



Cohort 4 California Farm to School Incubator Grant Program Subaward Guidelines

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

Subaward Guidelines

Awardees of the Track 2 Farm to School Incubator Grant must adhere to the following minimum requirements when managing subaward contracts. Any additional application process, evaluation metric or reporting requirement will be left to the discretion of the awarded organization. Please keep in mind that a function of the Farm to School Technical Assistance Subaward Grant model is to ease access to pass through funding to underserved and beginning stakeholders. There is no requirement to go beyond the form template presented in Subaward Template below for each subawardee recipient. CDFA will request completed Subaward Template documents for every subaward distributed through this grant at the end of each calendar year.

The purpose of the farm to School Technical Assistance Block Grant is to increase staff capacity and provide pass through funding for eligible technical assistance organizations. Applicants may apply for \$500k up to \$1.5 mill (depending on the category chosen, detailed in the Track 2 RFA Section 1.4) in CDFA funding to engage and administer subawards to eligible entities within California. There is no minimum or maximum number of subawards. Subaward amounts for each category are listed below:

- Farm to School Readiness and Planning for SFAs Category: \$500-\$10,000 per subaward
- Farm to School Standards Aligned Hands-On Food Education Category: \$500-\$20,000 per subaward
- Farm to School Readiness and Planning for Producers Category: \$500-\$10,000 per subaward
- Tribal Farm to School Category: \$500-\$20,000 per subaward
- Farm to Early Care and Education Category: \$500-\$20,000 per subaward

All Track 2 category applicants must demonstrate partnerships statewide and administer subawards in all of the [eight CDFA farm to school regions](#):

- Superior Region: Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Colusa, Sutter, Yuba, Nevada, and Placer Counties

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- North Coast Region: Del Norte, Humboldt, Mendocino, and Lake Counties
- Bay Area Region: Sonoma, Napa, Marin, Solano, San Francisco, Contra Costa, San Mateo, Alameda, and Santa Clara Counties
- Central Region: Yolo, Sacramento, El Dorado, San Joaquin, Amador, Alpine, Stanislaus, Calaveras, Merced, Tuolumne, Mariposa, and Mono Counties
- San Joaquin Region: Madera, Fresno, Kings, Tulare, Inyo, and Kern Counties
- South Coast Region: Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara, and Ventura Counties
- Greater LA Region: Los Angeles, Orange, and San Bernardino Counties
- Southern Region: Riverside, San Diego, and Imperial Counties

All Track 2 awardees must utilize at least one community need metric during the subaward application selection process, such as:

- Free and Reduced Price Meal percentage
- Title 1 designation
- California food producers that are veterans, socially disadvantaged, small to midsize, and/or limited resource farm households utilizing climate-smart agriculture
- [California Climate Investments Priority Populations 4.0](#)
- [CalEnviroScreen 4.0 Results](#)
- [Healthy Places Index \(HPI\)](#)
- [Food Access Research Atlas | Economic Research Service](#)

Sub Awardee Eligibility:

Please see the Cohort 4 Track 2 Farm to School Incubator Grant Program Request for Applications, section 1.6a Eligibility and Exclusions for detailed information on entities eligible for a subaward by track 2 category.

Indirect Costs:

Up to 30% of total award may be used for Indirect Costs, like grant administration, accounting, printing, or utilities associated with the program.

Direct Costs:

At least 70% of funds must be used for direct program implementation by subawardees.

Written agreement requirements

Track 1 Organizations shall have a written agreement with each sub-awardee. At a minimum, the written agreement shall include:

- a. Name of subawardee entity
- b. Name of subawardee lead applicant or individual managing the contract.
- c. Address of subawardee project
- d. Address of subawardee mailing address
- e. Subawardee phone number

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- f. Subawardee email
- g. Beginning and ending dates of the contract.
- h. Dollar amount of the contract.
- i. A description of activities, services or deliverables to be performed with a time schedule and a budget.
- j. Payment provisions.
- k. Grant program requirements with which the contractor must comply.

Subawardee Invoices

For each subaward an invoice shall be included that provides sufficient detail and information to allow a determination that the expenditures invoiced are necessary to the performance of the grant award, and reasonable and allowable. Invoices lacking sufficient detail may be disallowed.

The following information can be collected by the Grantee verbally on behalf of the subawardee.

Subaward Template

Name of Entity	If applicable what is the name of the business or organization
Name of Lead Applicant	This would be the individual applying either for themselves or on behalf of their organization.
Name of Project	This would be the name of the organization lead or title of the project
Address of Project	The location where the project will take place. Provide a full street address including zip code.
Address of Applicant	The mailing and or contact address of the project lead. A home address or office address if applicable. Mailing address.
Phone Number	Phone number of subawardee
Email	Email address of subawardee
Website and/or Social Media	Web address. For social media provide handle or name to follow.
Start date of contract	When was the sub-awardee officially approved for funding
End date of contract	When does the sub-awardee have to complete their project by, spending all funds and meeting the objective established.
Amount Requested by Applicant	How much was the request for.
Dollar Amount Funded	How much was the sub-award for
Project Description	Describe what activities or deliverables will take place through the use of this funding.
Activity 1	For each activity provide a date by which time said activity will be accomplished as well as the cost associated with said activity.

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	EXAMPLE: Buy Salad Bar/ Sept 2027/ \$5,000
Activity 2	
Activity 3	
Activity 4	
Activity 5	
Payment Provisions	How will the sub-awardee receive funds. Who will the check or checks be made out to and how will they be delivered. Will it be a mailed check, direct deposit or some other form of transfer of funds?
Grant Requirements	Select the category below you are applying to. At least ONE of the requirements below MUST be selected: • Farm to School Procurement Readiness and Planning for SFAs Category: ○ Increase capacity to procure CA grown, whole or minimally processed foods, especially foods from priority food producers, to incorporate into school meal programs, paired with complementary standards aligned hands-on food education • Farm to School Standards Aligned Hands-On Food Education Category: ○ Increase capacity to deliver standards aligned hands-on food education to TK-12 CA public school students • Farm to School Readiness and Planning for Producers Category: ○ Increase capacity for priority producers to sell foods to the school food market • Tribal Farm to School Category: ○ Increase capacity to implement farm to school programming in tribal communities, including for producers, schools, childcare centers, or other relevant projects • Farm to Early Care and Education Category: ○ Increase capacity of eligible entities to deliver hands-on food education and/or local food procurement initiatives
Invoice	Attach an Invoice reflecting each activity cost listed as well as and additional Indirect costs. Indirect costs may be up to 30% of the total cost associated with the subaward project.

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BLANK TABLE FOR YOUR USE BELOW

Table 1.0 Name of Project _____

Name of Organization Staff Member Completing Table 1.0 _____

Name of Entity	
Name of Lead Applicant	
Name of Project	
Address of Project	
Address of Applicant	
Phone Number	
Email	
Website and/or Social Media	
Start date of contract	
End date of contract	
Amount Requested by Applicant	
Dollar Amount Funded	
Project Description	
Activity 1	
Activity 2	
Activity 3	
Activity 4	
Activity 5	
Payment Provisions	
Grant Requirements	
Invoice	