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| Enactment Number | |
| Enactment Date | |



Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Sondra Aguilera, Chief Academic Officer

Meeting Date June 7, 2023

Subject Grant Agreement – California Department of Food and Agriculture – Community Schools and Student Services Department

Ask of the Board Approval and acceptance by the Board of Education of Grant Agreement between the District and the California Department of Food and Agriculture, Sacramento, CA, in the amount of \$492,301.93, to be used to promote nutrition education, sustainable food production and procurement, and high-quality student engagement through experimental learning, for the period of April 1, 2023 through March 31, 2025, pursuant to the terms and conditions thereof.

Background In 2022, the California Department of Food and Agriculture (CDFA) released a Request of Applications for the California Farm to School Incubator Grant Program. The purpose of this program is to award grants to support projects that cultivate equity, nurture students, build climate resilience, and create scalable and sustainable change. District staff submitted an application seeking \$492,301.93 in CDFA funding to address growing income inequality and food insecurity in Oakland. The title of this proposed project was “A Systematic Approach to Harvest of the Month for Oakland.”

To address this as the first Full-Service Community School district in the nation, OUSD has worked to scale whole child education to improve educational, health, and life outcomes for all children. With OUSD’s long-anticipated Central Kitchen, Instructional Farm and Education Center (The Center), OUSD is working to provide hands-on experiential learning and a state-of-the-art central kitchen that is enhancing health education and providing innovative STEM and outdoor learning experiences, in addition to a goal of serving 7 million healthy, fresh meals annually for Oakland’s children.

On November 10, 2022, CDFA awarded the District \$492,301.93 in California Farm to School Incubator Grant Program funding to support the “A Systematic Approach to Harvest of the Month for Oakland” project.

Discussion Acceptance of this grant will help integrate expanded Harvest of the Month programming in alignment with groundbreaking work of The Center over almost two years – increasing food security, local sourcing, and the long-term healthy habits for all of Oakland’s students and their families. Ultimately, OUSD will help improve students’ long-term health and life outcomes across Oakland

Fiscal Impact Grants for OUSD students in an amount not to exceed \$492,301.93.

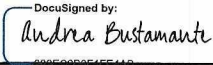
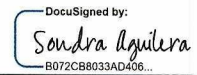
- Attachment(s)**
- Grant Management Face Sheet
 - Grant Award Notification
 - Grant Agreement
 - Application Scope of Work
 - Application Budget
 - Request for Applications

OUSD Grants Management Face Sheet

| | |
|---|---|
| Title of Grant: California Farm to School Innovation Grant | Funding Cycle Dates: 4/1/23 - 3/31/25 |
| Grant's Fiscal Agent: <small>(contact's name, address, phone number, email address)</small> California Department of Food and Agriculture Office of Farm to Fork 1220 N Street Sacramento, California, U.S.A. 95814 916-654-0466 | Grant Amount for Full Funding Cycle: \$492,301.93 |
| Funding Agency: California Department of Food and Agriculture | Grant Focus: Harvest of the Month, Produce Bar and Produce Room Implementation at The Center |
| List all School(s) or Department(s) to be Served: All Schools | |

| Information Needed | School or Department Response |
|--|--|
| How will this grant contribute to sustained student achievement or academic standards? | The Center will increase access locally sourced fruits and vegetables, increase meal participation and increase environment, food and garden education for students. |
| How will this grant be evaluated for impact upon student achievement? <small>(Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 3.25% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)</small> | Student Surveys Meal participation data California Healthy Kids Survey |
| Does the grant require any resources from the school(s) or district? If so, describe. | No |
| Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? <small>(If yes, include the district's indirect rate of 3.25% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</small> | No |
| Will the proposed program take students out of the classroom for any portion of the school day? <small>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</small> | No |
| Who is the contact managing and assuring grant compliance? <small>(Include contact's name, address, phone number, email address.)</small> | Michelle Oppen Director of Programs, The Center 2850 West Street 415-823-4315 michelle.oppen@ousd.org |

Applicant Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|-------------------------|-------------------|---|----------|
| Principal/Administrator | Andrea Bustamante |  | 5/4/2023 |
| Chief Academic Officer | Sondra Aguilera |  | 5/4/2023 |

Grant Office Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|-------------------------|-----------------------|-------------|------|
| Senior Business Officer | Lisa Grant-Dawson | | |
| Superintendent | Kyla Johnson-Trammell | | |



Approved as to form by OUSD
Staff Attorney Lynn Wu 5/4/23



November 10, 2022

Michelle Oppen
Director of Programs, The OUSD Central Kitchen, Education Center and Instructional
Farm/Garden
Oakland Unified School District

Dear Michelle Oppen,

This year's California Farm to School Incubator Grant Program received a record number of applications and funding requests, with 264 submissions and over \$58 million in project proposals. We thank you for your application to Track 1: The CA Farm to School K-12 Procurement and Education Grant and for your patience throughout the extended review period.

Today, we are excited to share that the California Department of Food and Agriculture (CDFA) has selected your Track 1 grant application for funding. Congratulations! The CDFA is offering Oakland Unified School District an award amount of \$492,301.93 for the project titled, "A Systematic Approach to Harvest of the Month for Oakland."

By accepting the grant award, you will join over 100 farm to school grantees from across California as part of the 2022 California Farm to School Incubator Grant Program. This is a prestigious accomplishment. You, your team, your project partners, and your community should feel extremely proud.

Below are the next steps to accept your award, finalize your grant agreement, and get started on your project.

NEXT STEPS:

1. **Step 1:** Accept the award by completing the attached payee form and emailing it to us at cafarmtoschool@cdfa.ca.gov by **November 22, 2022**.
2. **Step 2:** Celebrate! Share your award with your community by sharing on social media, or any other way! We have created a social media graphic (attached) that you are welcome to use if you'd like.
3. **Step 3:** Join the CDFA Farm to School Welcome + Onboarding Call (via Zoom). Invitation to come.
4. **Step 4:** The CDFA will send you a grant packet via email. You will review and finalize the project budget, scope of work, and timeline.





CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

5. **Step 5:** The CDFA will process the grant packet and send you your grant agreement via email to sign.
6. **Step 6:** The CDFA will send you your finalized grant agreement and your project can begin!

IMPORTANT NOTE: Due to the time needed to complete the extended review process and the time needed to finalize grant agreements, we are postponing the grant term start date. The new grant term will be April 1, 2023 through March 31, 2025. Project spending cannot occur before April 1, 2023 or after March 31, 2025.

Please reach out to us at cafarmtoschool@cdfa.ca.gov with any questions about this process. We are really excited to welcome you to the 2022 program and look forward to working with you!

Sincerely,
CDFA Office of Farm to Fork Team



**GRANT AGREEMENT
SIGNATURE PAGE**

AGREEMENT NUMBER

22-1762-000-SG

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

RECIPIENT'S NAME

OAKLAND UNIFIED SCHOOL DISTRICT

2. The Agreement Term is: April 1, 2023 through March 31, 2025

3. The maximum amount of this Agreement is: \$492,301.93

4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A: Recipient and Project Information 2 Pages

Exhibit B: General Terms and Conditions 5 Pages

Exhibit C: Payment and Budget Provisions 2 Pages

Attachments: Scope of Work and Budget

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

RECIPIENT

RECIPIENT'S NAME (*Organization's Name*)

OAKLAND UNIFIED SCHOOL DISTRICT

BY (*Authorized Signature*)



DATE SIGNED

6/8/2023

PRINTED NAME AND TITLE OF PERSON SIGNING



Mike Hutchinson, President, Board of Education

Kyla Johnson Trammell, Secretary, Board of

ADDRESS

Education 6/8/2023

1000 Broadway, Suite 450, Oakland, CA 94607

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (*Authorized Signature*)



DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

ANNABELE CUTAJAR, STAFF SERVICES MANAGER I, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120

SACRAMENTO, CA 95814

LB

EXHIBIT A

RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:
The project will promote nutrition education, sustainable food production and procurement, and high-quality student engagement through experiential learning. It improves the health and wellbeing of California schoolchildren through integrated nutrition education and healthy food access.

Project Title: A Systematic Approach to Harvest of the Month for Oakland

2. The Managers for this Agreement are:

| FOR CDFA: | | FOR RECIPIENT: | |
|------------------|--|-----------------------|---------------------------------|
| Name: | Nicholas Anicich | Name: | Michelle Oppen |
| Division/Branch: | Inspection Services Division/Office of Farm to Fork | Organization: | Oakland Unified School District |
| Address: | 2399 Gateway Oaks Drive | Address: | 1000 Broadway, Suite 450 |
| City/State/Zip: | Sacramento, CA 95833 | City/State/Zip: | Oakland, CA 94607 |
| Phone: | 916-917-6736 | Phone: | 415-823-4315 |
| Email Address: | Nicholas.Anicich@cdfa.ca.gov | Email Address: | michelle.oppen@ousd.org |

3. The Grant Administrative Contacts for this Agreement are:

| FOR CDFA: | | FOR RECIPIENT: | |
|------------------|--|-----------------------|---------------------------------|
| Name: | Rachel Finkes | Name: | Michelle Oppen |
| Division/Branch: | Inspection Services Division/Office of Farm to Fork | Organization: | Oakland Unified School District |
| Address: | 2399 Gateway Oaks Drive | Address: | 1000 Broadway, Suite 450 |
| City/State/Zip: | Sacramento, CA 95833 | City/State/Zip: | Oakland, CA 94607 |
| Phone: | 9165162213 | Phone: | 415-823-4315 |
| Email Address: | rachel.finkes@cdfa.ca.gov | Email Address: | michelle.oppen@ousd.org |

| FISCAL CONTACT FOR RECIPIENT (if different from above): |
|--|
| Name: |
| Organization: |
| Address: |
| City/State/Zip: |
| Phone: |
| Email Address: |

4. RECIPIENT: Please check appropriate box below:

Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award does does not support R&D.

5. For a detailed description of activities to be performed and duties, see Scope of Work and Budget.

EXHIBIT B

GENERAL TERMS AND CONDITIONS

1. Approval

This Agreement is of no force or effect until signed by both parties. The Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Agreement.

2. Agreement Execution

Unless otherwise prohibited by state law, regulation, or Department or Recipient policy, the parties agree that an electronic copy of a signed Agreement, or an electronically signed Agreement, has the same force and legal effect as an Agreement executed with an original ink signature. The term "electronic copy of a signed Agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed Agreement in a portable document format. The term "electronically signed Agreement" means an Agreement that is executed by applying an electronic signature using technology approved by all parties.

3. Assignment

This Agreement is not assignable by the Recipient, either in whole or in part, without the prior consent of the CDFR Agreement Manager or designee in the form of a formal written amendment.

4. Governing Law

This Agreement is governed by and will be interpreted in accordance with all applicable State and Federal laws.

5. State and Federal Law

It is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to this Agreement and the Project, as described in Exhibit A. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations. Failure to comply may constitute a material breach.

6. Recipient Commitments

The Recipient accepts and agrees to comply with all terms, provisions, conditions and commitments of the Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by the Recipient in the application, documents, amendments, and communications in support of its request for funding.

7. Performance and Assurances

The Recipient agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in the Scope of Work, and to apply grant funds awarded in this Agreement only to allowable Project costs.

8. Mutual Liability

Parties shall, to the extent allowed by law, each be individually liable for any and all claims, losses, causes of action, judgments, damages, and expenses to the extent directly caused by their officers, agents, or employees.

9. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, the parties agree that all other provisions of this Agreement shall remain operative and binding.

10. Contractors/Consultants

The Recipient assumes full responsibility for its obligation to pay its Contractors/Consultants. The Recipient is responsible to ensure that any/all contractors/consultants it engages to carry out activities under this Agreement shall have the proper licenses/certificates required in their respective disciplines. The Recipient's use of contractors/consultants shall not affect the Recipient's responsibilities under this Agreement.

11. Non-Discrimination Clause

The Recipient agrees that during the performance of this Agreement, it will not discriminate, harass, or allow harassment or discrimination against any employee or applicant for employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Recipient agrees to require the same of all contractors and consultants retained to carry out the activities under this Agreement.

The Recipient agrees that during the performance of this Agreement, the evaluation and treatment of its employees and applicants for employment are free from discrimination and harassment. The Recipient will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12990 *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, section 10000 *et seq.*). The applicable regulations of the Fair Employment and Housing Council implementing Government Code section 12990 (a-f), set forth in Division 4.1 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Recipient will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

The Recipient agrees to require the same of all contractors and consultants retained to carry out activities under this Agreement.

12. Excise Tax

The State of California is exempt from federal excise taxes and no payment will be made for any taxes levied on employees' wages. The CDFA will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another State.

13. Disputes

The Recipient must continue with the responsibilities under this Agreement during any dispute. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the CDFA Agreement Manager, identified in Exhibit A, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the CDFA Agreement Manager or designee must meet with the Recipient for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement prevails.

14. Termination for Convenience

This Agreement may be terminated by either party upon written notice. Notice of termination must be delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. Notice of termination does not nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by CDFA, CDFA must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

15. Termination for Cause

Either party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching party provides written notice of the material breach and ten (10) calendar days to cure the breach. If the breach is not cured to the satisfaction of the non-breaching party within ten (10) calendar days of receipt of notice, this Agreement shall automatically terminate and the CDFA shall reimburse the Recipient for all documented costs incurred up to the date of the notice of termination, including all non-cancellable obligations.

16. Acceptable Failure to Perform

The Recipient shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, or the inability to obtain any required government approval to proceed, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, pandemics, or similar occurrences.

17. Breach

Reimbursement under this Agreement may be suspended, terminated, or both, and the Recipient may be subject to debarment if CDFA determines that the Recipient has breached the terms of this Agreement. A determination of breach may be appealed in writing to the CDFA. The appeal must be post marked within ten (10) calendar days of the date the Recipient received notification and addressed to the CDFA Legal Office of Hearing and Appeals or emailed to CDFA.LegalOffice@cdfa.ca.gov.

California Department of Food and Agriculture
Legal Office of Hearing and Appeals
1220 N Street
Sacramento, CA 95814

18. Non-Material Breach

The Recipient may be in material breach under this Agreement if it fails to comply with any term of this Agreement. In the event of a material breach, CDFA shall provide in writing a Notice of Breach to the Recipient within ten (10) calendar days upon discovery of breach. The Recipient shall have ten (10) calendar days from receipt of the notice to cure the breach. If the Recipient fails to cure the breach within the time prescribed by this Agreement, CDFA may do any of the following:

- A. Suspend payments;
- B. Demand repayment of all funding;
- C. Terminate the Agreement; or
- D. Take any other action deemed necessary to recover costs.

If CDFA determines that the Recipient is not in material breach but that the Project is not being implemented in accordance with the provisions of this Agreement, or that the Recipient has failed in any other respect to comply with the provisions of this Agreement, and the Recipient has failed to remedy any such failure in a reasonable and timely manner, CDFA may withhold all or any portion of the grant funding and take any other action that CDFA deems necessary to protect its interests.

Where a portion of the grant funding has been disbursed to the Recipient and CDFA notifies the Recipient of its decision not to release funds that have been withheld pursuant to paragraph 17, the portion that has been disbursed shall thereafter be repaid immediately. CDFA may consider the Recipient's refusal to repay the requested disbursed amount a material breach.

If CDFA notifies the Recipient of its decision to withhold the entire funding amount from the Recipient pursuant to this paragraph, this Agreement shall terminate upon receipt of such notice by the Recipient and CDFA shall no longer be required to provide funds under this Agreement and the Agreement shall no longer be binding on either party.

In the event CDFA finds it necessary to enforce this provision of this Agreement in the manner provided by law, the Recipient agrees to pay all enforcement costs incurred by CDFA including, if CDFA should prevail in a civil action, reasonable attorneys' fees, legal expenses, and costs related to the action.

19. Publicity and Acknowledgement

The Recipient agrees that it will acknowledge CDFA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material and in accordance with the Grant Procedures Manual if incorporated by reference and attachment to the Agreement. The Recipients may not use the CDFA logo.

20. News Releases/Public Conferences

The Recipient agrees to notify the CDFA in writing at least two (2) business days before any news releases or public conferences are initiated by the Recipient or its Contractors/Consultants regarding the project described in the Attachments, Scope of Work and Budget and any project results.

21. Scope of Work and Budget Changes

Changes to the Scope of Work, Budget, or the Project term, must be requested in writing to CDFA Grant Administrative Contact no less than thirty (30) days prior to the requested implementation date. Any changes to the Scope of Work and Budget are subject to CDFA approval and, at its discretion, CDFA may choose to accept or deny any changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Agreement. CDFA will respond in writing within ten (10) business days as to whether the proposed changes are accepted.

22. Reporting Requirements

The Recipient agrees to comply with all reporting requirements specified in Scope of Work and/or Grant Procedures Manual if incorporated by reference to this Agreement as an attachment.

23. California State Auditor

This Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years after final payment under the Agreement.

24. Equipment

Purchase of equipment not included in the approved Budget requires prior approval. The Recipient must comply with applicable state requirements regarding the use, maintenance, disposition, and reporting of equipment as contained in CCR, Title 3, Division 1, Chapter 5, sections 303, 311, 324.1 and 324.2.

25. Closeout

The Agreement will be closed out after the completion of the Project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.

26. Confidential and Public Records

The Recipient and CDFA understand that each party may come into possession of information and/or data which may be deemed confidential or proprietary by the person or organization furnishing the information or data. Such information or data may be subject to disclosure under the California Public Records Act or the Public Contract Code. CDFA has the sole authority to determine whether the

information is releasable. Each party agrees to maintain such information as confidential and notify the other party of any requests for release of the information.

27. Amendments

Changes to funding amount or Agreement term require an amendment and must be requested in writing to the CDFA Agreement Manager or designee no later than sixty (60) calendar days prior to the requested implementation date. Amendments are subject to CDFA approval, and, at its discretion, may choose to accept or deny these changes. No amendments are possible if the Agreement is expired.

28. Executive Order N-6-22 Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate agreements with, and to refrain from entering any new agreements with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Recipient is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Recipient advance written notice of such termination, allowing Recipient at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

EXHIBIT C

PAYMENT AND BUDGET PROVISIONS

1. Invoicing and Payment

- A. For activities satisfactorily rendered and performed according to the attached Scope of Work and Budget, and upon receipt and approval of the invoices, CDFA agrees to reimburse the Recipient for actual allowable expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices must include the Agreement Number, performance period, type of activities performed in accordance with this Agreement, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment.
- C. Unless stated in the Scope of Work quarterly invoices must be submitted to the CDFA Administrative Contact, within thirty (30) calendar days after the end of each quarter in which activities under this Agreement were performed.
- D. Unless stated in the Scope of Work a final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the CDFA under this Agreement have ceased and that no further payments are due or outstanding.

2. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures of this Agreement to permit the determination of the allowability of expenditures reimbursed by CDFA under this Agreement. If CDFA cannot determine if expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, CDFA may disallow the expenditures.
- B. If mileage is a reimbursable expense, using a privately-owned vehicle will be at the standard mileage rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. The standard mileage rate in effect at the time of travel can be found on [IRS's website](#) regardless of funding source/type.
- C. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human Resources ([CalHR](#)). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration ([GSA](#)).
- D. If foreign travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, Department of State Standardized Regulations.
- E. The Recipient will maintain and have available, upon request by CDFA, all financial records and documentation pertaining to this Agreement. These records and documentation will be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, California Government Code Title 1, Division 3.6, Part 3, Chapter 4.5, commencing with Section 927 - The California Prompt Payment Act.

4. Budget Contingency Clause

If funding for any fiscal year is reduced or deleted for purposes of this program, the CDFA has the option to either cancel this Agreement with no liability occurring to the CDFA or offer to amend the Agreement to reflect the reduced amount.



ATTACHMENT A: SCOPE OF WORK

Granting Agency: California Department of Food and Agriculture, Office of Farm to Fork (CDFA-F2F)

Grant Program: 2022 California Farm to School Incubator Grant Program

Funding Track: Track 1 – The California Farm to School K-12 Procurement and Education Grant

Grantee Name: **Oakland Unified School District**

Award Amount: **\$492,301.93**

A. Project Title: A Systematic Approach to Harvest of the Month for Oakland

B. Project Summary: Oakland Unified School District will integrate expanded Harvest of the Month programming in alignment with groundbreaking work of The Center – increasing food security, local sourcing, and the long-term healthy habits for all of Oakland’s students and their families. Ultimately, the district will help improve students’ long-term health and life outcomes across Oakland.

C. Previous Grant Program Recipient? Yes

1) **Grant agreement number:** 20-1169-000-SG

2) **Description of how the new project supplements the previous one:** Oakland Unified School District’s (OUSD’s) original grant focused on getting Harvest of the Month back online post-Covid (replaced the original proposal to get California Thursdays back online). This new grant also focuses on Harvest of the Month but through a large-scale systematic approach, including getting the Produce Production Room at the new Central Kitchen and Education Center up and running – something that has not happened yet. The new funding helps expand the reach of Harvest of the Month to more schools, in more environments (produce bars, classrooms, gardens, field trips, produce stands) and acts as the catalyst to expanding beyond Harvest of the Month after this next grant period.

D. Project Purpose/Need: For almost a decade, the Bay Area has experienced a consistent rise in inequality. In Alameda County, top income families earn 18 times more than low-income families and Covid is deepening this long-standing economic divide. Oakland’s poverty rate is 9.7% for Whites — but it is 26% for African Americans and Latinos. In addition, in school year 19-20, one-fourth of high school students reported

hunger because their families did not have enough food and one-fourth of high school students also reported eating no fruits or vegetables on a given day (California Healthy Kids Survey).

To address this as the first Full-Service Community School district in the nation, OUSD has worked to scale whole child education to improve educational, health, and life outcomes for all children. With OUSD’s long-anticipated Central Kitchen, Instructional Farm and Education Center (The Center), OUSD is working to provide hands-on experiential learning and a state-of-the-art central kitchen that is enhancing health education and providing innovative STEM and outdoor learning experiences, in addition to a goal of serving 7 million healthy, fresh meals annually for Oakland’s children.

The Center has weathered the normal ups and downs of a major organizational launch over the past two years, while also navigating the severe challenges of the COVID-19 pandemic including severe employment and supply chain shortages. With this delay, over the next two years, OUSD’s systems need to be piloted, evaluated, refined, and implemented. With this Farm to School Incubator grant, OUSD will be able to bring Harvest of the Month to a new, multi-tiered level in OUSD including produce bars with garden-to-cafeteria protocols at all schools, and operationalizing the central produce room, which is critical to providing fresh locally sourced produce.

E. Project Goal: The goal of this project is to... integrate expanded Harvest of the Month programming in alignment with groundbreaking work of The Center over almost two years – increasing food security, local sourcing, and the long-term healthy habits for all of Oakland’s students and their families. Ultimately, OUSD will help improve students’ long-term health and life outcomes across Oakland.

F. Project Work Plan:

| MEASURABLE PROJECT OBJECTIVES (at least 2 required) | PROJECT ACTIVITIES (at least 2 per objective) | TIMELINE (month/year each activity will occur) | PERFORMED BY (who will implement each activity) |
|--|--|--|--|
| 1. Align the school nutrition services program with educational opportunities for students in cafeterias/produce bars, classrooms, and/or outdoor learning spaces through Harvest of the Month (HOTM) Activities at The Center and at all school sites, tracked by meal | a) Use newly revised planting, growing, and harvesting schedule for The Center instructional garden and school site gardens, and align nutrition services menu planning cycle (produce offerings on the produce bars) with education program garden planting cycle / calendar, while ensuring insights | July 2023 – March 2025 | Garden Systems Program Manager, Menu Planner, Procurement Specialist, Farm to School Procurement Partnerships Consultant, FoodCorps Service Members, EFG Champions |

| | | | |
|---|---|--|--|
| <p>participation, HOTM tally sheets, harvest tracking sheet, pre and post student surveys.</p> <p>Measures:</p> <ul style="list-style-type: none"> - Number of field trips - Number of schools impacted - Number of students impacted - Knowledge retention (test/quiz scores, student projects, etc.) - Nutrition services menu adherence in school dining centers (%) - Meal participation (%) - Harvest tracking - Pre- and post-education activities surveys - Number of school garden-to-cafeteria serves districtwide | <p>around student preferences, local/regional favorites, and cultural relevance are considered.</p> <p>b) Develop educational curriculum, slide decks and videos for all featured Harvest of the Month items for school classrooms, school cafeterias/dining centers, digital resources, and for The Center through EFG (Environment, Food and Garden) Framework.</p> <p>c) Design, develop, plan, and execute half-to full-day field trips to The Center and at nearby/local farms for 3rd and 6th graders, and high school-aged students.</p> <p>d) Execute Seeds and Starts program through The Center greenhouse to provide all Oakland school gardens with seeds, starts, and garden supplies.</p> <p>e) Build and Pilot Garden-to-Cafeteria and Garden-to-Community procedures/protocols.</p> | | <p>Education Coordinator, Garden Systems Program Manager, Marketing Support</p> <p>Education Coordinator, Teacher on Special Assignment</p> <p>Garden Systems Program Manager, FoodCorps, EFG Champions</p> <p>Director of Programs, Garden Systems Program Manager, FoodCorps Service Members</p> |
| <p>2. Operationalize the OUSD Local Produce Program including</p> | <p><i>Planning, Assessment, and Installation Activities:</i></p> | | |

| | | | |
|---|--|--------------------------------------|--|
| <p>building out facilities and space, purchasing equipment, machinery, and supplies, providing training, and securing the procurement of local products from underrepresented farmers.</p> <p>Measures: - Equipment purchased (\$ spend) - Number of staff trained (hours per employee and topics) - Amount of produce processed by the new equipment for the produce bar (either in weight, servings, or spend) - The purchase and serve of at least 9 items directly from farmers during the school year</p> | <p>a) Assess Produce Room facilities and central kitchen facilities to determine necessary additional equipment and supplies.</p> | <p>July 2023 – August 2023</p> | <p>Central Kitchen Manager</p> |
| | <p>b) Purchase necessary equipment, supplies, and any maintenance and/or warranty protection plans.</p> | <p>September 2023 – October 2023</p> | <p>Procurement Specialist, Executive Director</p> |
| | <p>c) Install necessary equipment and supplies and properly maintain them onsite.</p> | | <p>Manufacturer with support of Equipment Technician</p> |
| | <p>d) Train the appropriate central kitchen staff to utilize the Produce Room and all equipment, machinery, and supplies efficiently.</p> | | <p>Manufacturer, Equipment Technician, Central Kitchen Manager</p> |
| | <p>e) Build relationships with local under-represented and climate smart farmers, processors, and vendors to create a local database of pre-approved produce providers.</p> | <p>July 2023 – December 2023</p> | <p>Farm to School Local Procurement Partnerships Specialist</p> |
| | <p>f) Get estimated pricing from local produce providers (considering seasonality, order quantities, order dates, delivery dates, serve dates, shipping / handling / distribution, and other related</p> | <p>July 2023 – December 2023</p> | <p>Farm to School Local Procurement Partnerships Specialist</p> |

| | | | |
|--------------------------------|--|---|---|
| | <p>fees); determine final selections and projections; and place orders.</p> <p><i>Pilot Operations Activities:</i></p> <p>g) Receive all local produce orders; inspect; sort; store; and distribute</p> <p>h) Clean, process, and package all local produce</p> <p>i) Prepare and serve all local produce in the school dining centers; market and promote local produce</p> <p>j) Translate Harvest of the Month growing and harvesting features into both Nutrition Services and culinary education programming by way of recipe development for culturally relevant items such as salsas, picos, sauces, spreads, and spice blends</p> <p>k) Consult with Sustainability Manager throughout the entire operationalization process</p> | <p>April 2023</p> <p>April 2023</p> <p>April 2023</p> <p>Ongoing during the grant</p> <p>Ongoing during the grant</p> | <p>Warehouse Supervisor</p> <p>Central Kitchen Staff</p> <p>School-Based Dining Staff, FoodCorps Service Members</p> <p>Menu Planner, Executive Chef, Culinary Education Coordinator, Chef Instructor</p> <p>Director of Programs, Executive Director of Nutrition Services</p> |
| 3. Engage support staff | a) Recruit and train District-level staff members to: | July 2023 – October 2023 | FoodCorps Members; Environment, |

| | | | |
|---|--|-------------------------------|---|
| <p>dedicated to program operations, as measured by up to 9 Harvest of the Month field trip taste tests, NS staff are trained and produce bars are being utilized on a daily basis based on the menu.</p> | <ul style="list-style-type: none"> i. conduct Harvest of the Month taste tests in schools and during field trips ii. audit in-cafeteria produce bars iii. gather quantitative and qualitative feedback around student reception, product acceptability, and feedback around visual presentation, preparation, and preferred and/or culturally relevant flavor profiles <p>b) Train Nutrition Services dining staff to:</p> <ul style="list-style-type: none"> i. execute produce bars daily in accordance with Harvest of the Month ii. gather qualitative feedback around student reception, product acceptability, and feedback around visual presentation, preparation, and preferred and/or culturally relevant flavor profiles | | <p>Food, and Garden (EFG) Champions; Nutrition Services Central Kitchen and School Site Staff</p> <p>Executive Director of Nutrition Services, Field Supervisors, School-Based Dining Staff</p> |
| <p>4. Communicate Harvest of the Month activities to all relevant community</p> | <p>a) Design and execute monthly and special event promotions (plans and materials)</p> | <p>July 2023 – March 2025</p> | <p>Marketing Support Consultant, NS Field Supervisors,</p> |

| | | | |
|---|---|-------------------------------|--|
| <p>partners and program stakeholders and engage them in opportunities to participate and support the program both at The Center and in the schools, measured by meal participation, number of HOTM calendars distributed, newsletters and website events viewed, surveys for students, families and teachers.</p> <p>Measures: - Number of promotions executed - Number of calendars distributed - Number of students engaged in HOTM activities - Number of social media posts — activity, likes, comments, etc. - Number of newsletters published</p> | <p>to drive program awareness, engagement, and participation; distribute and/or post in schools, school cafeterias, via newsletter, social media and HOTM google site.</p> <p>b) Develop and distribute year-long HOTM wall calendar for every classroom and every home, featuring HOTM produce items, local farmer features, school and Center garden spaces and taste test photos.</p> <p>c) Implement other HOTM activities including but not limited to: culinary innovation, garden/planting, student engagement and volunteer opportunities</p> | | <p>and School-Based Dining Staff</p> <p>Marketing & Communications Consultant, FoodCorps Service Members</p> <p>Director of Programs, Education Coordinator, FoodCorps Service Members</p> |
| <p>5. Evaluate the efficacy, effectiveness, and impact of the Farm to School Program through new logic model, measurable indicators, and targets like EFG Champion tracking logs, food</p> | <p>a) Implement evaluation plan (being developed July-August 2022) with specific metrics around Harvest of the Month participation, procurement data and surveys for staff and students around the effectiveness of programming.</p> | <p>July 2023 – March 2025</p> | <p>UC Berkeley Evaluator, Director of Programs</p> |

| | | | |
|---|--|--|---|
| <p>consumption behavior in the California Healthy Kids Survey, meal participation, field trip surveys, and internship surveys.</p> <p>Additional Measures: - UC Berkeley evaluation related metrics - Survey results - Qualitative student and staff feedback</p> | <p>b) Conduct community engagement of internal and external stakeholders about progress towards key milestones and programming outcomes.</p> <p>c) Implement all tools from the Farm to School Office: Pre-survey, financial reporting, farm level data, quarterly check ins, procurement check ins, final interview and external evaluation.</p> <p>d) Implement data driven process with program team to review on quarterly basis for process evaluation purpose.</p> <p>e) Report out quarterly through public, web-based dashboard.</p> | | <p>UC Berkeley Evaluator, Director of Programs</p> <p>UC Berkeley Evaluator, Director of Programs, Interim ED of Nutrition Services</p> <p>UC Berkeley Evaluator, Director of Programs, Interim ED of Nutrition Services</p> <p>UC Berkeley Evaluator, Director of Programs, Interim ED of Nutrition Services</p> |
|---|--|--|---|

G. Culturally Relevant Programming: The Center was designed with community at the forefront. Students who visit The Center are engaged in honoring the Ohlone people, the traditional custodians of the land where The Center was built. The Center also acknowledge Marcus Foster, whom the building was originally named after – Oakland’s first African American Superintendent who was assassinated in 1973. Located in West Oakland, The Center is also working with partners to bring in historical community knowledge of the neighborhood and partner with the West Oakland Black Liberation Walking Tour.

The Center’s growing and harvesting calendar is designed so that school communities can select items to plant and harvest that are important to the culture of the families of the school and representative of traditional recipes. As The Center continues to develop relationships with small local farmers, including underrepresented farmers of color and women, it will build opportunities to procure culturally relevant produce.

In addition, The Center has strong ties to OUSD's Office of Equity, established to eliminate the correlation between social and cultural factors and probability of success; examine biases, interrupt and eliminate inequitable practices; and create inclusive and just conditions for all students. The Center will connect its engagement activities with the committees/programs that are in place.

H. Healthy, Equitable, Resilient Food System – Procurement Partners: OUSD will use a portion of the funds from this grant to hire a Farm to School Procurement and Partnership Consultant. The Farm to School Procurement and Partnership consultant will develop and strengthen relationships with small, local and underrepresented farmers and California climate smart farms. OUSD's plan for seeking out and establishing partnerships with California food producers who meet the criteria [stated in question #20 of the Track 1 application] is as follows:

- Establish Harvest of the Month produce list for school year 2023/2024 and 2024/2025
- Research producers in California who meet the criteria [stated in question #20 of the Track 1 application] – determine if producers are willing and able to work with Oakland Unified School District, consider working regionally with other districts or with other Farm to School Grant funded agencies to do so
- Visit producers and learn more about their farming practices
- Develop sourcing and procurement plan for Harvest of the Month
- If needed, develop Request for Proposals for Harvest of the Month items
- Procure Harvest of the Month items at least 1 week before menu date
- Use produce processing equipment and new staffing plan for the procurement room at The Center to process produce to be used on the produce bars for all OUSD schools

The ideal candidate for OUSD's Farm to School consultant role will have more than 5 years of experience in the field of Farm to School. OUSD has a strong understanding of the importance of shifting procurement to producers who meet the criteria [stated in question #20 of the Track 1 application]. Not only is it socially responsible, but it is also what should be expected of public institutions to do with their finances.

I. Project Reporting, Invoicing, and Evaluation Requirements: Please refer to the [2022 CA Farm to School Incubator Grant Invoicing & Reporting Timeline](#) for due dates.

- 1) **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.
- 2) **Regular Financial Invoicing:** Submit **monthly or quarterly** financial invoicing to the CDFA that: **(a)** documents actual allowable project costs incurred, as listed in the approved budget (Attachment B), and **(b)** documents any program income earned as a result of the grant award during the grant duration. When invoicing for California grown or produced, whole or minimally processed food procurement costs, grant recipients must complete the CDFA food procurement worksheet.
 - i. **Payment Process:** This is a reimbursement grant program. The grant recipient will fund the project and submit monthly or quarterly invoices to the CDFA-F2F. The CDFA will reimburse allowable project costs upon

approving each invoice. The grant agreement must be fully executed (signed by both parties) before project activities begin. Grant recipients are responsible for keeping all procurement records, invoices, and other related information on hand for auditing purposes.

ii. **IMPORTANT:** The CDFA reserves the right to withhold payment for projects that are not up to date with the filing of their pre-survey, quarterly check-ins, annual procurement check-ins, and final interview.

- 3) **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.
- 4) **Quarterly Check-ins:** Submit quarterly check-ins to the CDFA summarizing project progress, successes, and challenges.
- 5) **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.
- 6) **Final Interview:** Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information.
- 7) **External Program Evaluation:** Participate in external evaluation activities conducted by a CDFA representative or external designee for this grant program.

J. Budget: See Attachment B: Budget

- 1) If project activities are included in this Scope of Work but not included in the Budget, they will be funded by the recipient and/or a 3rd party.

State of California
California Department of Food and Agriculture Office of Farm to Fork (CDFA-F2F)
2022 California Farm to School Incubator Grant Program

ATTACHMENT B: Budget

TRACK 1: THE CALIFORNIA FARM TO SCHOOL K-12 PROCUREMENT AND EDUCATION GRANT

Grant Recipient Name:

Oakland Unified School District

Award Amount:

\$492,301.93

2 SPENDING CATEGORY 2: FARM TO SCHOOL EDUCATION COSTS (no cap)

| Item | Estimated # of Units (optional) | Estimated Cost | | Spend \$ When? month(s)/yr(s) | \$ Amount Required |
|---|------------------------------------|------------------------|-----------|-------------------------------------|--------------------------|
| | | Per Unit (optional) | Item Type | | |
| 2a Harvest of the Month Calendar | 10,000 | \$10.00 | Materials | Jul-23 | \$100,000.00 |
| <i>Total Farm to School Education Costs</i> | | | | | \$100,000.00 |
| <i>Percent of Total Award Amount</i> | | | | | 20.31% |

3 SPENDING CATEGORY 3: FARM TO SCHOOL STAFF/LABOR COSTS (no cap)

Salaries/Wages/Stipends:

| Job Title, Name <small>(if name not yet identified, enter the Job Title & then write Name TBD)</small> | Staff Type <small>(salary, hourly wages, or stipend)</small> | # of Hours | | Spend \$ When? month(s)/yr(s) | \$ Amount Required |
|---|---|---|--|-------------------------------------|--------------------------|
| | | <small>(if hourly or stipend)</small> or % FTE <small>(if salaried)</small> | Rate <small>(e.g., \$_/hr, \$_/yr, \$_/project)</small> | | |
| 3a Stipends for Nutrition Services Staff--Produce Room and Produce Bars training | Stipend | 16 hours per person for 20 people | 25 | Aug-23 and Jan-24 | \$8,000.00 |
| <i>Salaries/Wages/Stipends Subtotal</i> | | | | | \$8,000.00 |
| <i>Fringe Benefits Subtotal</i> | | | | | \$0.00 |
| <i>Total Farm to School Staff/Labor Costs (salaries/wages/stipends + fringe benefits)</i> | | | | | \$8,000.00 |
| <i>Percent of Total Award Amount</i> | | | | | 1.63% |

4 SPENDING CATEGORY 4: SCHOOL KITCHEN COSTS (no cap)

| Item | Estimated # of Units (optional) | Estimated Cost | | Spend \$ When? month(s)/yr(s) | \$ Amount Required |
|--------------------------------------|------------------------------------|------------------------|-----------|-------------------------------------|--------------------------|
| | | Per Unit (optional) | Item Type | | |
| 4a URSCHEL MODEL E TRANSLICER | 1 | | Equipment | Aug-23 | \$55,482.00 |
| 4b URSCHEL SPRINT 2 DICER | 1 | | Equipment | Aug-23 | \$52,986.00 |
| <i>Total School Kitchen Costs</i> | | | | | \$108,468.00 |
| <i>Percent of Total Award Amount</i> | | | | | 22.03% |

5 SPENDING CATEGORY 5: TRAVEL COSTS (no cap)

| Travel Type | Cost Breakdown <small>(e.g., estimated # of: trips to schools/farms, overnight trips, field trips, flights, etc.)</small> | Leave this column blank | Leave this column blank | Spend \$ When? month(s)/yr(s) | \$ Amount Required |
|--------------------------------------|--|-------------------------|-------------------------|-------------------------------------|--------------------------|
| | | | | | |
| <i>Total Travel Costs</i> | | | | | \$10,500.00 |
| <i>Percent of Total Award Amount</i> | | | | | 2.13% |

6 SPENDING CATEGORY 6: CONTRACTUAL COSTS (no cap)

Please note that grant recipients distributing funds to contractors must ensure that contractors follow all allowable and unallowable

cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds.

| cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds. | | | | | | |
|--|-------------------------------|--|--|---------------------------------------|-------------------------|--------------|
| Job Title, Name (if contractor is an individual) or Organization Name (if contractor is an organization) or Name TBD (if name not yet identified) | # of Hours or % FTE or N/A | Rate (e.g., \$___/hr; \$___ flat rate; \$___ as a fee for professional services) | Additional Contractor Costs Indicate the cost type and amount (e.g., Travel - \$1,000; Supplies - \$100). If not applicable, write N/A. | Spend \$\$ When? month(s)/yr(s) | \$\$ Amount Required | |
| | | | | | | |
| 6a Farm to School Procurement and Partnership Consultant | 1,875 | \$80 per hour | N/A | Jul-23 to Mar-25 | | \$150,000.00 |
| 6b Marketing Consultant | 380 | \$80 per hour | N/A | Jul-23 to Mar-25 | | \$30,400.00 |
| 6c 2 FoodCorps Service Members at The Center | | \$40,000 flat rate | N/A | Jul-23 to Mar-25 | | \$40,000.00 |
| 6d Evaluation Partner, UC Berkeley | | \$25,000 flat rate--portion of larger contract | N/A | Jul-23 to Jun-24 | | \$25,000.00 |
| <i>Total Contractual Costs</i> | | | | | | \$245,400.00 |
| <i>Percent of Total Award Amount</i> | | | | | | 49.85% |
| Description of Contractual Activities: | | | | | | |
| The Farm to School Procurement and Partnership Consultant will offer knowledge around local farms and how districts can partner with them through the School Food System, how to set up OUSD's produce room and how to train staff. The Marketing Consultant will lend expertise in school food marketing and branding, as well as taking lead on the large-scale full year Harvest of the Month calendar project. The 2 District FoodCorps Service Members will lead all Harvest of the Month activities for school sites and The Center. UC Berkeley Institute for Urban and Regional Development is OUSD's evaluation partner for developing work at The Center; the Institute will work to develop and implement specific tools for The Center's Harvest of the Month systematic work. | | | | | | |

TOTAL DIRECT COSTS \$472,368.00

| 8 SPENDING CATEGORY 8: INDIRECT COSTS (max. 30% of direct costs) | | | | | | |
|--|-------------------------|-------------------------|-------------------------|---------------------|-------------------------|-------------|
| % of Direct Costs | Leave this column blank | Leave this column blank | Leave this column blank | Spend \$\$ When? | \$\$ Amount Required | |
| 8a 4.22% | | | | Jul-23 to Mar-25 | | \$19,933.93 |
| <i>Total Indirect Costs</i> | | | | | | \$19,933.93 |
| <i>Percent of Direct Costs</i> | | | | | | 4.22% |

9 GRAND TOTAL \$492,301.93

2022 California Farm to School Incubator Grant Program

Request for Applications

Released for Applications:
May 9, 2022

Applications Due:
by 5pm PT on July 6, 2022
No late submissions accepted



California Department of Food and Agriculture
Inspection Services Division
Office of Farm to Fork
California Farm to School Program
Website: <https://www.cdfa.ca.gov/caf2sgrant>
Email: cafarmtoschool@cdfa.ca.gov

Table of Contents

Please click on any topic below to visit the corresponding section of this document.

| | |
|---|-----------|
| Stakeholder Input | 4 |
| Program Timeline | 4 |
| 1.0 About the Program | 5 |
| 1.1 Purpose..... | 5 |
| 1.2 Definitions..... | 6 |
| 1.3 Four Funding Tracks..... | 8 |
| 1.4 Funding and Duration..... | 10 |
| 1.5 Cost Share..... | 11 |
| 1.6 Eligibility and Exclusions..... | 12 |
| 1.6a Eligibility and Exclusions – Track 1..... | 12 |
| 1.6b Eligibility and Exclusions – Track 2..... | 13 |
| 1.6c Eligibility and Exclusions – Track 3..... | 16 |
| 1.6d Eligibility and Exclusions – Track 4..... | 18 |
| 1.7 Allowable and Unallowable Costs..... | 20 |
| 1.7a Allowable and Unallowable Costs – Track 1..... | 20 |
| 1.7b Allowable and Unallowable Costs – Track 2..... | 24 |
| 1.7c Allowable and Unallowable Costs – Track 3..... | 28 |
| 1.7d Allowable and Unallowable Costs – Track 4..... | 32 |
| 1.8 Reporting and Evaluation..... | 37 |
| 2.0 Additional Program Information | 38 |
| 2.1 Indigenous Applicants..... | 38 |
| 2.2 Previous Grant Recipients..... | 39 |
| 3.0 Application, Review, and Notification | 40 |
| 3.1 How to Apply..... | 40 |
| 3.2 Grant Application and Review Criteria..... | 40 |
| 3.2a Grant Application and Review Criteria – Track 1..... | 41 |
| 3.2b Grant Application and Review Criteria – Track 2..... | 41 |
| 3.2c Grant Application and Review Criteria – Track 3..... | 42 |

3.2d Grant Application and Review Criteria – Track 4..... 43

3.3 Review Process..... 43

3.4 Call for External Technical Reviewers..... 44

3.5 Notification and Feedback..... 44

3.6 Appeal Rights..... 44

4.0 Assistance and Questions..... 45

5.0 Other Grant Opportunities..... 46

Stakeholder Input

The California Department of Food and Agriculture (CDFA) sought public comments about the DRAFT Farm to School Request for Applications (RFA) from February 15 to March 7, 2022. The CDFA considered comments received before finalizing this Farm to School RFA. Visit [the California Farm to School Incubator Grant Program website](#) for a summary of anonymized public comments from stakeholders and responses from the CDFA.

Program Timeline

Please note the program timeline below. The grant application period is approximately two months.

| 2022 CA Farm to School Incubator Grant Program Timeline | |
|--|--|
| Invitation to Submit Grant Applications | May 9, 2022 |
| CDFA Grant Application Webinars | Weekly throughout the application period (see Assistance and Questions) |
| Grant Applications Due | By 5pm PT on July 6, 2022 |
| Review Process | July – August 2022 |
| Award Notification and Announcement | September 2022 |
| Grant Term Begins | Estimated December 1, 2022 |
| Grant Term Ends | Estimated November 30, 2024 |

[RFA continues on next page]

1.0 About the Program

1.1 Purpose

The California Department of Food and Agriculture (CDFA) 2022 California Farm to School Incubator Grant Program will award competitive grants to support projects that cultivate equity, nurture students, build climate resilience, and create scalable and sustainable change.

Funding Priorities: The California Farm to School Incubator Grant Program will award additional points during the grant review process for projects that:

- Engage students from [underserved communities](#)
- Serve schools located among [priority populations](#) that are especially vulnerable to the impacts of climate change
- Include [small to midsize California food producers](#)
- Include [veteran California food producers](#), [socially disadvantaged California food producers](#), and/or [limited-resource farm households in California](#).
- Include California food producers who utilize [climate smart agriculture practices](#), [climate smart agriculture production systems](#) like certified organic or transitioning to certified organic, 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.

Please see the detailed grant application questions and review criteria on [the California Farm to School Incubator Grant Program Website](#) for details about how the application and review criteria will address each of the funding priorities noted above.

Additionally, the California Farm to School Incubator Grant Program aims to distribute awards geographically across California to the extent possible.

The California Farm to School Incubator Grant Program is in alignment with California's report entitled [Planting the Seed: Farm to School Roadmap for Success](#), which highlights policy goals to advance child well-being, economic growth, environmental resilience, and racial equity through farm to school systems that connect children to locally sourced, whole foods and produce in cafeterias, classrooms, and gardens. The report and its recommendations are the result of a collaboration – led by First Partner Jennifer Siebel Newsom and CDFA Secretary Karen Ross – among a number of state agency leaders, education professionals, and farm to school experts and practitioners.

The California Farm to School Incubator Grant Program is also in alignment with the CDFA's [California Agricultural Vision](#) (Ag Vision), which serves as a roadmap for California agriculture. The goals of Ag Vision include better health and wellbeing, a healthier planet, ensuring thriving communities in the state, ensuring connections between farmers and the consuming public, and ensuring that a diverse set of agriculture entities are thriving.

1.2 Definitions

The definitions below are in alphabetical order.

Climate Smart Agriculture Practices, Climate Smart Agriculture Production Systems, or Other Regenerative Strategies: Climate smart agriculture 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 \(HSP\)](#), [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. Climate smart agriculture production systems include certified organic or transitioning to certified organic. Other regenerative strategies include those that also 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.

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 from California food producers for school meal programs, (2) educational activities that connect classroom learning with cafeteria meals, and (3) hands-on food education opportunities in school gardens, on farms, in culinary classes, 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. In May 2022, using CalEnviroScreen 4.0 and the American Indian Areas Related National Geodatabase, the California Environmental Protection Agency (CalEPA) identified the list of disadvantaged community census tracts and land areas available at [CalEPA Climate Investments to Benefit Disadvantaged Communities webpage](#). 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) Revised 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 cash farm income during the previous three-year period is no more than \$750,000.

Socially Disadvantaged Food Producers: A socially disadvantaged food producer means a food producer who is a member of a “socially disadvantaged group.” Per [California's Farmer Equity Act of 2017 \(Assembly Bill \(AB\) 1348, Chapter 620, Statutes of 2017\)](#), a “socially disadvantaged group” is a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. In accordance with AB 1348, these groups include all of the following: African Americans, Native Indians, Alaskan Natives, Hispanics, Asian Americans, and Native Hawaiians and Pacific Islanders. In addition, the California Farm to School Incubator Grant Program includes women and lesbian, gay, bisexual, transgender, and queer (LGBTQ+) people as socially disadvantaged groups. The CDFA recognizes that using the language “socially disadvantaged groups” does not fully reflect and honor the many other characteristics of groups included in this category; the CDFA chose to utilize this language in this Request for Applications to ensure that these groups are included in the funding priority.

Underserved Communities: Per [Executive Order 13985](#) on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in all aspects of economic, social, and civic life, such as Black, Latino, and Indigenous and Native American persons; Asian Americans and Pacific Islanders and other persons of 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.

Veteran Food Producers: Based on the first component of [the USDA](#) definition of a “veteran farmer or rancher,” the California Farm to School Incubator Grant Program defines a veteran food producer as a producer 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. Please note that the full USDA definition requires that producers not only meet the first component noted above but also meet this second requirement: have not operated a farm or ranch, have operated a farm or ranch for not more than 10 years, or first obtained veteran status during the most recent 10-year period. This second requirement does not apply to this program.

[RFA continues on next page]

1.3 Four Funding Tracks

To support a systems approach to advancing farm to school throughout the state, the 2022 California Farm to School Incubator Grant Program offers four funding tracks. Applicants may apply to multiple tracks based on eligibility and project type.

- Visit [the California Farm to School Incubator Grant Program website](#) to view the Eligibility Decision Tree.
- For full eligibility guidelines, see [Eligibility and Exclusions](#).
- To view examples of Track 1 and 2 projects, please review the [list of funded projects from the 2021 grant cycle](#). If you still have questions about which track may best fit your project, please email us at cafarmtoschool@cdfa.ca.gov.

Track 1: The California Farm to School K-12 Procurement and Education Grant

Track 1 will fund individual public school districts, county offices of education, and directly funded charter schools in California to establish new or expand existing farm to school programs that:

- (1) coordinate the school nutrition services program with educational opportunities for students in cafeterias, classrooms, and/or outdoor learning spaces; **and**
- (2) procure California grown or produced, whole or minimally processed foods for incorporation into school meals, especially foods that are culturally relevant, climate smart, and from small to midsize food producers, veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California; **and**
- (3) if desired, employ farm to school staff and/or offer farm to school professional development for staff.

Track 2: The California Farm to School Partnership Grant

Track 2 will fund regional and statewide farm to school partnerships in California to establish new or expand existing farm to school initiatives that do one or more of the following:

- (1) implement farm to school procurement and/or education strategies as part of larger regional or statewide food system development plans in California; **and/or**
- (2) increase collaboration and coordination regionally or statewide between California food producers and school nutrition services departments to increase procurement of California grown or produced, whole or minimally processed foods for incorporation into school meals, especially foods that are culturally relevant, climate smart, and from small to midsize food producers, veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California; **and/or**
- (3) provide farm to school procurement and/or education technical assistance or capacity-building support regionally or statewide to more than one farm to school implementing organization, i.e., public school district, county office of education, and/or directly funded charter school.

Track 3: The California Farm to Early Care and Education (ECE) Grant

Track 3 will fund child care centers in California and farm to ECE support organizations to establish new or expand existing farm to ECE programs that:

- (1) coordinate food- and garden-based hands-on learning and play opportunities for young children and, if desired, for their families; **and**
- (2) procure California grown or produced, whole or minimally processed foods for incorporation into meals, snacks, taste tests, and/or food boxes for young children, especially foods that are culturally relevant, climate smart, and from small to midsize food producers, veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California; **and**
- (3) offer farm to ECE technical assistance and/or peer learning spaces to ECE staff, ECE teachers, and/or ECE families; **and**
- (4) if desired, employ farm to ECE staff.

The CDFA encourages Track 3 projects to incorporate parent and family engagement and to build connections with K-12 and the Child and Adult Care Food Program (CACFP).

Track 4: The California Farm to School Producer Grant

Track 4 will fund California food producers to increase production, processing, and/or distribution of whole or minimally processed foods for the school food market. Track 4 will also fund California food producers to provide hands-on educational opportunities for youth that complement their food sales or donations to schools. To be eligible, a producer must show evidence of an established relationship with at least one school nutrition services department. Funding will prioritize small to midsize food producers, veteran food producers, socially disadvantaged food producers, and/or limited-resource farm households in California, as well as producers utilizing climate smart agriculture practices and/or production systems. Producers may use funds to:

- (1) upgrade infrastructure and equipment and purchase materials and supplies to increase production, processing, and/or distribution capacity to sell or donate whole or minimally processed food to schools; **and/or**
- (2) upgrade infrastructure and equipment and purchase materials and supplies to establish or enhance the use of climate smart agriculture practices, production systems, and/or other regenerative strategies when producing whole or minimally processed food to sell or donate to schools; **and/or**
- (3) cover staffing costs dedicated to farm to school work; **and/or**
- (4) pursue certifications, licensures, or insurance that the producer needs to sell or donate whole or minimally processed food to schools; **and/or**
- (5) establish new or expand existing hands-on educational opportunities that engage students from partner schools such as field trips, producer visits to the cafeteria or classroom, etc.

Please note that the CDFA welcomes projects that propose implementing new ideas and/or established ideas as long as projects align with the goals of the applicable funding track.

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 amount of funds that the CDFA will award in each funding track will depend on the number of competitive applications that the CDFA receives in each funding track.

| Funding Track | Funding Formula | Award Amount | Grant Term |
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| Track 1: The California Farm to School K-12 Procurement and Education Grant | 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: December 1, 2022 – November 30, 2024 |
| Track 2: The California Farm to School Partnership Grant | No funding formula. Track 2 applicants may apply for between \$100,000 and \$500,000. | \$100,000 to \$500,000 | Up to 24 months: December 1, 2022 – November 30, 2024 |
| Track 3: The California Farm to Early Care and Education (ECE) Grant | No funding formula. Track 3 applicants may apply for between \$50,000 and \$200,000. | \$50,000 to \$200,000 | Up to 24 months: December 1, 2022 – November 30, 2024 |
| Track 4: The California Farm to School Producer Grant | No funding formula. Track 4 applicants may apply for between \$5,000 and \$150,000. | \$5,000 to \$150,000 | Up to 24 months: December 1, 2022 – November 30, 2024 |

Additional Funding Details:

- The CDFA reserves the right to offer an award amount less than the amount requested.
- **Grant recipients cannot expend grant funds before December 1, 2022 or after November 30, 2024.**
- **This grant program does NOT require Matching Funds.** The CDFA will fund up to 100% of the total project cost. See [Cost Share](#) for more details.

- See [Allowable and Unallowable Costs](#) for guidance regarding use of funds.
- **Payment Process:** This is a **Reimbursement Grant Program**. If awarded a grant, recipients will fund the project and submit monthly or quarterly invoices to the CDFA to be reimbursed within 45 days after invoices are approved in most circumstances. The grant agreement must be fully executed (signed by both parties) before project activities begin.
 - Please note that **grant recipients may be eligible to receive Advance Payments** for project expenditures. Advance payments shall not exceed the amount necessary for project expenses for a three-month period and cannot reduce the project balance below 10% of the award amount. If eligible and approved for advance payment, recipients must follow the [Advance Payment regulations](#).

1.5 Cost Share

The 2022 California Farm to School Incubator Grant Program requires no matching dollars. However, applicants must be able to show a commitment to farm to school programming in the application. See details below.

- **Applicants to Track 1: The California Farm to School K-12 Procurement and Education Grant** must be able to show a commitment to farm to school programming in the application under sections “Project Team” and “Description of Farm to School History and Motivation,” as well as through letters of support.
- **Applicants to Track 2: The California Farm to School Partnership Grant** must be able to show a commitment to farm to school programming in the application under sections “Project Partners” and “Description of Farm to School History and Motivation,” as well as through letters of support.
- **Applicants to Track 3: The California Farm to Early Care and Education (ECE) Grant** must be able to show a commitment to farm to ECE programming in the application under sections “Project Team” and “Description of Farm to ECE History and Motivation,” as well as through letters of support.
- **Applicants to Track 4: The California Farm to School Producer Grant** must be able to show a commitment to farm to school programming in the application under sections “Relationships with School Nutrition Services Departments” and “Description of Food Production History and Farm to School Vision.”

[RFA continues on next page]

1.6 Eligibility and Exclusions

The 2022 California Farm to School Incubator Grant Program is available to the entities described below.

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.

- [Skip to Track 1: The California Farm to School K-12 Procurement and Education Grant](#)
- [Skip to Track 2: The California Farm to School Partnership Grant](#)
- [Skip to Track 3: The California Farm to School Early Care and Education \(ECE\) Grant](#)
- [Skip to Track 4: The California Farm to School Producer Grant](#)

1.6a Eligibility and Exclusions – Track 1

The California Farm to School K-12 Procurement and Education Grant

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| <p>Who can apply?</p> | <p>California farm to school implementing organizations, defined in this Request for Applications as:</p> <ul style="list-style-type: none"> • Public school districts, county offices of education, and directly funded charter schools, including those located on Indian Reservations, in California. • Farm to school implementing organizations must serve as a School Food Authority (SFA) and operate the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) to be eligible for Track 1. Please note that farm to school implementing organizations that typically operate the NSLP or SBP but currently operate the Seamless Summer Option (SSO) during the school year instead are still eligible to apply. Please also note that farm to school implementing organizations that do not yet operate the NSLP or SBP but have a written agreement with the California Department of Education to start in School Year 2022-2023 are eligible to apply. |
| <p>Additional Details</p> | <ul style="list-style-type: none"> • Note about charter schools: Directly funded charter schools, which are eligible to apply if they meet the SFA criteria above, are those that receive funding directly from the State, rather than from an authorizing school district or county office. Please note that the CDFA will consider directly funded charter schools that are comprised of multiple directly funded charter school campuses as a single entity, not as multiple. By contrast, locally funded charter schools are those that receive funding through their authorizing school district or county office of education. Locally funded charter schools are <i>not</i> eligible to apply; however, eligible school districts or county offices of education that are the authorizing agency and SFA for locally funded charter schools may include such schools in their proposed project if desired. • Note about identifying specific school sites: Please note that individual schools are <i>not</i> eligible to apply to Track 1, unless they are a single-site public school district or a single-site directly funded charter school. However, public school districts, county offices of education, and directly |

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| | <p>funded charter schools that apply may identify in the application that their proposed project will focus on one or more specific school sites within their organization.</p> <ul style="list-style-type: none"> • Note about School Food Authorities: Public school districts that serve as the School Food Authority (SFA) for multiple school districts, for a county office of education’s school sites, and/or for directly funded charter schools may include those entities in their proposed project if desired by including those sites’ student enrollment numbers in the funding formula, their data in the Community Need section of the application, and how the project will serve them in the Project Description section of the application. Please note that a public school district that serves as the SFA for multiple entities and would like to include those entities in their proposed project is still limited to submitting one application in Track 1. Additionally, the entities that are not SFAs themselves are <i>not</i> eligible to submit their own separate Track 1 applications. • Note about early care and education (ECE): The CDFA encourages public school districts, county offices of education, and directly funded charter schools with preschool, transitional kindergarten, and/or Head Start programs to include those programs in their Track 1 project, and to explore the Track 3 grant opportunity if interested in maximizing funding for farm to early care and education. • Skip to next section of RFA: 1.7 Allowable and Unallowable Costs. |
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1.6b Eligibility and Exclusions – Track 2
The California Farm to School Partnership Grant

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| <p>Who can apply?</p> | <p>Farm to school support organizations that support California farm to school programs, defined in this Request for Applications as:</p> <ul style="list-style-type: none"> • Non-profit organizations • State-established commissions in California • Local or Tribal government entities in California • County agencies or regional authorities in California • Resource conservation districts in California • Institutions of higher education • UC Cooperative Extension offices • Projects with a non-profit fiscal sponsor <ul style="list-style-type: none"> - NOTE: Applicants must clearly identify the fiscal sponsor in the application. If awarded, the fiscal sponsor will be the grant recipient and will be responsible for executing the grant agreement and ensuring all project activities and costs follow grant requirements. • Food councils • Philanthropic organizations • Certified small businesses in California (that are certified through California’s Small Business Certification Program and listed in the Cal eProcure database) <ul style="list-style-type: none"> - NOTE: Small businesses in California that are in the process of getting certified through California’s Small Business Certification Program may apply, but if awarded, receipt of the award is contingent upon confirmation of their certification. |
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| | <ul style="list-style-type: none"> • Community supported agriculture networks or associations in California • Regional farmers’ market associations in California • Farmer or rancher cooperatives in California • Food hubs in California • Food processors in California <ul style="list-style-type: none"> - A food processor is defined in this Request for Applications as a California-based company, collaborative, or cooperative that processes, packs, and/or fabricates minimally processed products that are 100% made with California grown or produced food from California food producers. • Food producers in California <ul style="list-style-type: none"> - A food producer is defined in this Request for Applications as a person, group of individuals, non-profit organization, or Tribal government entity that leases, rents, or owns land in California (whether the land is publicly owned, privately owned, or Tribal land) and cultivates crops, raises livestock, and/or uses Indigenous food production practices on this land, and/or a California seafood harvester. <p>AND California farm to school implementing organizations, defined in this Request for Applications as:</p> <ul style="list-style-type: none"> • Public school districts, county offices of education, and directly funded charter schools, including those located on Indian Reservations, in California. <ul style="list-style-type: none"> - Directly funded charter schools indicate those that receive funding directly from the State, rather than from an authorizing school district or county office. Please note that the CDFA will consider directly funded charter schools that are comprised of multiple directly funded charter school campuses as a single entity, not as multiple. |
| <p>Additional Details</p> | <ul style="list-style-type: none"> • A project partnership must include either of the following combinations: (1) at least one farm to school support organization and at least one California farm to school implementing organization, as defined above; or (2) at least two California farm to school implementing organizations, as defined above. The CDFA encourages (but does not require) partnerships described in combination (1) to include at least two California farm to school implementing organizations. • A project partnership must focus on regional or statewide food system impact that meaningfully supports more than one farm to school implementing organization, as defined above. Explore Track 2 projects from the 2021 grant cycle for examples. • Note about early care and education (ECE): Track 2 partnerships may incorporate early care and education (ECE) partners into their proposed project as long as the partnership includes the required combination of partners and focuses on regional or statewide food system impact that meaningfully supports more than one farm to school implementing organization, as defined above, that serves elementary and/or secondary students. Farm to ECE support organizations that would solely like to focus on farm to ECE in their proposed project should apply to Track 3. • Note about county offices of education: If a Track 2 partnership includes a county office of education, the applicant may identify the county |

office of education as either a farm to school support organization (county agency) or a farm to school implementing organization, but not both.

- **Note about lead applicants and supporting project partners:** Any one of the farm to school support organizations or farm to school implementing organizations in the project partnership may serve as the lead applicant. The lead applicant is the entity that submits the application, and if awarded, is ultimately responsible for implementing the project and coordinating implementation with the other entities in the project partnership (supporting project partners). Supporting project partners must provide letters of support in the application.
- **Note about private schools:** Private schools are **not** eligible to apply to any funding track of the California Farm to School Incubator Grant Program. However, private schools may participate in a Track 2 project as a contractor that provides technical assistance to the project partnership.
- **Note about farm to school support organizations:** Farm to school support organizations, whether the lead applicant or a supporting project partner, may be organizations that are based outside of California but serve California farm to school programs (unless otherwise indicated in the list of eligible farm to school support organizations above). Such organizations must use any funding they may receive through Track 2 for project activities that support California farm to school programs and that make regional or statewide food system impact in California.
- **Note about identifying specific school sites:** Please note that individual schools are *not* eligible to apply to Track 2, unless they are a single-site public school district or a single-site directly funded charter school. However, farm to school support organizations or farm to school implementing organizations (as defined above) that apply may identify in the application that their proposed project will focus on one or more specific school sites within each farm to school implementing organization that is part of the project partnership.
- **Note about food producer applicants:** Food producers applying to Track 2 may submit one Track 2 grant application as the lead applicant per unique tax/business identification number and may apply multiple times to Track 2 as a supporting project partner.
- **Note about implementing farm to school procurement and/or education strategies as part of larger regional or statewide food system development plans in California:** Examples of food system development plans include but are not limited to the [Seattle Food Action Plan](#) and the [Greater Philadelphia's Food System Plan](#), as well as other California-specific plans that focus on county-level or regional food system planning. Project partnerships that have a regional or statewide food system development plan in California are welcome to apply to Track 2 to implement farm to school procurement and/or education strategies as part of their larger food system efforts.
- [Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.](#)

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1.6c Eligibility and Exclusions – Track 3
The California Farm to Early Care and Education (ECE) Grant

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| <p>Who can apply?</p> | <p>Farm to ECE support organizations that provide support to California ECE providers, defined in this Request for Applications as:</p> <ul style="list-style-type: none"> • Child and Adult Care Food Program (CACFP) Sponsors of Day Care Homes in California and/or CACFP Sponsors of Child Care Centers in California • Child Care and Development Fund Tribal Lead Agencies in California • Child Care Resource and Referral (CCR&R) agencies in California • First 5 county commissions in California • Alternative Payment Programs (APPs) in California • Head Start grantees in California (i.e., an agency that is awarded funding by the Office of Head Start to provide or subcontract Head Start services in their area) • Local Child Care and Development Planning Councils (LPCs) in California • Non-profit organizations • State-established commissions in California • Local or Tribal government entities in California • County agencies or regional authorities in California • Institutions of higher education • UC Cooperative Extension offices • Projects with a non-profit fiscal sponsor <ul style="list-style-type: none"> - NOTE: Applicants must clearly identify the fiscal sponsor in the application. If awarded, the fiscal sponsor will be the grant recipient and will be responsible for executing the grant agreement and ensuring all project activities and costs follow grant requirements. • Philanthropic organizations <p>AND Child care centers in California, defined in this Request for Applications as those that:</p> <ul style="list-style-type: none"> • Provide care all or part of the day • <i>Primarily</i> serve young children birth through age five (i.e., infants, toddlers, and/or preschoolers); may also serve school-age children • Are licensed by the California Department of Social Services (CDSS), Community Care Licensing Division (CCLD) OR meet appropriate criteria for a license exemption (e.g., a license-exempt Tribal child care center located on an Indian reservation) • Please note: <ul style="list-style-type: none"> - Child care centers include single-site and multi-site child care centers. - Child care centers also include public school districts that operate a district-based preschool program, California State Preschool Program, transitional kindergarten program, and/or Head Start program. For public school districts, their preschool program, transitional kindergarten program, and/or Head Start program (as opposed to their entire district) must primarily serve young children birth through age five to be eligible. |
| <p>Additional Details</p> | <ul style="list-style-type: none"> • At least 50% of the students that each project serves must be young children birth through age five (i.e., infants, toddlers, and/or |

preschoolers). Projects may also include school-age children if they attend the ECE sites that the project will serve.

- **Note about project reach:** Please note that when making award determinations, the CDFA will seek to maximize impact by considering relative project reach (i.e., number of young children served, number of ECE providers engaged) among child center applicants and, separately, among farm to ECE support organization applicants. Child care centers may apply in partnership with other ECE providers (e.g., other child care centers, family child care homes, or family, friend, or neighbor settings) if they would like to increase their project reach.
- **Farm to ECE support organizations:**
 - Farm to ECE support organizations may support ECE providers in child care centers, family child care homes, and license-exempt family, friend, or neighbor settings, and may support ECE providers that operate a variety of ECE programs, including but not limited to: Alternative Payment Program (including Migrant Alternative Payment Program), California State Preschool Program, Head Start and Early Head Start (including American Indian and Alaska Native Head Start and Migrant and Seasonal Head Start), General Child Care and Development (including Migrant Child Care and Development), Early Start, Special Education Preschool, Title I Preschool, Transitional Kindergarten, and Home Visiting.
 - Among farm to ECE support organization applicants, the CDFA will prioritize projects that will ensure funds reach small, under-resourced providers and that will utilize a mixed-delivery lens (i.e., serve a range of ECE types such as child care centers; family child care homes; and family, friend, or neighbor settings) when determining how to support ECE providers with project funds.
 - The CDFA encourages collaboration between farm to ECE support organizations.
 - Farm to ECE support organizations may be organizations that are based outside of California but serve California ECE providers (unless otherwise indicated in the list of eligible farm to ECE support organizations above). Such organizations must use any funding they may receive through Track 3 for project activities that support California ECE providers and farm to ECE programs in California.
- **Child care centers:**
 - While the CDFA encourages participation in the CACFP, participation is *not* a requirement to apply. However, please note that the California Code of Regulations, Title 22 requires licensed child care centers that serve meals and snacks to follow the CACFP meal patterns stated in federal law.
 - The CDFA encourages child care centers that do not meet the eligibility criteria to partner with a farm to ECE support organization to be included in their application.
- [Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.](#)

[RFA continues on next page]

1.6d Eligibility and Exclusions – Track 4
The California Farm to School Producer Grant

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| <p>Who can apply?</p> | <p>Food producers in California, defined in this Request for Applications as:</p> <ul style="list-style-type: none"> • A person, group of individuals, non-profit organization, or Tribal government entity that leases, rents, or owns land in California (whether the land is publicly owned, privately owned, or Tribal land) and cultivates crops, raises livestock, and/or uses Indigenous food production practices on this land, and/or • A California seafood harvester <p>To be eligible, California food producers must both:</p> <p>(1) Intend to sell or donate California grown or produced, whole or minimally processed food to any one or more of the following entities in California and/or intend to implement hands-on educational opportunities for youth (that complement the producer’s food sales or donations to schools) in partnership with any one or more of the following entities in California:</p> <ul style="list-style-type: none"> - Public school district that is a School Food Authority (SFA) and operates the National School Lunch Program, Seamless Summer Option, and/or School Breakfast Program - County office of education that is a School Food Authority (SFA) and operates any of the above programs - Directly funded charter school that is a School Food Authority (SFA) and operates any of the above programs - Center-based program for children participating in the Child and Adult Care Food Program <p>(2) Demonstrate an established relationship with at least one school nutrition services department through:</p> <ul style="list-style-type: none"> - At least one letter of intent from a school nutrition services director (or equivalent district-wide/organization-wide decision-maker who oversees and coordinates the school meal program) at any of the above entities in California with which the producer intends to collaborate, indicating a “good faith” intention to purchase or accept the producer’s California grown or produced food for school meals (does not need to be a commitment to purchase or accept) and/or a “good faith” effort to collaborate with the producer to implement hands-on educational opportunities for youth that complement the producer’s food sales or donations to their organization. <p><i>Please note: If you are a producer in California who does not yet have established relationships with school nutrition services departments, you are not eligible to apply to this grant program. However, you are eligible for free, non-competitive technical assistance from the CDFA Office of Farm to Fork and the California Farm to School Network. Please email cafarmtoschool@cdfa.ca.gov for support and to connect with our Farm to School Marketplace Specialist.</i></p> |
| <p>Additional Details</p> | <ul style="list-style-type: none"> • California-based: The applicant’s operation (where the proposed project will take place), physical business address, and business mailing address must be in California. Additionally, the owner(s)/leader(s) of the operation must be California residents. |

- **One application per unique tax/business identification number:** Applicants must use their operation's legal business name and associated nine-digit tax identification number in their application. If the operation does not have a unique tax identification number, that operation should provide the last four digits of their social security number (e.g., XXX-XX-1234) as their unique business identification number in their application. The business name provided in the application is the entity to which the CDFA will extend a grant agreement if the project receives a grant award. Applicants are limited to one Track 4 grant application per unique tax/business identification number. Applicants who operate more than one business entity may submit separate Track 4 grant applications on behalf of each entity that has a unique tax identification number.
- **Note about sole proprietors:** Applicants who are sole proprietors must be 18 years of age or older to apply.
- **Food hubs are not eligible** to apply to Track 4 but are eligible to apply to Track 2.
- **School districts are not eligible** to apply to Track 4. However, a food producer, including an individual or non-profit organization, that operates a farm on school district property may apply to Track 4.
- **Note about start-up costs:** Applicants may apply to fund start-up costs for their food production operation if the costs follow the [Allowable and Unallowable Costs - Track 4](#). However, please note that Track 4 applicants must be able to demonstrate an established relationship with at least one school nutrition services department in the application and that the CDFA will prioritize Track 4 applicants who can demonstrate an ability to produce food for schools in the application.
- **Note about timeline:** The Track 4 application asks applicants to provide a timeline that includes their estimated time frame for implementing food sales/donations to schools and/or hands-on educational opportunities for youth in partnership with schools. Please note that the actual implementation of food sales/donations and/or educational opportunities does not need to occur during the grant term as long as all spending of grant funds occurs during the grant term.
- **Note about food safety:** The CDFA will expect Track 4 grant recipients to meet a level of food safety consistent with their farm or business operations. The CDFA will **not** evaluate applications based on current food safety practices. Track 4 grant recipients may use grant funds for costs to meet necessary food safety requirements for their projects (see [Allowable and Unallowable Costs - Track 4](#)) and should work with their school nutrition partners to determine what level of food safety they must meet to sell or donate food to these partners.
- **Note about the funding priorities:** View the detailed application questions and review criteria for Track 4 on [the California Farm to School Incubator Grant Program website](#) to see how the grant program will score the small to midsize food producer funding priority; veteran, socially disadvantaged, and/or limited-resource food producer funding priority; and climate smart agriculture funding priority in the Track 4 application.
- [Skip to next section of RFA: 1.7 Allowable and Unallowable Costs.](#)

1.7 Allowable and Unallowable Costs

- [Skip to Track 1: The California Farm to School K-12 Procurement and Education Grant](#)
- [Skip to Track 2: The California Farm to School Partnership Grant](#)
- [Skip to Track 3: The California Farm to Early Care and Education \(ECE\) Grant](#)
- [Skip to Track 4: The California Farm to School Producer Grant](#)

1.7a Allowable and Unallowable Costs – Track 1 The California Farm to School K-12 Procurement and Education Grant

Please note that Track 1 applicants have the flexibility to determine which of the following allowable costs they would like to incorporate into their proposed project. Track 1 projects are **not** required to utilize grant funds for California food procurement costs and/or farm to school education costs. However, even if not utilizing grant funds for these costs, all Track 1 projects must **both** (1) coordinate the school nutrition services program with educational opportunities for students in cafeterias, classrooms, and/or outdoor learning spaces; **and** (2) procure California grown or produced, whole or minimally processed foods for incorporation into school meals. All Track 1 applicants must demonstrate in the Project Description section of the application how both (1) and (2) are components of their proposed project.

| Track 1: Allowable Costs | |
|--------------------------|---|
| % of award | Description |
| No cap | <p>CA Food Procurement Costs (for school meals and/or for student education):</p> <ul style="list-style-type: none"> • For school meals: Procurement of California grown or produced, <i>whole or minimally processed</i> foods (from vendors including but not limited to food producers, distributors, food hubs, and school gardens/farms) for utilization in school meals (including the National School Lunch Program (NSLP), School Breakfast Program (SBP), the Seamless Summer Option (SSO), the Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP)). Grant recipients must follow USDA procurement and food safety regulations. • For student education: Procurement of California grown or produced, <i>whole or minimally processed</i> foods for educational opportunities that engage students, including but not limited to taste tests, nutrition education, cooking lessons or demonstrations, student-led recipe creation, events, and celebrations). Activities may engage families of students as well. <p>Additional Details:</p> <ul style="list-style-type: none"> • Minimally Processed Definition per USDA: Minimal processing may include: (a) Those traditional processes used to make food edible or to preserve it or to make it safe for human consumption, e.g., smoking, roasting, freezing, drying, and fermenting, or (b) those physical processes that do not fundamentally alter the raw product or that only separate a whole, intact food into component parts, e.g., grinding meat, separating eggs into albumen and yolk, and pressing fruits to produce juices. • Identifying California Grown or Produced, Whole or Minimally Processed Foods: Please note that CDFA staff will work with grant |

| Track 1: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| | <p>recipients to identify food products that meet the grant program values of “California grown or produced, whole or minimally processed” foods and will review every food procurement purchase made with grant funds to make sure it is in alignment with these values. CDFA staff intend to convene a working group to figure out the detailed parameters for “minimally processed” food products that this grant program may fund and will collaborate with this working group to develop an allowable foods resource list for grant recipients.</p> <ul style="list-style-type: none"> Please note that although the following products may not fit the USDA definition of <i>minimally processed</i>, they are allowable purchases through Track 1 of this grant program and the CDFA will collaborate with the working group mentioned above to determine if there should be any additional parameters around these foods: <ul style="list-style-type: none"> Yogurt and cheese dairy products that are 100% produced, processed, and manufactured in California are allowable. Please note that California produced fluid milk and fluid milk substitutes are unallowable (see Unallowable Costs below). Whole grain-rich flours and other whole grain-rich products that are 100% grown, milled, processed, and manufactured in California are allowable. In alignment with the USDA, whole grain-rich means that at least 50 to 100% of the grains in the product are whole grains, and the remaining grain, if any, must be enriched. |
| No cap | <p>Farm to School Education Costs:</p> <ul style="list-style-type: none"> Infrastructure, equipment, materials, and supplies to coordinate the school nutrition services program with educational opportunities for students in cafeterias, classrooms, and outdoor learning spaces. <p>Additional Details:</p> <ul style="list-style-type: none"> Farm to school educational opportunities may include but are not limited to: school gardens/farms/greenhouses, culinary classes, agriculture education programs, food production education programs, nutrition education programs, lessons celebrating traditional foodways, hands-on cooking and tasting activities, hands-on food-based student internships, farm tours or field trips, school visits from producers, curriculum development related to nutrition/agriculture/food production/cooking, student-run farm/food stands featuring produce from school gardens/farms, or other transformative opportunities for students to better understand the relationships between food and the world around them. Grant recipients may use grant funds to develop new farm to school educational opportunities if they do not yet exist and to coordinate them with the school nutrition services program. The CDFA encourages evidence-based educational programming that connects with the school nutrition services program, welcomes innovative ideas for new educational programming that connects with the school nutrition services program and encourages evaluation of such new educational programming, and encourages the integration of farm to school education across grade levels to promote sequential knowledge acquisition and skill building. |

| Track 1: Allowable Costs | |
|---------------------------------|--|
| % of award | Description |
| | <ul style="list-style-type: none"> Grant recipients may engage families of students in farm to school educational opportunities. Consumables, ingredients, and other items for farm to school education that are not reusable are allowable (e.g., ingredients and utensils for taste tests or lessons). Items for farm to school education that are reusable are also allowable. Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition. |
| No cap | <p>Farm to School Staff/Labor Costs:</p> <ul style="list-style-type: none"> Staff time associated with managing and implementing the farm to school project. Labor costs associated with procuring, processing, and serving California grown or produced foods for utilization in school meals. <p>Additional Details:</p> <ul style="list-style-type: none"> Staff costs may include a farm to school coordinator, farm to school educator, FoodCorps service member(s), etc. Labor costs may include paying school food service workers or other project participants who are employed by the grant recipient for their time to participate in professional development (e.g., trainings, workshops, conferences) related to farm to school. Applicants should acknowledge investments in staffing/labor in the Sustainability Plan section of the application. |
| No cap | <p>School Kitchen Costs:</p> <ul style="list-style-type: none"> School kitchen infrastructure, equipment, materials, and supplies to support utilization of California grown or produced foods in school meals. <p>Additional Details:</p> <ul style="list-style-type: none"> Examples: school kitchen vehicles that aid in delivery/distribution of California grown or produced foods; school kitchen cold storage, processing, and scratch cooking equipment to store, process, and scratch cook these foods; school kitchen equipment and supplies to conduct farm to school professional development / staff trainings Applicants who are purchasing kitchen infrastructure with funds from the California Department of Education should explain in the Budget section of the application how any kitchen costs they are proposing as part of their California Farm to School Incubator Grant project are distinct. Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition. |
| No cap | <p>Travel Costs:</p> <ul style="list-style-type: none"> Costs for travel necessary for the performance of the grant award are allowable subject to Section 322 of the CDFA Grant Administration Regulations (including but not limited to: field trips to or visits from farms or other food producers that grow or produce food for the school meal program, travel related to project collaboration and implementation, and travel to and from trainings that are necessary for the performance of the grant award). |

| Track 1: Allowable Costs | |
|---------------------------|--|
| % of award | Description |
| | <p>Additional Details:</p> <ul style="list-style-type: none"> Please note that reimbursement for travel within California shall not exceed the maximum allowable rates and amounts established by the California Department of Human Resources. Travel costs may include transportation, lodging, and meals. |
| No cap | <p>Contractual Costs:</p> <ul style="list-style-type: none"> Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. <ul style="list-style-type: none"> A contractor is an entity that undertakes a contract to perform an activity. The term contractor includes consultants (e.g., farm to school curriculum consultants). <p>Additional Details:</p> <ul style="list-style-type: none"> Applicants who include contractors in their Budget must also include those contractors in their Project Work Plan. Please note that grant recipients distributing funds to contractors must ensure that contractors follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds. |
| No cap | <p>Other Costs:</p> <ul style="list-style-type: none"> Costs for the purpose of achieving the grant project objectives that the previous budget categories do not cover. <p>Additional Details:</p> <ul style="list-style-type: none"> “Other Costs” include but are not limited to: <ul style="list-style-type: none"> Registration fees for trainings and conferences Stipends for individual project participants who are not employed by the grant recipient. Mini grants Publication and printing costs Please note that mini grants may fit under Contractual Costs depending on an organization’s internal procedures. Grant recipients distributing funds via mini grants must ensure that mini grant recipients follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds. The CDFA may consider “Other Costs” not listed above that align with the funding purpose. Please email cafarmtoschool@cdfa.ca.gov to see if a cost may be allowable in this category. |
| Up to 30% of direct costs | <p>Indirect Costs:</p> <ul style="list-style-type: none"> As defined in Section 303(a)(36) of the CDFA Grant Administration Regulations. |

| Track 1: Unallowable Costs | |
|----------------------------|---|
| % of award | Description |
| 0% | <p>California produced fluid milk and fluid milk substitutes:</p> <ul style="list-style-type: none"> The CDFA will not reimburse California produced fluid milk, including fluid milk substitutes, as part of Track 1. Although they are important components of a healthy diet for California’s school children and for our state economy, schools already procure these products from within the state. |
| 0% | <p>General CDFA unallowable costs:</p> <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% | <p>Consumables related to food production that are not reusable:</p> <ul style="list-style-type: none"> For example, feed for animals or water for irrigation. |
| 0% | <p>Any costs incurred before or after the grant term.</p> |
| 0% | <p>Any costs outside of the project scope.</p> <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. |

[Skip to next section of RFA: 1.8 Reporting and Evaluation](#)

**1.7b Allowable and Unallowable Costs – Track 2
The California Farm to School Partnership Grant**

| Track 2: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| No cap | <p>CA Food Procurement Costs (for student education):</p> <ul style="list-style-type: none"> Procurement of California grown or produced, <i>whole</i> or <i>minimally processed</i> foods for utilization in farm to school educational activities that engage students, including but not limited to taste tests, nutrition education, cooking lessons or demonstrations, student-led recipe creation, events, and celebrations. Activities may engage families of students as well. Grant recipients must follow procurement and food safety regulations applicable to their programs. <p>Additional Details:</p> <ul style="list-style-type: none"> Minimally Processed Definition per USDA: Minimal processing may include: (a) Those traditional processes used to make food edible or to preserve it or to make it safe for human consumption, e.g., smoking, roasting, freezing, drying, and fermenting, or (b) those physical processes that do not fundamentally alter the raw product or that only separate a whole, intact food into component parts, e.g., grinding meat, separating eggs into albumen and yolk, and pressing fruits to produce juices. Identifying California Grown or Produced, Whole or Minimally Processed Foods: Please note that CDFA staff will work with grant |

| Track 2: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| | <p>recipients to identify food products that meet the grant program values of “California grown or produced, whole or minimally processed” foods and will review every food procurement purchase made with grant funds to make sure it is in alignment with these values. CDFA staff intend to convene a working group to figure out the detailed parameters for “minimally processed” food products that this grant program may fund and will collaborate with this working group to develop an allowable foods resource list for grant recipients.</p> <ul style="list-style-type: none"> Please note that although the following products may not fit the USDA definition of <i>minimally processed</i>, they are allowable purchases through Track 2 of this grant program and the CDFA will collaborate with the working group mentioned above to determine if there should be any additional parameters around these foods: <ul style="list-style-type: none"> Yogurt and cheese dairy products that are 100% produced, processed, and manufactured in California are allowable. Please note that California produced fluid milk and fluid milk substitutes are unallowable (see Unallowable Costs below). Whole grain-rich flours and other whole grain-rich products that are 100% grown, milled, processed, and manufactured in California are allowable. In alignment with the USDA, whole grain-rich means that at least 50 to 100% of the grains in the product are whole grains, and the remaining grain, if any, must be enriched. |
| No cap | <p>Infrastructure, Equipment, Materials, and Supplies:</p> <ul style="list-style-type: none"> Infrastructure, equipment, materials, and supplies for the purpose of achieving the grant project objectives. <p>Additional Details:</p> <ul style="list-style-type: none"> Examples: vehicles that aid in transportation/distribution of California grown or produced foods for school meals, cold storage and processing equipment to store and process these foods for school meals, and other school-based and/or producer infrastructure, equipment, materials, and supplies to support farm to school procurement and/or education Consumables, ingredients, and other items for farm to school education that are not reusable are allowable (e.g., ingredients and utensils for taste tests or lessons). Items for farm to school education that are reusable are also allowable. Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition. |
| No cap | <p>Farm to School Staff Costs:</p> <ul style="list-style-type: none"> Staffing for project planning, coordination, facilitation, and/or implementation. <p>Additional Details:</p> <ul style="list-style-type: none"> Staff costs may include paying project participants who are employed by the grant recipient for their time to participate in professional development (e.g., trainings, workshops, conferences) related to farm to school. Applicants should acknowledge investments in staffing in the Sustainability Plan section of the application. |

| Track 2: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| No cap | <p>Travel Costs:</p> <ul style="list-style-type: none"> Costs for travel necessary for the performance of the grant award are allowable subject to Section 322 of the CDFA Grant Administration Regulations (including but not limited to: field trips to or visits from farms or other food producers that are part of the project, travel related to project collaboration and implementation, and travel to and from trainings that are necessary for the performance of the grant award). <p>Additional Details:</p> <ul style="list-style-type: none"> Please note that reimbursement for travel within California shall not exceed the maximum allowable rates and amounts established by the California Department of Human Resources. Travel costs may include transportation, lodging, and meals. |
| No cap | <p>Contractual Costs:</p> <ul style="list-style-type: none"> Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. <ul style="list-style-type: none"> A contractor is an entity that undertakes a contract to perform an activity. The term contractor includes consultants. <p>Additional Details:</p> <ul style="list-style-type: none"> Applicants who include contractors in their Budget must also include those contractors in their Project Work Plan. Please note that grant recipients distributing funds to contractors must ensure that contractors follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds. |
| No cap | <p>Other Costs:</p> <ul style="list-style-type: none"> Costs for the purpose of achieving the grant project objectives that the previous budget categories do not cover. <p>Additional Details:</p> <ul style="list-style-type: none"> “Other Costs” include but are not limited to: <ul style="list-style-type: none"> Registration fees for trainings and conferences Stipends for individual project participants who are not employed by the grant recipient. Mini grants Publication and printing costs Please note that mini grants may fit under Contractual Costs depending on an organization’s internal procedures. Grant recipients distributing funds via mini grants must ensure that mini grant recipients follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds. The CDFA may consider “Other Costs” not listed above that align with the funding purpose. Please email cafarmtoschool@cdfa.ca.gov to see if a cost may be allowable in this category. |
| Up to 30% of | <p>Indirect Costs:</p> <ul style="list-style-type: none"> As defined in Section 303(a)(36) of the CDFA Grant Administration Regulations. |

| Track 2: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| direct costs* | <p>Additional Details:</p> <ul style="list-style-type: none"> *Applicants from the University of California or California State University must follow their established policy. Please note that for projects with a non-profit fiscal sponsor, fiscal sponsorship fees may be allowable as an indirect cost, if charged consistent with the sponsored organization's established policies. Fiscal sponsorship fees are <i>not</i> allowable as a direct cost. |

| Track 2: Unallowable Costs | |
|----------------------------|--|
| % of award | Description |
| 0% | <p>Food Procurement Costs (for school meals):</p> <ul style="list-style-type: none"> Procurement of California grown or produced, <i>whole</i> or <i>minimally processed</i> foods for utilization in <i>school meals</i> is unallowable. Public school districts, county offices of education, and directly funded charter schools that are interested in using grant funds for this purpose should consider applying to Track 1. |
| 0% | <p>California produced fluid milk and fluid milk substitutes:</p> <ul style="list-style-type: none"> The CDFA will not reimburse California produced fluid milk, including fluid milk substitutes, as part of Track 2. Although they are important components of a healthy diet for California's school children and for our state economy, schools already procure these products from within the state. |
| 0% | <p>General CDFA unallowable costs:</p> <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% | <p>Consumables related to food production that are not reusable:</p> <ul style="list-style-type: none"> For example, feed for animals or water for irrigation. |
| 0% | <p>Any costs incurred before or after the grant term.</p> |
| 0% | <p>Any costs outside of the project scope.</p> <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. |

[Skip to next section of RFA: 1.8 Reporting and Evaluation](#)

[RFA continues on next page]

1.7c Allowable and Unallowable Costs – Track 3
The California Farm to Early Care and Education (ECE) Grant

Please note that Track 3 applicants have the flexibility to determine which of the following allowable costs they would like to incorporate into their proposed project. Track 3 projects are **not** required to utilize grant funds for California food procurement costs, hands-on learning and play costs, and/or technical assistance/peer learning costs. However, even if not utilizing grant funds for these costs, all Track 3 projects must do **all three of the following**: (1) coordinate food- and garden-based hands-on learning and play opportunities for young children and, if desired, for their families; **and** (2) procure California grown or produced, whole or minimally processed foods for incorporation into meals, snacks, taste tests, and/or food boxes for young children; **and** (3) offer farm to ECE technical assistance and/or peer learning spaces to ECE staff, ECE teachers, and/or ECE families. All Track 3 applicants must demonstrate in the Project Description section of the application how (1) and (2) and (3) are components of their proposed project.

| Track 3: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| No cap | <p>CA Food Procurement Costs:</p> <ul style="list-style-type: none"> Procurement of California grown or produced, <i>whole</i> or <i>minimally processed</i> foods (from vendors including but not limited to producers, distributors, food hubs, Community Supported Agriculture providers, and farmers markets) for utilization in meals and snacks (including the Child and Adult Care Food Program (CACFP)), taste tests, and/or food boxes. Grant recipients may also use these foods to support hands-on learning and play activities as well as technical assistance and peer learning spaces. Grant recipients must follow procurement and food safety regulations applicable to their programs. <p>Additional Details:</p> <ul style="list-style-type: none"> Minimally Processed Definition per USDA: Minimal processing may include: (a) Those traditional processes used to make food edible or to preserve it or to make it safe for human consumption, e.g., smoking, roasting, freezing, drying, and fermenting, or (b) those physical processes that do not fundamentally alter the raw product or that only separate a whole, intact food into component parts, e.g., grinding meat, separating eggs into albumen and yolk, and pressing fruits to produce juices. Identifying California Grown or Produced, Whole or Minimally Processed Foods: Please note that CDFA staff will work with grant recipients to identify food products that meet the grant program values of “California grown or produced, whole or minimally processed” foods and will review every food procurement purchase made with grant funds to make sure it is in alignment with these values. CDFA staff intend to convene a working group to figure out the detailed parameters for “minimally processed” food products that this grant program may fund and will collaborate with this working group to develop an allowable foods resource list for grant recipients. Please note that although the following products may not fit the USDA definition of <i>minimally processed</i>, they are allowable purchases through Track 3 of this grant program and the CDFA will collaborate with the working group |

| Track 3: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| | <p>mentioned above to determine if there should be any additional parameters around these foods:</p> <ul style="list-style-type: none"> - Yogurt and cheese dairy products that are 100% produced, processed, and manufactured in California are allowable. Please note that California produced fluid milk and fluid milk substitutes are unallowable (see Unallowable Costs below). - Whole grain-rich flours and other whole grain-rich products that are 100% grown, milled, processed, and manufactured in California are allowable. In alignment with the USDA, whole grain-rich means that at least 50 to 100% of the grains in the product are whole grains, and the remaining grain, if any, must be enriched. |
| No cap | <p>Hands-on Learning/Play and Technical Assistance/Peer Learning Costs:</p> <ul style="list-style-type: none"> • Infrastructure, equipment, materials, and supplies to increase young children’s access and, if desired, their families’ access, to food- and garden-based hands-on learning and play. • Infrastructure, equipment, materials, and supplies associated with offering technical assistance and/or peer learning spaces (including but not limited to workshops and trainings) to ECE staff, ECE teachers, and/or ECE families to increase their capacity to implement farm to ECE activities. <p>Additional Details:</p> <ul style="list-style-type: none"> • Hands-on Learning/Play Examples: costs associated with building/maintaining a garden/greenhouse; conducting nutrition, culinary, and/or garden education lessons; developing curriculum for these lessons; conducting field trips to (or visits from) farms or other food producers; creating and distributing educational supplies kits to ECE providers, etc. • Technical Assistance/Peer Learning Spaces Examples: costs associated with ECE gardening and cooking workshops, farm to ECE local procurement trainings, farm to ECE communities of practice, etc. <ul style="list-style-type: none"> - Farm to ECE support organization grant recipients must offer technical assistance and/or peer learning spaces (including but not limited to workshops and trainings) to ECE staff, ECE teachers, and/or ECE families who are affiliated with the ECE providers that the project will serve. Child care center grant recipients must offer technical assistance and/or peer learning spaces (including but not limited to workshops and trainings) to ECE staff, ECE teachers, and/or ECE families who are affiliated with the child care site(s) that the project will serve. • Consumables, ingredients, and other items for farm to ECE education that are not reusable are allowable (e.g., ingredients and utensils for taste tests or lessons). Items for farm to ECE education that are reusable are also allowable. • Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition. |
| No cap | <p>Farm to ECE Staff/Labor Costs:</p> <ul style="list-style-type: none"> • Staff time associated with managing and implementing the farm to ECE project. |

| Track 3: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| | <ul style="list-style-type: none"> Labor costs associated with procuring, processing, and serving California grown or produced foods for utilization in ECE meals, snacks, taste tests, food boxes, and/or hands-on learning and play. <p>Additional Details:</p> <ul style="list-style-type: none"> Staff costs may include a farm to ECE coordinator, farm to ECE educator, etc. Staff/labor costs may include paying ECE food service workers or other project participants who are employed by the grant recipient for their time to participate in farm to ECE technical assistance and/or peer learning spaces (including but not limited to workshops and trainings). Staff/labor costs may also include staff time to coordinate technical assistance and/or peer learning spaces. Applicants should acknowledge investments in staffing/labor in the Sustainability Plan section of the application. |
| No cap | <p>ECE Kitchen Costs:</p> <ul style="list-style-type: none"> ECE kitchen infrastructure, equipment, materials, and supplies to support utilization of California grown or produced foods in meals, snacks, taste tests, food boxes, and/or in hands-on learning and play. <p>Additional Details:</p> <ul style="list-style-type: none"> Examples: vehicles that aid in delivery/distribution of California grown or produced foods; cold storage, processing, and scratch cooking equipment to store, process, and scratch cook these foods; materials and supplies to prepare food boxes; materials and supplies to create and distribute ECE kitchen kits to ECE providers Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition. |
| No cap | <p>Travel Costs:</p> <ul style="list-style-type: none"> Costs for travel necessary for the performance of the grant award are allowable subject to Section 322 of the CDFA Grant Administration Regulations (including but not limited to: field trips to or visits from farms or other food producers that grow or produce food for the farm to ECE program, travel related to project collaboration and implementation, and travel to and from trainings that are necessary for the performance of the grant award). <p>Additional Details:</p> <ul style="list-style-type: none"> Please note that reimbursement for travel within California shall not exceed the maximum allowable rates and amounts established by the California Department of Human Resources. Travel costs may include transportation, lodging, and meals. |
| No cap | <p>Contractual Costs:</p> <ul style="list-style-type: none"> Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. <ul style="list-style-type: none"> A contractor is an entity that undertakes a contract to perform an activity. The term contractor includes consultants. |

| Track 3: Allowable Costs | |
|----------------------------|--|
| % of award | Description |
| | <p>Additional Details:</p> <ul style="list-style-type: none"> • Applicants who include contractors in their Budget must also include those contractors in their Project Work Plan. • Please note that grant recipients distributing funds to contractors must ensure that contractors follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds. |
| No cap | <p>Other Costs:</p> <ul style="list-style-type: none"> • Costs for the purpose of achieving the grant project objectives that the previous budget categories do not cover. <p>Additional Details:</p> <ul style="list-style-type: none"> • “Other Costs” include but are not limited to: <ul style="list-style-type: none"> - Registration fees for trainings and conferences - Stipends for individual project participants who are not employed by the grant recipient. - Mini grants - Publication and printing costs • Please note that mini grants may fit under Contractual Costs depending on an organization’s internal procedures. Grant recipients distributing funds via mini grants must ensure that mini grant recipients follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds. • The CDFA may consider “Other Costs” not listed above that align with the funding purpose. Please email cafarmtoschool@cdfa.ca.gov to see if a cost may be allowable in this category. |
| Up to 30% of direct costs* | <p>Indirect Costs:</p> <ul style="list-style-type: none"> • As defined in Section 303(a)(36) of the CDFA Grant Administration Regulations. <p>Additional Details:</p> <ul style="list-style-type: none"> • *Applicants from the University of California or California State University must follow their established policy. • Please note that for projects with a non-profit fiscal sponsor, fiscal sponsorship fees may be allowable as an indirect cost, if charged consistent with the sponsored organization’s established policies. Fiscal sponsorship fees are <i>not</i> allowable as a direct cost. |

| Track 3: Unallowable Costs | |
|----------------------------|--|
| % of award | Description |
| 0% | <p>California produced fluid milk and fluid milk substitutes:</p> <ul style="list-style-type: none"> • The CDFA will not reimburse California produced fluid milk, including fluid milk substitutes, as part of Track 3. Although they are important components of a healthy diet for California’s school children and for our state economy, these products are typically already procured from within the state. |

| Track 3: Unallowable Costs | |
|----------------------------|---|
| % of award | Description |
| 0% | <p>General CDFA unallowable costs:</p> <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% | <p>Consumables related to food production that are not reusable:</p> <ul style="list-style-type: none"> For example, feed for animals or water for irrigation. |
| 0% | <p>Any costs incurred before or after the grant term.</p> |
| 0% | <p>Any costs outside of the project scope.</p> <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. |

[Skip to next section of RFA: 1.8 Reporting and Evaluation](#)

1.7d Allowable and Unallowable Costs – Track 4 The California Farm to School Producer Grant

| Track 4: Allowable Costs | |
|--------------------------|---|
| % of award | Description |
| No cap | <p>Farm to School Infrastructure, Equipment, Materials, and Supplies Costs:</p> <ul style="list-style-type: none"> To increase production, processing, and/or distribution capacity to sell or donate whole or minimally processed food to schools; and/or To establish or enhance the use of climate smart agriculture practices, production systems, and other regenerative strategies when producing whole or minimally processed food to sell or donate to schools; and/or To establish new or expand existing hands-on educational opportunities that engage students from partner schools such as field trips, producer visits to the cafeteria or classroom, etc. <p>Additional Details:</p> <ul style="list-style-type: none"> Minimally Processed Definition per USDA: Minimal processing may include: (a) Those traditional processes used to make food edible or to preserve it or to make it safe for human consumption, e.g., smoking, roasting, freezing, drying, and fermenting, or (b) those physical processes that do not fundamentally alter the raw product or that only separate a whole, intact food into component parts, e.g., grinding meat, separating eggs into albumen and yolk, and pressing fruits to produce juices. Identifying Whole or Minimally Processed Foods: Please note that CDFA staff will work with grant recipients to identify food products that meet the grant program values of “California grown or produced, whole or minimally processed” foods. CDFA staff intend to convene a working group to figure out the detailed parameters for “minimally processed” food products that this |

| Track 4: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| | <p>grant program may fund and will collaborate with this working group to develop an allowable foods resource list for grant recipients.</p> <ul style="list-style-type: none"> • Please note that although the following products may not fit the USDA definition of <i>minimally processed</i>, using grant funds to produce them is allowable in Track 4 of this grant program and the CDFA will collaborate with the working group mentioned above to determine if there should be any additional parameters around these foods: <ul style="list-style-type: none"> - Yogurt, fluid milk, and cheese dairy products that are 100% produced, processed, and manufactured in California are allowable. Please note that while California produced fluid milk is not an allowable <i>purchase</i> in the other funding tracks, using grant funds to <i>produce</i> fluid milk for schools is an allowable cost in Track 4. - Whole grain-rich flours and other whole grain-rich products that are 100% grown, milled, processed, and manufactured in California are allowable. In alignment with the USDA, whole grain-rich means that at least 50 to 100% of the grains in the product are whole grains, and the remaining grain, if any, must be enriched. • Infrastructure Examples: (this is not an exhaustive list; the CDFA will consider other items that align with the funding purpose) <ul style="list-style-type: none"> - Greenhouses, high tunnels, fencing - Improvements to existing buildings or facilities (e.g., building retrofit, adding storage/processing space) - Electrical systems - Grading or paving of roads or driveways - Plumbing, drainage, venting - Technology improvements such as fees for providing broadband or fiber-optic systems and fees for software systems - Rental costs of real property - Capital expenditures for buildings and land (with prior written approval from the CDFA) - Other producer infrastructure to support sustainable production, processing, and/or distribution for school meals • Equipment, Materials, and Supplies Examples: (this is not an exhaustive list; the CDFA will consider other items that align with the funding purpose) <ul style="list-style-type: none"> - Seeds, fruit/vegetable/herb starts or seedlings, fruit trees - Seeders, transplanters, cultivators - Conveyors for moving and handling product - Washing stations - Blanchers, peelers - Sorting and sizing bins, product bins and totes - Coolers, cooler walls, refrigeration units, and freezers - Grading and inspection equipment - Tractors - Distribution vehicles, refrigerated vehicles, or other equipment necessary for transporting whole or minimally processed foods to school districts - Compressors - Packing, wrapping, labeling, and packaging equipment |

| Track 4: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| | <ul style="list-style-type: none"> - Meat processing and packing equipment and supplies - Sanitation and food safety equipment such as water filtration systems and/or byproduct waste management and treatment systems - Pasteurizer equipment - Creamery or dairy product processing and packaging equipment - Livestock care, feeding, or slaughter equipment (NOTE: livestock to produce food products like meat, eggs, and dairy is also an allowable cost) - Seafood harvesting equipment (e.g., fishing vessels) - Aquaponics or aquaculture equipment related to processing produce or fish - Equipment that helps to maintain the identity and traceability of products - Computing equipment - Renewable energy production equipment - Other producer equipment and supplies to support sustainable production, processing, and/or distribution for school meals • Consumables, ingredients, and other items for farm to school education that are not reusable are allowable (e.g., ingredients and utensils for taste tests or lessons). Items for farm to school education that are reusable are also allowable. • Refer to Sections 303(26), 324.1, and 324.2 of the CDFA Grant Administration Regulations for a definition of equipment and guidance regarding equipment property records and disposition. |
| No cap | <p>Farm to School Staff/Labor Costs:</p> <ul style="list-style-type: none"> • Staffing/labor dedicated to farm to school work. <p>Additional Details:</p> <ul style="list-style-type: none"> • Examples: staff/labor costs to produce and/or process whole or minimally processed food for schools; distribute whole or minimally processed food to schools; manage administration related to selling or donating whole or minimally processed food to schools; implement hands-on educational activities that engage students from partner schools; install infrastructure or equipment that will increase production, processing, and/or distribution capacity to sell or donate whole or minimally processed food to schools; implement climate smart agriculture practices, production systems, and other regenerative strategies when producing whole or minimally processed food to sell or donate to schools; and/or participate in professional development (e.g., trainings, workshops, conferences) related to any of these activities • Please note that staff/labor costs must be directly related to farm to school activities. • Applicants should acknowledge investments in staffing/labor in the Sustainability Plan section of the application. |
| No cap | <p>Farm to School Certification, Licensure, Insurance, and/or Food Safety Planning Costs:</p> <ul style="list-style-type: none"> • Costs related to pursuing and attaining certification, licensure, or insurance that the producer needs to sell or donate whole or minimally processed food to schools. |

| Track 4: Allowable Costs | |
|--------------------------|--|
| % of award | Description |
| | <p>Additional Details:</p> <ul style="list-style-type: none"> • Examples: food safety certification or licensing fees, trainings related to pursuing food safety certification/licensure, organic certification fees, liability insurance policy fees • Please note that utilizing grant funds to develop a food safety plan if it directly relates to the farm to school project is an allowable cost. • Costs such as incorporation fees, business license fees, and other costs related to organizing a business or similar entity are unallowable. |
| No cap | <p>Travel Costs:</p> <ul style="list-style-type: none"> • Costs for travel necessary for the performance of the grant award are allowable subject to Section 322 of the CDFA Grant Administration Regulations (including but not limited to: visits to or field trips from partner schools, travel related to distributing whole or minimally processed food to partner schools, travel related to project collaboration and implementation, and travel to and from trainings that are necessary for the performance of the grant award). <p>Additional Details:</p> <ul style="list-style-type: none"> • Please note that reimbursement for travel within California shall not exceed the maximum allowable rates and amounts established by the California Department of Human Resources. • Travel costs may include transportation, lodging, and meals. |
| No cap | <p>Contractual Costs:</p> <ul style="list-style-type: none"> • Contractor or consultant services for the purpose of achieving the grant project objectives are allowable subject to Sections 319, 320.1, 320.2, and 320.3 of the CDFA Grant Administration Regulations. <ul style="list-style-type: none"> - A contractor is an entity that undertakes a contract to perform an activity. The term contractor includes consultants. <p>Additional Details:</p> <ul style="list-style-type: none"> • Applicants who include contractors in their Budget must also include those contractors in their Project Work Plan. • Please note that grant recipients distributing funds to contractors must ensure that contractors follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds. |
| No cap | <p>Other Costs:</p> <ul style="list-style-type: none"> • Costs for the purpose of achieving the grant project objectives that the previous budget categories do not cover. <p>Additional Details:</p> <ul style="list-style-type: none"> • “Other Costs” include but are not limited to: <ul style="list-style-type: none"> - Registration fees for trainings and conferences - Stipends for individual project participants who are not employed by the grant recipient. - Mini grants - Publication and printing costs • Please note that mini grants may fit under Contractual Costs depending on an organization’s internal procedures. Grant recipients distributing funds via mini |

| Track 4: Allowable Costs | |
|---------------------------|--|
| % of award | Description |
| | <p>grants must ensure that mini grant recipients follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds.</p> <ul style="list-style-type: none"> The CDFA may consider “Other Costs” not listed above that align with the funding purpose. Please email cafarmtoschool@cdfa.ca.gov to see if a cost may be allowable in this category. |
| Up to 30% of direct costs | <p>Indirect Costs:</p> <ul style="list-style-type: none"> As defined in Section 303(a)(36) of the CDFA Grant Administration Regulations. |

| Track 4: Unallowable Costs | |
|----------------------------|---|
| % of award | Description |
| 0% | <p>General CDFA unallowable costs:</p> <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% | <p>Consumables related to food production that are not reusable:</p> <ul style="list-style-type: none"> For example, feed for animals or water for irrigation. |
| 0% | <p>Any costs incurred before or after the grant term.</p> |
| 0% | <p>Any costs outside of the project scope.</p> <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. |

[Skip to next section of RFA: 1.8 Reporting and Evaluation](#)

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1.8 Reporting and Evaluation

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

| | |
|--|---|
| Pre-Survey | <p>All Tracks:</p> <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. <ul style="list-style-type: none"> The pre-survey may request baseline metrics including but not limited to: current California food procurement practices (for Tracks 1 and 3); current farm to school education impacts (for Tracks 1 and 3); current food sales or donations to schools and use of climate smart agriculture practices (for Track 4); and current collaboration strategies (for Track 2). |
| Financial Reporting | <p>All Tracks:</p> <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. <p>Tracks 1 and 3 ONLY:</p> <ul style="list-style-type: none"> As part of the invoicing process described above, when invoicing for California grown or produced 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. |
| Farm-Level Data | <p>Tracks 1, 2, and 3 ONLY:</p> <ul style="list-style-type: none"> If applicable, grant recipients must request farm-level data and velocity reports from distributors to help track the farm-level impacts of farm to school project activities. Additionally, Track 1 and 3 grant recipients procuring California grown or produced foods with grant funds must 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 to relieve the reporting burden on grant recipients. |
| Quarterly Check-ins | <p>All Tracks:</p> <ul style="list-style-type: none"> Submit quarterly check-ins to the CDFA summarizing farm to school project progress, successes, and challenges. <ul style="list-style-type: none"> The quarterly check-ins may request metrics including but not limited to: California food procurement practices (for Tracks 1 and 3); farm to school education impacts (for Tracks 1 and 3); food sales or donations to schools and use of climate smart agriculture practices (for Track 4); and collaboration strategies (for Track 2). |
| Quarterly Grantee Office Hours (optional) | <p>All Tracks:</p> <ul style="list-style-type: none"> The CDFA encourages grant recipients to attend at least one virtual CDFA Farm to School Grantee Office Hours session each quarter to |

| | |
|------------------------------------|--|
| | check in with CDFA staff and engage in peer-to-peer learning with fellow grant recipients. |
| Final Interview | <p>All Tracks:</p> <ul style="list-style-type: none"> Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information. |
| Annual Procurement Check-in | <p>Tracks 1 and 3 ONLY:</p> <ul style="list-style-type: none"> 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. This includes all Track 1 and 3 grant recipients, as all must incorporate California food procurement into their projects, even if they decide not to use grant funds for this procurement. |
| External Program Evaluation | <p>All Tracks:</p> <ul style="list-style-type: none"> Participate in external evaluation activities for the California Farm to School Incubator Grant Program. A CDFA representative or external designee will work with grant recipients to address questions and gather necessary evaluation data. Program evaluation will demonstrate the impact of the grant program and will support efforts to develop future Farm to School Grant Programs. Please note that a CDFA representative or external designee may invite applicants who do not receive a grant to participate in a working group as part of the external evaluation for the California Farm to School Incubator Grant Program. |

2.0 Additional Program Information

2.1 Indigenous Applicants

Please note the following and reach out to cafarmtoschool@cdfa.ca.gov with any questions:

- The CDFA encourages applications from eligible entities in Tribal communities with projects related to forest-to-school, river-to-school, and/or ocean-to school and projects that work with youth in schools to revitalize Indigenous intergenerational learning processes around traditional foodways and traditional ecological knowledges to support food security and food sovereignty for future generations.
- The CDFA encourages applications from eligible California food producers who use Indigenous food production practices.
- Please also see the funding priorities described in the [Purpose](#).
- For the 2022 California Farm to School Incubator Grant Program, the maximum indirect cost rate is up to 30% of direct costs.

[RFA continues on next page]

2.2 Previous Grant Recipients

If an entity previously received a grant award and entered into a grant agreement with the CDFA through the 2021 California Farm to School Incubator Grant Program (view the [list of 2021 grant recipients](#)), please note the following:

- **Eligibility:** If the entity meets the eligibility criteria (see [Eligibility and Exclusions](#)) and has an acceptable performance history in the program, then it is eligible to apply. Please note that the CDFA will consider past performance in the grant program when reviewing applications. Additionally, applicants must clearly describe how the proposed project will *supplement* (i.e., enhance or expand) but not *replace* the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end. The proposed project budget must reflect how the 2022 grant funds would *supplement* but not *replace* the existing 2021 grant funds.
 - **Supplement:** May apply to continue funding the same project activities after completing the 2021 project, begin funding new project activities that build upon existing project activities, and/or use funding to add new elements to existing project activities.
 - **Replace:** May *not* apply to fund the same project activities that the 2021 award is already funding during the overlapping grant time period (i.e., no double dipping).
 - Visit [the California Farm to School Incubator Grant Program website](#) to view the Previous Grant Recipients Decision Tree for further clarification around “supplement but not replace.”
- **Grant Term:** If the entity also receives a grant award in 2022, they may choose to do either or both of the following options and should make their choice clear when completing the project timeline portion of the application:
 - **Overlap Spending:** Spend grant funds from the 2021 and 2022 awards *simultaneously*, during the time when the grant terms overlap, given that the district/organization is able to account for and report on both grant awards simultaneously and ensure that there is clear delineation between and non-duplication of the use of funds for each project; **and/or**
 - **Stagger Spending:** Spend grant funds from the 2022 award *after* spending all 2021 grant funds and completing the 2021 project, with the understanding that the grant term for the 2022 award will still end on November 30, 2024.

Please note that all previous grant recipients must complete their 2021 project and spend their 2021 grant funds by the end of the grant term stated in their 2021 grant agreement. All 2022 grant recipients must complete their 2022 project and spend their 2022 grant funds by the end of the 2022 grant term (November 30, 2024).

[RFA continues on next page]

3.0 Application, Review, and Notification

3.1 How to Apply

The CDFA will not accept late applications. 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. Visit [the California Farm to School Incubator Grant Program website](#) to view a video tutorial about how to use the WizeHive application portal.

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: https://webportalapp.com/sp/cdfa_track1_k12-procurement-and-ed_2022
- Track 2: The California Farm to School Partnership Grant: https://webportalapp.com/sp/cdfa_track2_partnership_2022
- Track 3: The California Farm to Early Care and Education (ECE) Grant: https://webportalapp.com/sp/cdfa_track3_farm2ece_2022
- Track 4: The California Farm to School Producer Grant: https://webportalapp.com/sp/cdfa_track4_producers_2022

Once an applicant creates a user account for one of the application portals, they may use the same user account 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.

3.2 Grant Application and Review Criteria

The application process for each funding track consists of one application phase. There is a separate set of application questions and review criteria for each track.

Please note that eligible entities may apply to multiple funding tracks; such entities must ensure that projects are **not** duplicative and there is no duplication of project costs in order for the CDFA to consider each application.

Please also note that if an applicant has previously received a California Farm to School Incubator Grant, the CDFA will consider past performance in the grant program when reviewing applications. Additionally, applicants must clearly describe how the proposed project will *supplement* but not *replace* the existing project and how the additional grant funding will ensure project sustainability after the 2021 and 2022 grant terms end. The proposed project budget must reflect how the 2022 grant funds would supplement but not replace the existing 2021 grant funds.

- [Skip to Track 1: The California Farm to School K-12 Procurement and Education Grant](#)
- [Skip to Track 2: The California Farm to School Partnership Grant](#)
- [Skip to Track 3: The California Farm to Early Care and Education \(ECE\) Grant](#)
- [Skip to Track 4: The California Farm to School Producer Grant](#)

**3.2a Grant Application and Review Criteria – Track 1
The California Farm to School K-12 Procurement and Education Grant
(100 points available total)**

Applicants to Track 1 must complete an application containing the following components. Applicants may use the table below as an application checklist. The external technical review committee will score each Track 1 application as outlined below. View the detailed application questions and review criteria for Track 1 on [the California Farm to School Incubator Grant Program Website](#).

| Track 1 – Application Sections | Points Available |
|--|-------------------------|
| Eligibility | No points available |
| Project Title and Summary | No points available |
| Project Team | 2 points |
| Total Dollar Amount Requested | No points available |
| Community Need | 40 points |
| Description of Farm to School History and Motivation | 3 points |
| Project Description | 25 points |
| Healthy, Equitable, Resilient Food System | 20 points |
| Project Reporting and Evaluation | No points available |
| Project Viability | 10 points |
| Letter(s) of Support | No points available |
| Total | 100 points |

[Skip to next section of RFA: 3.3 Review Process](#)

**3.2b Grant Application and Review Criteria – 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. Applicants may use the table below as an application checklist. The external technical review committee will score each Track 2 application as outlined below. View the detailed application

questions and review criteria for Track 2 on [the California Farm to School Incubator Grant Program Website](#).

| Track 2 – Application Sections | Points Available |
|--|-------------------------|
| Eligibility | No points available |
| Project Title and Summary | No points available |
| Project Partners | 2 points |
| Total Dollar Amount Requested | No points available |
| Community Need | 40 points |
| Description of Farm to School History and Motivation | 3 points |
| Project Description | 25 points |
| Healthy, Equitable, Resilient Food System | 20 points |
| Project Reporting and Evaluation | No points available |
| Project Viability | 10 points |
| Letter(s) of Support | No points available |
| Total | 100 points |

[Skip to next section of RFA: 3.3 Review Process](#)

3.2c Grant Application and Review Criteria – 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. Applicants may use the table below as an application checklist. The external technical review committee will score each Track 3 application as outlined below. View the detailed application questions and review criteria for Track 3 on [the California Farm to School Incubator Grant Program Website](#).

| Track 3 – Application Sections | Points Available |
|---|-------------------------|
| Eligibility | No points available |
| Project Title and Summary | No points available |
| Project Team | 2 points |
| Total Dollar Amount Requested | No points available |
| Community Need | 40 points |
| Description of Farm to ECE History and Motivation | 3 points |
| Project Description | 25 points |
| Healthy, Equitable, Resilient Food System | 20 points |
| Project Reporting and Evaluation | No points available |
| Project Viability | 10 points |
| Letter(s) of Support | No points available |
| Total | 100 points |

[Skip to next section of RFA: 3.3 Review Process](#)

**3.2d Grant Application and Review Criteria – Track 4
The California Farm to School Producer Grant
(55 points available total)**

Applicants to Track 4 must complete an application containing the following components. Applicants may use the table below as an application checklist. The external technical review committee will score each Track 4 application as outlined below. View the detailed application questions and review criteria for Track 4 on [the California Farm to School Incubator Grant Program Website](#).

| Track 4 – Application Sections | Points Available |
|--|-------------------------|
| Eligibility | No points available |
| Project Title and Summary | No points available |
| Total Dollar Amount Requested | No points available |
| Business/Organization Background | No points available |
| Relationships with School Nutrition Services Departments | 5 points |
| Description of Food Production History and Farm to School Vision | 2 points |
| Project Description | 15 points |
| Healthy, Equitable, Resilient Food System | 25 points |
| Project Reporting and Evaluation | No points available |
| Project Viability | 8 points |
| Total | 55 points |

3.3 Review Process

The CDFA will conduct an initial administrative review of applications to determine if they meet all eligibility and application requirements. During the administrative review, the following may result in disqualification of a grant application:

- Absence of a response to one or more required questions or an incomplete response to one or more required questions (view the detailed application questions and review criteria for each funding track on [the California Farm to School Incubator Grant Program Website](#))
- Missing, blank, or unreadable content
- Requests for more than the maximum award amount for the applicable funding track
- Applications that do not comply with the eligibility requirements for the applicable funding track, outlined in [Eligibility and Exclusions](#)
- Applications that do not comply with the allowable and unallowable costs for the applicable funding track, outlined in [Allowable and Unallowable Costs](#)
- Misrepresentations in the application
- The entity does not agree to do all of the required reporting and evaluation activities for the applicable funding track if awarded a grant (see [Reporting and Evaluation](#))
- The entity applied to multiple funding tracks and the applications are duplicative (i.e., not distinct)

- The entity previously received a grant award through this grant program and their past performance is not acceptable
 - Please note that the CDFA understands that the COVID-19 pandemic and other factors beyond grant recipients' control may present challenges for project implementation and cause project delays.
- The entity previously received a grant award through this grant program and the proposed 2022 project *replaces* rather than *supplements* their existing project

Applicants who receive a notice of disqualification from the CDFA as a result of the initial administrative review may appeal the disqualification (see [Appeal Rights](#)).

Applications that pass the initial administrative review will receive an external technical review to evaluate the merits of the application. The external technical review will utilize the review criteria on [the California Farm to School Incubator Grant Program Website](#).

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 may **not** participate in the external technical review process (this includes supporting project partners that are part of Track 2 applications).

3.5 Notification and Feedback

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

- **Grant Applications Due:** by 5pm PT on July 6, 2022
- **Review Process:** July – August 2022
- **Award Notification and Announcement:** September 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 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. The CDFA will provide additional information about feedback requests to non-selected applicants in the grant notification email.

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

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 anonymize and 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.

| Submit questions by: | CDFA will provide answers by: |
|----------------------|-------------------------------|
| May 17, 2022 | May 24, 2022 |
| May 24, 2022 | May 31, 2022 |
| May 31, 2022 | June 7, 2022 |
| June 7, 2022 | June 14, 2022 |
| June 14, 2022 | June 21, 2022 |
| June 21, 2022 | June 28, 2022 |
| June 28, 2022 | July 1, 2022 |

Webinars

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. Each webinar will include an overview of the grant program and time for questions and answers. They will occur on the following dates via Zoom. To register for each webinar, please follow the Zoom registration links below. The CDFA Office of Farm to Fork will record each webinar and post the recording on [the California Farm to School Incubator Grant Program website](#).

| When | Where | Register |
|----------------------------|-------|-------------------------------|
| May 12, 2022 at 3pm PT | Zoom | Register here |
| May 18, 2022 at 11am PT | Zoom | Register here |
| May 24, 2022 at 10am PT | Zoom | Register here |
| May 31, 2022 at 1pm PT | Zoom | Register here |
| June 8, 2022 at 11:30am PT | Zoom | Register here |
| June 14, 2022 at 10am PT | Zoom | Register here |
| June 23, 2022 at 12pm PT | Zoom | Register here |
| June 29, 2022 at 9am PT | Zoom | Register here |

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.

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.

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.*