Farm to Community Food Hubs Grant Program

Track 1 Planning: Application Questions and Evaluation Criteria

Track 1 Planning				
Application Section	**Sub-section**	**Sub-section points**	**Total Possible Points**	**% of total**
Applicant Information			0	0%
Eligibility (New community food hub)			5	4%
Funding Amount Requested			0	0%
Previous Grants			0	0%
Plan Type			0	0%
Project Title and Summary			0	0%
Project Team	Team Members and Experience	15	20	17%
	Producer-led food hub	5		
Project Need			20	17%
Workplan and Budget			15	13%
Objectives	Increase Purchasing	5	15	13%
	Priority Food Producers	5		
	Financial Sustainability	5		
Engagement Plan	Food Producers	10	25	21%
	Buyers	10		
	Other Partners	5		
Metrics			5	4%
Letters of Support			15	13%
Additional Applicant Information			0	0%
Total Possible			**120**	**100%**

APPLICANT INFORMATION	NO POINTS AVAILABLE
Application Questions	Review Criteria

1. Applicant's First and Last Name:
 2. Applicant's Work Title:
 3. Work Phone Number:
 4. Legal Organization/Business Name:
 <u>Note:</u> 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. 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.
 5. Unique Tax/Business Identification Number:
 6. Organization/Business Website:
 7. Organization/Business Mailing Address:
 8. Physical Organization/Business Address:
 9. County or counties the <u>proposed project</u> take place and/or study:
 	
 10. Which of the following distribution models best describes how the community food hub <u>currently</u> distributes California food products?
      a. Not applicable. The community food hub does not exist yet. _____
      b. Direct-to-consumer only. For example: delivering food boxes directly to individuals as part of a subscription program _____
      c. Hybrid: a mixture of direct-to-consumer and wholesale _____
      d. Wholesale only. For example: delivering food only to institutions, grocery retail, or other large volume buyers _____
	Section complete? Yes/No

ELIGIBILITY	5 POINTS AVAILABLE
Application Questions	Review Criteria

11. Do the owner(s) or leader(s) of the business/organization live in California?
      Yes: _____   No: _____
 12. Which of the following best describes your entity? Please choose <u>one</u> by typing "x".
      a. California County Office of Education _____
      b. California Native American Tribe _____
      c. California public school district _____
	Section complete? (yes/no)
	
	 Question 11. If applicant selects "No", flag for additional review. May be ineligible.

d. California State University _____ e. Certified B Corporation _____ f. Cooperative business _____ g. Food and agriculture-related business _____ h. Nonprofit organization _____ i. Resource Conservation District _____ j. Tribal college _____ k. Tribal school (such as those administered through the Bureau of Indian Education) _____ l. Tribal-led nonprofit organization_____ <u>Required:</u> Please list the California Native American Tribe(s) your organization will be serving and/or partnering with during the project: _____ m. University of California_____ n. Other, please explain: _____ 13. Is the applicant's organization the owner of the community food hub operation, meaning the applicant's operation will conduct the day-to-day operations? <u>Please note</u>: If the project is conducting planning related to a community food hub that <u>does not</u> currently exist, lead applicants <u>do not</u> 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 <u>must be the owner</u> of the community food hub, meaning the entity conducts the day-to-day operations. a. Yes _____ b. No _____ 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): _____	**Question 12.** Did applicant select eligible entity type? (Yes/No). If selects "Other", flag for additional review. If applicant selected "Tribal-led nonprofit organization": did applicant answer which Tribe(s) they will be serving? (Yes/No) **Question 13.** If applicant selected "No", may not be eligible to apply. If applicant selected "We do not know at this time", did they describe how they will identify the eventual owner? **Question 14 (5 points)** If applicant selected "Not applicable" OR "$1 million or less", applicant receives 5 points as a new community food hub. If applicant selected "$1,000,001 – 5 million", applicant receives 0 points as a developed community food hub. If applicant selected "Greater than $5 million", applicant isn't eligible to apply. **Question 15.** If applicant selects "We aggregate and distribute foods that we do not source identify" or "Other", flag for additional review. May be ineligible. **Question 16**. If applicant selects "Yes", flag for additional review of workplan and budget. Proposed activities may be ineligible.

14. What was the community food hub operation's <u>average</u> annual gross income the past three years? Place an "X" for your choice. <u>Tip:</u> read the definition of "community food hub" in Section 1.2 of the Request for Application.
    a. Not applicable. The applicant has never conducted community food hub operations _____
    b. $1 million or less _____
    c. $1,000,001- $5 million _____
    d. Greater than $5 million (<u>*Note:*</u> *in this case, the operation is not eligible to apply. Please see eligible entities in Section 1.4 in the Request for Application)* _____

15. What type(s) of food does the community food hub currently aggregate and distribute? Please type "x" for all that apply. <u>Tip:</u> "source-identified" refers to knowing and identifying the food producer and/or general location (e.g. county; ancestral land) of where the food was produced.
    a. Not applicable. The community food hub does not exist yet. _____
    b. Source-identified Fruits _____
    c. Source-identified Vegetables _____
    d. Source-identified Herbs _____
    e. Source-identified Poultry _____
    f. Source-identified Meat _____
    g. Source-identified Seafood _____
    h. Source-identified Legumes _____
    i. Source-identified Nuts _____
    j. Source-identified Seeds _____
    k. Source-identified Eggs _____
    l. Source-identified Dairy _____
    m. Source-identified Grains _____
    n. Source-identified Native foods, including wild-harvested food _____
    o. We aggregate and distribute foods that we do not source-identify _____
       <u>Note:</u> In this case, the operation is not eligible to apply. Please see the definition of "community food hub" in Section 1.2 in the Request for Application.
    p. Other, please describe: _____

16. Will the entity be using grant funds for plans related to direct-to-consumer food distribution, such as delivering boxes of food to individuals' homes? No _____ Yes _____ *Note:* using funds for <u>certain</u> direct-to-consumer activities is not allowed for this program. Please see Section 1.6 Allowable and Unallowable Costs in the Request for Application for details. Including certain direct-to-consumer activities and costs could disqualify the application from scoring.	
FUNDING 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**
Has the applicant received a different grant from the California Department of Food and Agriculture related to this project? Type an "x" for your answer. Yes _____ No _____ <u>If yes,</u> answer: • 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 this Farm to Community Food Hubs Grant enhance or supplement the other grant award?	**Complete?** Yes/No
PLAN TYPE	**NO POINTS AVAILABLE**
Application Questions	**Review Criteria**
Select the type of plan(s) this project proposes to complete. Type "x" for all that apply. • Food system assessment _____ • Community food hub feasibility study _____ • Business plan _____ • Market analysis _____	**Complete?** Yes/No If selects "Other", flag for review.

- Marketing strategy _____
- Funding strategy and/or financial plan _____
- Site/infrastructure designs and plans _____

Other, please explain: _____

PROJECT TILE AND SUMMARY	NO POINTS AVAILABLE
Application Questions	Review Criteria
What is the project title? _____ Briefly summarize the proposed project. Consider answering: what does the project ultimately aim to achieve? What are the project's priorities? Why is this project important? What organizations are involved in implementing this project? <u>Note:</u> if awarded the grant, this project summary will be used in public communications about the Farm to Community Food Hubs Program. **(500 word limit)**	**Complete?** Yes/No
PROJECT TEAM	20 AVAILABLE POINTS
Application Questions	Review Criteria
Part A Team Members and Experience The following section is asking who will be directly involved in implementing the proposed project. Typically these individuals are compensated for their time working on the project. CDFA considers contractors and consultants part of the project team. If compensated, the project team members' wages, fringe benefits, and fees (when applicable) should be included in the Project Budget. Applicants are not limited to the following team roles, but CDFA is looking for and evaluating whether the project team includes expertise in <u>at least</u> the roles listed below. Applicants can add as many project team roles as necessary. <u>One person can fulfill multiple roles</u>. People participating on the project team can be employees/representatives of different entities. The project team can include people from one entity. 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. If the Project Budget includes contractors or consultants, include those contractors and consultant 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.	**Part A Team Members and Experience (15 pts)** • **15 points:** the project team overall is very clear and all project team members very clearly have sufficient experience for their designated roles • **13 points**: the project team overall is clear and all project team members clearly have sufficient experience for their designated roles • **7 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

Role: Business Development, with experience in business or organizational development, financing, external partnership development, and/or sustainability.
    • Summary of the person's responsibilities during the project:
    • Name:
    • Organization they work for:
    • Work title:
    • Summary of the person's expertise (for example: education, work experience, lived experience, other relevant projects they have worked on):
Role: Food Producer Engagement with experience working with California food producers, including those using traditional Indigenous food production practices. Especially looking for those with experience working with food producers that are socially disadvantaged, beginning or limited resource food producers, veterans, disabled, operating on 500 acres or less, cooperatively owned, or those using climate smart and sustainable agricultural practices.
    • Summary of the person's responsibilities during the project:
    • Name:
    • Organization they work for:
    • Work title:
    • Summary of the person's expertise (for example: education, work experience, lived experience, other relevant projects they have worked on):
Role: Buyer Relations, with experience in institutional sales or procurement, contracting, and/or coordination with buyers and food system partners.
    • Summary of the person's responsibilities during the project:
    • Name:
    • Organization they work for:
    • Work title:
    • Summary of the person's expertise (for example: education, work experience, lived experience, other relevant projects they have worked on):
Other roles and 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.
    • Project team role:
    • Summary of the person's responsibilities during the project:
    • Name:
    • Organization they work for:	

• Work title: • Summary of the person's expertise (for example: education, work experience, lived experience, other relevant projects they have worked on):	
Part B Producer-Led Community Food Hub Will the proposed project be a **producer-led community food hub project**? **Please type a "X" for your choice.** 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. Yes _____ No _____ <u>If yes</u>: Please be specific about *how* the proposed project will be a producer-led community food hub project. For example: what roles will California food producers have in the ownership, operation, and/or decision-making for project? How do the food producers' decisions directly affect the planning, design, or outcomes of the project? *(800 word limit)*	**Part B (5 points)** If applicant selects "Yes" in first part, eligible for up to 5 points in follow up question: • **5 points:** very clearly describes *how* the project will be a producer-led community food hub • **4 points:** clearly describes *how* the project will be a producer-led community food hub • **3 points**: somewhat describes *how* the project will be a producer-led community food hub but is missing some important details • **2 points:** somewhat describes *how* 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 *how* the project will be a producer-led community food hub
PROJECT NEED	**20 POINTS AVAILABLE**
Application Questions	**Review Criteria**
Please describe the outcomes of any plans, work, community engagement, and/or business activities accomplished by the applicant's organization that: • Demonstrate why the proposed project is <u>needed</u>. • Demonstrate the need for the project is <u>significant</u> For each activity described, include when it took place and which organization conducted the activity. If there are any reports, blogs, or articles related to the work you want to share, please include a link to those (not required). (1500 word limit)	• **20 points:** very clearly demonstrates how outcomes of previous activities show the project is needed, very clearly describes who and when activities were accomplished, and very clearly has high significance. • **18 points:** very clearly demonstrates how outcomes of previous activities show the project is needed, clearly describes who and when activities were accomplished for most activities (but missing a few), and very clearly has high significance.

	• **15 points:** clearly demonstrates how outcomes of previous activities show the project is needed, clearly describes who and when activities were accomplished (might be missing a few), and has relatively high significance. • **10 points:** somewhat demonstrates how outcomes of previous activities show the project is needed, clearly describes who and when activities were accomplished (missing several of these details), and has some significance. • **5 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 • **3 points:** provides some descriptions but does not provide enough detail to demonstrate experience, significance, or connection between previous activities and significance • **0 points**: doesn't answer question OR very unclear how outcomes of previous work relate to project need and/or significance OR very unclear how outcomes of previous work relate to the purpose of the grant program
WORKPLAN AND BUDGET	**15 POINTS AVAILABLE**
Application Question	**Review Criteria**
Use the required workplan template and required budget template. You can download both templates from the Farm to Community Food Hubs Program website. Submit each completed document with your application. The workplan should be submitted as a Word document. The budget should be submitted as an Excel document. Do not submit any document in PDF format.	For the Workplan <u>and</u> Budget: • **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

- 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 template includes guidance. - The budget should include all project costs needed and necessary to complete the project successfully. The template includes guidance.	• **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
<center>OBJECTIVES</center>	<center>15 POINTS AVAILABLE</center>
<center>Application Question</center>	<center>Review Criteria</center>
Part A- Increase Purchasing 1. How will this planning project ultimately help increase the purchasing of local, environmentally sustainable, climate-smart, and equitably produced food by institutions (whether private or public) and nonprofit organizations?	Part A Increase Purchasing (5 points) • **5 points:** very clear description and greater thoughtfulness on *how* the project will increase purchasing by those types of buyers • **3 points:** somewhat clear description and some thoughtfulness on *how* the project will increase purchasing by public institutions by those types of buyers • **1 points:** unclear description and/or limited thoughtfulness on *how* the project will increase purchasing by public institutions by those types of buyers

Application Question	Review Criteria
	• **0 points:** does not answer the question(s) or very unclear description and lacking thoughtfulness on *how* the project will increase purchasing by those types of buyers

Part B – Priority Food Producers
Please describe how the proposed project serves groups of California food producers that identify as <u>at least one</u> of the following. Please be specific on which groups of food producers it serves. If the project will not be serving these groups, please write "N/A".
    • Operating on 500 acres or less
    • Cooperatively owned
    • Using sustainable, climate smart, or regenerative agriculture practices or production systems
    • Socially disadvantaged food producers
    • Beginning food producers
    • Limited resource food producers
    • Veterans
    • Disabled
	Part B Priority Food Producers (5 points)
	• **5 points**: very clear description and greater thoughtfulness on how the project will serve the food producers, includes specificity
	• **3 points:** somewhat clear description and thoughtfulness on how the project will serve the food producers, includes some specificity
	• **1 point:** unclear description and/or limited thoughtfulness on how the project will serve the food producers, includes limited to no specificity
	• **0 points:** answered "N/A"; does not answer the question(s); or very unclear description and lacking thoughtfulness on how the project will serve the food producers.

Part C – Financial Sustainability Describe what approach, strategies, tools, or partnerships the project includes to evaluate or ensure the community food hub's financial health. For example: the plan includes a cost analysis; the project includes identifying partners to share equipment/costs; the plan explores how new investment can increase revenue or reduce costs to cover operational costs.	**Part C Financial Sustainability (5 points)** • **5 points:** very clear description and greater thoughtfulness • **4 points**: clear description and relatively greater thoughtfulness • **3 points:** somewhat clear description and some thoughtfulness • **1 point**: some description and/or very limited thoughtfulness • **0 points**: does not answer the question; or very unclear description and no thoughtfulness
ENGAGEMENT PLAN	**25 POINTS AVAILABLE**
Application Question	**Review Criteria**
Part A California Food Producers	Part A California Food Producers (10 points total)

1. Please describe the food producers and food producer communities the project team will be engaging throughout the project. Please describe the geographical location(s), the food producers' characteristics (e.g. food they produce; socioeconomic information; size of operations), and what their strengths, challenges, and needs are relevant to the project. **(1500 word limit)** <u>Tip:</u> "food producers" include farmers, ranchers, seafood harvesters, and those using Indigenous food production practices. Please see the full definition in Section 1.2 in the Request for Application. 2. What <u>specific</u> outreach strategies will the project team use to engage the food producers you described above? For example: leveraging deep community relationships/networks; culturally relevant events; providing participation stipends; multilingual materials; etc. **(1500 word limit)**	**Question 1 (5 points)** • **5 points:** very clear understanding of the food producer communities the project will serve and describes multiple groups of food producers prioritized for this grant program (e.g. socially disadvantaged; operating on 500 acres or less, etc.) • **4 points**: clear understanding of the food producer communities the project will serve and describes at least one of the groups of food producers prioritized for this grant program (e.g. socially disadvantaged; operating on 500 acres or less, etc.) • **3 points:** somewhat clear understanding of the food producer communities the project will serve but does not describe any of the groups of food producers prioritized for this grant program (e.g. socially disadvantaged; operating on 500 acres or less, etc.) • **1 points:** limited clarity/understanding of the food producer communities the project will serve and does not describe any of the groups of food producers prioritized for this grant program (e.g. socially disadvantaged; operating on 500 acres or less, etc.) • **0 points**: did not answer question; does not have a clear understanding of who they will engage and/or has a limited network of food producers **Question 2 (5 points)** • **5 points:** very clear and very thoughtful strategies that clearly match the needs/characteristics of the food producers the project will serve

	- **4 points:** clear and thoughtful strategies that clearly match the needs/characteristics of the food producers the project will serve - **3 points:** somewhat clear and somewhat or limited thoughtfulness for strategies that clearly match the needs/characteristics of the food producers the project will serve - **1 points:** limited clarity and limited to no real thoughtfulness for strategies that clearly match the needs/characteristics of the food producers the project will serve - **0 points**: did not answer question; total lack of clarity and thoughtfulness

Part B Buyers
 	
   3. Please describe the type of buyers or buyer communities the project team will try to engage during the project. Please describe the geographical location(s) and relevant characteristics about the buyers. **(1500 word limit)**
 	
   4. What <u>specific</u> strategies will the project team use to engage buyers that are public institutions and nonprofit organizations, especially public schools, food banks, and/or other food distribution nonprofit organizations? **(1500 word limit)** <u>Tip</u>: Please see the definition of "public institutions" in Section 1.2 of the Request for Application.
	Part B Buyers (10 points total)
	
	Question 3 (5 points)
	- **5 points:** very clear vision of the buyers they want to engage, includes greater specificity
	- **4 points**: clear vision of the buyers they want to engage, includes some specificity
	- **3 points:** somewhat clear vision of the buyers they want to engage, includes some or limited specificity
	- **1 points**: limited vision of the buyers they want to engage, does not include specificity
	- **0 points**: did not answer question; does not have a vision and lacks all specificity
	
	Question 4 (5 points)
	- **5 points:** very clear and very thoughtful strategies, addresses how they will engage public schools, food banks, and/or other food distribution nonprofits

	• **4 points**: clear and thoughtful strategies, addresses how they will engage public schools, food banks, and/or other food distribution nonprofits • **3 points**: somewhat clear and somewhat thoughtful strategies, may or may not address how they will engage public schools, food banks, and/or other food distribution nonprofits • **1 point**: limited clarity and/or thoughtfulness for strategies, does not address how they will engage public schools, food banks, and/or other food distribution nonprofits • **0 points**: did not answer question; total lack of clarity and thoughtfulness
Part C Other Partners 5. What outreach strategies will the project team use to engage other local food system or community partners? Please specify who these other organizations will be. For example: food processors, food hubs, community-based organizations, government agencies, etc. **(1500 word limit)**	**Part C Other Partners (5 points)** • **5 points**: Strategies very clearly describe how the groups will be engaged, use thoughtful strategies, and are 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 might engage stakeholders • **1 point**: Limited clarity on strategies, limited to no thoughtfulness, and unlikely to engage stakeholders • **0 points**: Strategies are unclear or missing and are highly unlikely to engage stakeholders
METRICS	**5 POINTS AVAILABLE**

Application Questions	Review Criteria
(800 word limit for section) Track 1 grant recipients will be asked to report on the following information during the grant term. • The number and type of food producers (including California Native American traditional food producers) engaged • The number of new relationships made with food producers (including California Native American traditional food producers) • The number and type of buyers engaged • The number of new relationships made with buyers 1. What approach, tools, and/or team coordination will the applicant use to collect and track this data? 2. What other data or information does the project team want to collect and track that will show the project team has succeeded in achieving a project milestone or objective? How will the team collect and track that information?	**Question 1 (3 points)** • **3 points:** very clearly and thoughtfully describes how they will collect and track data • **2 points:** somewhat clearly and somewhat thoughtfully describes how they will collect and track data • **1 point:** limited clarity and limited thoughtfulness for how they will collect and track data • **0 points:** doesn't answer the question; lacking any clarity **Question 2 (2 points)** • **2 points:** describes additional types of information they will track and very clearly and thoughtfully describes how they will collect and track the information • **1 point:** describes additional types of information they will track and somewhat clearly and thoughtfully describes how they will collect and track the information • **0 points:** doesn't answer question; or doesn't describe additional types of information; or very limited to no clarity or thoughtfulness on how they will collect and track the information
LETTERS OF SUPPORT	**15 POINTS AVAILABLE**
Application Questions	**Review Criteria**
Please submit five <u>signed</u> Letters of Support from the two groups detailed below. Download a Track 1 Letter of Support Template that contains guidance from CDFA's <u>Farm to Community Food Hubs Program website</u>. <u>Important requirements for Tribal-led nonprofit organization applicants</u> are detailed below. Please include the letters of support with your other application materials when you are ready to submit the full application.	**In Administrative review**: if applicant is a Tribal-led nonprofit organization (see response in Eligibility section), did they include at least one Letter of Support from the Tribe(s) they propose serving through the project? (yes/no)

	Scoring
• <u>All letters of support must be signed to count.</u> Signatures can be "wet" or e-signatures. • Letters of Support <u>should not</u> be from individuals or organizations that are part of the Project Team or receiving a financial benefit from the grant award, such as contractors or consultants. • Additional letters of support will not earn the application additional points. • Letters of support can be submitted as separate files or combined into a single file (Word or PDF is acceptable). **Applicants should include five Letters of Support from the following groups:** • <u>Three California Food Producers</u>: Three letters of support from a California food producer that supports the project. <u>Tip:</u> California food producers include farmers, ranchers, seafood harvesters, and people using Indigenous food production practices. Please review the full definition in Section 1.2 in the Request for Application. • <u>Two Community Supporters</u>: Two letters of support from individuals or organizations that are tied to the communities where the project is located and serving, expressing support and the unique need for this project. For example, these organizations could be community-based organizations, more food producers, buyers, a California Native American Tribe, or food systems nonprofit organizations. <u>Important note for Tribal-led nonprofit organization applicants</u>: if the applicant is a Tribal-led organization, they must submit a signed letter of support from <u>at least one</u> of the California Native American Tribe(s) that the applicant proposes serving as part of the project. Letters of support from Tribes <u>can</u> count towards one of the two groups described above (for example, the Tribe represents a "community supporter").	• **15 points:** 5 signed letters meet requirements • **11 points:** 4 signed letters meet requirements • **7 points:** 3 signed letters meet requirements • **5 points:** 2 signed letters meet requirements • **3 points:** 1 signed letters meet requirements • **0 points:** 0 signed letters and/or none meet requirements
ADDITIONAL APPLICANT INFORMATION	**NO POINTS AVAILABLE**
Application Question	**Review Criteria**
1. CA Public Records Act: I acknowledge that my application materials, including the application, supporting materials, and any other relevant information submitted to the California Department of Food and Agriculture (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** _____ 2. Who should CDFA contact for questions regarding this grant application?	**Complete?** Yes/No **Question 5.** If applicant selects "No", flag for additional review. May be ineligible.

- First and Last Name: - Position Title: - Work email address: - Work phone number: 2. Who is writing this grant application? - 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? - Person 1 (required) - First and Last Name: - 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, 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 5. Do you agree to do all the Track 1 reporting activities if awarded a grant? Please view the reporting requirements in Section 1.8 in the Request for Application. Yes _____ No _____	

6. This is a reimbursement grant program. If awarded a grant and if eligible for advance payment, would your business/organization be interested in requesting an advance payment? Please review Section 1.9 in the Request for Application for more details and requirements about reimbursements vs. advance payments. Yes _____ No _____	
7. Is there anything else you would like to share with us? Answering this question or leaving it blank will not impact scoring.	