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CDFA OFFICE OF
FARM to FORK

Cohort 4 California Farm to School Incubator Grant Program Application Questions – Track 2

Track 2: The California Farm to School Technical Assistance (TA) Subaward Grant

Section 1: Foundational Information

1. Applicant Information
 - a. Organization Name
 - b. Organization Mailing Address
 - c. Line 1
 - d. Line 2
 - e. City
 - f. State
 - g. Zip Code
 - h. County Location
 - i. Please select your organization type
 - i. A non-profit organization
 - ii. An institution of higher education
 - iii. University of California Division of Agriculture and Natural Resources (UC ANR) and Cooperative Extension (UCCE) county offices
 - iv. A Resource Conservation District
 - v. A Tribal Government
 - vi. A Tribal Based non-profit
 - vii. County agencies in CA
 - viii. Local governments in CA
 - ix. California Agricultural Marketing Programs, listed here
 - x. Projects with a non-profit fiscal sponsor
 - xi. None of the above
2. Please select all the [CDFA Farm to School Regions](#) your organization serves
 - a. Superior Region: Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Colusa, Sutter, Yuba, Nevada, and Placer Counties
 - b. North Coast Region: Del Norte, Humboldt, Mendocino, and Lake Counties
 - c. Bay Area Region: Sonoma, Napa, Marin, Solano, San Francisco, Contra Costa, San Mateo, Alameda, and Santa Clara Counties
 - d. Central Region: Yolo, Sacramento, El Dorado, San Joaquin, Amador, Alpine, Stanislaus, Calaveras, Merced, Tuolumne, Mariposa, and Mono Counties

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- e. San Joaquin Region: Madera, Fresno, Kings, Tulare, Inyo, and Kern Counties
 - f. South Coast Region: Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara, and Ventura Counties
 - g. Greater Los Angeles Region: Los Angeles, Orange, and San Bernardino Counties
 - h. Southern Region: Riverside, San Diego, and Imperial Counties
3. Dollar Amount Requested and Category Applying For
- Applicants may apply for a set dollar award amount dependent on the category they are applying for. Please select the dollar amount and category you are applying for below. Descriptions for each category can be found in the RFA.
- a. Farm to School Readiness and Planning for SFAs Category: \$500,000
 - b. Hands-On Food Education Category: \$500,000
 - c. Farm to School Readiness and Planning for Producers Category: \$500,000
 - d. Early Care and Education Category: \$1.5 million
 - e. Tribal Farm to School Category: \$1 million

Section 2: Project Title and Summary

- 4. Project Title: Please provide the title of your proposed project.
- 5. Project Summary: Please provide a summary (2 to 5 sentences) of your proposed project.

Section 3: 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. Project teams should include, at minimum, the Program Director and/or Program Manager, and Program Administrator in charge of grant agreement paperwork, reporting, and financials. If your Budget includes Contractual Costs, please briefly describe the role that each contractor will play in the project (if they are not already included here as a project team member). Contractor Guidelines

6. Member 1: Program Director

- a. First and Last Name
- b. Position Title
- c. One sentence describing their role within the project
- d. One sentence describing why they think this project is important

7. Member 2: Program Manager

- a. First and Last Name
- b. Position Title
- c. One sentence describing their role within the project
- d. One sentence describing why they think this project is important

8. Member 3: Program Administrator

- a. First and Last Name

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- b. Position Title
 - c. One sentence describing their role within the project
 - d. One sentence describing why they think this project is important
9. **Member 4: Project Lead.** This person will be the main point of contact for the grant. This person can fill one of the roles above as well.
- a. First and Last Name
 - b. Position Title
 - c. One sentence describing their role within the project
 - d. One sentence describing why they think this project is important
 - e. 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.
10. **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.

Section 4: Organizational History and Farm to School History (20 Points)

- 11. Organizational History (6 Points): Describe your organization's history serving its mission and vision.
- 12. Farm to School History (7 Points): Describe your organization's history implementing farm to school efforts. If your organization has not been involved in farm to school, how can your involvement now support schools, producers, ECEs, or tribal communities to advance their efforts?
- 13. Describe how your organization has been successful at reaching underserved communities in the past and how you intend to promote the subaward opportunities to various underserved communities for this program (7 Points).

Section 5: Participation in Evaluation Work (10 Points)

- 14. Has your organization been directly involved with research or assessments related to the category you are applying? If a report or multiple reports are available, please attach them as a pdf. Examples of reports include but are not limited to:
 - a. Food System Assessments
 - b. Programmatic Evaluations
 - c. Climate Action Plans
 - d. School Food Environment Assessments
 - e. School Food Value Chain Assessments
 - f. Early Care and Education Quality Assessments
 - g. Food Policy Development Plans/Strategies
 - h. Other Reports

Section 6: Ability to Manage Subawards (25 Points)

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15. Applicant agrees to:

- a. Provide ongoing Technical Assistance and communication throughout the subaward period to subaward applicants.
- b. Develop a proposal for how projects will be selected for development of a subaward project (e.g., competitive; first-come, first served; other). Subaward Grant Applicants must propose a method for review and transparency in this process.
- c. Collect name, contact info, websites, social media, addresses, and site description for all community projects that receive subaward funding to submit to CDFA. Reporting details found in Subaward Guidelines

16. Has your organization ever managed block grant funds?

- a. Yes
- b. No

17. If you answered yes to question 17, what is your organization's capacity and experience in managing grant funds? Describe the largest grant or other block grant models that your organization has managed. If you answered no to question 17, describe any experience you have with grants and/or subawards and your administrative capacity to manage subaward funds (25 Points).

Section 7: Community Collaboration Matrix (25 Points)

18. Using the Community Collaboration Matrix provided, describe your organizations history with grassroots outreach, collaboration, and partnership development.

- a. Provide Letters of Support or one letter that multiple parties sign as confirmation of the relationship. In letters outline your organizations history of community collaboration with the community partner listed and include any projects or partnerships accomplished.
- b. Community Collaboration Matrix Partners and collaborators could include but are not limited to:
 - i. Buyers/customers
 - ii. Community centers
 - iii. Schools and school districts
 - iv. Workgroups and coalitions
 - v. Early learning networks
 - vi. City or County officials
 - vii. Farmers in your area
 - viii. Distributors
 - ix. Added value processors
 - x. Farmers Markets
 - xi. Neighbors
 - xii. Parents
 - xiii. Landowners
 - xiv. Volunteers and or interns

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Section 9: Project Workplan (10 Points)

19. CDFA Will review your attached project workplan using Cohort 4 Track 2 Farm to School Incubator Grant application review criteria.

Section 10: Project Budget (10 Points)

20. CDFA Will review your attached project budget using Cohort 4 Track 2 Farm to School Incubator Grant application review criteria.

Section 11: Additional Applicant Information

21. Primary Contact Information: Who should we contact if we have questions regarding this grant application?
- Name
 - Email Address
 - Address
 - Phone Number
22. Person Writing the Grant Application: Who is writing this grant application?
- Name
 - Email Address
 - Address
 - Phone Number
23. 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
24. 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)
25. 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?
- Name
 - Email Address
 - Address
 - Phone Number

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26. 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?
- a. Yes
 - b. No
27. Do you agree to do all of the reporting and evaluation activities listed in the Application Process, Reporting and Evaluation section of the Track 2 Cohort 4 Farm to School Incubator Grant RFA?
- a. Yes
28. Previous Grant Recipient: Has your organization previously received a CA Farm to School Incubator Grant? If unsure, please view the lists of 2021 grant recipients, 2022 grant recipients, and 2023 grant recipients before responding to #49.
- a. Yes
 - b. No
29. If yes, provide the Grant Agreement number(s).
30. If yes, please describe how this proposed project supplements (i.e., enhances or expands) rather than replaces the previous project efforts.
31. If yes, please summarize the accomplishments of the previous project(s).
32. 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
33. 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.
34. If awarded a grant and if eligible for advance payment, would your organization be interested in requesting an advance payment?
- a. Yes
 - b. No

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35. 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
 - b. No
36. 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
37. 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