

2022 California Farm to School Incubator Grant Program

Application Questions and Review Criteria – Track 1

Track 1: The California Farm to School K-12 Procurement and Education Grant (100 points available total)

The following is a preview of Track 1 application questions intended to provide potential applicants with an idea of what to expect; questions in the online application may slightly differ. Applicants may use the questions below to draft application responses before filling out the online application, but please note that all applicants must submit their responses through the online application portal.

The review criteria outlined below is what the external technical review committee will use when reviewing Track 1 applications.

Eligibility: no points available	
Application Questions	Review Criteria
<p>(1) Track 1 Eligibility: Please respond to the questions below to determine if you are eligible to apply to this track.</p> <p>(a) Are you a public school district, county office of education, or directly funded charter school in California?</p> <p>(b) Does your district/organization serve as a School Food Authority (SFA) and operate the National School Lunch Program (NSLP), Seamless Summer Option (SSO), and/or School Breakfast Program (SBP)?</p> <p>(c) Does your district/organization want to establish or expand a farm to school program?</p> <p>If yes to all three, then you are eligible to apply to Track 1!</p>	<p>Track 1 Eligibility: Eligible? Yes/No</p> <ul style="list-style-type: none"> Applicant must answer yes to questions 1a, 1b, and 1c to be eligible to apply. <p>Funding Sources: Complete? Yes/No</p> <ul style="list-style-type: none"> Applicant must respond to questions 2a and 2b for the CDFA to consider the application complete.

Application Questions	Review Criteria
<p>(2) Funding Sources:</p> <p>(a) Previous California Farm to School Incubator Grant Program project: Has your organization previously received a California Farm to School Incubator Grant? View the list of 2021 grant recipients. If yes – please provide the CDFA agreement number and describe how the proposed project supplements rather than replaces efforts funded by the 2021 grant as well as how additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.</p> <p>(b) Support from other federal or state grant programs: 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? If yes, please:</p> <ul style="list-style-type: none"> - 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). 	

Project Title and Summary: no points available	
Application Questions	Review Criteria
<p>(3) Project Title: Please provide the title of your proposed project.</p>	<p>Project Title and Summary: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to questions 3 and 4 for the CDFA to consider the application complete.

Application Questions	Review Criteria
(4) Project Summary: Please provide a brief summary (2 to 5 sentences) of your proposed project, beginning with “[District/Organization Name] will...” [Word Limit = 50]	<ul style="list-style-type: none"> Please note that the CDFA may use the applicant’s Project Title and Summary in its public announcement of grant recipients and their projects if applicants are awarded a grant.

Project Team: 2 points available

Application Questions	Review Criteria
<p>(5) Project Team Members: Please list the name of each partner who is a member of your project team, as well as a one-sentence summary of their role in the project. This may include the person writing the application, if applicable. Project teams should include, at minimum, the school nutrition services director (or equivalent district-wide/organization-wide decision-maker who oversees and coordinates the school meal program) and an educator or education services administrator within your district/organization. Also, 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).</p> <p>(6) Collaboration History: Please describe how your project team has collaborated on farm to school projects in the past (or on related projects if new to farm to school). [Word Limit = 200]</p>	<p>Project Team Members: Complete? Yes/No:</p> <ul style="list-style-type: none"> Applicant must respond to question 5 and include the required information for the CDFA to consider the application complete. <p>Collaboration History: __/2 points</p> <ul style="list-style-type: none"> 2 points: Applicant clearly describes how project team has collaborated in the past and demonstrates strong partnership. 1 point: Applicant somewhat clearly describes the above. 0 points: Applicant unclearly describes the above.
TOTAL	__/2 points

Total Dollar Amount Requested: no points available

Application Questions	Review Criteria
(7) Funding Formula: Total project award amount for which you may apply = Number of students enrolled in School	Total Dollar Amount Requested: Complete? Yes/No

Application Questions	Review Criteria
<p>Year 2019-2020 multiplied by \$10. Please respond to the questions below.</p> <p>(a) Number of students enrolled in your district/organization in School Year 2019-2020 (refer to ed-data.org and use Census Day Enrollment): _____</p> <p>(b) The online application system will multiply the above number by \$10 and tell you the total project award amount for which you may apply. Please note that if your formula produces a number LESS THAN \$150,000, you may apply for <i>up to</i> \$150,000. If your formula produces a number that is BETWEEN \$150,000 and \$1 million, you may apply for <i>no more than</i> the result of your funding formula. If your formula produces a number GREATER THAN \$1 million, you may apply for <i>no more than</i> \$1 million.</p> <p>(c) Total Dollar Amount Requested: _____</p>	<ul style="list-style-type: none"> Applicant must request within the applicable award range and must request no more than eligible to receive for the CDFA to consider the application complete.

Community Need: 40 points available	
Application Questions	Review Criteria
<p>(8) Schools Project Will Serve: Will your project serve all schools within your district/organization or target one or more specific school sites within your district/organization? If your project will target specific school sites, please name them and briefly describe why you are targeting those sites.</p> <p>(9) Funding Priority: engage students from underserved communities: Per Executive Order 13985 on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, “underserved communities” refers to populations such as Black, Latino, and Indigenous and Native American persons; Asian Americans and Pacific Islanders and other persons of</p>	<p>Schools Project Will Serve: Complete? Yes/No</p> <ul style="list-style-type: none"> Applicant must respond to question 8 for the CDFA to consider the application complete. <p>Funding Priority: engage students from underserved communities: __/6 points</p> <ul style="list-style-type: none"> 6 points: Applicant’s project will clearly engage a significant number of students from underserved communities. Per Executive Order 13985 on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, “underserved communities” refers to populations such as Black, Latino, and Indigenous and Native American persons; Asian Americans and Pacific Islanders and other persons of color; members of religious minorities;

Application Questions	Review Criteria
<p>color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. Please introduce us to your school community. In particular, please tell us about the students you plan to engage through this project. [Word Limit = 200]</p> <p>(10) Making the Case: Please describe why this project is important. Are there any needs, gaps, or challenges your school community has experienced that this grant will help address? If your project will target specific school sites, please focus your response on the needs, gaps, and challenges at those sites. [Word Limit = 300]</p> <p>(11) Funding Priority: priority populations: Are any of the schools that your project will serve (see question 8) located among priority populations, according to this map? If yes, please provide the name and address of at least one school your project will serve that is located among priority populations. NOTE: To receive full points for this question, you only need to provide the name and address of one school your project will serve that is located among priority populations that the review committee can then verify with the map. To use the map, follow these steps: (1) Type in the addresses of school sites within your district/organization that your project will serve; (2) Look at the color of the map – pink and blue stripes, solid pink, solid blue, solid yellow, or yellow stripes indicate a priority population.</p> <p>(12) Organizational Data:</p> <p>(a) District/organization name</p> <p>(b) Contact information: Please enter the contact information (name, position title, email address, and</p>	<p>lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.</p> <ul style="list-style-type: none"> • 4 points: Applicant’s project will engage some students from underserved communities. • 2 points: Applicant’s project will engage few students from underserved communities • 0 points: Applicant’s project will engage no students from underserved communities. <p>Making the Case: __/8 points</p> <ul style="list-style-type: none"> • 8 points: Applicant clearly makes the case for why the project is important and describes significant needs, gaps, or challenges, clearly demonstrating that each is significant. Needs, gaps, or challenges may include but are not limited to: food insecurity rate, obesity rate, child poverty rate, natural disasters such as wildfires, impacts of the COVID-19 pandemic on the school community, CalEnviroScreen 4.0 percentile, Healthy Places Index, historical and/or systemic injustices, limited resources, etc. • 4 points: Applicant somewhat clearly makes the case for why the project is important and describes community needs, gaps, or challenges, somewhat clearly demonstrating that each is significant. • 0 points: Applicant unclearly makes the case and/or unclearly describes community needs, gaps, or challenges. <p>Funding Priority: priority populations: __/6 points</p> <ul style="list-style-type: none"> • 6 points: Applicant answers yes; applicant provides the name and address of at least one school the project will serve that is located among priority populations. The review committee is able to verify with the map that at

Application Questions	Review Criteria
<p>phone number) for the following three contacts. NOTE: Some or all of these contacts may be the same person. Then please enter the mailing address of your district/organization.</p> <ul style="list-style-type: none"> - Person Writing the Grant Application: that's you! - Main Contact for Grant Application: the person the CDFA should contact with any questions about the application and with notification about the application status - Grant Agreement Signing Authority: the person who would sign a grant agreement if your project receives a grant award <p>(c) State representatives: Please click here to identify your district's/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.</p> <p>(d) County location: In what county is your district/organization located?</p> <p>(e) Locale type: Is your district/organization located in a city, suburb, town, and/or rural locale? Please use the Locale Lookup and check all that apply. To use the locale lookup, follow these steps: (1) Type in your district/organization name or address; (2) Look at the color(s) of the map – a location colored purple indicates city, yellow indicates suburb, blue indicates town, and green indicates rural. Your district/organization may include multiple designations.</p> <p>(f) Current number of school sites in your district/organization</p> <p>(g) Current number of school food services sites</p> <p>(h) Current number of school sites under Community Eligibility Provision</p>	<p>least one school the applicant identifies in question 11 is located among priority populations.</p> <ul style="list-style-type: none"> • 0 points: Applicant answers no OR applicant answers yes but the review committee is unable to verify with the map that at least one school the applicant identifies in question 11 is located among priority populations. <p>Organizational Data:</p> <ul style="list-style-type: none"> • (a), (b), (c), (d), (e), (f), (g), (h): Compete? Yes/No <ul style="list-style-type: none"> - Applicant must respond to these questions for the CDFA to consider the application complete. - NOTE: The CDFA will consider county location and locale type when making award determinations to distribute grant awards geographically across California to the extent possible. • Percentage of school sites under Community Eligibility Provision: __/4 points <ul style="list-style-type: none"> - 4 points: 75.1 to 100% - 3 points: 50.1 to 75% - 2 points: 25.1 to 50% - 1 point: 1 to 25% - 0 points: Less than 1% • 2019-20 Unduplicated Pupil Count of Students Eligible for Free/Reduced-Price Meals, English Learners & Foster Youth: __/8 points <ul style="list-style-type: none"> - 8 points: 88.1 to 100% - 7 points: 76.1 to 88% - 6 points: 64.1 to 76% - 5 points: 52.1 to 64% - 4 points: 40.1 to 52% - 3 points: 28.1 to 40% - 2 points: 16.1 to 28% - 1 point: 1 to 16% - 0 points: Less than 1% • Opportunity Zone designation: __/4 points

Application Questions	Review Criteria
<p>(i) Current percentage of school sites under Community Eligibility Provision</p> <p>(j) 2019-20 Unduplicated Pupil Count of Students Eligible for Free/Reduced-Price Meals, English Learners & Foster Youth (percentage) (refer to ed-data.org)</p> <p>(k) Opportunity Zone designation: Are any of the schools that your project will serve (see question 8) located in an Opportunity Zone? Please use this tool. If yes, please provide the name and address of at least one school your project will serve that is located in an Opportunity Zone. NOTE: To receive full points for this question, you only need to provide the name and address of one school your project will serve that is located in an Opportunity Zone that the review committee can then verify with the map. To use the tool, follow these steps: (1) Type in the addresses of school sites within your district/organization that your project will serve; (2) Look at the color of the map – a location colored blue indicates an Opportunity Zone.</p> <p>(l) School as a “nutrition hub”: Which school meal program(s) does your district/organization operate? Please check all that apply. NOTE: Applicants must at least operate the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) to be eligible to apply. If your district/organization typically operates the NSLP or SBP but currently operates the Seamless Summer Option (SSO) during the school year instead, you are still eligible to apply and may check each option that you typically operate and currently operate.</p> <ul style="list-style-type: none"> - National School Lunch Program (NSLP) 	<ul style="list-style-type: none"> - 4 points: Applicant answers yes; applicant provides the name and address of at least one school the project will serve that is located in an Opportunity Zone. The review committee is able to verify with the tool that at least one school the applicant identifies in question 12k is located in an Opportunity Zone. - 0 points: Applicant answers no OR applicant answers yes but the review committee is unable to verify with the tool that at least one school the applicant identifies in question 12k is located in an Opportunity Zone. • School as a “nutrition hub”: <u> </u>/4 points <ul style="list-style-type: none"> - NOTE: Applicants must at least operate the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or Seamless Summer Option (SSO) to be eligible to apply. - 4 points: Operates 4 or more school meal programs - 3 points: Operates 3 or more school meal programs - 2 points: Operates 2 school meal programs - 1 point: Operates 1 school meal program - NOTE: Checking the first or second options counts as operating NSLP. Checking the third or fourth options counts as operating SBP.

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<ul style="list-style-type: none"> - Does not yet offer NSLP but has a written agreement with the CA Dept. of Education to start in SY 2022-23 - School Breakfast Program (SBP) - Does not yet offer SBP but has a written agreement with the CA Dept. of Education to start in SY 2022-23 - Seamless Summer Option (SSO) - Summer Food Service Program (SFSP) - Child and Adult Care Food Program (CACFP), which may include the CACFP At-Risk Afterschool Meals Program - Fresh Fruit and Vegetable Program - NSLP Afterschool Snack Program 	
TOTAL	__/40 points

Description of Farm to School History and Motivation: 3 points available

Application Questions	Review Criteria
<p>(13) Is farm to school new to your district/organization?</p> <p>(14) Description: If yes – please describe recent school nutrition and/or student engagement work in your district/organization that you’re proud of and what has motivated your district/organization to engage with farm to school. If no – please describe past and/or current farm to school work in your district/organization that you’re proud of and what has motivated your district/organization to continue engaging with farm to school. [Word Limit = 500]</p>	<p>Is farm to school new to your district/organization: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to question 13 for the CDFA to consider the application complete. Answering “Yes” or “No” will not impact scoring. <p>Description: __/3 points</p> <ul style="list-style-type: none"> • 3 points: Applicant clearly describes past and/or current work that connects to school nutrition, student engagement, and/or farm to school and demonstrates significant motivation to engage with farm to school. • 1 point: Applicant somewhat clearly describes and demonstrates the above. • 0 points: Applicant unclearly describes and demonstrates the above.
TOTAL	__/3 points

Project Description: 25 points available

Application Questions	Review Criteria
<p>(15) Project Narrative: Please tell us about your proposed project. Please address these two questions in your response: How will you coordinate the school nutrition services program with educational opportunities for students in cafeterias, classrooms, and/or outdoor learning spaces? How will you procure California grown or produced, whole or minimally processed foods for incorporation into school meals? [Word Limit = 750]</p> <p>(16) School and Community Assets: How will you leverage school assets (e.g., school gardens/farms, agriculture programs, culinary programs, etc.) and community assets (e.g., partnerships with local organizations) as part of your project? [Word Limit = 200]</p> <p>(17) Culturally Relevant Programming: How will you incorporate culturally relevant foods and culturally relevant educational opportunities as part of your project? [Word Limit = 200]</p> <p>(18) Diversity, Equity, and Inclusion (DEI): Please describe your organizational approach to diversity, equity, and inclusion. For the proposed project, please describe any efforts you are making to address equity in program delivery for underserved communities and socially disadvantaged groups. [Word Limit = 200]</p> <p>(19) Project Work Plan: Please complete and upload the project work plan template provided in the online application portal and on the California Farm to School Incubator Grant Program website. NOTE: The Project Work Plan should align with your Project Narrative and</p>	<p>Project Narrative:</p> <ul style="list-style-type: none"> • Complete? Yes/No <ul style="list-style-type: none"> - Applicant must address both of the following for the CDFA to consider the application complete: (1) how they will coordinate the school nutrition services program with educational opportunities for students; AND (2) how they will procure California grown or produced, whole or minimally processed foods for incorporation into school meals. • Education and Procurement: __/12 points <ul style="list-style-type: none"> - 12 points: Applicant clearly describes a comprehensive and feasible project that will coordinate the school nutrition services program with educational opportunities for students AND procure California grown or produced, whole or minimally processed foods for incorporation into school meals. - 6 points: Applicant describes a feasible project that will clearly do one of the above but only somewhat clearly do the other. - 3 points: Applicant describes a feasible project that will somewhat clearly do both of the above. - 0 points: Applicant provides an unclear and/or unfeasible description and/or a description that does not sufficiently address both of the above. <p>School and Community Assets: __/2 points</p> <ul style="list-style-type: none"> • 2 points: Project will leverage school and community assets. • 1 point: Project will leverage school or community assets. • 0 points: Project will not leverage either of the above. <p>Culturally Relevant Programming: __/2 points</p>

Application Questions	Review Criteria
<p>must include at least one objective related to coordinating the school nutrition services program with educational opportunities for students AND at least one objective related to procuring California grown or produced, whole or minimally processed foods for incorporation into school meals.</p>	<ul style="list-style-type: none"> • 2 points: Project will incorporate culturally relevant foods and culturally relevant educational opportunities. • 1 point: Project will incorporate one of the above. • 0 points: Project will not incorporate either of the above. <p>Diversity, Equity, and Inclusion (DEI): __/4 points</p> <ul style="list-style-type: none"> • 4 points: Applicant clearly describes their organizational approach to DEI and efforts to address equity in program delivery for the proposed project (for both responses, applicant must include the “how” not just the “why it’s important”). • 2 points: Applicant somewhat clearly describes the above. • 0 points: Applicant unclearly describes the above OR just includes the “why it’s important” but not the “how.” <p>Project Work Plan: __/5 points</p> <ul style="list-style-type: none"> • 5 points: Applicant completes the Project Work Plan template with all required information, including at least one objective related to coordinating the school nutrition services program with educational opportunities for students AND at least one objective related to procuring California grown or produced, whole or minimally processed foods for incorporation into school meals. All information clearly aligns with the Project Narrative. The “Performed By” column includes all Project Team members and contractors, thus demonstrating a shared distribution of responsibilities. • 3 points: Applicant completes the Project Work Plan template with all required information, including at least one objective related to coordinating the school nutrition services program with educational opportunities for students AND at least one objective related to procuring California grown or produced, whole or minimally processed foods for incorporation into school meals. All information somewhat clearly aligns with the Project

Application Questions	Review Criteria
	<p>Narrative. The “Performed By” column includes all Project Team members and contractors, thus demonstrating a shared distribution of responsibilities.</p> <ul style="list-style-type: none"> • 0 points: Applicant does not complete the Project Work Plan template with all required information and/or the information unclearly aligns with the Project Narrative and/or the “Performed By” column does not include all Project Team members and contractors.
TOTAL	__/25 points

Healthy, Equitable, Resilient Food System: 20 points available

Application Questions	Review Criteria
<p>(20) Funding Priorities: As part of your grant project, do you plan to procure from food producers in California who are any of the following? Please check all that apply.</p> <p>(a) Small to midsize food producer (<i>i.e., operation’s average gross cash farm income during the previous three-year period is no more than \$750,000</i>)</p> <p>(b) Veteran food producer (<i>i.e., operation is at least 50% owned by individual(s) 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</i>)</p> <p>(c) Socially disadvantaged food producer (<i>i.e., operation is at least 50% owned by individual(s) who belong to one or more of these socially disadvantaged groups: African Americans, Native Indians, Alaskan Natives, Hispanics, Asian Americans, Native Hawaiians and Pacific Islanders, women, LGBTQ+ people</i>)</p>	<p>Small to midsize food producers: __/6 points</p> <ul style="list-style-type: none"> • 6 points: Applicant checks (a) in question 20 and, in question 21, clearly describes producer partners who meet the small to midsize food producer criteria and/or clearly describes a detailed plan to partner with producers who meet the criteria. • 3 points: Applicant checks (a) in question 20 and provides a somewhat clear description in question 21. • 0 points: Applicant does not check (a) in question 20 OR applicant checks (a) but provides an unclear description in question 21. <p>Veteran, socially disadvantaged, and/or limited-resource food producers: __/6 points</p> <ul style="list-style-type: none"> • 6 points: Applicant checks (b), (c), and/or (d) in question 20 and, in question 21, clearly describes producer partners who meet the veteran, socially disadvantaged, and/or limited-resource criteria and/or clearly describes a detailed plan to partner with producers who meet the criteria.

Application Questions	Review Criteria
<p>(d) Limited-resource food producer (<i>i.e., operation is at least 50% owned by one or more limited-resource farm households, according to this tool</i>)</p> <p>(e) Food producer who uses climate smart agriculture practices (<i>i.e., practices defined by the USDA Natural Resources Conservation Service (NRCS) Conservation Practice Standards (CPS) and those identified by the CDFA Office of Environmental Farming and Innovation via the Healthy Soils Program, Alternative Manure Management Program (AMMP), Dairy Digester Research and Development Program (DDRDP), and State Water Enhancement and Efficiency Program (SWEEP), including but not limited to cover cropping, no or reduced till, hedgerow plantings, compost application, and prescribed grazing</i>)</p> <p>(f) Food producer who is certified organic or transitioning to certified organic</p> <p>(g) Food producer who uses other regenerative strategies that increase resilience to climate change, improve the health of communities and soil, protect water and air quality, increase biodiversity, and help store carbon in the soil</p> <p>(h) None of the above</p> <p>(21) Procurement Partners: If you checked any of the options in question 20, please describe the producers with whom you plan to partner who meet any of the above criteria. If you checked any of the options in question 20 but have not yet identified producers who meet the criteria, please describe your plan for seeking out and establishing partnerships with food producers in California who meet the criteria. [Word Limit = 500]</p>	<ul style="list-style-type: none"> • 3 points: Applicant checks (b), (c), and/or (d) in question 20 and provides a somewhat clear description in question 21. • 0 points: Applicant does not check (b), (c), or (d) in question 20 OR applicant checks (b), (c), or (d) but provides an unclear description in question 21. <p>Climate smart food producers: __/6 points</p> <ul style="list-style-type: none"> • 6 points: Applicant checks (e), (f), and/or (g) in question 20 and, in question 21, clearly describes producer partners who use climate smart agriculture practices, are certified organic or transitioning to certified organic, and/or use other regenerative strategies and/or clearly describes a detailed plan to partner with producers who meet the criteria. • 3 points: Applicant checks (e), (f), and/or (g) in question 20 and provides a somewhat clear description in question 21. • 0 points: Applicant does not check (e), (f), or (g) in question 20 OR applicant checks (e), (f), or (g) but provides an unclear description in question 21. <p>Current Practices: __/2 points</p> <ul style="list-style-type: none"> • 2 points: Applicant answers yes; clearly describes current procurement work and producer partners in one of more of these areas. • 1 point: Applicant answers yes; provides a somewhat clear description. • 0 points: Applicant answers no OR applicant answers yes but provides an unclear description.

Application Questions	Review Criteria
(22) Current Practices: Do you currently procure from producers who meet any of the criteria described in question 20? If yes, please describe your current procurement work and producer partners in one or more of these areas. [Word Limit = 100]	
TOTAL	__/20 points

Project Reporting and Evaluation: no points available

Application Questions	Review Criteria
<p>(23) 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 1 grant recipients in this program. Please email cafarmtoschool@cdfa.ca.gov if you have any questions about these activities.</p> <ul style="list-style-type: none"> - 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 - Regular Financial Reporting: 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 - Farm-Level Data: 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. - Quarterly Check-ins: Submit quarterly check-ins to the CDFA summarizing project progress, successes, and challenges 	<p>Project Reporting and Evaluation: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must agree for the CDFA to consider the application complete, as these are required activities of this grant program.

Application Questions	Review Criteria
<ul style="list-style-type: none"> - Annual Procurement Check-in: 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 - 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 	

Project Viability: 10 points available	
Application Questions	Review Criteria
<p>(24) Budget/Narrative: Please complete and upload the budget worksheet provided in the online application portal and on the California Farm to School Incubator Grant Program website. Please ensure that your proposed project costs are allowable according to the Track 1 Allowable and Unallowable Costs section of the RFA. NOTE: Please email the CDFA for support at cafarmtoschool@cdfa.ca.gov if you are unable to utilize the Microsoft Excel format of the budget worksheet.</p> <p>(25) Grant Administration and Accounting: If you receive an award, who within your district/organization will handle grant administration and accounting and what process does your district/organization plan to implement to handle grant administration and accounting? [Word Limit = 100]</p>	<p>Budget/Narrative: __/8 points</p> <ul style="list-style-type: none"> • 8 points: Applicant’s budget clearly aligns with the Project Description section, includes all requested information for each line item, and provides clear reasonings for each spending category. • 4 points: Applicant’s budget somewhat clearly aligns with the Project Description section, includes all requested information for each line item, and provides clear reasonings for each spending category. • 2 points: Applicant’s budget somewhat clearly to clearly aligns with the Project Description section and includes all requested information for each line item, but provides only somewhat clear reasonings for each spending category. • 0 points: Applicant’s budget does not align with the Project Description section and/or is missing information or reasonings about proposed project costs.

Application Questions	Review Criteria
<p>(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? 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. [Word Limit = 100]</p> <p>(27) Sustainability Plan: In what ways will your district/organization sustain this project beyond the duration of the grant term? Also, if your Budget includes staffing costs, please acknowledge these investments in staffing here and discuss any plans to sustain those roles after the grant term ends. [Word Limit = 200]</p>	<p>Grant Administration and Accounting: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to question 25 for the CDFA to consider the application complete. <p>Program Income: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to question 26 for the CDFA to consider the application complete. <p>Sustainability Plan: __/2 points</p> <ul style="list-style-type: none"> • 2 points: Applicant clearly describes how their district/organization will sustain the project beyond the duration of the grant term. If the Budget includes staffing costs, applicant acknowledges this and clearly discusses any plans to sustain those roles after the grant term ends. • 1 point: Applicant somewhat clearly describes how their district/organization will sustain the project beyond the duration of the grant term. If the Budget includes staffing costs, applicant acknowledges this and discusses any plans to sustain those roles after the grant term ends. • 0 points: Applicant unclearly describes how their district/organization will sustain the project beyond the duration of the grant term and/or if the Budget includes staffing costs, applicant does not acknowledge this or discuss any plans to sustain those roles after the grant term ends.
TOTAL	__/10 points

Letter(s) of Support: no points available	
Application Questions	Review Criteria
<p>(28) School Nutrition Services Director (or equivalent): Please upload a letter of support from your district's/organization's school nutrition services director (or equivalent district-wide/organization-wide decision-maker who oversees and coordinates the school meal program).</p>	<p>Letter(s) of Support: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must include a letter of support from the district's/organization's school nutrition services director (or equivalent district-wide/organization-wide decision-maker who oversees and coordinates the school meal

Application Questions	Review Criteria
<p>This letter must include an endorsement of the project and description of how the school nutrition services department (or equivalent entity that operates the school meal program) will support the project. NOTE 1: This letter is required even if your project is targeting one or more specific school sites within your organization, rather than all schools. NOTE 2: If the school nutrition services director (or equivalent) is the Person Writing the Grant Application (named in question 12b), then they do not need to submit a letter of support.</p> <p>(29) (Optional) Additional Letters of Support: You may upload additional letters of support if you would like. Please note that this is optional. Additional letters of support may be from other members of your Project Team such as an educator, education services administrator, school-site decision-maker, community partner, food producer partner, etc. NOTE: Please combine all additional letters into one single document to upload.</p>	<p>program) for the CDFA to consider the application complete, unless that person is the one writing the application. The letter must include an endorsement of the project and description of how the school nutrition services department (or equivalent entity that operates the school meal program) will support the project.</p>

(30) (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	___/100 points
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