



DRAFT

Farm to Community Food Hubs Grant Program

Track 2 Infrastructure and Operations

Application Questions and Evaluation Criteria

Track 2 – Application Sections	Points Available
Applicant Information	No points available
Dollar Amount Requested	No points available
Other Grant Awards	No points available
Project Title and Summary	No points available
New Community Food Hub Priority	5 points
Project Team and Partnerships	20 points
Project Need	10 points
Operations	10 points
Objectives	25 points
Workplan and Budget	15 points
Metrics	5 points
Letters of Support	10 points
Additional Applicant Information	No points available
Total	100 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?</p>	
<p>15. Ownership: Is your organization/business the owner of the community food hub this project is addressing? <u>Please note:</u> Track 2 lead applicants are required to be the owner of the community food hub that this project is addressing.</p> <p>a. Yes</p> <p>b. No, another entity is the owner. Please enter the legal business/organization name of the entity who is or will be the owner of the community food hub.</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>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 should be the owner.

<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>17. Income: What was the community food hub’s <u>average annual gross cash income</u> in the previous three-year period? Important note: 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>b. Direct-to-consumer only (for example, distribute food directly to individuals or households)</p> <p>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)</p> <p>d. Wholesale only (for example, distribute food only to institutions, retail, or other wholesale buyers)</p> <p>e. Other, please describe:</p> <p>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.</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>

<ul style="list-style-type: none"> 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> <ul style="list-style-type: none"> a. No b. 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 A “No”. Flag for additional administrative review.</p> <p>If applicant selected Option B “Yes”, did applicant answer the question completely and clearly?</p>
DOLLAR AMOUNT REQUESTED	NO POINTS AVAILABLE
Application Questions	Review Criteria
<p>How much funding is requested for this proposed project?</p>	<p>Complete? Yes/No</p> <p>Is the amount requested within the allowable range for Track 1? Yes/No</p>
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? 	<p>Complete? Yes/No</p>
<p style="text-align: center;">PROJECT TILE AND SUMMARY</p>	<p style="text-align: center;">NO POINTS AVAILABLE</p>
<p style="text-align: center;">Application Questions</p>	<p style="text-align: center;">Review Criteria</p>
<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>	<p>Complete? Yes/No</p>
<p style="text-align: center;">NEW COMMUNITY FOOD HUB PRIORITY</p>	<p style="text-align: center;">5 AVAILABLE POINTS</p>
<p style="text-align: center;">Application Question</p>	<p style="text-align: center;">Review Criteria</p>
<p>Which of the following will the proposed project accomplish?</p> <ol style="list-style-type: none"> Initiate operations or expand capacity for a new community food hub [see the definition in Section 1.2 of the Request for Application- update with link in final version] Expand capacity 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 Question 17 qualifies the project as a “developed community food hub”.</p>
<p style="text-align: center;">PROJECT TEAM AND PARTNERSHIPS</p>	<p style="text-align: center;">20 AVAILABLE POINTS</p>
<p style="text-align: center;">Application Questions</p>	<p style="text-align: center;">Review Criteria</p>
<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</p>	<p>15 points available for Part A</p>

<p>the project. Team members can be employees of the applicant’s organization, from other partnering organizations, and/or contractors. <u>The same person can fulfill multiple roles.</u> 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"> • Business Development/Administrator Project Lead, with experience in business development, financing, external partnerships, and/or sustainability. • Operations Lead, with experience in food safety, worker safety, supply chain coordination, and/or business operations • Producer/Vendor Relations Lead, with experience working with California food producers, including producers that are socially disadvantaged, limited resource, veteran, disabled and/or operating on 500 acres or less, are cooperatively owned, and/or using climate smart/sustainable agricultural practices. • Buyer Relations/Sales Lead, 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. 	<ul style="list-style-type: none"> • 15 points: the project team overall is very clear and all project team members have very relevant experience for their designated roles • 10 points: the project team overall is clear and most of the project team members have relevant experience for their designated roles • 8 points: the project team overall is somewhat clear and most of the project team members have some relevant experience for their designated roles • 5 points: the project team overall is somewhat clear but only a couple of the project team members have relevant experience for their designated roles • 0 points: the project team overall is unclear and/or no project team members clearly have experience for their designated roles
<p>Part B Producer-Led Community Food Hub</p> <ol style="list-style-type: none"> 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 producers have decision-making roles that directly affect the planning, design, and/or operations of the community food hub. 2. Describe <i>how</i> the proposed project will be a producer-led community food hub. 	<p>If applicant selects “Yes” in Part B Question 1, 5 points available for Part B 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 ○ 3 points: somewhat describes <i>how</i> the project will be a producer-led community food hub but is missing some important details

	<ul style="list-style-type: none"> ○ 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
PROJECT NEED	10 POINTS AVAILABLE
Application Questions	Review Criteria
<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> <p>a. <i>Demonstrate</i> why the proposed project is needed to serve local/regional food producers and buyers AND</p> <p>b. <i>Demonstrate</i> the need for the project is significant. You may use number or statistics, but that is not required.</p> <p>For each activity described, include when it took place and which organization conducted the activity.</p>	<p>10 points available:</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. • 8 points: clearly demonstrates how outcomes of previous activities show the project is needed and has relatively high significance • 5 points: somewhat clearly demonstrates how outcomes of previous activities show the project is needed and has some significance. • 3 points: only demonstrates how outcomes of previous activities show the project is needed, 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 • 0 points: very unclear how outcomes of previous work shows the project is needed and/or significant.
OPERATIONS	10 POINTS AVAILABLE
Application Question	Review Criteria
<p>Part A Food Safety Applicants that do not currently have a food safety plan in place for a community food hub must include costs related to developing food safety plans in the</p>	<p>No points for Part A Food Safety Complete? Yes/No</p>

<p>Proposed Budget for this application. CDFA expects grant recipients to meet a level of food safety consistent with their business/organization operations and in accordance with USDA requirements and Food and Drug Administration Food Safety Modernization Act (FSMA), including the FSMA Preventative Controls Rule, as applicable, and any local health department requirements. Grant recipients may use grant funds for costs to meet necessary food safety requirements for their projects. Grant recipients should work with buyers to determine what level of food safety the community food hub must meet to sell food to those buyers. These costs could include, but are not limited to, food safety consulting services or food safety training. Find resources in the Food Hub Food Safety Resources Collection on the Farm to Community Food Hub website. You can figure out the community food hub’s status under the federal Food Safety Modernization Act Preventative Controls Rule using the flow chart in this document shared by Community Alliance with Family Farmers.</p> <p>Does the community food hub operation have a current and complete food safety plan that documents manufacturing, holding, and/or packing practices, including an explanation about how the community food hub verifies that each of the farms it sources from follow some level of food safety?</p> <ol style="list-style-type: none"> Not applicable. We have not established community food hub operations yet. Yes No I’m not sure Other, please describe: 	<p>If applicant selects “A”, “No”, or “D”, confirm Project Budget includes costs addressing food safety. If applicant selects “E”, flag for additional review.</p>
<p>Part B Buyers</p> <ol style="list-style-type: none"> Please describe: <ul style="list-style-type: none"> The community food hub’s <u>current</u> or <u>projected</u> buyers that are public institutions, nonprofit organizations, and/or private institutions (e.g. private university, for-profit grocery retail) AND How the applicant and/or project team currently or will identify, recruit, and/or partner with those buyers. 	<p>5 points available for Part B Buyers</p> <ul style="list-style-type: none"> 5 points: provides a very clear description and demonstrates greater thoughtfulness 3 points: provides somewhat clear description and some thoughtfulness 0 points: does not answer one or more questions OR provides a very unclear description and does not demonstrate thoughtfulness

<p>Part C Serving Producers</p> <ol style="list-style-type: none"> 1. Describe the community food hub’s network of food producers. Please include how the organization currently recruits, supports, and/or collaborates with those food producers. If the applicant is <u>initiating operation</u> for a new community food hub, describe how the organization <u>will</u> recruit, support, and/or collaborate with food producers. 2. Describe how the community food hub increases financial/economic benefit for its partnering food producers. This could include how the community food hub determines product prices with producers, what percentage of the sale returns to the producer, etc. If the applicant is <u>initiating operation</u> for a new community food hub, describe how the organization <u>will</u> be increasing financial/economic benefits for food producers. 	<p>5 points available for Part C Serving Producers</p> <ul style="list-style-type: none"> • 5 points: provides a very clear description and demonstrates greater thoughtfulness • 3 points: provides somewhat clear description and some thoughtfulness • 0 points: does not answer one or more questions OR provides a very unclear description and does not demonstrate thoughtfulness
OBJECTIVES	30 POINTS AVAILABLE
Application Question	Review Criteria
<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, with primary emphasis on public schools, food banks, and other food distribution nonprofit organizations in the region. 2. Which of the following type of buyers will this project directly serve? Check all that apply. <ol style="list-style-type: none"> a. Public institutions. For example, public school districts/Tribal schools, public hospitals, Tribal health centers. See the definition of “Public institutions” in Section 1.2 Definitions in the Request for Application. b. Nonprofit organizations. For example, food banks, Meals on Wheels, or other food distribution nonprofit organizations. c. Private institutions. For example, a private university or for-profit grocery retail. d. None of the above 	<p>10 points available for Part A Purchasing</p> <p>For Question 1 (5 possible points)</p> <ul style="list-style-type: none"> • 5 points: very clear description and greater thoughtfulness on how the project will increase purchasing of local, environmentally sustainable, climate-smart, and equitably produced food by public institutions and nonprofit organizations, especially public schools, food banks, and other food distribution nonprofit organizations in the region • 4 points: clear description and thoughtfulness on how the project will of local, environmentally sustainable, climate-smart, and equitably produced food by public institutions and nonprofit organizations, especially public schools, food banks, and other food distribution nonprofit organizations in the region

	<ul style="list-style-type: none"> • 3 points: somewhat clear description and some thoughtfulness on how the project will of local, environmentally sustainable, climate-smart, and equitably produced food by public institutions and nonprofit organizations, especially public schools, food banks, and other food distribution nonprofit organizations in the region • 2 points: clear descriptions but lacking thoughtfulness on how the project will of local, environmentally sustainable, climate-smart, and equitably produced food by public institutions and nonprofit organizations, especially public schools, food banks, and other food distribution nonprofit organizations in the region • 0 points: does not answer the question(s) or very unclear description and lacking thoughtfulness on how the project will of local, environmentally sustainable, climate-smart, and equitably produced food by public institutions and nonprofit organizations, especially public schools, food banks, and other food distribution nonprofit organizations in the region <p>For Question 2 (5 points available)</p> <ul style="list-style-type: none"> • 5 points: selects “public institution” and/or “nonprofit organization” • 3 points: selects “private institution” only • 0 points: selects “None of the Above” (also flag for Admin Review)
<p>Part B – California Producers</p> <p>1. Please describe <i>how</i> this project will prioritize serving California food producers who operate on 500 acres or less; are cooperatively owned; are using sustainable or climate smart agriculture practices or production</p>	<p>10 points available for Part B California Producers</p> <p>Question 1 (5 points):</p>

<p>systems; are following state labor practices; and/or who are socially disadvantaged, beginning, limited resource, veterans, and/or disabled?</p> <p>2. How many California food producers (e.g. individual farms or ranches) will this proposed project directly serve?</p> <ol style="list-style-type: none"> a. 1 food producer b. 2-4 food producers c. 5-7 food producers d. 8-10 food producers e. 11-13 food producers f. 14 or more food producers 	<ul style="list-style-type: none"> • 5 points: very clear description and greater thoughtfulness on how the project will prioritize serving the kinds of California food producers described in the question • 4 points: clear description and thoughtfulness on how the project will prioritize serving the kinds of California food producers described in the question • 3 points: somewhat clear description and some thoughtfulness on how the project will prioritize serving the kinds of California food producers described in the question • 2 points: clear descriptions but lacking thoughtfulness on how the project will prioritize serving the kinds of California food producers described in the question • 0 points: does not answer the question(s) or very unclear description and lacking thoughtfulness on how the project will prioritize serving the kinds of California food producers described in the question <p>Question 2 (5 points);</p> <ul style="list-style-type: none"> • 5 points: 14 or more food producers • 4 points: 11-13 food producers • 3 points: 8-10 food producers • 2 points: 5-7 food producers • 1 point: 2-4 food producers • 0 points: 0-1 food producer
<p>Part C – Financial Sustainability</p> <p>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>	<p>5 points available for Part C</p> <ul style="list-style-type: none"> • 5 points: very clear description and greater thoughtfulness on how the project will cultivate

	<p>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"> • 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 points: 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.
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> <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>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, and very much in alignment with the application as a whole • 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

	<ul style="list-style-type: none"> • 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
METRICS	5 POINTS AVAILABLE
Application Question	Review Criteria
<p>During the grant term, Track 2 grant recipients will be required to track and report on the data listed below. If awarded the grant, what approaches, methods, tools, and/or team coordination will the applicant use to track and report this data?</p> <ul style="list-style-type: none"> • Financial sustainability • The number and type, with respect to size and ownership, of farms from which food products were sourced • The number of farms using climate smart agricultural practices or production systems • The weight and/or units of food products sourced from each farm • The current number, type, and location of buyers served • The weight and/or units of food products sold and/or delivered to each buyer 	<ul style="list-style-type: none"> • 5 points: very clearly describes feasible approaches, methods, tools, and/or team coordination to manage tracking and reporting for the reporting requirements • 3 points: somewhat clearly describes feasible approaches, methods, tools, and/or team coordination to manage tracking and reporting for the reporting requirements • 0 points: does not answer the question OR unclearly describes feasible approaches, methods, tools, and/or team coordination to manage tracking and reporting for the reporting requirements
LETTERS OF SUPPORT	10 POINTS AVAILABLE
Application Questions	Review Criteria
<p>Submit six Letter of Support Forms from the four specific groups of local partners described below. For Tribal-serving nonprofit organization applicants, please read the important additional details below.</p>	<p>In Administrative review: if applicant is a Tribal-serving nonprofit organization (see answer to Question 11 in Applicant Information Section), did</p>

- Applicants must use the required Letter of Support Form, which can be downloaded from the [Farm to Community Food Hubs website](#).
- All Letter of Support Forms must be signed to count. Signatures can be “wet”, e-signature, or digital signature.
- Uploading additional Letter of Support Forms will not earn an application more points.
- Letters of Support Forms cannot be from individuals that are employees of the applicant’s business/organization.
- Letter of Support Forms can be from organizations that are members of the Project Team.
- You can submit each Letter of Support Form as separate files or combine them into a single PDF file.

Applicants must include six Letter of Support Forms from the following four groups.

- California Food Producers: Two Letter of Support Forms from a California food producer or food producer cooperative that supports the project and is interested in selling to or through the community food hub.
- California Purchasers: Two Letter of Support Forms from a California public institution or nonprofit organization that supports the project and is interested in purchasing from the community food hub. Please refer to Section 1.2 in the Request for Application to confirm how this grant program defines “public institutions”.
- Business/Economic Development: One Letter of Support Forms from an individual or organization that has expertise in business or economic development that supports the project and is interested in partnering with or supporting the project. This organization does not have to be based in California. For example, this could be a small business center, a county economic development agency, or another organization that provides business coaching, financial advice/services, or other business technical assistance.
- Food Systems Supporter: One Letter of Support Form from a California food producer, food processor, food purchaser, food systems technical assistance provider, California Native American Tribe, or other

they include Letter of Support Form from the Tribe(s) they propose serving through the project? (yes/no)

- **10 points:** 6 Letter of Support Forms meet the requirements and are signed
- **8 points:** 5 Letter of Support Forms meet the requirements and are signed
- **6 points:** 4 Letter of Support Forms meet the requirements and are signed
- **5 points:** 3 Letter of Support Forms meet the requirements and are signed
- **2 points:** 2 Letter of Support Forms meet the requirements and are signed
- **1 point:** 1 Letter of Support Forms meet the requirements and are signed
- **0 points:** 0 Letter of Support Forms meet the requirements and are signed

<p>organization with experience working in local food systems that supports the project and is interested in partnering with or supporting the project.</p> <p>Important note for Tribal-serving nonprofit organization applicants: Tribal-serving organization applicants must submit signed Letter of Support Forms from <u>each</u> California Native American Tribe that the applicant proposes serving as part of the project. Letter of Support Forms from Tribes <u>can count towards the requirements for Track 2 Letters of Support if the Tribe represents one of the four required groups</u> (e.g. the Tribe is a producer interested in selling to or through the community food hub; the Tribe owns/operates a public institution or nonprofit organization interested in purchasing from the community food hub; the Tribe has expertise in business/economic development and is interested in supporting the project; and/or the Tribe is a food system supporter interested in supporting the project). If the Tribe(s) your organization is serving <u>does not</u> represent one of the four groups required for Letters of Support, your organization still must submit signed Letters of Support from each Tribe(s) for the application to pass administrative review and receive scoring.</p>	
<p align="center">ADDITIONAL APPLICANT INFORMATION</p>	<p align="center">NO POINTS AVAILABLE</p>
<p align="center">Application Questions</p>	<p align="center">Review Criteria</p>
<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 • Work email address • Work phone number 3. Grant Agreement Signing Authority: If awarded, which of the project team members has signing authority for the grant agreement? <ul style="list-style-type: none"> • Person 1 (required) <ul style="list-style-type: none"> ○ First and Last Name 	<p>No points available.</p> <p>In Administrative Review: Complete? Yes/No Question 5, did applicant select “Yes”? Yes/No Question6: If applicant selects “Yes”, flag for additional review. Applicant’s propose project may not be eligible if it replaces or duplicates activities funded by another federal or state grant program</p>

- Position Title
- Work email address
- Work phone number
- Person 2 (optional)
 - First and Last Name
 - Position Title
 - Work email address
 - Work phone number
- 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.
 - State Assembly District
 - State Assembly Member
 - State Senate District
 - State Senate Member

Track 2 Reporting Requirements

- 5. Do you agree to do all of the following reporting activities if awarded a grant?
 - Yes/No

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.

Baseline Survey: After the grant agreement has been fully executed, submit a pre-survey to CDFA at the beginning of the grant term to summarize and quantify pre-project activities. The survey will request data to establish baseline metrics.

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 metrics and other relevant project 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 Reports: Grantees will use a template CDFA provides to submit an annual report covering progress made during the previous 12 months of the project. The reports will 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. It is due within 30 days of the termination of the grant agreement. The final report will 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?

- 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 CDFG, 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.