

**Healthy Refrigeration Grant Program: Technical Assistance Providers (TAPs)**  
**Proposal Questions**  
**April 2022**

Applicants must answer every question. If a question is not applicable, please indicate "n/a" in response.

1. Which TAPs category are you applying for? Please check one or both categories.

☐ Outreach and Application Assistance  
☐ Technical Expertise

2. Organization type: Please check one:

☐ Tribal Government  
☐ Tribal Nonprofit Organization  
☐ Non-Tribal Nonprofit Organization  
☐ Small Business – Please provide documentation demonstrating you meet the requirements of a small business as outlined in California Government Code Section [14837](#). Include documentation as an attachment to this application.  
☐ City – Specify the Department/Organization within City administration  
☐ County – Specify the Department/Organization within County administration

3. Applicant contact information, including legal name of organization, address, website, email and phone number:

4. Primary contact for this grant:

Name:

Organization:

Professional title:

Email:

Phone:

5. Total Amount Requested:

6. What is the proposed start and end date of the project? The latest possible end date is December 31, 2026. Grant terms are expected to begin no earlier than September 2022.
7. Description of Organization: Please briefly describe the focus/purpose/mission and general activities of your organization or small business.
8. What services will be offered to Healthy Refrigeration Grant Program (HRGP) equipment applicants? Describe. How will any outreach be conducted? Include platforms, media, hands-on work with stores, languages planned to be used and other specifics.
9. Programmatic Reach: Will a specific region, location, or target population(s) be served, or could applicants anywhere in the state be served through this project? If working regionally or with specific communities, describe the location and size of the communities, estimated number of stores/programs that could be reached, demographic and income information, grocery store availability, and other relevant information about barriers to food access.
  - a. Applicants may wish to refer to the [USDA ERS Food Access Research Atlas](#) or other mapping tools showing low-income and low food-access census tracts or other socio-demographic information, such as the [California Climate Investments Priority Populations map](#), [Opportunity Zones mapping tool](#), [Let's Get Healthy California tool](#), or other sources to help describe need in areas and communities served.
10. Subject Matter Expertise: What are the organizational qualifications and expertise to offer the services described? Please also attach resumes of participating employees.
11. Experience and Network: Describe the organization's experience with relevant work as explained in the Request for Proposal (see Scoring Criteria, page 9) and the network in place to accomplish the project plan.
12. References: Please supply either:
  - a. two references who can speak to organizational effectiveness and capacity to implement this project. Provide name, professional affiliation and title, email address and phone number, OR,

- b. at least two letters of support from people external to the organization who can attest to organizational effectiveness and capacity to implement this project. Letters should include name, professional affiliation and title, email address and phone number of the writer, OR,
- c. for a joint partnership application, please supply a letter of commitment from each partner who is not the lead applicant, describing the role the partner will play, their commitment to the project, and any matching or in-kind funding that will support the project.

13. Provide an Implementation Plan including goals and outcomes, activities, and timeline.

#### 14. Diversity, Equity, and Inclusion

Please describe the organizational approach to diversity, equity, and inclusion. For the proposed project, describe any efforts made to address equity in program delivery for historically underserved groups.

15. Budget: Please download and complete the required Budget Template and attach to the application. The Budget Template includes line items for funds requested and a brief justification/explanation of each line item. Indicate whether any matching funds such as in-kind, staff time, or other will be utilized. Details requested include personnel and benefit information, allowable travel per [Section 322 of the CDFA Grant Administration Regulations](#), contractual, and other program expenses.

Note that indirect costs are capped at 10% of direct costs. Applicants from the University of California or California State University may claim the negotiated rate for funding that originates from CDFA (35% effective July 1, 2022).

If the project is funded, backup documentation for costs will be requested with invoices, including receipts.

#### 16. Additional budget information:

- Nonprofits: Please supply the organization's current annual budget as an attachment.
- Small Businesses: Please describe annual revenue, either providing a brief statement or sharing profits and losses/tax return information.

- Tribal Governments, Cities, or Counties: Please describe the current annual budget for the organization (specify the organization or department), either in a brief statement indicating the scope of the budget to operate programs, and/or sharing relevant documentation.

17. Where did you learn about this opportunity? \*Answers to this question will not affect award decisions.

18. Indicate if this project builds upon a previously funded project. If yes, provide the CDFA agreement number(s), explain how the new project differs from, complements, or builds upon previous work.

19. Other Support from Federal or State Grant Programs (unscored):

Activities funded under the Healthy Refrigeration Grant Program cannot duplicate activities funded by another federal or state grant program. If the proposal has been or will be submitted to or funded by another federal or state grant program, all of the following must be addressed:

- Identify the federal or state grant program and the agency administering the program.
- List the amount of grant funds requested or awarded by the program.
- Describe how the proposed project supplements rather than duplicates efforts funded by the other federal or state grant program.