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**State of California**

**California Department of Food and Agriculture**

**Office of Farm to Fork**

**Farm to Community Food Hubs Grant Program**

**Track 2 Infrastructure and Operations Workplan Template**

**Instructions.** Using this workplan template is required for your Track 2 Farm to Community Food Hubs Program grant application. When submitting all your application materials, please include this completed workplan as a Word document (no PDFs). The table below includes examples for your guidance and should be replaced by your own project workplan details.

The grant term is estimated to be October 2025 – October 2030.Applicants should include a workplan that includes activities for the entire period. Do not include activities before or after that period. **Please note:** Track 2 grant recipients are required to report quarterly to the California Department of Food and Agriculture for 60 months. If a grant recipient expects to expend all awarded funds before 60 months, the grant recipient must continue reporting quarterly to CDFA on activities benefitting from the grant award, such as sales activities.

**Tips and Friendly Reminders**

* “Project goals” give a broad or big picture statement of the overall thing the proposed project aims to accomplish.
* “Objectives” are things that will be measurable or knowable at the end of a project. They are the final results, which together achieve the project goal(s). Objectives provide a more detailed picture of what is to be accomplished. They are similar to goals but are more specific and more focused on timeframes and measurements.
* People reviewing grant applications will be scoring this workplan based on the Track 2 evaluation scoring criteria. Review the evaluation criteria on the [Farm to Community Food Hubs program website](https://cafarmtofork.cdfa.ca.gov/F2CFHP.html).

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**Please briefly describe the project Goal(s):** *Increase our sales of local, organic food to serve local public schools and support food producers’ access new markets.*

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| **Objective (Final Result)**Which objective do the activities on the right help achieve? | **Activity / Task**List and describe each planned activity/task that helps achieve the objective written on the left. | **Anticipated Timeline****(Month / Year)**Choose informed and realistic timelines within the grant term. Do not include activities before or after the grant term. | **Who will do the work?** Include project team, partners, and/or contractors when applicable. If hiring new staff or contractors to do the work and they are unknown at this time, write “Staff person to be hired” or “Contractor to be hired” |
| *Install cooler and dry storage facilities* | *Research and purchase cooler and dry storage equipment**Research contractors, requesting bids. Evaluate and select contractor**Hire installation contractor. Have kickoff meeting**Attain any necessary permits from county**Review any drawings from contractor**Review status with contractor monthly* | *October 20XX – January 20XX* | *ABC Organization’s Project Coordinator**XYZ Organization’s Director**Contactor to be hired* |
| *Recruit and onboard 15 food producers from X county, with a goal of 100% being organically certified or using climate smart agricultural practices* | *Contact local organic food producers on our outreach list. Visit farms/ranches as needed**Develop training materials for onboarding new food producers**Train food producers how to use inventory system* | *March 20XX – July 20XX* | *XYZ Organization’s Operations Coordinator* |
| *Set up sales agreements with Buyer 1 and Buyer 2* | *Contact and discuss potential sales and needs with Buyer 1 and Buyer 2**Identity existing sales agreements between other buyers and their local food producer/food hubs**Develop sales list to share with Buyers 1 and 2**Follow up meeting with Buyers 1 and 2 to review and sign sales agreements* | *February 20XX – May 20XX* | *XYZ Organization’s Operations Coordinator; ABC Organization’s Sales Coordinator* |
| *Increase sales of organic food by 100% by selling to Buyers 1 and 2* | *Conduct sales to Buyers 1 and 2**Continually check in with buyers to ensure deliveries and quality are met**Continually update sales list and communicate with food producers on timing, volume, and quality* | *September 20XX – September 20XX* | *XYZ Organization’s Operations Coordinator; XYS Organization’s Manager* |
| *Submit reporting to CDFA* | *Continue submitting quarterly reports to CDFA*  | *November 20XX – September 20XX* | *XYZ Organization’s Operations Coordinator* |
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