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CDFA OFFICE OF
FARM to FORK

Cohort 4 California Farm to School Incubator Grant Program Application Questions – Track 1

Track 1: The California Farm to School TK-12 Procurement and Education Grant

Section 1: Foundational Information

Applicant Information

1. Organization Name
2. Organization Mailing Address
 - a. Line 1
 - b. Line 2
 - c. City
 - d. State
 - e. Zip Code
 - f. County Location
3. Eligibility: Please select your applicant type
 - a. Option A: School district in CA that is a School Food Authority currently operating the National School Lunch Program
 - b. Option B: County office of education in CA that is a School Food Authority currently operating the National School Lunch Program
 - c. Option C: Charter school in CA that is a School Food Authority currently operating the National School Lunch Program
 - d. Option D: Tribal school in CA (such as those administered through the Bureau of Indian Education) that is a School Food Authority currently operating the National School Lunch Program
 - e. Option E: Tribal school in CA that is operating school meal programs outside of traditional USDA school meal programs (see note below)
 - i. **Note about Option E:** The CDFA acknowledges that Tribal governments and Tribal-based non-profit organizations may operate school meal programs outside of traditional USDA school meal programs like the NSLP. Beyond the eligibility criteria in Options A through D above, the CDFA will determine eligibility of Tribal schools on an individual basis and encourages interested applicants to connect via email at cafarmtoschool@cdfa.ca.gov.
4. Schools Project Will Serve: How many school sites will your project serve?

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5. List the name of each school site your project will serve and note if it is a Title 1 school.
6. Number of Students Project Will Serve: How many total K-12 students are enrolled at the school sites that you listed in #6? (based on 2024-25 Census Day Enrollment)
 - a. Step 1: Refer to this spreadsheet:
<https://www.cde.ca.gov/ds/ad/documents/frpm2526.xlsx>
 - b. Step 2: Navigate to the "FRPM School-Level Data" tab
 - c. Step 3: Find the school sites that you listed in #6 in column G("School Name")
 - d. Step 4: Add the K-12 enrollment (column R) for each of those school sites together
 - e. Step 5: Enter the total below (i.e., total number of K-12 students enrolled at the school sites that you listed in #6)
7. Funding Formula
 - a. Step 1: Take your response from #7 (Number of Students Project Will Serve)
 - b. Step 2: Multiply that number by \$15
 - c. Step 3: Write down the product of your multiplication
8. Dollar Amount Requested
 - a. The award amount requested must fall between \$50,000 and \$750,000.
 - b. If the product of your multiplication is between \$50,000 and \$750,000, then the product of your multiplication is the maximum award amount for which you may apply.
 - c. If the product of your multiplication is less than \$50,000, then apply for \$50,000.
 - d. If the product of your multiplication is more than \$750,000, then apply for \$750,000.
 - e. Please write down the dollar amount requested based on questions 9 and 10.

Section 2: Project Team

Please share name, title, and a one-sentence description of each team member's involvement in the project. The sentence should describe the person's role within the project. Each project should have at least four team members. The same person may fill up to two roles.

9. **Member 1: School Nutrition Services Representative.** This person should ensure collaboration and coordination across the school nutrition services department, including procuring CA foods and engaging students in farm to school activities. This role is typically filled by a school nutrition services director or similar leadership position within the school nutrition services department.
 - a. First and Last Name
 - b. Position Title
 - c. One sentence describing their role within the project
10. **Member 2: School District Administration Representative.** This school district leader should ensure collaboration and coordination for the overarching farm to

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school project and should show that the school district is committed to farm to school implementation across departments. This role is typically filled by a superintendent, assistant superintendent, or similar leadership position.

- a. First and Last Name
- b. Position Title
- c. One sentence describing their role within the project

11. Member 3: School District Educational Representative. This school district representative should ensure credentialed public school educators are engaged in the farm to school project across the school district and help coordinate student engagement in farm to school activities. This role is typically filled by a chief education officer or similar position.

- a. First and Last Name
- b. Position Title
- c. One sentence describing their role within the project

12. Member 4: Farm to School Project Lead. This person will be the main point of contact for the grant and will be responsible for submitting or overseeing the submission of invoices, quarterly reports, photos, and other required grant documentation.

- a. First and Last Name
- b. Position Title
- c. One sentence describing their role within the project
- d. What percentage of this person's time will be dedicated to the project?
- e. What other projects does this person oversee?
- f. Has this person managed a grant before? If yes, please provide a brief example of their grant management history. If not, please explain the farm to school project lead's experience that will ensure timely and accurate grant reporting and management of this project.
- g. If this team member is unexpectedly unable to complete this role for the duration of the grant term, please provide the name of the new project lead and describe how you will ensure succession of project roles to ensure there is limited gap in project execution.

13. 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 one-sentence description of each additional team member's involvement in the project. Additional team members may include principals, school site partners, non-profit organization partners, local farmers/producers, proposed contractors, or other key members of your farm to school team. If your project contains contractual services, describe why these services cannot be performed by a staff member.

Section 3: Project Team and Organizational Commitment (10 Points)

14. Describe how farm to school fits into your organization's existing goals and programming.

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15. How do the different roles on your farm to school team currently intersect and support one another? Please give an example of a recent collaborative effort.
16. How is nutrition services connected to existing hands-on food education programming?

Section 4: Community Need (30 Points)

17. CDFA Data Look-up from the CDE (School Year 2024-25) (20 Points): The CDFA will look up the following data from the CDE. Applicants may skip this question.
 - a. Average free and reduced-price meal (FRPM) eligibility rate (%) across the school sites the project will serve. The CDFA will refer to the school sites listed above in #6 and to column V of the following spreadsheet (FRPM School-Level Data tab) to calculate this metric:
<https://www.cde.ca.gov/ds/ad/documents/frpm2223.xlsx>
18. Making the Case (10 Points): What challenges does your community face that aren't reflected in the FRPM eligibility rate from #17 above? NOTE: Specific challenges may include but are not limited to: food insecurity rate, child poverty rate, natural disasters such as wildfires and floods, impacts of the COVID-19 pandemic on the school community, CalEnviroScreen 4.0 percentile, historical and/or systemic injustices, limited resources, limited access to affordable and nutritious food, rural locale, etc.

Section 5: Farm to School History (5 Points)

19. Please describe your district's farm to school history, including local procurement practices and hands-on food education practices.

Section 6: Project Title and Summary

20. Project Title: What is the title of your proposed project?
21. Project Summary: Please describe your project in 1000 characters or fewer. If your project is selected for funding, the CDFA will share your project summary publicly as part of the grant announcement. The summary should succinctly state how your project will combine CA food procurement with hands-on food education efforts and highlight any significant investments or project outcomes.

Section 7: Project Workplan (30 Points)

22. Project Workplan:
 - a. Are all project team members listed on at least one performance measure within the workplan (5 Points)?
 - b. CDFA Will review your attached project workplan using Cohort 4 Track 1 Farm to School Incubator Grant application review criteria (25 Points).

Section 8: Project Budget (20 Points)

23. CDFA Will review your attached project budget using Cohort 4 Track 1 Farm to School Incubator Grant application review criteria.

Section 9: Project Sustainability (5 Points)

24. Describe how the proposed activities will become embedded within your organization's regular operations, procurement practices, educational programming, or community partnerships so that benefits continue after grant funding ends. Include any identified funding sources, revenue streams, staffing plans, or partner commitments that support sustainability.

Section 10: Additional Applicant Information

25. Primary Contact Information: Who should we contact if we have questions regarding this grant application?
- Name
 - Email Address
 - Address
 - Phone Number
26. Person Writing the Grant Application: Who is writing this grant application?
- Name
 - Email Address
 - Address
 - Phone Number
27. 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
28. State representatives: Please click the link below 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.
- State Assembly District(s)
 - State Assembly Member(s)
 - State Senate District(s)
 - State Senate Member(s)
29. Grant Administration and 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?
30. Program Income: Program income is gross income earned as a result of the grant award during the grant duration. Program income includes but is not limited to income from fees for services performed and income from the sale of commodities or items fabricated under the grant award. Will your proposed project generate program income?

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- a. Yes
 - b. No
31. Do you agree to do all of the reporting and evaluation activities listed in the Application Process, Reporting and Evaluation section of the Track 1 Cohort 4 Farm to School Incubator Grant RFA?
- a. Yes
32. Do you agree to procure California local whole or minimally processed products with this grant project?
- a. Yes
 - b. No
33. Previous Grant Recipient: Has your organization previously received a CA Farm to School Incubator Grant? If unsure, please view the lists of 2021, 2022, and 2023 grant recipients before responding to #42.
- a. Yes
 - b. No
34. If yes, provide the Grant Agreement number(s).
35. If yes, please describe how this proposed project enhances or expands on work completed in previous projects.
36. 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?
- a. Yes
 - b. No
37. Payment Process. This is a **Reimbursement Grant Program**. If awarded a grant, recipients will incur grant related costs and submit monthly or quarterly invoices to the CDFA to be reimbursed within 45 days after invoices are approved in most circumstances. The grant agreement must be fully executed (signed by both parties) before project activities begin. Please note that grant recipients may be eligible to receive Advance Payments for project expenditures. Advance payments shall not exceed the amount necessary for project expenses for a three-month period and cannot reduce the project balance below 10% of the award amount. If eligible and approved for advance payment, recipients must follow the Advance Payment regulations (#316.1). Please note that Assembly Bill (AB) 590 applies to recipients that are non-profit organizations.
38. If awarded a grant and if eligible for advance payment, would your organization be interested in requesting an advance payment?
- a. Yes
 - b. No
39. 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.
- a. Yes

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- b. No
- 40. 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.
 - a. Yes
- 41. State and Federal Law: If awarded a grant, it is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to the grant agreement and the grant project. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations.
 - a. To acknowledge this statement, please check this box