

**State of California**  
**California Department of Food and Agriculture**  
**Office of Farm to Fork (F2F)**  
**Healthy Stores Refrigeration Grant Program Proposal Form**  
**– Cities, Counties and Nonprofits F2F-002 (Est 09/19)**

There are two concurrent RFPs. This is the proposal form for cities, counties and nonprofits. Write N/A if a question is not applicable.

**1. Applicant type (city; county; city and county; nonprofit):**

**2. Applicant contact information, including legal name of organization or entity, address, website, email and phone number:**

**3. Main contact for this grant:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Professional title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**4. Please provide DUNS number, if available, or write n/a.**

- 5. Describe the population you will serve through this program: include estimated number of people reached (i.e. customers of the corner stores or small businesses); location(s) including neighborhood income information; demographics; grocery store availability; and any other relevant details, such as traffic or foot traffic patterns or other.**

- 6. Please describe your experience with healthy small retail work; OR, if a new project is envisioned, describe your project plan. If this is a new program without established relationships in the field, please identify an organization or a person with expertise to provide peer support.**

- 7. Describe the partnerships in place to accomplish this project and each entity's role. If you will be developing new partnerships, describe the relevant relationships that facilitate this effort, such as with other community-based organizations and/or with corner stores or small businesses.**

- 8. Please list all stores and/or small businesses you intend to work with for this project, including names, addresses, contact information and whether they accept SNAP/CalFresh/EBT. Describe your current relationships with each store/small business. If you intend to conduct new outreach, please explain how you will conduct outreach.**

**9. If applying to provide technical assistance, describe the services you will offer.**

**10. Where will stores or small businesses procure the CA-grown produce? Please describe any existing procurement/distribution methods and/or the plan for this project.**

**11. If this project fits into a broader scope of related work for your organization, please describe the overall scope and goals, other sources of funding, and any plans for evaluation.**

**12. If requesting multiple types of units, explain the location and purpose for each (for example: two units to sell produce in a corner store; one cart to sell from a farm stand; and one refrigerated truck to bring produce from a farm to corner stores). If requesting any units other than stand-alone, such as carts, trucks or other, describe why this equipment is needed and any energy efficiency measures you will take.**

**13. Detail refrigeration equipment requested, specifying type, make, model and refrigerant used as well as number of units requested and total costs. Note that applicants must work with corner stores and small businesses to determine the exact types of units desired. Applicants who plan new outreach if awarded a grant must provide their best projection of the units they intend to use and projected cost – and any future equipment changes must be vetted by CDFA in advance. The grant award will be an “up-to” amount that grantees will invoice against.**

**Each type of equipment should be a different line item. Add rows if needed. Include any energy efficiency add-ons such as night covers.**

(For guidance on eligible units, see the [Energy Star database](#) and the catalog of pre-vetted equipment choices in Appendix A for guidance on stationary equipment that meets energy efficiency and global warming potential standards. You may contact the Office of Farm to Fork with questions.)

**EQUIPMENT REQUESTED**

Type of equipment (e.g.: stand-alone unit)	Make	Model	Refrigerant used	#of units	Cost
<b>TOTALS</b>	n/a	n/a	n/a		

**14. If applying for technical assistance, please detail the line items (applicants may also submit an Excel spreadsheet to accompany their narrative). As a reminder, technical assistance for this grant can total up to 10% of the total amount requested. (If applying to include indirect costs, add as a separate line item in the chart below. CDFA has not specified an indirect rate for this program. Organizations should be prepared to supply documentation of their indirect cost rate.)**

Personnel – list title, wage rate, % FTE, and total cost requested for each employee or contractor	Total Cost
Fringe benefits rate – list % rate and total \$ amount for each employee/position title	
Travel – specify destination, employee(s) traveling, type of expense, unit of measure, number of units, cost per unit	
Publication/Printing Costs – specify types of publications	
<b>Total Technical Assistance Cost</b>	

**15. List the grand total up-to amount you are requesting, including refrigeration units, any equipment add-ons for energy efficiency purposes, and any technical assistance expenses proposed (for up to 10% of the grant total only):**

**16. Are you seeking a one-year grant or a multi-year grant (ending no later than March 2022)?**



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

**18. Would you like to be connected to one or more healthy retail programs in other locations that can share promising practices related to introducing refrigeration units to small stores to sell produce? CDFR cannot guarantee a match but may be able to facilitate networking. \*Answers to this question will not affect award decisions.**