2023-24 California Farm to School Incubator Grant Program

DRAFT Application Questions and Review Criteria – Track 4

Track 4: The California Farm to School Producer Grant
(95 points available total)

The following is a draft of the Track 4 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: 20 points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
- **Applicant First/Last Name** - **Legal Business Name:** Please enter the legal business name of the entity that will serve as lead for the project	**Foundational Information: all questions required; some questions have points available (see below) and some do not**

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Application Questions	Review Criteria [full review criteria to be released in final RFA]

and will receive grant funds if awarded. This name should match the name on the tax return that you file with the federal Internal Revenue Service for your operation. NOTE: The name you provide is the entity to which the CDFA will extend a grant agreement if your project receives a grant award.
• **Business Mailing Address:** What is the business mailing address of your operation?
• **Physical Business Address:** What is the physical business address of your operation? (if different from your business mailing address)
• **County Location of Operation:** In what county or counties in California is your operation located where your proposed project will take place?
• **California-based:** Do the owner(s)/leader(s) of your operation live in California?
    o Yes
    o No (if no, the operation is not eligible to apply)
• **Business/Organization Type:** Please select your business/organization type. Check all that apply.
    o Farm
    o Ranch
    o Dairy
    o Seafood harvesting operation
    o California Native American Tribe
    o Tribal-based non-profit organization
    o Co-op
    o Food Hub
    o Aggregator
    o Wholesaler
    o Broker
    o Distributor
    o Other, please describe	

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Business Activities: Please select all the activities your operation conducts. Check all that apply.
   ○ Food production
   ○ Storage
   ○ Aggregation
   ○ Processing
   ○ Distribution
   ○ Marketing
   ○ Other, please describe
Business Profit Type: Please select your business/organization profit type.
   ○ For-profit
   ○ Non-profit
Business Structure: If you marked for-profit above, please select your business structure.
   ○ Sole proprietorship
   ○ Partnership
   ○ Corporation
   ○ Limited Liability Company (LLC)
   ○ Other, please describe
Applicant Type: Are you applying as a California food producer or as a public-serving aggregation and distribution enterprise?
Years in Operation: Approximately how long has your business/organization been in operation? (+5)
   ○ Less than 1 year
   ○ 1 to 3 years
   ○ 4 to 5 years
   ○ 6 to 10 years
   ○ 11 to 15 years
   ○ 16 to 20 years
   ○ More than 20 years
	Years in Operation: _/5 points
	   ○ Less than 1 year = 1 point
	   ○ 1 to 3 years = 2 points
	   ○ 4 to 5 years = 3 points
	   ○ 6 to 10 years = 4 points
	   ○ 11 to 15 years = 5 points
	   ○ 16 to 20 years = 5 points
	   ○ More than 20 years = 5 points

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Application Questions	Review Criteria [full review criteria to be released in final RFA]
Number of Employees: Approximately how many employees work at your business/organization? Including a range is ok. **Type(s) of food produced:** If you are applying as a producer, what type(s) of food do you produce at your operation? Please check all that apply. - Fruits - Vegetables - Herbs - Poultry - Meat - Seafood - Legumes - Nuts - Seeds - Eggs - Dairy - Whole grains - Foraged or wild-harvested food - We do not currently produce food (in this case, the operation is not eligible to apply as a California food producer) - Other, please describe **Type(s) of food aggregated/distributed:** If you are applying as a public-serving aggregation and distribution enterprise, what type(s) of food do you aggregate and distribute? Please check all that apply. - Fruits - Vegetables - Herbs - Poultry - Meat - Seafood - Legumes	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
- Nuts - Seeds - Eggs - Dairy - Whole grains - Foraged or wild-harvested food - We do not currently aggregate and distribute food (in this case, the operation is not eligible to apply as a public-serving aggregation and distribution enterprise) - Other, please describe **Current market(s) for food sales:** Through which of the following markets do you currently sell the food you produce or the food you aggregate/distribute? Please check all that apply. - Wholesale markets - In-state distributors or aggregators - In-state food hubs - Direct sales to schools (e.g., K-12, higher education institutions) - Sales to schools through food hubs - Sales to schools through distributors or aggregators - Direct sales to child care centers - Direct sales to other consumers or organizations (e.g., hospitals, farmers markets, farm stands, Community Supported Agriculture (CSA) markets, restaurants, co-ops, retail markets) - Agritourism activities (e.g., U-Pick, on-site sales) - We do not currently sell food - Other, please describe **Funding Priority: small to midsize producers:** If you are applying as a producer, what was your operation's average annual gross cash farm income during the	

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previous three-year period? If you are applying as a public-serving aggregation and distribution enterprise, what was your operation's average annual gross cash income during the previous three-year period? (+5) ○ Less than $250,000 ○ $250,000 to $499,999 ○ $500,000 to $749,999 ○ $750,000 to $1.5 million ○ More than $1.5 million ○ Prefer not to answer	**Funding Priority: small to midsize producers: _/5 points** ○ Less than $250,000 = 5 points ○ $250,000 to $499,999 = 4 points ○ $500,000 to $749,999 = 3 points ○ $750,000 to $1.5 million = 2 points ○ More than $1.5 million = 0 points ○ Prefer not to answer = 0 points
• **Funding Priority: veteran, socially disadvantaged, and/or limited-resource producers:** For the questions applicable to your applicant type, please check all that apply. If you prefer not to answer, please check, "Prefer not to answer." 　○ **Producer Applicants:** up to 10 points available 　　▪ Question A – Option 1: If you are applying as a producer and are a <u>for-profit</u>, is your operation at least 50% owned by producer(s) who belong to one or more of the following groups? (+10) 　　　**OR** 　　▪ Question A – Option 2: If you are applying as a producer and are a <u>non-profit</u>, does at least 50% of your board *and* at least 50% of your staff consist of individuals who belong to one of more of the following groups? (+10) 　○ **Public-serving Aggregation and Distribution Enterprise Applicants:** up to 10 points available 　　▪ Question A: If you are applying as a public-serving aggregation and distribution enterprise, did at least 50% of the aggregation purchases your	**Funding Priority: veteran, socially disadvantaged, and/or limited-resource producers: _/10 points**

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enterprise made over the last year come from producer(s) who belong to one or more of the following groups? (+5)
▪ Question B – Option 1: If you are applying as a public-serving aggregation and distribution enterprise and are a <u>for-profit</u>, is your operation at least 50% owned by individual(s) who belong to one or more of the following groups? (+5)
OR
▪ Question B – Option 1: If you are applying as a public-serving aggregation and distribution enterprise and are a <u>non-profit</u>, does at least 50% of your board *and* at least 50% of your staff consist of individuals who belong to one of more of the following groups? (+5)
   - Veterans (i.e., a producer who served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, including the reserve components thereof, and was released from the service under conditions other than dishonorable)
   - African Americans
   - Native Indians
   - Alaskan Natives
   - Hispanics
   - Asian Americans
   - Native Hawaiians or Pacific Islanders
   - Women
   - LGBTQ+ people	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
- Limited-resource farm households (according to this tool) - None of the above - Prefer not to answer **Good Standing:** Is your organization in good standing with the United States Department of Agriculture (USDA), CDFA, California Labor & Workforce Development Agency, and other relevant government entities? **School or Child Care Center Partners (at least one required):** Track 4 will fund California food producers and public-serving aggregation and distribution enterprises to increase production, processing, and/or distribution capacity to sell California grown or produced, whole or minimally processed foods to any one or more of the following entities in California. Additionally, Track 4 will fund California food producers and public-serving aggregation and distribution enterprises to, if desired, provide hands-on food education opportunities for students and/or staff at any one or more of the following entities that complement existing or project-related food sales to those entities. ○ California school district, county office of education, charter school, or Tribal school (such as those administered through the Bureau of Indian Education) that is a School Food Authority currently operating the National School Lunch Program (NSLP) ○ California child care center currently participating in the Child and Adult Care Food Program (CACFP) - With how many of these entities are you partnering for this project? - Please list the name of each above partner entity.	

Application Questions	Review Criteria [full review criteria to be released in final RFA]

◦ School / Child Care Center Partner 1 Name
    ◦ School / Child Care Center Partner 2 Name
    ◦ Etc.
• **California Food Producer Partners (at least one required):** If you are applying as a public-serving aggregation and distribution enterprise, please list each California food producer from which you will procure products as part of your proposed project. NOTE: The CDFA understands that CA food producer partners may change over the course of the project; however, this answer should be an accurate reflection of your current plan. Please skip this question if you are applying as a producer.
    ◦ CA Food Producer Partner 1 Name
    ◦ CA Food Producer Partner 2 Name
    ◦ Etc.
• I confirm that every California food producer partner I have listed above is aware that I included them in the proposed project and I confirm that they have agreed to participate in the project as proposed. Please check the box to confirm.	

TOTAL **_/20 points**	

Dollar Amount Requested: no points available	
Application Questions	Review Criteria [full review criteria to be released in final RFA]
Dollar Amount Requested: Applicants may request between $15,000 and $250,000.	**Dollar Amount Requested: required but no points available** • Applicant must request within the applicable award range.

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Project Team + Letters of Intent: no points available	
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• **Farm to School Project Team:** Please share name, title, and a two-sentence description of each team member's involvement in the project. The first sentence should describe the person's role within the project, and the second sentence should clearly describe why they think this project is important.
  o **Member 1: Farm to School Project Lead** - This person will be the main point of contact for the grant.
  o **Member 2: School Food Authority Representative(s) -** Each California School Food Authority partner listed in the "Foundational Information" section of the application must provide a project representative. This person must be the director of the entity's school meal program and should be responsible for collaborative implementation of the proposed project.
    ▪ If your proposed project focuses on sales to child care centers and does not include California School Food Authorities, please mark this section "N/A."
  o **Member 3: Child Care Center Representative(s) -** Each California child care center partner listed in the "Foundational Information" section of the application must provide a project representative. This person must be the director of the entity's meal program and should be responsible for collaborative implementation of the proposed project.
    ▪ If your proposed project focuses on sales to California School Food Authorities and
	Project Team: required but no points available

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does not include child care centers, please mark this section "N/A."
   ○ **Additional Team Members, including proposed contractors –** If your project team includes additional team members, please include them in this section. Please share name, title, and a two-sentence description of each additional team member's involvement in the project. Additional team members may include school site partners, non-profit organization partners, proposed contractors, or other key members of your farm to school team.
  • **Letters of Intent:** Please upload a letter of intent from each of the School Food Authority and child care center representatives listed above (required).	

Project Team + Organizational Commitment: 15 points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
• **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 business, what challenges do you expect to face implementing this project, and how will you overcome the obstacles? (+5) • **Organizational Commitment:** Describe how farm to school fits into your existing business structure. (+5)	**Team Engagement:** _/5 points **Anticipated Challenges:** _/5 points **Organizational Commitment:** _/5 points
TOTAL	**__/15 points**

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Business History + Farm to School History: 10 points available

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• **Business History:** Describe your history farming and/or your organizational history as a public-serving aggregation and distribution enterprise. (+5) • **Farm to School History:** Describe your operation's history with implementing farm to school programs. (+5) **OR** If you are new to implementing farm to school programming, please describe why you want to start now? (+1) ○ If you are partnering with a contractor for the proposed project, please include your collaboration history with the contractor.	**Business History:** _/5 points **Farm to School History:** _/5 points
TOTAL	__/10 points

Project Title and Summary: no points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]
• **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 increase your farm to school production, processing, and/or distribution for the school food market, and if applicable, how your project will provide hands-on food education for students, School Food Authority staff, and/or child care center staff. It should also highlight any significant investments or project outcomes.	**Project Title and Summary: required but no points available**

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Proposed Project – Farm to School Work Plan: 15 points available

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• **Part 1: Farm to School Goal: Select one**
  ○ **Option 1:** Our proposed project will utilize grant funds to increase our production, processing, and/or distribution capacity to sell California grown or produced, whole or minimally processed foods to the school food market.
  ○ **Option 2:** Our proposed project will do Option 1 *and* will utilize grant funds to provide hands-on food education opportunities for students, School Food Authority staff, and/or child care center staff that complement our existing or project-related food sales to schools.
• Who will be responsible for implementing these components of the project?
  ○ Enter name(s): ___
• **Farm to School Activities & Timeline:** Please complete the following table, listing the specific activities the project will implement to achieve the farm to school goal during the project, as well as a timeline for each activity.
	Farm to School Goal: required but no points available
	
	Farm to School Activities & Timeline: _/15 points

Goal	Activities (HOW you will achieve the goal)	Timeline (WHEN you will implement the activities)
Required section for ALL applicants: (1) Increase production, processing, and/or distribution capacity of California grown or produced, whole or minimally processed foods for the school food market (+5)		

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	Required section for ALL applicants: (2) Increase sales of California grown or produced, whole or minimally processed foods to the school food market (+5)		
	Required section for applicants that checked Goal Option 2: (3) Provide hands-on food education opportunities for students, School Food Authority staff, and/or child care center staff that complement food sales to schools (+5)		
		TOTAL	__/15 points

Production Practices and/or Aggregation/Distribution Practices: 25 points available

Application Questions	Review Criteria [full review criteria to be released in final RFA]

General:
• **Evolution of Practices:** How will your food production, processing, or aggregation/distribution practices evolve in order to provide more California grown or produced, whole or minimally processed foods to the school food market? (+5)
• **Food Safety:** Do you have a food safety plan? (+2)
    ○ Yes
    ○ No
• **Food Safety Plan Description:** If you have a food safety plan, please describe the plan. (+1)
	Evolution of Practices: _/5 points
	
	Food Safety: _/2 points
	    ○ Yes = 2 points
	    ○ No = 0 points
	Food Safety Plan Description: _/1 point

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Application Questions	Review Criteria [full review criteria to be released in final RFA]
• **Visualization:** Please upload up to 5 photos, diagrams, crop plans, etc. of your production or aggregation space that will highlight your ability to implement the project. (+2)	**Visualization: _/2 points**
Current Practices: • **Description:** Describe your current climate smart agriculture practices, climate smart agriculture production systems, other regenerative strategies, or sustainable pest management. If you are applying as a public-serving food aggregation and distribution enterprise, please describe the climate smart agriculture practices, climate smart agriculture production systems, other regenerative strategies, or sustainable pest management that your California food producer partners within the proposed project utilize. (+5)	**Current Practices – Description: _/5 points**
• **Verification – Producer Applicants Only:** If you are applying as a producer, please respond "Yes" to all that apply and, if applicable, provide the requested documentation. Please note that only one "Yes" that the CDFA can verify is needed to receive points for this verification section. If you prefer not to answer, please check, "Prefer not to answer." NOTE: Please do not include any confidential information on any of the documentation uploaded with your application. (+5) o Is your operation currently registered as organic with the CDFA or currently certified organic? If yes, the CDFA will verify organic registration through the State Organic Program and will verify organic certification through the USDA Organic Integrity Database. o Is your operation currently participating in a transitional organic program? If yes – please upload documentation to demonstrate this from your organic certifier. o Has your operation participated in the CDFA Healthy Soils Program (HSP), CDFA Alternative Manure Management Program (AMMP), CDFA Dairy Digester	**Current Practices – Verification: _/5 points**

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Research and Development Program (DDRDP), and/or CDFA State Water Efficiency and Enhancement Program (SWEEP)? If yes – the CDFA will verify this through the CDFA Office of Environmental Farming and Innovation. ○ Has your operation participated in the NRCS Conservation Stewardship Program (CSP), NRCS Environmental Quality Incentives Program (EQIP), NRCS Regional Conservation Partnership Program (RCPP), NRCS Conservation Innovation Grant (CIG), and/or NRCS Conservation Incentives Contract (CIC)? If yes – please upload documentation of your contract with NRCS for any one of these programs. ○ Within the past 12 months, has your operation received conservation technical assistance (CTA) from a CTA provider (including but not limited to a UC Cooperative Extension, Resource Conservation District, NRCS office, or other CTA provider) to implement climate smart agriculture practices or production systems, other regenerative strategies, or sustainable pest management? If yes – please upload a signed letter, stamped letter, or your intake form from your CTA provider to demonstrate the relationship. ○ Prefer not to answer **Looking Forward:** • If you are applying as a producer, do you plan to begin utilizing or continue utilizing climate smart agriculture practices, climate smart agriculture production systems, other regenerative strategies, or sustainable pest management at your operation? If yes, please briefly describe your plan. If you are applying as a public-serving aggregation or distribution enterprise, do you plan to begin prioritizing or continue prioritizing procurement	**Looking Forward: _/5 points**

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from producers who utilize climate smart agriculture practices, climate smart agriculture production systems, other regenerative strategies, or sustainable pest management? If yes, please briefly describe your plan. (+5) 　○　NOTE: Track 4 grant recipients may use grant funds to establish or enhance the use of climate smart agriculture practices, production systems, other regenerative strategies, and sustainable pest management when producing California grown or produced, whole or minimally processed food to sell to schools.	
TOTAL　**__/25 points**	

Project Viability: 10 points available	
Application Questions	Review Criteria [full review criteria to be released in final RFA]
Budget Information: Based on the project activities described above, please respond to the following questions to create a proposed project budget. 　•　**Budget Category #1 – Supplies, Equipment, and Infrastructure:** How much total grant funding will the project allocate toward supplies, equipment, and infrastructure? NOTE: In accordance with the CDFA Grant Administration Regulations, Section 330.1(c)(1), if an equipment or infrastructure cost will benefit both grant project activities and non-grant project activities, then 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. 　　○　Enter Total Amount: supplies ___ 　　　▪　please list the supplies and briefly describe each item's purpose in the project	**Budget Information: required but no points available**

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○ Enter Total Amount: equipment ___ ▪ please list the equipment, estimate the cost of each item, and briefly describe each item's purpose in the project ○ Enter Total Amount: infrastructure ___ ▪ please list the 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 supplies, equipment, and infrastructure? Please select one. ▪ Throughout the duration of the project ▪ Other: enter month range here ___ **Budget Category #2 – Farm to School Staff/Labor Costs:** How much total grant funding will the project allocate toward farm to school staff/labor costs? ○ Enter Total Amount (salaries/wages/stipends): ___ ▪ 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): ___ ▪ 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 organization's established fringe benefits policy	

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○ In what months will the project spend these funds on farm to school staff/labor? Please select one. ▪ Throughout the duration of the project ▪ Other: enter month range here ___ **Budget Category #3 – Certification, Licensure, Insurance, and/or Food Safety Planning Costs:** How much total grant funding will the project allocate toward these costs? ○ Enter Total Amount – certification/licensure: ___ ▪ please list each certification/licensure cost and briefly describe each cost's purpose in the project ○ Enter Total Amount – insurance: ___ ▪ please list each insurance cost and briefly describe each cost's purpose in the project ○ Enter Total Amount – food safety planning: ___ ▪ Please list each food safety planning cost and briefly describe each cost's purpose in the project ▪ NOTE: Grant recipients that do not currently have a food safety plan in place must complete a Produce Safety Alliance Grower Training through Cornell University as a component of their Track 4 grant project. The training is approximately $80. The cost of this training is an allowable cost. ○ In what months will the project spend these funds on certification, licensure, insurance, and/or food safety planning costs? Please select one. ▪ Throughout the duration of the project ▪ Other: enter month range here ___	

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Budget Category #4 – Travel Costs: How much total grant funding will the project allocate toward travel costs? NOTE: Travel costs must comply with Section 322 of the CDFA Grant Administration Regulations and with the maximum allowable rates and amounts established by the California Department of Human Resources. - Enter Total Amount: ___ - 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. - Throughout the duration of the project - Other: enter month range here ___ **Budget Category #5 – Contractual Costs:** How much total grant funding will the project allocate toward contractual costs? NOTE: Contractual costs must comply with Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. - Enter Total Amount: ___ - 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 - In what months will the project spend these funds on contractual costs? Please select one. - Throughout the duration of the project - Other: enter month range here ___ **Budget Category #6 – Other Costs:** How much total grant funding will the project allocate toward other costs? - Enter Total Amount: ___	

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- 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. - Throughout the duration of the project - Other: enter month range here ___ **Budget Category #7 – Indirect Costs (up to 30% of direct costs):** How much total grant funding will the project allocate toward indirect costs? NOTE: indirect costs may be up to 30% of budget categories 1-6). - Enter Total Amount: ___ **Budget Review:** Please review your responses to Budget Categories 1-7 above about the proposed project costs. Please respond to the checkboxes below when you are ready. - I have reviewed my responses to Budget Categories 1-7 above about the proposed project costs. I have confirmed that the sum of these responses equals the total award amount requested above. - I have included clear explanations regarding why each item is included in the budget. (+5) **Sustainability Plan:** - In what ways will your business/organization sustain this project or elements of this project beyond the duration of the grant term? If your project includes staffing costs (budget category #2), please discuss plans to sustain the roles beyond the duration of the grant term. (+5)	**Budget Review: _/5 points** **Sustainability Plan: _/5 points**
TOTAL	**__/10 points**

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Additional Applicant Information: no points available	
Application Questions	**Review Criteria** [full review criteria to be released in final RFA]
Contact Information: Who should we contact if we have questions regarding this grant application? - First and Last Name - Position Title - Work Email Address - Work Phone Number **Person Writing the Grant Application:** Who is writing this grant application? - 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? - 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 that if you are awarded a grant, the CDFA will use this information to notify your state representatives of your award. **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	**Additional Applicant Information: required but no points available**

Application Questions	Review Criteria [full review criteria to be released in final RFA]
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? o Yes o No ▪ If yes – please describe the source/nature of the program income, estimate the total dollar amount of program income, and explain how you will reinvest the program income into the grant project and spend it on allowable project costs. • **Project Reporting and Evaluation:** Do you agree to do all of the following if awarded a grant? Please note that the reporting and evaluation activities below are required of all Track 4 grant recipients in this program. Please email cafarmtoschool@cdfa.ca.gov if you have any questions about these activities. o **Beginning Interview:** The whole farm to school project team listed in this application will participate in an interview with CDFA staff between the point the project is selected for funding and the time their project begins. The purpose of the meeting will be to review the project plan, confirm roles, and provide early technical support to selected projects. o **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 o **Regular Financial Reporting:** Submit regular financial reporting that documents project costs to the CDFA.	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
○ **Quarterly Check-in Surveys:** Submit quarterly check-in surveys to the CDFA summarizing project progress, successes, and challenges. ○ **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. **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. ○ Yes ○ No ▪ 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? ○ Yes ○ No	

Application Questions	Review Criteria [full review criteria to be released in final RFA]
- 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). **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). - If awarded a grant and if eligible for advance payment, would your organization be interested in requesting an advance payment? - 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.	

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Application Questions	Review Criteria [full review criteria to be released in final RFA]
• **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	**___/95 points**