

1.2 Definitions

Climate Smart Agriculture Practices: Practices include those 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](#), including cover cropping, no or reduced till, hedgerow plantings, compost application, and prescribed grazing.

Farm to School: While individual farm to school programs vary based on their unique vision, community, and geographic region, the CDFA broadly considers farm to school programs as combining: (1) schools and early care and education programs buying California grown or produced foods, (2) educational activities that connect classroom learning with cafeteria meals, and (3) hands-on food education opportunities in school gardens, on farms, in settings that celebrate traditional foodways and cultivate food sovereignty, and through other experiential learning pathways. Programs may include forest-to-school, river-to-school, and ocean-to-school.

Limited-Resource Farm Households: Per [the United States Department of Agriculture \(USDA\)](#), limited-resource farm households are those that, for two years in a row, have low farm sales and low household income, according to [this tool](#).

Priority Populations: Per the California Air Resources Board's [California Climate Investments Priority Populations map](#), priority populations refer to those that are especially vulnerable to the impacts of climate change, and include disadvantaged communities, low-income communities, and low-income households. Disadvantaged communities are identified by the California Environmental Protection Agency (CalEPA) as the top 25% most impacted census tracts in CalEnviroScreen 3.0 – a screening tool used to help identify communities disproportionately burdened by multiple sources of pollution and with populations characteristics that make them more sensitive to pollution. Low-income communities and households are defined as the census tracts and households, respectively, that are either at or below 80% of the statewide median income, or at or below the threshold designated as low-income by the California Department of Housing and Community Development's (HCD) 2016 State Income Limits.

Small to Midsize Food Producers: The California Farm to School Incubator Grant Program defines small to midsize food producers as those for which the average annual gross farm revenue during the previous three-year period is no more than \$750,000.

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1.4 Funding and Duration

The Budget Act of 2021 appropriated \$30 million from the General Fund to the CDFA for the 2022 California Farm to School Incubator Grant Program. The CDFA will utilize approximately \$4.5 million for grant administration and evaluation and the CDFA will make approximately \$25.5 million available for the four funding tracks outlined above. The table below displays the approximate funds available from the CDFA for each funding track.

Grant Track	Approximate funds available from CDFA	Funding Formula	Award Amounts	Grant Term
Track 1: The California Farm to School K-12 Procurement and Education Grant	\$15 million	Total project award amount for which applicants may apply = Number of students enrolled in School Year 2019-2020 multiplied by \$10. NOTE: If an applicant's formula produces a number LESS THAN \$150,000, the applicant may apply for <i>up to</i> \$150,000. If an applicant's formula produces a number that is BETWEEN \$150,000 and 1 million, the applicant may apply for <i>no more than</i> the result of their funding formula. If an applicant's formula produces a number GREATER THAN \$1 million, the applicant may apply for <i>no more than</i> \$1 million.	Up to \$1 million	Up to 24 months
Track 2: The California Farm to School Partnership Grant	\$4.5 million	None	\$100,000 to \$500,000	Up to 24 months
Track 3: The California Farm to Early Care and Education (ECE) Grant	\$1 million	None	\$50,000 to \$200,000	Up to 24 months
Track 4: The California Farm to School Producer Grant	\$5 million	None	\$5,000 to \$150,000	Up to 24 months

Track 4: Unallowable Costs	
% of award	Description
0%	General CDFA unallowable costs: <ul style="list-style-type: none"> Please refer to (1.b), (2), (3.a.iv), (6), (7), (9), (10), (13.b), (14), (17), (19), (22.b), (24), (26), and (27.a.ii) of the CDFA List of Allowable and Unallowable Items of Cost.
0%	Consumables related to food production that are not reusable: <ul style="list-style-type: none"> For example, feed for animals or water for irrigation.
0%	Any costs incurred before or after the grant term.
0%	Any costs outside of the project scope. <ul style="list-style-type: none"> Please note that prior approval from the CDFA is required for any changes to an approved project scope of work or budget once the agreement is fully executed. Failure to obtain prior written approval from the CDFA may result in disallowance of costs incurred.

1.8 Reporting

The CDFA will require grant recipients of the 2022 California Farm to School Incubator Grant Program to complete the following reporting components.

Pre-Survey	All Tracks: <ul style="list-style-type: none"> Submit a pre-survey to the CDFA at the beginning of the grant term, after the grant agreement has been fully executed, to summarize and quantify pre-project farm to school activities.
Financial Reporting	All Tracks: <ul style="list-style-type: none"> Submit monthly or quarterly invoices to the CDFA (utilizing a template that the CDFA will provide) along with documentation to demonstrate proof of payment, detailing spending to be reimbursed for actual allowable costs incurred. If eligible and approved for an Advance Payment, submit regular invoicing in accordance with Advance Payment regulations. Tracks 1 and 3 ONLY: <ul style="list-style-type: none"> As part of the invoicing process described above, when invoicing for food procurement costs, the CDFA will require Track 1 and 3 grant recipients to submit a food procurement worksheet that includes a range of procurement metrics such as item name, item amount and cost, market channel, vendor name, name of farm or producer (if known), etc.
Quarterly Check-ins	All Tracks: <ul style="list-style-type: none"> Submit quarterly check-ins to the CDFA summarizing farm to school project progress, successes, and challenges.
Quarterly Grantee Office Hours	All Tracks: <ul style="list-style-type: none"> Attend at least one virtual Farm to School Grantee Office Hours session each quarter, hosted by the CDFA, to check in with CDFA staff and engage in peer-to-peer learning with fellow grant recipients.

Track 1 Application Overview	Points Available
<p>Price Meals, English Learners & Foster Youth; chronic absenteeism rate; Opportunity Zone designation; school meal programs district/organization operates; participation rate in primary meal program.*</p> <p>*The CDFA will consider county location and locale type when making award determinations to distribute grant awards geographically across California to the extent possible.</p>	
<p>Description of Farm to School History and Motivation</p> <p>(10) Is farm to school new to your district/organization?</p> <p>(11) Description:</p> <p>(a) PART A: If yes – please describe recent school nutrition / 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/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.</p> <p>(b) PART B: Additionally, if your district/organization previously received a California Farm to School Incubator Grant (view the list of 2021 grant recipients): Please briefly describe how this proposed project will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.</p>	5
<p>Project Description</p> <p>(12) Project Narrative: Please tell us about your proposed project. Please keep the description of this funding track in mind as you write. Please also include any strategies to leverage school and community assets, incorporate culturally relevant foods, and incorporate culturally relevant educational opportunities as part of your project.</p> <p>(13) Project Goal, Outcomes, Activities, Timeline, and Team Responsibilities: Please use the project work plan template provided in the online application portal and on the California Farm to School Incubator Grant Program website.</p> <p>(14) 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.</p>	25
<p>Healthy, Equitable, Resilient Food System</p> <p>(15) Funding Priority: Do you plan to utilize grant funds to procure from small to midsize California food producers? If yes, please describe your plan and your producer partners.</p> <p>(16) Funding Priority: Do you plan to utilize grant funds to procure from veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California? If yes, please describe your plan and your producer partners.</p>	10

Track 1 Application Overview	Points Available
<p>(17) Funding Priority: Do you plan to utilize grant funds to procure from California food producers who utilize climate smart agriculture practices / production systems / other regenerative strategies? If yes, please describe your plan, your producer partners, and their food production practices.</p> <p>(18) Current Practices: Do you currently procure from producers described in questions 15–17? If yes, please describe your current procurement work and producer partners in these areas.</p>	
<p>Project Evaluation</p>	--
<p>(19) Participation in all reporting activities (see Reporting) is required if awarded a grant.</p>	
<p>Project Viability</p>	10
<p>(20) Budget/Narrative: Please use the budget worksheet provided in the online application portal and on the California Farm to School Incubator Grant Program website. Also, 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?</p> <p>(21) Sustainability Plan: What does sustainability of this project mean to you? How will your district/organization achieve that sustainability and how does this proposed project fit into your district's/organization's mission and vision?</p>	
<p>Letter(s) of Support</p>	--
<p>(22) School Nutrition Services Director (or equivalent): Please upload a letter of support from your district's/organization's school nutrition services director (or equivalent).* This letter must include an endorsement of the project and description of how the school nutrition services department (or equivalent) will support the project. *If the school nutrition services director (or equivalent) is the person writing and submitting the application, then they do not need to submit a letter of support.</p> <p>(23) Contractors: If you identified any contractors by name as part of your Project Team and Budget, please upload a letter of support from each of them as well. Letters must include an endorsement of the project and description of how the contractor will support the project.</p> <p>(24) Additional Letters of Support (optional): 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, community partner, food producer partner, etc.</p>	
<p style="text-align: right;">Total</p>	100

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3.1b Grant Application and Review Criteria (overview) – Track 2
The California Farm to School Partnership Grant
(100 points available total)

Applicants to Track 2 must complete an application containing the following components. The CDFA will score each Track 2 application as outlined below. Track 2 applications must meet a minimum scoring requirement to be eligible for a grant award [minimum score TBA in the final RFA]. See [Appendix B](#) for the complete scorecard for Track 2.

The following is an overview of Track 2 application questions intended to provide potential applicants with an idea of what to expect; questions in the online application may slightly differ.

Track 2 Application Overview	Points Available
<p>Eligibility</p> <p>(1) Which funding track is right for you? Please respond to the multiple-choice questions in the online application portal to help determine eligibility.</p> <p>(2) Other support from federal or state grant programs: Activities funded under the California Farm to School Incubator Grant Program cannot duplicate activities funded by another federal or state grant program. If your project proposal has been or will be submitted to or funded by another federal or state grant program, please: identify the federal or state grant program and the agency administering the program; list the amount of grant funds requested or awarded by the program; and describe how the proposed project supplements rather than duplicates efforts funded by the other federal or state grant program.</p>	--
<p>Project Title and Summary</p> <p>(3) Please provide your project title. Please also provide a brief summary (2 to 3 sentences) of your proposed project, beginning with “[District/Organization Name] will...”</p>	--
<p>Project Team</p> <p>(4) Project Partners: How many project partners are in your project partnership (including the lead applicant)? Please list the name of each, identify if they are a California farm to school support organization or a California farm to school implementing organization, identify if they are the lead applicant or a supporting project partner, and provide a one-sentence summary of each of their roles in the project. Please note that any contractors (individuals or organizations) you identify by name in your Budget should be included here as a supporting project partner.</p> <p>(5) Lead Applicant Information: contact information, state representatives</p>	--
<p>Total Dollar Amount Requested</p> <p>(6) Refer to Funding and Duration for guidance.</p>	--
<p>Community Need (please use 2019-20 data)</p> <p>(7) Funding Priority: Please introduce us to the school community/communities your project will serve. In particular, please tell us about the students you plan to engage through this project.</p>	50

Track 2 Application Overview	Points Available
<p>(8) Making the Case: Please describe why this project is important. Are there any needs, gaps, or challenges your community has experienced that this grant will help address?</p> <p>(9) Funding Priority: Are any of the schools that your project will serve located among priority populations, according to this map?</p> <p>(10) Organizational Data (for each farm to school implementing organization included in the project partnership): District/organization name; state representatives; county location; locale type; number of school sites and school food service sites; number and percentage of school sites under Community Eligibility Provision; Free/Reduced-Price Meal Eligibility Rate; Unduplicated Pupil Count of Students Eligible for Free/Reduced-Price Meals, English Learners & Foster Youth; chronic absenteeism rate; Opportunity Zone designation; school meal programs district/organization operates; participation rate in primary meal program.*</p> <p>*The CDFA will consider county location and locale type when making award determinations to distribute grant awards geographically across California to the extent possible.</p>	
<p>Description of Farm to School History and Motivation</p> <p>(11) Is farm to school new to your district/organization?</p> <p>(12) Description:</p> <p>(a) PART A: If yes – please describe recent school nutrition / producer engagement / student engagement / food system development 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/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.</p> <p>(b) PART B: Additionally, if your district/organization previously received a California Farm to School Incubator Grant (view the list of 2021 grant recipients): Please briefly describe how this proposed project will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.</p>	5
<p>Project Description</p> <p>(13) Project Narrative: Please tell us about your proposed project, including a description of how your project will make regional or statewide food system impact, and what the scale of that impact will be. Please keep the description of this funding track in mind as you write. Please also include any strategies to leverage school and community assets and to incorporate culturally relevant foods and/or culturally relevant educational opportunities as part of your project.</p> <p>(14) Project Goal, Outcomes, Activities, Timeline, and Team Responsibilities: Please use the project work plan template provided in the online application portal and on the California Farm to School Incubator Grant Program website.</p>	25

Track 2 Application Overview	Points Available
(15) 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.	
Healthy, Equitable, Resilient Food System (16) Funding Priority: Do you plan to utilize grant funds to partner with small to midsize California food producers? If yes, please describe your plan and your producer partners. (17) Funding Priority: Do you plan to utilize grant funds to partner with veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California? If yes, please describe your plan and your producer partners. (18) Funding Priority: Do you plan to utilize grant funds to partner with California food producers who utilize climate smart agriculture practices / production systems / other regenerative strategies? If yes, please describe your plan, your producer partners, and their food production practices. (19) Current Practices: Do you currently partner with producers described in questions 16–18? If yes, please describe your current procurement work and producer partners in these areas.	10
Project Evaluation	--
(20) Participation in all reporting activities (see Reporting) is required if awarded a grant.	
Project Viability (21) Budget/Narrative: Please use the budget worksheet provided in the online application portal and on the California Farm to School Incubator Grant Program website . Also, 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? (22) Sustainability Plan: What does sustainability of this project mean to you? How will your district/organization achieve that sustainability and how does this proposed project fit into your district's/organization's mission and vision?	10
Letter(s) of Support	--
(23) Farm to School Implementing Organizations: Please upload a letter of support from the school nutrition services director (or equivalent) at each farm to school implementing organization (i.e., public school district, county office of education, and/or directly funded charter school) that is a part of your project partnership.* Letters must include an endorsement of the project and description of how the school nutrition services department (or equivalent) will support the project. In addition, you may upload letters of support from others within each farm to school implementing organization that is a part of your project partnership if desired.	

Track 2 Application Overview	Points Available
<p>*If a school nutrition services director (or equivalent) is the person writing and submitting the application, then they do not need to submit a letter of support.</p> <p>(24) Farm to School Support Organizations and Contractors: Please upload a letter of support from each farm to school support organization that is a supporting project partner for your project, including any contractors you identified by name as a Project Partner and in your Budget. Letters must include an endorsement of the project and description of how the partner will support the project.</p>	
Total	100

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**3.1c Grant Application and Review Criteria (overview) – Track 3
The California Farm to Early Care and Education (ECE) Grant
(100 points available total)**

Applicants to Track 3 must complete an application containing the following components. The CDFA will score each Track 3 application as outlined below. Track 3 applications must meet a minimum scoring requirement to be eligible for a grant award [minimum score TBA in the final RFA]. See [Appendix C](#) for the complete scorecard for Track 3.

The following is an overview of Track 3 application questions intended to provide potential applicants with an idea of what to expect; questions in the online application may slightly differ.

Track 3 Application Overview	Points Available
<p>Eligibility</p> <p>(1) Which funding track is right for you? Please respond to the multiple-choice questions in the online application portal to help determine eligibility.</p> <p>(2) Other support from federal or state grant programs: Activities funded under the California Farm to School Incubator Grant Program cannot duplicate activities funded by another federal or state grant program. If your project proposal has been or will be submitted to or funded by another federal or state grant program, please: identify the federal or state grant program and the agency administering the program; list the amount of grant funds requested or awarded by the program; and describe how the proposed project supplements rather than duplicates efforts funded by the other federal or state grant program.</p>	--
<p>Project Title and Summary</p> <p>(3) Please provide your project title. Please also provide a brief summary (2 to 3 sentences) of your proposed project, beginning with “[District/Organization Name] will...”</p>	--

Track 3 Application Overview	Points Available
<p>Project Team</p> <p>(4) 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, a person/entity supporting the food procurement aspect of the project and a person/entity supporting the hands-on learning and play aspect of the project.* Please note that any contractors (individuals or organizations) you identify by name in your Budget should be included here as a project team member.</p> <p>*If one person is fulfilling both roles, please note this in your response and briefly explain why.</p>	--
<p>Total Dollar Amount Requested</p> <p>(5) Refer to Funding and Duration for guidance.</p>	--
<p>Community Need (please use 2019-20 data)</p> <p>(6) Funding Priority: Please introduce us to your ECE community. In particular, please tell us about the young children you serve and plan to engage through this project.</p> <p>(7) Making the Case: Please describe why this project is important. Are there any needs, gaps, or challenges your ECE community has experienced that this grant will help address?</p> <p>(8) Funding Priority: Are any of the ECE providers/sites that your project will serve located among priority populations, according to this map?</p> <p>(9) Organizational Data (questions will differ slightly based on whether applicant is an intermediary organization or multi-site child care center): District/organization name, contact information, state representatives, county location(s), locale type, organizational details, ECE providers/sites that project will serve, Free/Reduced-Price Meal Eligibility Rate, child poverty rate, adverse childhood experiences, neighborhood food access, Opportunity Zone designation.*</p> <p>*The CDFA will consider county location and locale type when making award determinations to distribute grant awards geographically across California to the extent possible.</p>	50
<p>Description of Farm to ECE History and Motivation</p> <p>(10) Is farm to ECE new to your district/organization?</p> <p>(11) Description:</p> <p>(a) PART A: If yes – please describe recent ECE nutrition / child engagement work in your district/organization that you’re proud of and what has motivated your district/organization to engage with farm to ECE. If no – please describe past/current farm to ECE work in your district/organization that you’re proud of and what has motivated your district/organization to continue engaging with farm to ECE.</p> <p>(b) PART B: Additionally, if your district/organization previously received a California Farm to School Incubator Grant (view the list of 2021 grant recipients): Please briefly describe how this proposed project</p>	5

Track 3 Application Overview	Points Available
<p>will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.</p>	
<p>Project Description</p> <p>(12) Project Narrative: Please tell us about your proposed project. Please keep the description of this funding track in mind as you write. Please also include any strategies to leverage ECE and community assets, incorporate culturally relevant foods, and incorporate culturally relevant educational opportunities as part of your project.</p> <p>(13) Project Goal, Outcomes, Activities, Timeline, and Team Responsibilities: Please use the project work plan template provided in the online application portal and on the California Farm to School Incubator Grant Program website.</p> <p>(14) 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.</p>	25
<p>Healthy, Equitable, Resilient Food System</p> <p>(15) Funding Priority: Do you plan to utilize grant funds to procure from small to midsize California food producers? If yes, please describe your plan and your producer partners.</p> <p>(16) Funding Priority: Do you plan to utilize grant funds to procure from veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California? If yes, please describe your plan and your producer partners.</p> <p>(17) Funding Priority: Do you plan to utilize grant funds to procure from California food producers who utilize climate smart agriculture practices / production systems / other regenerative strategies? If yes, please describe your plan, your producer partners, and their food production practices.</p> <p>(18) Current Practices: Do you currently procure from producers described in questions 15–17? If yes, please describe your current procurement work and producer partners in these areas.</p>	10
<p>Project Evaluation</p> <p>(19) Participation in all reporting activities (see Reporting) is required if awarded a grant.</p>	--
<p>Project Viability</p> <p>(20) Budget/Narrative: Please use the budget worksheet provided in the online application portal and on the California Farm to School Incubator Grant Program website. Also, 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?</p>	10

Track 3 Application Overview	Points Available
(21) Sustainability Plan: What does sustainability of this project mean to you? How will your district/organization achieve that sustainability and how does this proposed project fit into your district's/organization's mission and vision?	
Letter(s) of Support (22) Please upload a letter of support from a person/entity supporting the food procurement aspect of the project and a person/entity supporting the hands-on learning and play aspect of the project,* as well as any contractors you identified by name as part of your Project Team and Budget. Letters must include an endorsement of the project and description of how the partner will support the project. Additionally, for intermediary organizations only, please upload letters of support from at least two ECE providers that this project will serve. These letters must include an endorsement of the project and description of how the provider will participate. *If one person is fulfilling both roles, they may submit one letter of support rather than two and should include a brief explanation in the letter regarding why they are fulfilling both roles.	--
Total	100

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**3.1d Grant Application and Review Criteria (overview) – Track 4
 The California Farm to School Producer Grant
 (50 points available total)**

Applicants to Track 4 must complete an application containing the following components. The CDFA will score each Track 4 application as outlined below. Track 4 applications must meet a minimum scoring requirement to be eligible for a grant award [minimum score TBA in the final RFA]. See [Appendix D](#) for the complete scorecard for Track 4.

The following is an overview of Track 4 application questions intended to provide potential applicants with an idea of what to expect; questions in the online application may slightly differ.

Track 4 Application Overview	Points Available
Eligibility (1) Which funding track is right for you? Please respond to the multiple-choice questions in the online application portal to help determine eligibility. (2) Other support from federal or state grant programs: Activities funded under the California Farm to School Incubator Grant Program cannot duplicate activities funded by another federal or state grant program. If your project proposal has been or will be submitted to or funded by another federal or state grant program, please: identify the federal or state grant program and the agency administering the program; list the	--

Track 4 Application Overview	Points Available
amount of grant funds requested or awarded by the program; and describe how the proposed project supplements rather than duplicates efforts funded by the other federal or state grant program.	
Project Title and Summary (3) Please provide your project title. Please also provide a brief summary (2 to 3 sentences) of your proposed project, beginning with “[Business/Organization Name] will...”	--
Total Dollar Amount Requested (4) Refer to Funding and Duration for guidance.	--
Business/Organization Background (5) Series of brief questions: Legal business name, contact information, tax identification number, business/organization mailing address, physical business address (if different), California residency of operation’s owner(s)/leader(s), county location of operation, state representatives, years in operation, number of employees, type(s) of food produced, current market(s) for food sales, relevant certifications/licensures, basic food safety plan.* *The CDFA will consider county location when making award determinations to distribute grant awards geographically across California to the extent possible.	--
Relationships with School Nutrition Services Departments (6) Partners (at least one required): Through this project, which entity type(s) in California do you intend to: (1) sell California grown or produced food to, and/or (2) partner with to implement educational opportunities for youth that complement food sales to schools? Eligible entity types are public school districts, county offices of education, and/or directly funded charter school(s) participating in the National School Lunch Program, Seamless Summer Option, and/or School Breakfast Program and/or center-based programs for children participating in the Child and Adult Care Food Program. Please name each entity you are partnering with through this project and briefly describe your relationship with each. (7) Established relationship(s) with at least one school nutrition services department: Please upload either: (a) a letter of intent from at least one school nutrition services director (or equivalent) at any of the above entities to which you intend to sell food, indicating a “good faith” intention to purchase your food for school meals (please use the template provided in the online application portal and on the California Farm to School Incubator Grant Program website); and/or (b) at least one past purchase order, invoice, or receipt for California grown or produced food you have sold to any of the above entities for school meals.	--

Track 4 Application Overview	Points Available
<p data-bbox="201 268 719 300">Description of Farm to School Vision</p> <p data-bbox="224 310 1153 375">(8) Please briefly describe your vision for your business/organization regarding farm to school.</p>	2
<p data-bbox="201 384 475 415">Project Description</p> <p data-bbox="224 426 1239 527">(9) Making the Case: Please describe why this project is important. Are there any needs, gaps, or challenges your business/organization and/or community has experienced that this grant will help address?</p> <p data-bbox="224 537 553 569">(10) Project Narrative:</p> <p data-bbox="310 573 1260 768">(a) PART A: Please tell us about your proposed project. If your project includes plans to increase your food production, processing, and/or distribution for the school food market, please describe these plans. If your project includes plans to provide educational opportunities for youth, please describe these plans and how these educational opportunities for youth complement your food sales to schools.</p> <p data-bbox="310 772 1247 968">(b) PART B: Additionally, if your business/organization previously received a California Farm to School Incubator Grant (view the list of 2021 grant recipients): Please briefly describe how this proposed project will supplement but not supplant the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end.</p> <p data-bbox="224 978 1263 1115">(11) Timeline: Please include your estimated time frame for implementing food sales to schools and/or educational opportunities for youth (actual implementation of these activities does not need to occur during the grant term as long as all project expenditures occur during the grant term).</p>	15
<p data-bbox="201 1119 789 1150">Healthy, Equitable, Resilient Food System</p> <p data-bbox="224 1161 1179 1226">(12) Funding Priority [Optional Question]: Please briefly describe the student population(s) you will engage/serve through this project.</p> <p data-bbox="224 1236 1247 1337">(13) Funding Priority [Optional Question]: Are any of the schools that your project will serve located among priority populations, according to this map?</p> <p data-bbox="224 1348 1192 1446">(14) Funding Priority [Optional Question]: What is the average annual gross farm revenue at your operation during the previous three-year period?</p> <p data-bbox="224 1457 1240 1625">(15) Funding Priority [Optional Section]: Is your operation at least 50% owned by: one or more veterans; one or more individuals who belong to one or more socially disadvantaged groups, as defined in California's Farmer Equity Act of 2017 and in this Request for Applications; and/or one or more limited-resource farm households, according to this tool?</p> <p data-bbox="224 1635 1256 1866">(16) Funding Priority [Optional Section]: Within the past 12 months at your operation, have you utilized: climate smart agriculture practices, climate smart agriculture production systems like certified organic or transitioning to certified organic, and/or 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>	25

Track 4 Application Overview	Points Available
<p>(a) If yes – please briefly describe. Please note that applicants who respond “yes” and provide a description will receive additional points during external technical review.</p> <p>(17) Looking Forward: What would this grant award enable you to do at your operation regarding climate smart agriculture? Please note that grant recipients may use grant funds to implement climate smart agriculture practices at their operation if this directly relates to their grant project.</p>	
Project Evaluation	--
<p>(18) Participation in all reporting activities (see Reporting) is required if awarded a grant.</p>	
Project Viability	8
<p>(19) Budget/Narrative: Please use the budget worksheet provided in the online application portal and on the California Farm to School Incubator Grant Program website. Also, if you receive an award, who within your business/organization will handle grant administration and accounting and what process does your business/organization plan to implement to handle grant administration and accounting?</p> <p>(20) Sustainability Plan: What does sustainability of this project mean to you? How will your business/organization achieve that sustainability and how does this proposed project fit into your business’/organization’s mission and vision?</p>	
Letter(s) of Support	--
<p>(21) Please upload a letter of support from any contractors (individuals or organizations) you identified by name in your Budget. Letters of support should include an endorsement of the project and description of how the contractor will support the project. If you did not identify any contractors by name in your Budget, please skip this section.</p>	
Total	50

3.2 How to Apply

Late applications will not be accepted. Grant applicants must complete and submit applications electronically via the online WizeHive grant application portal. Applicants must create a user account in WizeHive to apply. Applicants who created a WizeHive user account in a previous farm to school application cycle may use their existing login credentials to sign in when accessing the new application portals.

Access the 2022 WizeHive grant application portal for each funding track below:

- Track 1: The California Farm to School K-12 Procurement and Education Grant: [Link to come in final RFA]
- Track 2: The California Farm to School Partnership Grant: [Link to come in final RFA]
- Track 3: The California Farm to Early Care and Education (ECE) Grant: [Link to come in final RFA]

- Track 4: The California Farm to School Producer Grant: [Link to come in final RFA]

Once an applicant creates a user account for one of the application portals, the same user account may be used for the other three application portals. Please note that eligible entities may apply to multiple funding tracks. Tracks 1, 3, and 4 limit eligible entities to one application in each track. For Track 2, eligible entities may apply once as the lead applicant and multiple times as a supporting project partner. Eligible entities that submit applications in multiple tracks must ensure that projects are **not** duplicative and there is no duplication of project costs in order for the CDFA to consider each application.

- The WizeHive grant application portals utilize a question-and-answer format. Applicants must answer all required application questions. Bullet points are encouraged. Applicants must also submit any required documents and letters of support via the WizeHive grant application portals. The CDFA will only consider submitted applications if applicants have responded to all required application questions and submitted all required documents and letters of support. Applicants will receive a confirmation email upon submission. Please contact the Office of Farm to Fork via email at cafarmtoschool@cdfa.ca.gov if a confirmation email is not received.
- For questions about the WizeHive system, please contact the Office of Farm to Fork via email at cafarmtoschool@cdfa.ca.gov.

3.3 Review Process

The CDFA will conduct an initial administrative review of applications to determine if they meet all eligibility and application requirements and, if applicable, to assess if the applicant's past performance in this grant program is acceptable and if an applicant's applications to multiple funding tracks are distinct (i.e., not duplicative). Misrepresentations in the application are grounds for rejection. Applications that meet all requirements and, if applicable, satisfy the above assessments, will receive an external technical review to evaluate the merits of the application. Applications must meet a minimum scoring requirement to be eligible for a grant award [minimum score for each funding track TBA in the final RFA].

The CDFA reserves the right to ask applicants clarifying questions about their applications.

3.4 Call for External Technical Reviewers

The external technical review committee for the 2022 California Farm to School Incubator Grant Program will consist of individuals outside of the CDFA Office of Farm to Fork who have expertise related to the funding track(s) they review. Individuals who are interested in participating in the external technical review process as an external reviewer should visit [the California Farm to School Incubator Grant Program website](#) for details. Please note that applicants to the 2022 California Farm to School Incubator Grant Program are not eligible to participate in the 2022 external technical review process.

3.5 Notification and Feedback

The CDFA will notify all applicants via email regarding the status of their grant applications.

- **Grant Applications Due:** TBA (estimated May 2022)

- **Review Process:** TBA (estimated May–June 2022)
- **Award Notification and Announcement:** TBA (estimated Summer 2022)

Non-selected applicants may request feedback from the CDFA to identify the strengths and weaknesses of submitted applications. This information may be useful when preparing future grant proposals. The CDFA will provide additional information about feedback requests to non-selected applicants in the grant notification email. The CDFA reserves the right to provide this feedback orally or in written format. Please note that in order to receive feedback, non-selected applicants must request feedback within ten (10) calendar days of receiving a notification about their grant application status from the CDFA.

3.6 Appeal rights

Any discretionary action taken by the Office of Farm to Fork may be appealed to the CDFA Office of Hearings and Appeals within ten (10) calendar days of receiving a notice of disqualification from the CDFA. The appeal must be in writing and signed by the responsible party named on the grant application or his/her authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the Office of Farm to Fork decision being challenged. The submission must be sent to the California Department of Food and Agriculture Office of Hearings and Appeals, 1220 N Street, Suite 315, Sacramento, CA 95814 or emailed to CDFA.LegalOffice@cdfa.ca.gov. If submissions are not received within the time frame provided above, the appeal will be denied.

4.0 Assistance and Questions

The CDFA cannot assist in the preparation of grant applications; however, for general assistance and questions related to the Farm to School Incubator Grant Program process, please contact the CDFA Office of Farm to Fork via email at cafarmtoschool@cdfa.ca.gov.

The CDFA Office of Farm to Fork will summarize the questions and answers online on [the California Farm to School Incubator Grant Program website](#) so that all potential applicants may benefit from submitted questions and answers. To ensure a response from the CDFA, please submit questions according to the timeline below. The CDFA will post answers online according to the same timeline. The exact dates in the timeline will be determined based on the publication date of the final RFA and will be included in the final RFA.

Questions Received By:	Answers Provided By:
7 th day of application period	14 th day of application period
14 th day of application period	21 st day of application period
21 st day of application period	28 th day of application period
28 th day of application period	35 th day of application period
35 th day of application period	42 nd day of application period
42 nd day of application period	49 th day of application period
49 th day of application period	54 th day of application period

During the application period, the CDFA Office of Farm to Fork will conduct a series of webinars about the California Farm to School Incubator Grant Program Request for Applications. These

webinars will occur on the following dates via Zoom. To register for each webinar, please follow the Zoom registration links below.

- [Webinar dates and Zoom registration links TBA in final RFA]

5.0 Other Grant Opportunities

Please explore other CDFA grant programs that might be of interest to you on the [CDFA grants webpage](#). These include:

Beginning Farmer and Farmworker Training Program

This program will help support and improve new or existing beginning farmer training programs and agricultural apprenticeship programs, strengthen networks, and develop strategies to overcome barriers, including but not limited to education and training programs, land access, capital and equipment for production and marketing of crops with a focus on prioritizing direct assistance to historically underserved groups to ensure the transition to farm ownership is successful. *This is a new grant program. Please check the [CDFA grants webpage](#) for additional details as this program is developed.*

Biologically Integrated Farming Systems Program

The Biologically Integrated Farming Systems (BIFS) grant program is designed to provide outreach of innovative, biologically integrated plant-based farming systems that reduce chemical pesticide inputs.

California Agriculture License Plates

A competitive solicitation process awards CalAgPlate grant program funds that promote agricultural education and leadership activities for students at K-12, post-secondary, and adult education levels.

California Nutrition Incentive Program (CNIP)

The California Nutrition Incentive Program (CNIP) encourages the purchase and consumption of healthy, California-grown fresh fruits, vegetables, and nuts by nutrition benefit clients. Housed within the Office of Farm to Fork, the program provides monetary incentives for the purchase of California grown fruits and vegetables at Certified Farmers Markets and small businesses. CNIP provides competitive grant funding to organizations to provide incentives to nutrition benefit shoppers, support program operations and outreach.

Community Food Hub Grant Program

CDFA's Farm to Community Food Hub Program will provide planning and implementation grants to mission driven food hubs throughout the state of California. *This is a new grant program. Please check the [CDFA grants webpage](#) for additional details as this program is developed.*

Fertilizer Research and Education Program

The Fertilizer Research and Education Program (FREP) funds and facilitates research and outreach to advance the environmentally safe and agronomically sound use and handling of fertilizing materials. FREP serves growers, agricultural supply and service professionals, extension personnel, public agencies, consultants, and other interested parties.

Healthy Refrigeration Grant Program (HRGP)

Through this program, CDFA funds energy efficient-refrigeration units in corner stores, small businesses and food donation programs in low-income or low-access areas throughout the state to stock California-grown fresh produce, nuts and minimally processed foods. The purpose of the program is to improve access to healthy food choices for underserved communities, while supporting small businesses and promoting CA-grown agriculture.

Proactive Integrated Pest Management Solutions Program

The Proactive Integrated Pest Management (IPM) Solutions grant program is designed to anticipate which exotic pests are likely to arrive in California and to identify and test IPM strategies that can be rapidly implemented if the pests become established in California.

Safe Animal Feed Education Program (SAFE)

The Safe Animal Feed Education (SAFE) program of California uses outreach, education, and a comprehensive Voluntary Quality Assurance program to lead the nation in ensuring a safe and wholesome supply of commercial feed. *This is a new grant program. Please check the [CDFA grants webpage](#) for additional details as this program is developed.*

Specialty Crop Block Grant Program

Each year, CDFA conducts a two-phase competitive solicitation process to award funds to projects that solely enhance the competitiveness of California specialty crops. Specialty crops include fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture).

Specialty Crop Multi-State Program

This program is offered by USDA's Agricultural Marketing Service. The SCMP competitively funds projects to solely enhance the competitiveness of specialty crops through collaborative, multi-state projects that address regional or national-level specialty crop issues, including food safety, plant pests and disease, research, crop-specific projects addressing common issues, and marketing and promotion.

Urban Agriculture Grant Program

CDFA's Urban Agriculture grant will help urban farmers and community-based organizations by 1) funding urban food system infrastructure (land access, capital equipment purchases, facilities, etc.); 2) supporting jobs, internships, and professional development opportunities, ensuring youth from all backgrounds have access to paid positions developing urban food systems; and 3) backing experienced technical assistance providers to mentor, train, and support urban farmers and community-based organizations. *This is a new grant program. Please check the [CDFA grants webpage](#) for additional details as this program is developed.*

Appendix A

Scorecard – Track 1

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

[Information to be released in final RFA]

Appendix B

Scorecard – Track 2

**Track 2: The California Farm to School Partnership Grant
(100 points available total)**

[Information to be released in final RFA]

Appendix C

Scorecard – Track 3

**Track 3: The California Farm to Early Care and Education (ECE) Grant
(100 points available total)**

[Information to be released in final RFA]

Appendix D

Scorecard – Track 4

**Track 4: The California Farm to School Producer Grant
(50 points available total)**

[Information to be released in final RFA]