



DRAFT

Farm to Community Food Hubs Grant Program

Track 1 Planning and Piloting

Application Questions and Evaluation Criteria

Track 1 – Application Sections	Points Available
Applicant Information	No points available
Project Type	No points available
Dollar Amount Requested	No points available
Other Grant Awards	No points available
Project Summary	No points available
New Community Food Hub Priority	5 points
Project Team and Partnerships	25 points
Project Need	10 points
Objectives	20 points
Engagement Plan	15 points
Workplan and Budget	15 points
Letters of Support	10 points
Additional Applicant Information	No points available
Total	100 possible points

APPLICANT INFORMATION	NO POINTS AVAILABLE
Application Questions	Review Criteria
<ol style="list-style-type: none"> 1. First and Last Name 2. Work Title 3. Work Email Address 4. Work Phone Number 5. Business/Organization website (if any): 6. Legal Organization/Business Name: Please enter the legal business name of the entity that will serve as lead for the project and will receive grant funds if awarded. This name should match the name on the tax return that the organization/business files with the federal Internal Revenue Service for the entity. Note: The legal name you provide is the entity to which the CDFA will extend a grant agreement if your project receives a grant award. All other responses in this section should correspond with the Legal Business Name you provide. 7. Unique Tax/Business Identification Number: Applicants are limited to one grant application per unique tax/business identification number for the Farm to Community Food Hub Grant Program. <ol style="list-style-type: none"> a. I confirm that the tax/business identification number associated with this application is being used solely for one application for the Farm to Community Food Hub Grant Program. 8. California-based: Do the owner(s) or leader(s) of the business/organization live in California? (Yes/ No) 9. Organization/Business Mailing Address 10. Physical Organization/Business Address 11. Please choose your organization type. <ol style="list-style-type: none"> a. Nonprofit organization b. Food and agriculture-related business c. Cooperative business d. Certified B Corporation e. California public school district 	<p>Required. No points available</p> <p>Complete? Yes/No</p> <p>Question 8 California-Based. Did applicant select “Yes”. Yes/No</p> <p>Question 11 Organization Type. Did applicant select an eligible entity type? Yes/No</p>

<p>f. Tribal school (such as those administered through the Bureau of Indian Education)</p> <p>g. California County Office of Education</p> <p>h. Resource Conservation District</p> <p>i. University of California</p> <p>j. California State University</p> <p>k. California Native American Tribe</p> <p>l. Tribal-serving nonprofit organization. Please list each California Native American Tribe(s) your organization is serving as part of this proposed project. Please note that Tribal-serving organization applicants must submit a signed Letter of Support from <u>each</u> California Native American Tribe that they are serving as part of this proposed project.</p> <p>m. Other, please explain:</p> <p>12. Profit Type: Please select your business/organization profit type.</p> <p>a. For-profit</p> <p>b. Non-profit</p> <p>13. County Location of Organization/Business: In which county is your organization/business located or headquartered?</p> <p>14. County Location of Project: In which county or counties will the <u>proposed project</u> take place? Check all that apply.</p>	
<p>15. Ownership: Is your organization/business the owner of the community food hub this project is addressing? <i>Please note for Track 1 applicants: If the project is conducting planning related to a community food hub that <u>does not currently exist</u>, lead applicants do not have to be the projected owner of the future community food hub. If the project is conducting planning for a community food hub that <u>is currently operating</u>, the lead applicant should be <u>the owner</u> of the community food hub.</i></p> <p>a. Yes</p> <p>b. No, another entity is the owner.</p> <p>a. Please enter the legal business/organization name of the entity who is or will be the owner of the community food hub.</p> <p>b. Please enter the physical work address of the community food hub (Street Address, City, State, Zip Code):</p>	<p>Required. No points available</p> <p>Complete? Yes/No</p> <p>Question 15 Ownership.</p> <ul style="list-style-type: none"> • If applicant selects “B”, flag for additional administrative review. Lead applicant for a community food hub currently operating should also be the owner. • If applicant selects “C”, did the applicant clearly describe how the proposed planning project will identify the community food hub owner(s)? <p>Question 16 Operations. If applicant selects “C”, did the applicant clearly describe how the proposed</p>

<p>c. We do not know the owner at this time because the project is conducting planning related to a community food hub that does not currently exist. Please clearly describe how the proposed planning project will identify the community food hub owner(s):</p> <p>16. Operations: Is your organization/business conducting the day-to-day operations (i.e. the operator) of the community food hub this project is addressing?</p> <p>a. Yes</p> <p>b. No, another entity conducts the day-to-day operations. Please enter the legal business/organization name of the entity who is or will be the operator of the community food hub.</p> <p>c. We do not know the operator at this time because the community food hub has not been established. Please clearly describe how the proposed planning project will identify the community food hub operator(s):</p>	<p>planning project will identify the community food hub operator(s)?</p>
<p>17. Income: What was the community food hub’s <u>average annual gross cash income</u> in the previous three-year period? <u>Important note:</u> The California Department of Food and Agriculture reserves the right to contact the applicant to gather more information if needed. Misrepresenting information will disqualify the application.</p> <p>a. The organization/business has never conducted community food hub operations</p> <p>b. \$0 - \$1,000,000</p> <p>c. \$1,000,001 - \$5,000,000</p> <p>d. \$5,000,001 or more</p>	<p>Required. No points available</p> <p>Complete? Yes/No</p> <p>Question 17</p> <ul style="list-style-type: none"> • If applicant selects “A” or “B”, applicant’s project is considered a “new community food hub”. The application is eligible to receive 5 priority points. • If applicant selects “C”, applicant’s project is considered a “developed community food hub”. The application is not eligible to receive 5 priority points. • If applicant selects “D”, applicant is not eligible to apply.
<p>18. Current Model: Which of the following distribution models best describes how the community food hub currently distributes California food products.</p> <p>a. Not applicable. The community food hub has not started operating yet.</p>	<p>Required. No points available</p> <p>Complete? Yes/No</p>

- b. Direct-to-consumer only (for example, distribute food directly to individuals or households)
- c. Hybrid: a mixture of direct-to-consumer and wholesale (for example, distribute food both directly to individuals/households AND to institutions, retail, or other wholesale buyers)
- d. Wholesale only (for example, distribute food only to institutions, retail, or other wholesale buyers)
- e. Other, please describe:

19. Current Markets: Through which of the following markets does the community food hub currently sell the food it aggregates and distributes? Please check all that apply.

- a. Not applicable. The community food hub has not started operating yet.
- b. In-state distributors
- c. In-state food hubs
- d. Direct sales to Tribal schools
- e. Direct sales to Tribal health centers and clinics
- f. Direct sales to other institutions owned and/or operated by California Native American Tribes. Please describe:
- g. Direct sales to California public schools (K-12 schools, higher education institutions)
- h. Direct sales to child care centers in California
- i. Direct sales to California public hospitals or health clinics
- j. Direct sales to California correctional facilities and prisons
- k. Direct sales to food service companies operating in public workplaces in California
- l. Direct sales to food banks in California
- m. Direct sales to restaurants in California
- n. Direct sales to grocery or other retail markets in California
- o. Community Supported Agriculture (CSA) / Home-delivery in California
- p. On site / Store front in California
- q. Other, please describe:

<p>20. Source-Identification: Will the community food hub identify the source (e.g. the location of the farm) of 100% of the food products that it sells?</p> <ol style="list-style-type: none"> Not applicable. Our organization/business will not be aggregating and/or distributing food as part of this project. No Yes. Please describe how your business/organization will 100% identify the source of 100% of the food products it will sell. 	<p>Required. No points available</p> <p>Complete? Yes/No</p> <p>If applicant selected Option B “No”. Flag for additional administrative review.</p> <p>If applicant selected Option C “Yes”, did applicant answer the question completely and clearly?</p>
PROJECT TYPE	NO POINTS AVAILABLE
Application Questions	Review Criteria
<p>Plan Type: Select the type of plan(s) this project proposes to complete. Multiple types can be selected.</p> <ul style="list-style-type: none"> Food system assessment Community food hub feasibility study Business plan Market analysis Marketing strategy Funding strategy and/or financial plan Site/infrastructure designs and plans Other, please explain: 	<p>Complete? Yes/No</p>
<p>Piloting Activities: Does the proposed project include piloting activities? (Yes/No) <i>Piloting activities are operational or business activities that allow an applicant to test a new process, strategy, operation, or other community food hub activity that will directly benefit, improve, or advance the planning process proposed for the grant award. The purpose of piloting activities is not to launch full-scale, long-term operations, but instead to strengthen the proposed plan by test-running ideas to determine if they are worth greater investment in the future. Applicants will have to clearly demonstrate why piloting activities are necessary to improve the proposed planning activities. For example, piloting activities could include conducting early-stage food aggregation activities with local producers to distribute to a public institution or nonprofit organization in order to gather data that supports financial projections and product pricing in a business plan.</i></p>	<p>Complete? Yes/No.</p> <p>If applicant selects “Yes”, confirm that applicant completes Question 2 in Project Needs section. Check that piloting activities are included in the Project Budget and Project Workplan.</p>
DOLLAR AMOUNT REQUESTED	NO POINTS AVAILABLE

Application Questions	Review Criteria
How much funding is requested for this proposed project?	Complete? Yes/No Is the amount requested within the allowable range for Track 1? Yes/No
PREVIOUS GRANTS	NO POINTS AVAILABLE
Application Questions	Review Criteria
<p>Has the applicant received a different California Department of Food and Agriculture grant related to this project? If so, please answer:</p> <ul style="list-style-type: none"> • What is the name of the California Department of Food and Agriculture grant program? • What year was the applicant awarded the grant? • What was the grant agreement number? • How will the Farm to Community Food Hub Grant enhance or supplement the other grant award? 	Complete? Yes/No
PROJECT TILE AND SUMMARY	NO POINTS AVAILABLE
Application Questions	Review Criteria
<p>Project Title. What’s the project title?</p> <p>Project Summary. Briefly summarize the proposed project. Consider summarizing: what does the project ultimately aim to achieve? What are the project’s priorities? Why is this project important? Which organization(s) are involved in implementing this project? Note: if awarded the grant, this project summary will be used in public communications about the Farm to Community Food Hub Program.</p>	Complete? Yes/No
NEW COMMUNITY FOOD HUB PRIORITY	5 AVAILABLE POINTS
Application Question	Review Criteria
<p>Which of the following will the proposed project accomplish?</p> <ol style="list-style-type: none"> Conduct planning for a new community food hub [see the definition in Section 1.2 of the Request for Application- update with link in final version] Conduct planning for a developed community food hub [see the definition in Section 1.2 of the Request for Application – update with link in final version] 	<p>If applicant selects “A”, check if applicant’s responses to Question to 17 qualifies the project as a “new community food hub”.</p> <p>If applicant selects “B”, check if applicant’s responses to Questions to 17 qualifies the project as a “developed community food hub”.</p>

PROJECT TEAM AND PARTNERSHIPS	25 AVAILABLE POINTS
Application Questions	Review Criteria
<p>Part A Team Members and Experience</p> <p>List the name of each person who is a member of the project team, their title, a summary of their role in the project, and a summary of the expertise they bring to the project. Team members can be employees of the applicant’s organization, from other partnering organizations, and/or contractors. The same person can fulfill multiple roles. If the project budget includes contractors, include those contractors in the project team. If the exact contractor is not known at the time of submitting the application, write “unknown contractor at this time” and briefly summarize what criteria will be used to identify a suitable contractor.</p> <p>The project team must include a minimum of the following team roles in:</p> <ul style="list-style-type: none"> ○ <u>Business Development Project Lead</u>, with experience in business development, financing, external partnership development, and/or sustainability. ○ <u>Producer Engagement Project Lead</u>, with experience working with California food producers, including producers that are socially disadvantaged, beginning, limited resource, veteran, disabled and/or operating on 500 acres or less, are cooperatively owned, and/or using climate smart/sustainable agricultural practices. ○ <u>Buyer Relations/Sales Lead</u>, with experience in farm to institution sales, contracting, and/or coordination. ● Other team members. Please include the person(s) full name, title, a summary of their role in the project and a summary of the expertise they bring to the project. 	<p>Part A 20 points available</p> <ul style="list-style-type: none"> ● 20 points: the project team overall is very clear and all project team members very clearly have sufficient experience for their designated roles ● 15 points: the project team overall is clear and all project team members clearly have sufficient experience for their designated roles ● 10 points: the project team overall is somewhat clear and some, but not all, project team members have sufficient experience for their designated roles ● 5 points: the project team overall is somewhat clear, but most project team members do not appear to have sufficient experience for their designated roles ● 0 points: the project team overall is unclear and/or no project team members clearly have sufficient experience for their designated roles
<p>Part B Producer-Led Community Food Hub (5 priority pts)</p> <p>1. (Yes/No) Will the proposed project be a producer-led community food hub? Per the Farm to Community Food Grant Request for Application, a producer-led community food hub means a community food hub in which California food producers are the owners, operators, and/or decision makers. The food</p>	<p>Part B - If applicant selects “Yes” in Question 1, 5 points available for Question 2:</p> <ul style="list-style-type: none"> ○ 5 points: very clearly describes <i>how</i> the project will be a producer-led community food hub ○ 4 points: clearly describes <i>how</i> the project will be a producer-led community food hub

<p>producers have decision-making roles that directly affect the planning, design, and/or operations of the community food hub.</p> <p>2. Describe <i>how</i> the proposed project will be a producer-led community food hub.</p>	<ul style="list-style-type: none"> ○ 3 points: somewhat describes <i>how</i> the project will be a producer-led community food hub but is missing some important details ○ 2 points: somewhat describes <i>how</i> the project will be a producer-led community food hub but is missing several/many important details ○ 0 points: does not answer the question or very unclearly describes <i>how</i> the project will be a producer-led community food hub
<p style="text-align: center;">PROJECT NEED</p>	<p style="text-align: center;">10 POINTS AVAILABLE</p>
<p style="text-align: center;">Application Questions</p>	<p style="text-align: center;">Review Criteria</p>
<p>1. Please describe the outcomes of any plans, work, community engagement, and/or business activities accomplished by the applicant’s organization and/or members of the project team that:</p> <ol style="list-style-type: none"> a. <i>Demonstrate</i> why the proposed project is needed to serve local/regional food producers and buyers AND b. <i>Demonstrate</i> the need for the project is significant. You may use number or statistics, but that is not required. <p>For each activity described, include when it took place and which organization conducted the activity.</p> <p>2. <u>If the proposed project includes community food hub piloting activities</u>, please describe why piloting activities are needed AND how they will directly benefit, improve, or advance the project’s proposed planning process.</p> <p><i>As a reminder, piloting activities are operational or business activities that allow an applicant to test a new process, strategy, operation, or other community food hub activity <u>that will directly benefit, improve, or advance the planning process proposed for the grant award</u>. The purpose of piloting activities <u>is not</u> to launch full-scale, long-term operations, but instead to strengthen the proposed plan by test-running ideas to determine if they are worth greater investment in the future. For example, piloting activities could include conducting early-stage food aggregation activities with local</i></p>	<p>For both Questions 1 and Question 2:</p> <ul style="list-style-type: none"> ● 10 points: very clearly demonstrates how outcomes of previous activities show the project is needed and has high significance. If including piloting activities, very clearly explains why the activities are needed and how they directly benefit the planning process. ● 8 points: clearly demonstrates how outcomes of previous activities show the project is needed and has relatively high significance. If including piloting activities, clearly explains why the activities are needed and how they directly benefit the planning process. ● 5 points: somewhat clearly demonstrates how outcomes of previous activities show the project is needed and has some significance. If including piloting activities, somewhat clearly explains why the activities are needed and how they directly benefit the planning process. ● 3 points: only demonstrates how outcomes of previous activities show the project is needed,

<p><i>producers to distribute to a public institution or nonprofit organization in order to gather data that supports financial projections and product pricing in a business plan.</i></p>	<p>but does not show the project is significant OR shows how the project is significant, but does not demonstrate how outcomes of previous activities show the project is needed. If including piloting activities, somewhat clearly describes why the activities are needed but unclearly describes how they directly benefit the planning process.</p> <ul style="list-style-type: none"> • 0 points: very unclear how outcomes of previous work shows the project is needed and/or significant. If including piloting activities, unclearly clearly describes why the activities are needed and how they directly benefit the planning process.
<p>OBJECTIVES</p>	<p>20 POINTS AVAILABLE</p>
<p>Application Question</p>	<p>Review Criteria</p>
<p>Part A - Purchasing</p> <ol style="list-style-type: none"> 1. Please describe <i>how</i> this project will increase purchasing of local, environmentally sustainable, climate-smart, and equitably produced food by institutions (whether private or public) and nonprofit organizations. 2. Please describe <i>how</i> this project will ensure the community food hub prioritizes serving <u>public</u> institutions and nonprofit organizations, especially public schools, food banks, and other food distribution nonprofit organizations in the region? 	<p>5 points available for Part A Purchasing</p> <p>Scoring Questions 1 and 2 together:</p> <ul style="list-style-type: none"> ○ 5 points: very clear description and greater thoughtfulness on how the project will increase purchasing by public institutions AND how the project will ensure the community food hub prioritizes serving the purchasers described in the question ○ 3 points: somewhat clear description and some thoughtfulness on how the project will increase purchasing by public institutions AND how the project will ensure the community food hub prioritizes serving the purchasers described in the question ○ 1 points: unclear description and/or limited thoughtfulness on how the project will increase

	<p>purchasing by public institutions AND/OR how the project will ensure the community food hub prioritizes serving the purchasers described in the question</p> <ul style="list-style-type: none"> ○ 0 points: does not answer the question(s) or very unclear description and lacking thoughtfulness on how the project will achieve the stated goal(s)
<p>Part B – California Producers</p> <p>3. Which of the following types of California food producers will this project <u>directly</u> serve? Choose all that apply.</p> <ol style="list-style-type: none"> a. Food producers operating on 500 acres or less b. Food producers that are cooperatively owned c. Food producers that are using sustainable or climate smart agriculture practices or production systems d. Food producers who are considered socially disadvantaged, beginning, limited resource, veterans, and/or disabled e. None of the above <p>4. Describe <i>how</i> this project will serve California food producers. If you selected one of the types of California food producers in the previous question, please specify <i>how</i> the project serves those type of food producers.</p>	<p>10 points available for Part B California Producers</p> <p>Question 3 (5 points):</p> <ul style="list-style-type: none"> ● 5 points: selects four categories (“a, b, c, and d”) ● 3 points: selects three categories (a – d) ● 2 points: selects two categories (a-d) ● 1 point: selects one category (a – d) ● 0 points: selects “e” None of the above <p>Question 4 (5 points);</p> <ul style="list-style-type: none"> ○ 5 points: very clear description and greater thoughtfulness on how the project will serve the California food producers. ○ 3 points: somewhat clear description and thoughtfulness on how the project will serve the California food producers. ○ 1 point: unclear description and/or limited thoughtfulness on how the project will serve the California food producers. ○ 0 points: does not answer the question(s) or very unclear description and lacking thoughtfulness on how the project will serve the California food producers.
<p>Part C – Financial Sustainability</p>	<p>5 points available for Part C</p>

<p>5. Describe how this project will cultivate and maintain the community food hub’s ability to cover its costs and long-term expenses without relying heavily on grant funding?</p>	<ul style="list-style-type: none"> • 5 points: very clear description and greater thoughtfulness on how the project will cultivate and maintain the community food hub’s ability to cover its costs and long-term expenses without relying heavily on grant funding. • 3 points: somewhat clear description and some thoughtfulness on how the project will cultivate and maintain the community food hub’s ability to cover its costs and long-term expenses without relying heavily on grant funding. • 1 point: unclear description and/or limited thoughtfulness on how the project will cultivate and maintain the community food hub’s ability to cover its costs and long-term expenses without relying heavily on grant funding. • 0 points: does not answer the question(s) or very unclear description and lacking thoughtfulness on how the project will cultivate and maintain the community food hub’s ability to cover its costs and long-term expenses without relying heavily on grant funding.
<p style="text-align: center;">ENGAGEMENT PLAN</p>	<p style="text-align: center;">15 POINTS AVAILABLE</p>
<p style="text-align: center;">Application Question</p>	<p style="text-align: center;">Review Criteria</p>
<p>What strategies will the project team use to engage the following groups during the proposed project:</p> <p>Part A</p> <ul style="list-style-type: none"> • California food producers, especially those that operate on 500 acres or less; cooperatively owned; are using sustainable or climate smart agriculture practices or production systems; and/or who are socially disadvantaged, veterans, disabled, a beginning farmer or rancher, and/or a limited resource farmer or rancher. 	<p>15 total points available for entire section</p> <p>Part A (5 points available)</p> <ul style="list-style-type: none"> • 5 points: Strategies very clearly describe how the groups will be engaged, use thoughtful strategies, and are highly likely to engage stakeholders • 4 points: Strategies clearly describe how the groups will be engaged, use somewhat

Part B

- Buyers, especially public institutions and nonprofit organizations

Part C

- Other local/regional food value chain partners (e.g. food processors, food distributors, food system nonprofits, local, regional, or state government agency staff)

thoughtful strategies, and are likely to engage stakeholders

- **3 points:** Strategies somewhat clearly describe how the groups will be engaged, use somewhat thoughtful strategies, and are likely to engage stakeholders
- **2 points:** Strategies somewhat clearly describe how the groups will be engaged, don't use thoughtful strategies, and somewhat likely to engage stakeholders
- **1 point:** Strategies describe how the groups will be engaged, don't use thoughtful strategies, and are unlikely to engage stakeholders
- **0 points:** Strategies are unclear or missing and are highly unlikely to engage stakeholders

Part B (5 points available)

- **5 points:** Strategies very clearly describe how the groups will be engaged, use thoughtful strategies, and are highly likely to engage stakeholders
- **4 points:** Strategies clearly describe how the groups will be engaged, use somewhat thoughtful strategies, and are likely to engage stakeholders
- **3 points:** Strategies somewhat clearly describe how the groups will be engaged, use somewhat thoughtful strategies, and are likely to engage stakeholders
- **2 points:** Strategies somewhat clearly describe how the groups will be engaged, don't use thoughtful strategies, and somewhat likely to engage stakeholders

	<ul style="list-style-type: none"> • 1 point: Strategies describe how the groups will be engaged, don't use thoughtful strategies, and are unlikely to engage stakeholders • 0 points: Strategies are unclear or missing and are highly unlikely to engage stakeholders <p>Part C (5 points available)</p> <ul style="list-style-type: none"> • 5 points: Strategies very clearly describe how the groups will be engaged, use thoughtful strategies, and are highly likely to engage stakeholders • 4 points: Strategies clearly describe how the groups will be engaged, use somewhat thoughtful strategies, and are likely to engage stakeholders • 3 points: Strategies somewhat clearly describe how the groups will be engaged, use somewhat thoughtful strategies, and are likely to engage stakeholders • 2 points: Strategies somewhat clearly describe how the groups will be engaged, don't use thoughtful strategies, and somewhat likely to engage stakeholders • 1 point: Strategies describe how the groups will be engaged, don't use thoughtful strategies, and are unlikely to engage stakeholders • 0 points: Strategies are unclear or missing and are highly unlikely to engage stakeholders
WORKPLAN AND BUDGET	15 POINTS AVAILABLE
Application Question	Review Criteria
<p>Use the required workplan template and required budget template. You can download both templates from the Farm to Community Food Hubs website.</p>	<p>For the Workplan and Budget:</p> <ul style="list-style-type: none"> • 15 points: Both Workplan and Budget are very detailed, very consistent between each other,

<ul style="list-style-type: none"> • The workplan should include your project goal(s), objective(s), specific activities to meet the objective(s), the anticipated timeline of activities, and who on the project team will be responsible for activities. • The budget should include all project costs needed and necessary to complete the project successfully. • Once completed, upload each file separately. The workplan should be uploaded as a Word document. The budget should be uploaded as an Excel document. Do not upload any document in PDF format. • If you have technical issues, please contact cafoodhubs@cdfa.ca.gov. 	<p>and very much in alignment with the application as a whole</p> <ul style="list-style-type: none"> • 13 points: Both Workplan and Budget are detailed, consistent between each other, and in alignment with the application as a whole • 10 points: Both Workplan and Budget are detailed, but only somewhat consistent between each other, and/or only somewhat in alignment with the application as a whole • 5 points: Both Workplan and Budget are somewhat detailed, somewhat consistent between each other, and somewhat in alignment with the application as a whole • 3 points: The Workplan and/or Budget are somewhat detailed, but lacking consistency between each other and/or lacking alignment with the application as a whole • 0 points: Workplan and/or Budget are missing major project elements, are not consistent between each other, and/or do not align with the application as a whole
LETTERS OF SUPPORT	10 POINTS AVAILABLE
Application Questions	Review Criteria
<p>Please submit three <u>signed</u> letters of support from local partners who are familiar with the applicant’s work and support the proposed project. <u>Important requirements for Tribal-serving nonprofit organization applicants</u> are detailed below.</p> <ul style="list-style-type: none"> • Applicants can use a Letter of Support template, but it is not required. You can download the template from the Farm to Community Food Hubs website. • <u>All letters of support must be signed to count.</u> Signatures can be “wet”, e-signature, or digital signature. 	<p>In Administrative review: if applicant is a Tribal-serving nonprofit organization (see answer to Question 11 in Applicant Information Section), did they include Letter of Support from the Tribe(s) they propose serving through the project? (yes/no)</p> <p>Scoring Letters of Support:</p> <ul style="list-style-type: none"> • 5 points: All three Letters of Support are signed and demonstrate support from community partners

<ul style="list-style-type: none"> • Letters of Support <u>should not be</u> from individuals or organizations that are part of the Project Team or receiving a financial benefit from the grant award, such as paid contractors or consultants. • Adding additional letters of support will not earn the application additional points. • Letters can be submitted as separate files or can be combined into a single file. Word or PDF files are accepted. <p>Information all Letters of Support should include:</p> <ul style="list-style-type: none"> • Describe the nature of the partnership between the person signing and the applicant • Describe why the person signing thinks this project is important • Describe why the person signing believes the applicant will complete the project successfully <p>Important note for Tribal-serving nonprofit organization applicants: if the applicant is a Tribal-serving organization, they must submit signed Letters of Support from <u>each</u> California Native American Tribe that the applicant proposes serving as part of the project. Letters of Support from Tribes <u>can</u> count towards the three letters of support. Letters should still include the information detailed above. Submitting Letters of Support from each Tribe(s) the organization is serving is required for the application to pass administrative review and receive scoring.</p>	<ul style="list-style-type: none"> • 4 points: Two Letters of Support are signed and demonstrate support from community partners • 2 points: One Letters of Support is signed and demonstrates support from a community partner • 0 points: No Letters of Support were signed and/or do not demonstrate support from community partners
ADDITIONAL APPLICANT INFORMATION	NO POINTS AVAILABLE
Application Question	Review Criteria
<ol style="list-style-type: none"> 1. Who should the California Department of Food and Agriculture contact for questions regarding this grant application? <ul style="list-style-type: none"> • First and Last Name • Position Title • Work email address • Work phone number 2. Who is writing this grant application? <ul style="list-style-type: none"> • First and Last Name • Position Title 	<p>No point available.</p> <p>In Administrative Review: Complete? Yes/No Question 5: Did applicant select “Yes”? Yes/No Question 6: If applicant selects “Yes”, flag for additional review. Project costs may be ineligible if applicant’s proposed project duplicates or replaces</p>

<ul style="list-style-type: none"> • Work email address • Work phone number <p>3. Grant Agreement Signing Authority: If awarded, which of the project team members has signing authority for the grant agreement?</p> <ul style="list-style-type: none"> • Person 1 (required) <ul style="list-style-type: none"> ○ First and Last Name ○ Position Title ○ Work email address ○ Work phone number • Person 2 (optional) <ul style="list-style-type: none"> ○ First and Last Name ○ Position Title ○ Work email address ○ Work phone number <p>4. State Representatives. Please visit https://findyourrep.legislature.ca.gov/ to identify your business/organization’s State Assembly District(s) and Senate District(s) and your State Assembly and State Senate Members. Then, list your findings. Please note if you are awarded this grant, the CDFA will use this information to notify your state representatives of your award.</p> <ul style="list-style-type: none"> • State Assembly District • State Assembly Member • State Senate District • State Senate Member <p>Track 1 Reporting Requirements</p> <p>5. Do you agree to do all the following reporting activities if awarded a grant?</p> <p>a. Yes/No</p> <p>Beginning Interview: Core team members listed on the application will participate in an interview with CDFA staff. The interview will occur sometime between when the project is selected for funding and when the project begins. The purpose of the meeting will be to review the project plan, confirm roles, and provide early technical support to awarded projects.</p>	<p>activities funded by another federal or state grant program.</p>
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Invoices: Submit monthly or quarterly invoices to the CDFA (utilizing a template that 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.

Quarterly Check-In Surveys: Submit quarterly check-in surveys to the CDFA summarizing project progress, successes, and challenges. The surveys may request relevant project data and other information.

Presentations: Grantees may be requested to present to the California Farm to Community Food Hub Working Group to share updates, successes, challenges, and other topics related to the funded project.

Annual Report: The annual report covers progress made during the first twelve months of project. The report may request data and other relevant project information.

Final Report: Grantees will use a template CDFA provides to submit a final report covering progress made during the entirety of the project and is due within 30 days of the termination of the grant agreement. Final reports must include the completed plan(s) that were funded by the grant award. The final report may request data and other relevant project information.

Final Interview: At minimum, the main point of contact listed on the application will participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information. CDFA highly encourages all listed team members to attend, if possible.

6. **Support from Other State or Federal Grants:** Activities funded under the California Farm to Community Food Hub Grant Program cannot *replace or duplicate* activities funded by another federal or state grant program. Have you submitted this project proposal to another federal or state grant program or has another federal or state grant program funded your project proposal?
- a. Yes/No

Payment Process

This is a **reimbursement grant program**. If awarded a grant, recipients will pay for project-related costs up front and must sustain those costs until eligible costs are reimbursed by CDFA, pending invoice review and approval. Recipients must submit monthly or quarterly invoices to CDFA. In most circumstances, recipients will be reimbursed within 45 days after invoices are reviewed and approved. The grant agreement must be fully executed (signed by both parties) before project activities begin. **Please note** that costs related to activities performed before the grant agreement is fully executed are not eligible for reimbursement.

Grant recipients may be eligible to receive Advance Payments for project-related costs. 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 according to [California Code of Regulations Grant Administration, Section 316.1](#). Please note there are specific requirements that apply to recipients that are 501(c)(3) nonprofit organizations, according to [California Government Code Title 2, Division 3, Part 1, Chapter 1, Section 11019.3](#).

7. If awarded a grant and if eligible for advance payment, would your business/organization be interested in requesting an advance payment?
 - Yes/No
8. CA Public Records Act: I acknowledge that my application materials, including the application, supporting materials, and any other relevant information submitted to the CDFA, will be subject to the CA Public Records Act, which states that every citizen has the right to inspect and/or obtain a copy of any public record.
 - Yes
9. Applicable Laws: If awarded a grant, it is the responsibility of the recipient to know and understand which Federal, Tribal, State, and local laws, regulations, and ordinances are applicable to the grant agreement and the grant project. The recipient shall be responsible for observing and complying with all applicable laws and regulations.
 - To acknowledge this statement, please check this box
10. Is there anything else you would like to share with us? Answering this question or leaving it blank will not impact scoring.

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