category #2 – ECE Kitchen Costs:</b> How much total grant funding will the project allocate toward ECE kitchen costs to support the utilization of California grown or produced, whole or minimally processed foods in ECE meals/snacks or ECE food boxes? 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 ECE kitchen 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 ECE kitchen 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 ____ <ul style="list-style-type: none"> <li>▪ please list the ECE kitchen 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 ECE kitchen 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>• Who will be responsible for implementing the CA food procurement component of the project? <ul style="list-style-type: none"> <li>○ Enter name(s): ____</li> </ul> </li> <li>• <b>CA Food Procurement Activities &amp; Timeline:</b> Please complete the following table, listing the specific activities the</li> </ul>	<p><b>CA Food Procurement Activities &amp; Timeline: <u>  </u>/20 points</b></p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]	
<p>project will implement to achieve the CA food procurement goal during the project, as well as a timeline for each activity.</p>		
<p><b>Goal</b></p>	<p><b>Activities (HOW you will achieve the goal)</b></p>	<p><b>Timeline (WHEN you will implement the activities)</b></p>
<p><i>Required section for ALL applicants:</i> (1) Increase procurement of California grown or produced, whole or minimally processed food for ECE meals/snacks and/or food boxes for young children (+5)</p>		
<p><i>Note: This section is only required if you selected this goal as part of your proposed project.</i></p>		
<p>(2) Increase procurement of whole or minimally processed foods <u>from food producers in CA that utilize climate smart agriculture practices</u> (+5)</p>		
<p><i>Note: This section is only required if you selected this goal as part of your proposed project.</i></p>		
<p>(3) Increase procurement of whole or minimally processed foods <u>from small to midsize food producers in CA</u> (+5)</p>		

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 goal as part of your proposed project.</i></p> <p>(4) Increase procurement of whole or minimally processed foods from <u>socially disadvantaged, limited-resource, and/or veteran food producers in CA</u> (+5)</p>			
<b>TOTAL</b>			<b>___/30 points</b>

**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"> <li>• <b>Hands-on Food Education Goal: Check all that apply</b> <ul style="list-style-type: none"> <li>○ <u>Required</u>: Our proposed project will increase opportunities for young children to engage in hands-on food education that complements the meal program's and/or food box program's CA food procurement efforts. (+1)</li> <li>○ Our proposed project will increase opportunities for young children to engage in hands-on food education that is standards-aligned (+3)</li> <li>○ Our proposed project will increase opportunities for young children to engage in hands-on food education that is led by educators with a Child Development Teacher Permit (+3)</li> <li>○ Our proposed project will increase opportunities for young children to engage in hands-on food education that is culturally relevant (+3)</li> </ul> </li> </ul>	<p><b>Hands-on Food Education Goal: ___/10 points</b></p>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <li>• If yes to “Our proposed project will increase opportunities for young children 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"> <li>○ California’s Preschool Learning Foundations</li> <li>○ National Association for Education of Young Children (NAEYC) Standards</li> <li>○ Head Start Performance Standards</li> <li>○ Quality Counts California Standards</li> <li>○ Other, please specify: ___</li> </ul> </li> <li>• How many young children will the education component of your project reach? Please select one. <ul style="list-style-type: none"> <li>○ All young children birth through age 5 who are enrolled in the ECE site(s) that the project will serve (reference response to “Sites Project Will Serve” and “Number of Young Children” questions above)</li> <li>○ Specific population(s) of young children within these ECE sites <ul style="list-style-type: none"> <li>▪ How many young children birth through age 5?</li> <li>▪ Please describe them (e.g., toddlers across all ECE sites, preschoolers across all ECE sites, etc.)</li> </ul> </li> </ul> </li> <li>• <b>Budget Category #1b – CA Food Procurement (student education):</b> 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"> <li>○ Enter Total Amount: ___</li> <li>○ 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"> <li>▪ Throughout the duration of 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> <ul style="list-style-type: none"> <li>▪ Other: enter month range here ____</li> </ul> </li> <li>• <b>Budget Category #3 – Hands-on Food Education Costs:</b> How much total grant funding will the project allocate toward the following hands-on food education costs? 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 educational 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 educational 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: ____ <ul style="list-style-type: none"> <li>▪ please list the educational 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 hands-on food education? 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>• Who will be responsible for implementing the hands-on food education component of the project? <ul style="list-style-type: none"> <li>○ Enter name(s): ____</li> </ul> </li> <li>• <b>Hands-on Food Education Activities &amp; Timeline:</b> 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.</li> </ul>	<p><b>Hands-on Food Education Activities &amp; Timeline: <u>  </u>/20 points</b></p>

Application Questions			Review Criteria [full review criteria to be released in final RFA]
<b>Goal</b>	<b>Activities (HOW you will achieve the goal)</b>	<b>Timeline (WHEN you will implement the activities)</b>	
<i>Required section for ALL applicants:</i>			
(1) Increase opportunities for young children to engage in hands-on food education that complements the meal program's and/or food box 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 standards-aligned educational materials for providing hands-on food education to young children (+5)			
<i>Note: This section is only required if you selected this goal as part of your proposed project.</i>			
(3) Work with <u>educators</u> with a <u>Child Development Teacher Permit</u> to deliver hands-on food education to young children (+5)			

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 goal as part of your proposed project.</i></p> <p>(4) Develop or utilize <u>culturally relevant</u> hands-on food education opportunities that engage young children (+5)</p>			
<b>TOTAL</b>				<b>___/30 points</b>

Project Viability: 10 points available	
Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p><b>Additional Budget Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Budget Category #4 – Farm to ECE Staff/Labor Costs:</b> How much total grant funding will the project allocate toward farm to ECE staff/labor costs that support the CA food procurement and/or hands-on food education goals? <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</li> </ul> </li> </ul> </li> </ul>	<p><b>Additional Budget Information: required but no points available</b></p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>should be determined according to your organization's established fringe benefits policy</p> <ul style="list-style-type: none"> <li>○ In what months will the project spend these funds on farm to ECE staff/labor? 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 #5 – Travel Costs:</b> 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 <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>. <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> </li> <li>● <b>Budget Category #6 – Contractual Costs:</b> 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 <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</li> </ul> </li> </ul> </li> </ul>	



Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>briefly describe what each contractual cost/service for the project will be</p> <ul style="list-style-type: none"> <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> <li>● <b>Budget Category #7 – Other Costs:</b> 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"> <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> <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> </ul> </li> <li>● <b>Budget Category #8 – 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 1-7). <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 1-8 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 1-8 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>Budget Review: _/5 points</b></p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<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 #4), please discuss plans to sustain the roles beyond the duration of the grant term. (+5)</li> </ul>	<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> <li>Position Title</li> <li>Work Email Address</li> <li>Work Phone Number</li> </ul> </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</li> </ul>	<p><b>Additional Applicant Information: required but no points available</b></p>

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>information to notify your state representatives of your award.</p> <ul style="list-style-type: none"> <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? <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> </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 3 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 ECE 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</li> </ul> </li> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<p>project plan, confirm roles, and provide early technical support to selected projects.</p> <ul style="list-style-type: none"> <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, which includes completing the CDFA food procurement worksheet when invoicing for food procurement costs.</li> <li>○ <b>Farm-Level Data:</b> 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.</li> <li>○ <b>Quarterly Check-in Surveys:</b> Submit quarterly check-in surveys to the CDFA summarizing project progress, successes, and challenges.</li> <li>○ <b>Annual Procurement Check-in:</b> 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.</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> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <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 <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> </ul> </li> </ul>	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
<ul style="list-style-type: none"> <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> <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]

GRAND TOTAL \_\_\_\_/110 points