



CDFA OFFICE OF  
**FARM to FORK**

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California Department of Food and Agriculture Office of Farm to Fork

**2023 CALIFORNIA URBAN AGRICULTURE GRANT PROGRAM**

**RFA Public Questions and CDFA Responses**

**RFA Application Period: August 21, 2023 – October 23, 2023**

**NOTE:** Q & A will be collected bi-weekly. Answers will be posted to every two week’s questions on our website. Questions will be posted anonymously.

Please note that all RFA Q&A are separated by Track 1 or Track 2 in the far-left column. When possible CDFA will reference the specific question in the 2023 RFA being referred to.

Track	1. General	Week of 8/21/23-8/31/23
	Public Question	CDFA Response
Both	In the California Climate Investments Priority Populations 2023 map what does the Green Layer mean?	The green layer is the combination of the Blue Low Income layer overlapped by the Yellow Disadvantaged Communities CES4. The Blue + Yellow combine to make Green meaning it qualifies under both layers.
Track 2	Is a school district eligible for Track 2	<p>No. All track 2 applicants must meet the definition of a Qualified Small business which.</p> <p>Public schools are part of local government and so would not be eligible to apply If the school is some other type of org that qualifies as a Qualified Small Business then they can apply.</p> <p>All applicants for Track 1 and Track 2 must serve communities located in urban areas as defined. Priority will be given to urban agriculture projects led by or serving priority populations as defined by the <u>California Air Resources Board’s California Climate Investments Priority Populations map.</u></p>

		<p><b>TRACK 1 ELIGIBILITY:</b>  Non-profit organizations, for-profit organizations, Resource Conservation Districts, Native American Tribes, and Tribal Based non-profit organizations are eligible to apply. Applicants must also be a Qualified Small Business and thus meet the following criteria:  Is one of the following:</p> <ul style="list-style-type: none"> <li>i. A sole proprietor, independent contractor, 1099 employee, C-corporation, S-corporation, cooperative, limited liability company, partnership, or limited partnership, with an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000), in the 2022 taxable year.</li> <li>ii. A registered nonprofit entity that had an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000), in the 2022 taxable year.</li> <li>iii. An organization that is fiscally sponsored by a nonprofit corporation.</li> </ul> <p>Local, state, and federal government entities, and public or private colleges and universities are not eligible to apply.</p>
Track 1	Our project plans on serving one county in the Bay Area. Do we still qualify for Track 1 even if we cannot serve the entire Bay Area?	<p>Yes, 100%. A qualified CBO serving a qualified urban area can apply for Track 1 to serve an area smaller than the entire region as listed. Example) A CBO serves Solano County only. This project is Eligible for Track 1. Make sure that your budget aligns with your capacity.</p>
Track 1	As a Track 1 CBO, can we do the purchasing for our subawardees?	<p>Yes absolutely in fact we would encourage CBO's to take on purchasing on behalf of their subawardees to simplify their accounting and avoid unintended repercussions from impacts of granting subawards to individuals or other community groups.</p> <p>Note: Please note that funding may also be used to hire an accounting consultant to ensure that subawardees are not negatively impacted by funding received. Questions regarding</p>

		proper filing of taxes when reporting awards or the effects of awards on a subawardees public benefits should be considered on a case-by-case basis and discussed with a licensed accountant prior to award distribution.
Track 2	Is animal husbandry for meat production allowable?	Yes. Meat production is allowable as long as all eligibility requirements are met.
Both	The provided RFA states that resource conservation districts/special district governments are eligible to apply for both tracks 1 and 2; however, the RFA also states that "local, state, and federal government entities" are not eligible to apply for both tracks. Just to confirm, are resource conservation districts/special district governments eligible to apply for either track?	RCD's are eligible to apply to both tracks.
NA	The RFA states that "CDFA will award up to \$11,670,000 for proposals through this solicitation." However, AmpliFund application page for both tracks 1 and 2 states that "Funding for the Urban Agriculture Grant Program is one-time funding in the amount of \$12 million provided by the State of California General Fund." Just to confirm, is there a total of \$11,670,000 or \$12 million available through this solicitation?	The difference in the amount is the total funds allocated from the state General Fund minus the amount it costs to hire and pay staff to administer the grant. The state allocated \$12million and \$11,670,000 is available for grant awards.
Track 2	The Track 2 AmpliFund application page states that \$6,200,000 is available for track 2. Just to confirm, is \$6.2 million available for track 2 grants? If so, is there a specific amount of funding set aside for track 1 grants as well?	No, this is a technical issue with the Amplifund platform. There is a total of \$11,670,000 shared by both tracks. There is no specific allocation for either track.
NA	I work for a private company based in NY. Does a company need to be	All applicants must serve or be led by priority populations in an urban area in CA.

	based in California to be eligible for funding?	
	Do subawardees of Track 1 Grants (urban farms) have to be established urban farms? Or could grant funds be block-granted to kick-start a new community garden or urban farm? or a nursery?	<p>Funded Track 1 CBO's can design their subaward program in whatever way best meets the needs of the community.</p> <p>As seen in the RFA CBO's must:</p> <p>Award subawards to eligible urban agriculture stakeholder in your urban area for infrastructure, equipment, workforce development or technical assistance needs of projects.</p> <p>Subawardee projects accomplish one or more of the following achievements:</p> <ul style="list-style-type: none"> <li>- Build Social Capital and Gather Communities: Demonstrate community engagement practices.</li> <li>- Provide Education and Skills Development: Provide employment development opportunities, especially youth employment and development opportunities.</li> <li>- Supplement Access to Fresh Food: Support the viability of urban food cultivation, processing, or distribution.</li> <li>- Cultivate Agricultural Literacy: Provide educational opportunities as it relates to growing or consuming locally grown seasonal produce.</li> <li>- Perform Ecosystem Services: Provide urban greening, habitat restoration and environmentally beneficial services such as but not limited to planting hedgerows, native plant gardens or food forests.</li> <li>- Support Economic Development: Create new market opportunities and spur entrepreneurial activity.</li> <li>- Increase Food Sovereignty: Creates or supports spaces for community members to provide themselves with healthy and culturally appropriate food produced through ecologically sound and sustainable methods.</li> </ul>

		<p>- Pilot an Innovation in Production: Such as but not limited to mushroom propagation, aquaponics, aeroponics, hydroponics, rooftop gardens or warehouse farms.</p> <p>More information regarding sub awarding practices can be found at <a href="#">Subaward Guidelines</a>.</p>
Track 1	What is required of sub-awards to an application? Is that decided by the awardee? Or by CDFA? (if we subawarded to other RCDs, would CDFA need to see a budget? Or just agreement paperwork?)	<p>CBO's must Submit a completed Table 1.0 for each subaward distributed at the end of each calendar year in the <a href="#">Subaward Guidelines</a>.</p> <p>Review all elements in Table 1.0 for details.</p>
Track 2	Can grant funds be used to develop a resource that benefits multiple urban farms indirectly? Or does the urban farm have to benefit directly (i.e. receiving some funding for plants, seeds, equipment, etc.)	<p>Grant funds may be used to develop resources that benefit multiple urban farms such as providing Technical Assistance, creating a tool sharing library or sourcing bulk materials such as compost that can be accessed by various projects.</p> <p>We would need a clear example of what is meant by "indirectly benefiting urban farms" in order to provide further clarification.</p>
Track 11	say an RCD applied for \$600k, after the 30% indirect cost, how much can we use to fund our activities on the grant (outreach, technical assistance, implementation assistance, etc.). Is that also capped at \$60k for "implementation of an in-house urban agriculture project"?	<p>There isn't anything in the grant dictating how much orgs can spend on outreach, technical assistance, implementation assistance, etc. Applicants should allocate what is needed to meet their goal of providing subawards to urban ag projects led by or serving priority populations in an urban area.</p> <p>Implementation of an in-house urban agriculture project" is for organizations who want to distribute subawards but who also may manage a community garden. The applicant would be allowed to set aside \$5k-\$60k to fund the work in their own community garden, but the remainder must be distributed in alignment with the other program rules.</p>
Track 1	Under the Track 1 program, if three RCDs applied together, would one be the applicant and the other two be a subaward (with a \$60,000 limit)? We're considering a	<p>CDFA can only go into contract with one lead agency per grant application. Whoever is the lead applicant would be able to distribute subawards with a maximum of \$60,000.</p>

	program that would provide mini-grants to urban farms across multiple RCDs, but with the \$60,000 limit that would be tricky...	If each RCD wants to provide awards above \$60,000, then those RCD's would need to write separate applications to enter into agreements with CDFA for separate subaward programs.
Track 2	If an entity was operating under a fiscal sponsor in 2022 and had revenue >\$1k and <\$5m in 2022, but established its own 501c3 in 2023 would this entity be eligible to apply as the 501c3?	Yes, the organization can apply directly as the new 501c3
Track 2	If an agricultural business was operating as a sole proprietorship in 2022 but had revenue >\$1k and <\$5m in 2022 and then started operating as a C-Corp in 2023, would the C-Corp be eligible to apply for this grant?	Yes, the C-Corp can apply directly.
Track 2	Could a 501c3 started in 2023 that fiscally sponsors projects of agricultural businesses (LLCs and C-Corps) apply for this grant?	<p>If a new 501c3 is in its first year of operation in 2023, and was not operating under a different organizational structure such as; previously being fiscally sponsored, or being an established volunteer group (working at minimum the whole of 2022) this entity would not be eligible to apply because they have no history achieving the scope of work described in 2022 as dictated by the Qualified Small Business definition as follows:</p> <p>Is one of the following:</p> <ul style="list-style-type: none"> <li>i. A sole proprietor, independent contractor, 1099 employee, C-corporation, S-corporation, cooperative, limited liability company, partnership, or limited partnership, with an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000), in the 2022 taxable year.</li> <li>ii. A registered nonprofit entity that had an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000), in the 2022 taxable year.</li> </ul>





		iii. An organization that is fiscally sponsored by a nonprofit corporation.
Track 2	I have a small urban farm (goats, chickens, rabbit) in Oakland. This year will be my first year working with Oakland 4H group. Would this grant be appropriate for me to apply? Or should I have non-profit status? Or apply within the 4H structure? Prior to involvement with 4H, I've been giving classes to local kids about animal husbandry, fiber arts, etc (which is how I ended up being connected with local 4H leaders).	As long as you are able to meet all of the criteria of Eligibility for Track 2 applicants you may apply to this grant opportunity. See the Eligibility section of the RFA starting on page 7. <a href="#">RFA link</a>
Track 2	I am a start-up urban farm and will be selling microgreens to the local community and DIY microgreens growing kits as well as offering the microgreen growing workshops to local schools, libraries, and kids clubs. The business just launched last month. From what I read, it appears that only businesses that were selling products in 2022 qualify for grants.	Applicants must have an operational history from 2022 that meets the Qualified Small Business definition.
Both	I am working with a group who would like to apply for this grant for a project in San Louis Obispo. SLO meets all of the definitions for an urban area that the RFP outlines, except that the official population is 47K, not the 50K that the RFP asks for. However, during most of the year, the population of SLO exceeds 50K due to influx of students to local colleges. My question: given all of this, will a proposal for this area be considered?	Unfortunately, there is no formal count that shows that the population of San Louis Obispo reaches the 50,000 person number in order to qualify as an urban area. Any area that is within 25 miles of a designated urban area is eligible to apply. If your project is not located in or within 25 miles of an urban area as defined you are not eligible to apply.
Both	Can this funding be used to purchase equipment such as a delivery vehicle?	CDFA can fund, or help fund, equipment purchases, but if any part of the equipment will need to be financed, or leased (maybe via a loan) it is considered subject to lease terms and

		<p>we cannot allow that. Only equipment that can be purchased in full may be included in your applications.</p> <p>Grant funds can't cover lease costs, that would extend to repaying lease payments made by a recipient. Also, if the recipient is purchasing equipment partially on credit and partially on grant funds the equipment itself subject to lease terms, not just the portion purchased on credit. If there is a default on the loan for any reason and the equipment is repossessed, the recipient would be in breach of the grant agreement in addition to any obligation to the lender.</p>
Both	Can this funding be used to purchase land?	<p>With property, CDFA can't pay lease costs to eventually own land (a lease to own model), but CDFA can repay monthly rental costs.</p> <p>Similarly to rules regarding equipment, the cost of land must be fully paid for by established and verifiable funding sources to meet the total value of closing on the property before CDFA can assist in payment of said property.</p> <p>Funding for purchase of agricultural land (farmland), or monthly/annual lease payments is allowable for up to 75% of total grant funding requested and requires prior written approval by the Department.</p>
Track 1	I was hoping we could get some clarification confirmation on my understanding of the budgeting. We have been a little confused regarding the line-item differentiation between the subawards and internal grant management. If I understand correctly, there is a possibility of us to use \$5,000-\$60,000 on internal program such as "Farm to School" as well as charge for any personnel/program/outreach costs we might incur in the process of	<p>Track 1 organization are allowed to use between \$5k-\$60k of funds towards a potential urban agriculture project that they manage in house.</p> <p>Example: The CBO runs a community garden as part of their programming (just an example of an in-house project, could be something else). Funds within the range of \$5k-\$60k is managed by the same organization that is the Track 1 funded CBO. Some examples of expenses could be funding used for site improvements or supplies needed to improve their garden project. An in-house project would</p>





	<p>distributing the subawards. I am a little confused on what constitutes an indirect cost and what constituted a direct cost for the execution of this grant. Could you provide a little more information on what is considered direct cost and indirect costs, specifically when it comes to grant management and subaward disbursal.</p>	<p>include work that is not being managed by an organization that has a separate tax identification number.</p> <p>The cost of personnel needed for outreach and implementation of the subaward program is considered a Direct Cost.</p> <p>Indirect costs include things like utilities, printing.</p> <p>Please email <a href="mailto:caurbanag@cdfa.ca.gov">caurbanag@cdfa.ca.gov</a> if you need further clarification.</p>
Both	<p>we were wondering if we could apply as a multi-site grant. We have offices across California and urban agriculture programs in Sacramento, Oakland, and San Diego. Internally we thought it would decrease our overall indirect costs and increase our ability to distribute awards if we partnered together. Would it be possible for us to apply in a single grant for 2 or 3 of our sites, or would each of us have to submit a separate application for this grant?</p>	<p>An applicant may have multiple sites that they serve using the same funding. There must be a lead applicant that will be responsible for holding and following the contract with CDFA. If these sites are all managed under the same organizational umbrella, share the same tax id number, then the applicant can service all sites within the organization.</p> <p>If each site operates independently and has its own tax id number then they may only receive subawards from the lead applicant through the Track 1 application.</p> <p>If interested in applying for Track 2 , and each site has separate tax ID number then each site must apply separately.</p>
Both	<p>Is there any land tenure/ownership/lease requirements as part of the application? Are there minimum urban farm site sizes preferred/required?</p>	<p>No there is no requirement for applicants to hold specific leases or be owners of the parcel or spaces they operate.</p>
Both	<p>Are school farms included under community gardens?</p>	<p>School farm sites are not automatically considered community gardens School districts are not eligible to apply to the urban agriculture grant program. If the school district is interested in expanding their school garden, they should review the CDFA Farm to School Incubator Grant Program Funding Opportunity linked here.</p> <p><a href="https://www.cdfa.ca.gov/caf2sgrant/">https://www.cdfa.ca.gov/caf2sgrant/</a></p>

Both	Can the food grown be donated?	Yes
Both	Will there be a list of track 1 recipients for track 2 applicants to access?	Yes. Once applications have been evaluated, award announcements will be made public around February or March 2024. An announcement will be made via a public press release, via our <a href="#">newsletter</a> and posted on our <a href="#">website</a> .
Track 1	Do the sub-awardees have to be non profit organizations? Can they be community members?	Subawardees do not have to be non-profits. Community members may receive subawards. Sub awardees may be for-profit organizations and businesses, non-profit organizations, individuals, or tribal based non-profits and tribal governments operating an urban agriculture project within the urban area of the Track 1 grantee.  See <a href="#">Subaward Guidelines</a> for details
Track 1	Can the sub-awards then further distribute mini-funds (several hundreds to thousands) to urban farms?	Based on your project goals and <a href="#">Project Work Plan</a> certain instances that are approved by CDFA can be considered to allow for these circumstances however please note that all subaward contracts and the further distribution of funds MUST be collected and reported on by the lead applicant. A Table 1 found in the Subaward Guidelines will be required for all funds distributed.
Both	Can you speak to newly organizing organizations that aren't yet established as a business or nonprofit and are in process, hoping to fund a feasibility study to get things off the ground? How would that affect applications?	This funding opportunity is not able to fund feasibility studies. Funding in this grant will fund implementation. For a list of eligible activities please see the Allowable Costs section starting on page 13 of the RFA.
Track 2	If we are awarded track 2 funding, can we also apply for funding from track 1 recipients?	No. Applicants who receive funding in Track 2 may not apply for further funding via a subaward from a Track 1 funded organization.
Track 1	Do you need to have your subaward partners identified in advance of completing the application?	No.
Both	Do CA Native American Tribes have to meet the location eligibility - as either Grantees or subaward	Yes.

	grantees - being 25 miles from a population are of 50,000 people?	
Track 2	Can Track 2 applicants include a subcontractor in their budget?	Yes. Please see the <a href="#">Contractor Guidelines</a> for details.
	What if the applicant is a new non-profit that hasn't had a a full years revenue report? For track 2	Applicants that have not been actively engaged in their scope of work for the minimum of the full 2022 year, are not eligible for this opportunity.
Track 2	Can a nonprofit with revenue over \$5M apply if our Urban Ag program has a program budget LESS than \$5M?	No. All applicants to Track 2 must meet the definition of a Qualified Small Business which includes "A registered nonprofit entity that had an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000)."
Both	Will applicants receive critiques from the review process (successful and unsuccessful applications)?	This will heavily depend on the capacity of the program at the time. At this moment the Urban Agriculture Program has a single staff person dedicated to it.
Both	how will application scoring points be affected if the project include market sales and economic development ( generating market value chains from site)	This would not affect scoring in any way.
Both	Can you talk about CCIPPM eligibility? There's a scoring scale to 4.0	For the <a href="#">California Climate Investments Priority Populations Map</a> applicants must only qualify in one of the layers here: <b>Disadvantaged Communities Triballands</b> <b>Disadvantaged Communities CES4</b>  <b>Buffer Low income Communities</b>  <b>Low income Communities</b>  <b>Buffer Low income Household Eligible</b>  No additional points are given. Applicants must only show that they are in a qualifying area.
Track 1	What happens if the subaward region is not in my region? Can I collaborate with a region outside of my region?	If you would like to apply for a subaward and are not in a listed region, you may apply to the Statewide Community Based Organization for subaward funding.

		<p>You may also see the <a href="#">FAQ</a> and see the answer for the question on page 5 of the FAQ:  <b>Can I apply for a subaward if I am not located within 25 miles of one of the major urban areas?</b></p> <p>Here you will find a list of cities that qualify for each region in full.</p>
Track 1	<p>Do statewide applications need to sub award to every region listed?  Can they sub award to areas not listed, but still meet the definition of urban?</p>	<p>No, statewide applicants are not obligated to serve every region listed. A Track 1 applicant for the Statewide category will be encouraged to support subaward applicants from urban areas that do not have a designated region. Statewide applicants should in fact expect to serve applicants who do not already have a regional lead CBO.</p>
Both	<p>Are nonprofit organizations eligible to apply for school farms?</p>	<p>Yes.</p>
Both	<p>wondering if the grant will cover loans including interest, and also if we get a vehicle with the grant, can it cover transportation costs, maintenance repairs, gas, etc</p>	<p>CDFA can fund, or help fund, equipment purchases, but if any part of the equipment will need to be financed or leased (maybe via a loan) it is considered subject to lease terms and CDFA cannot allow that.</p> <p>Only equipment that can be purchased on full may be included in your applications. The transportation cost associated with attaining the vehicle may be included. Maintenance, repairs and gas are not eligible expenses.</p> <p>Grant funds can not cover lease costs, that would extend to repaying lease payments made by a recipient. Also, if the recipient is purchasing equipment partially on credit and partially on grant funds the equipment itself subject to lease terms, not just the portion purchased on credit. If there is a default on the loan for any reason and the equipment is repossessed, the recipient would be in breach of the grant agreement in addition to any obligation to the lender.</p>
Both	<p>Taking a quick look at the priority pop map, are certain communities priorities over others? For</p>	<p>No.</p>

	example, Disadvantaged Tribal Lands get more points than Buffer Low Income?	
Track 1	Is track 1 limited to only giving sub-awards within their urban limit? So. LA and long beach can only give sub-awards within that area not, say Ventura County which is 25 miles from that region.	For a list of all eligible cities included in each region please see page 5 of the <a href="#">FAQ here</a> under the question <b>Can I apply for a subaward if I am not located within 25 miles of one of the major urban areas?</b>  Track 1 funded CBO's may expand their reach beyond the cities listed in their region to include other nearby cities not listed. Each applicant will determine the reach of their project.
Track 2	I saw CDFA's Contractor Guidelines linked to the RFA- do subcontractors providing administrative TA for track 2 need to go through a bid process?	Yes, all Contractors will need to go through the same bid process.
Track 2	do small businesses / farms have to provide taxable income from 2022 or is that just for nonprofits?	All applicants for Track 2 must acknowledge in their application within Amplifund whether or not they meet the definition of a Qualified Small Business.
Track 2	Can a nonprofit apply that doesn't have a gross revenue of more than \$1000 in 2022? What if they all donate their time and money to serve the community fresh produce and have no revenue?	Thank you so much for this question. Yes, a non-profit that has not generated any revenue due to its mission to donate produce and or other services may be considered as long as the non-profit organization has actively been doing the work proposed in the application for a minimum of the 2022 calendar year.
Track 2	For track 2, I wanted to confirm that projects must be within the 25 mile boundary from urban population *anywhere* in CA, not just the 5 geographic priorities for track 1. It sounds like people are confused about that. i.e. Modesto, French Camp, Merced, etc.	Yes that is correct. For a full list of eligible cities that folks can be 25 miles away from please see the <a href="#">FAQ</a> , also located on our website. The last Question in that document provides a list of eligible urban areas.
Both	for the map showing priority populations, is the buffer area under consideration centered around the work site or proposed work site?	The buffer areas <b>Buffer Low income Communities</b>  <b>Buffer Low income Household Eligible</b> 

		Are considered eligible areas.
Both	I have some questions about tribal registration as well	<p><b>What is the distinction between tribal governments and tribal communities?</b>  A tribal government is an official government body of elected officials representing their sovereign tribal nation.  A tribal community could mean a group of individuals that belong to either a Federally recognized or unrecognized Tribe, but they are not necessarily a government elected official.</p> <p><b>If governments, typically you'd expect state or federal recognition, but we're not sure how this is specifically verified.</b>  The California Native American Heritage Commission has a full list of all California Native American Tribes. The government could be verified from that list, and/or an email can be sent to the Office of the Tribal Advisor.  In the case of an individual applying as a member of a Tribe (recognized or unrecognized) they would have a letter to show they are an official enrolled member of the Tribe. This could be a source of documentation to demonstrate their membership in that Tribe.</p>
Week of 9/01/23- 9/14/23		
Track 1	If an entity applies for the "statewide" part of Track 1, can they fund projects anywhere in the state or only in those areas not covered by other regions?	<p>Statewide Track 1 applicants can fund projects in any urban area in the state.  They need to list a minimum of three Urban Areas they intend on reaching.</p> <p><b>Urban Area:</b> CDFA defines Urban Areas (UAs) as a continuously built-up area with a population of 50,000 or more comprised of one or more places—central place(s)—and the adjacent densely settled surrounding area—urban fringe. Smaller cities with populations under 50,000 must be no more than 25 miles from an Urban Area of 50,000 or more residents.</p>
Both	Amplifund is not working for me (and sounds like for another participant in a similar way). It does not send me back to application after registering or logging in. You	<p>Applicants, after registering with Amplifund so that you have an account. Please go to our website  <a href="https://cafarmtofork.cdfa.ca.gov/urbanag.html">https://cafarmtofork.cdfa.ca.gov/urbanag.html</a></p>

	<p>can see below the screenshot of where I am sent after registering, I am sent back to a page of FAQs, but I am not able to find a place to apply. I did watch some of the YouTube videos describing how to complete an application etc. and the <u>PDF</u> however it did not answer my question.</p>	<p>On this page you will see a section with this header.</p> <p>Simply select which Track you would like to apply for and click the live links seen here in Green font. This link will take you directly to the application. The Blue Arrow seen below is pointing at the links to the application.</p> 
Track 2	<p>We have been an established non-profit for 3 years and have hosted many different workshops and had multiple community projects based around urban agriculture, yet all of what we have been offering has been free and/or donation based. We have had donations of items that were worth over \$1,000, like water tanks and other installation materials, but there has been no monetary income of over \$1000. Are we as an established 501(c)3 still eligible to apply?</p>	<p>Thank you so much for this question. Yes, a non-profit that has not generated any revenue due to its mission to donate produce and or other services may be considered as long as the non-profit organization has actively been doing the work proposed in the application for a minimum of the 2022 calendar year.</p>
Track 1	<p>I have a question regarding the 2023 Urban Agriculture Grant program. Specifically, in the description of Track 1 eligibility,</p>	<p>Orange County is a county located in the Los Angeles metropolitan area in Southern California, United States.- Organizations from this Area may apply through Track 1 Los</p>

	<p>you list a number of CA regions - but Orange County is not on the list.</p> <p>My organization is based in and serves the OC community. Are we eligible?</p>	<p>Angeles region. Statewide Track 1 applicants can fund projects in any urban area in the state.</p> <p>They need to list a minimum of three Urban Areas they intend on reaching.</p> <p><b>Urban Area:</b> CDFA defines Urban Areas (UAs) as a continuously built-up area with a population of 50,000 or more comprised of one or more places—central place(s)—and the adjacent densely settled surrounding area—urban fringe. Smaller cities with populations under 50,000 must be no more than 25 miles from an Urban Area of 50,000 or more residents.</p>
Track 1	<p>I am wondering whether UC ANR and/or individual UCCE County-based offices would be eligible to submit just one single application or if we are eligible to submit separate applications by county office? For example, hypothetically could UC ANR submit a statewide application, UCCE Santa Clara submits a Bay Area regional application, and UCCE Sonoma submits an application for Sonoma County? My understanding is that UC ANR is able to do a limited internal call for proposals to select a single best applicant, if only one application is allowed, but it would be ideal to allow more than one application based on our individual county offices.</p> <p>On a related note, is UC ANR only eligible for Track 1, or can UC ANR apply to Track 2 under our nonprofit status? My understanding is that other grant programs in the past have done a carve out for cooperative extension, for example, in some other RFPs where universities in</p>	<p>Organizations in this funding opportunity are limited to one application. If however each individual County-based office has a unique EIN, then CDFA can accept one from each individual office.</p> <p>CDFA did not carve out extra funding for UCCE in this opportunity. CDFA allows Universities and Institutes of Higher Education to apply to Track 1. But they are ineligible for Track 2.</p> <p>With regards to the 4-H non-profit status they would still need to meet the definition of a Qualified Small Business: Qualified Small Business definition as follows: Is one of the following:</p> <ul style="list-style-type: none"> <li>i. A sole proprietor, independent contractor, 1099 employee, C-corporation, S-corporation, cooperative, limited liability company, partnership, or limited partnership, with an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000), in the 2022 taxable year.</li> <li>ii. A registered nonprofit entity that had an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000), in the 2022 taxable year.</li> </ul>



	<p>general were unable to apply, UCCE was allowed to apply on behalf of 4-H youth development program using our nonprofit status instead of our educational institution status.</p>	<p>iii. An organization that is fiscally sponsored by a nonprofit corporation.</p>
Both	<p>Can a fiscal sponsor provide sponsorship for multiple organizations?</p>	<p>Answer: Yes – fiscal sponsorship of multiple applicants is allowable – Fiscal sponsorship is subject to the terms below and also any agreements established would be with the fiscal sponsor and not the sponsored organization.</p> <ul style="list-style-type: none"> <li>• Detailed information from the RFA Terms: <ul style="list-style-type: none"> <li>○ Please note that for projects with a non-profit fiscal sponsor, fiscal sponsorship fees may be allowable as an indirect cost, if charged consistent with the sponsored organization’s established policies. Fiscal sponsorship fees are not allowable as a direct cost.</li> <li>○ “Proposals that involve a fiscal sponsorship are subject to the following requirements -- <ul style="list-style-type: none"> <li>▪ 1) the fiscal sponsorship arrangement and the identities of the involved parties must be clearly disclosed within the proposal;</li> <li>▪ 2) if awarded funds, the fiscal sponsor, rather than the sponsored organization, is the grant recipient; is responsible for executing the grant agreement; and must ensure all project activities and costs, including activities of the sponsored organization, contractors, or consultants, comply with applicable state regulations and requirements and grant terms and conditions</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>▪ 3) changes to the recipient (such as a change from the non-profit fiscal sponsor to the sponsored organization) or key personnel require CDFA approval</li> <li>▪ 4) fiscal sponsorship fees cannot be charged as a direct cost. Fiscal sponsorship fees may be allowable as an indirect cost, if charged consistent with the sponsored organization's established policies.</li> </ul>
Track 1	Is UCANR Cooperative Extension eligible to serve as a Task-1 Systems Builder?	Yes they are eligible to apply to Track 1.
Track 1	Would UCANR Cooperative Extension that oversees all the regions throughout the State need to be the Track-1 applicant, or can UCCE in Riverside apply to serve a portion of the Statewide Region?	Answer: If each UCCE such as UCCE Riverside has its own tax ID then they are able to apply directly as UCCE Riverside. If UCANR shares their Tax ID with all UCCE's then only one application may be submitted. Happy to talk if this is unclear.
Track 2	We serve two community gardens in that census tract. Once confirmed, we will also list at least two other projects in two low-income census tracts - one of them may be in a CES4 community. However, the Huntington Ranch, the demonstration garden where we will carry out research and educational workshops on soil health practices, is not listed in a <b>priority</b> community. Is that ok?	It depends. If the Huntington Ranch demonstration garden serves community members from a priority population, then it is eligible for funding. However, if the Huntington Ranch demonstration garden does not serve community members from a priority population, then it is not eligible. Remember, any eligible project must either be led by or serve a priority population. " Any eligible project must either be led by or serve a priority population.
Track 2	Is expanding school gardens an eligible project for the grant?	It depends. School gardens could be eligible for funding if the projects are led by urban agriculture focused non-profit organizations or another eligible Qualified Small Business. School districts are not eligible to apply for this grant. If a school district is looking for funding, please look at our Farm to School Grant Program. Information can be found: <a href="https://www.cdfa.ca.gov/caf2sgrant/">https://www.cdfa.ca.gov/caf2sgrant/</a>

Both	<p>I already have an account and a grant with the farm to school arm of the CDFA. For some reason when I put my password in which I have written down I can't log in. I try to reset it but I never received the email Instructions.</p>	<p>The Farm to School Grant used a platform called WiseHive in their last funding round. Amplifund is a brand-new web portal for grants. This means that the information you used to register for your Farm to School Grant will not work as login information in Amplifund. You must create a new account to login to Amplifund.</p> <p>Please visit our website  <a href="https://cafarmtofork.cdfa.ca.gov/urbanag.html">https://cafarmtofork.cdfa.ca.gov/urbanag.html</a></p> <p>On there you will see a header that says "Amplifund Grants Portal". There are tutorials, written instructions available there to get you registered in Amplifund. The links to the application tracks are also available on this website.</p>
Both	<p>How much (if any) of the award can be used towards the ED's salary and under which line item in the budget template would we list such an expense? We see this particular expense as a critical piece to advancing the organization into its next growth phase and ability to sustain the work it currently does. Also, do you suggest we spend time explaining this in our application?</p>	<p>Whatever time the ED will commit to executing the scope of work included in your proposal can be included. The amount would be a part of the Personnel line item of the budget. We cannot fund work done by the ED that does not directly contribute to the outcomes of your proposal. You would absolutely want to include a description of tasks and the role they would play in this project in questions related to describing your project team.</p>
Both	<p>I have been searching for Grantor Address on <a href="http://CDFA Office of Farm to Fork - Urban Agriculture Grant Program (ca.gov)"><u>CDFA Office of Farm to Fork - Urban Agriculture Grant Program (ca.gov)</u></a> and can not find it. I need it for the LOS.</p>	<p>CDFA  Office of Farm to Fork  2399 Gateway Oaks Drive  Sacramento, CA 95833</p>
Both	<p>If we want to fund a contractor who has already been working with the org, do we still need to go through a bidding process to satisfy the grant requirements?</p>	<p>This situation will be considered on a case by case basis if the following conditions align:</p> <ul style="list-style-type: none"> <li>- A competitive process was used for the current contractor, and updated within one calendar year.</li> <li>- The competitive process was for a specific purpose such as a single project, or support for another grant in which the scope of work the contractor will be</li> </ul>

		<p>doing is essentially identical to what will be done under this project.</p> <ul style="list-style-type: none"> <li>- The current agreement with the contractor has terms sufficient to address the requirements of the grant agreement.</li> </ul>
Both	Can we include interest on a line of credit used to fill in before the first advanced payments?	Interest on a line of credit used to fill in before the first or any following advanced payments is unallowable. Please build in a minimum of 45 days between project activities that depend on advanced payments in order to allow time for processing of the advanced payment request. More details on Advance Payments can be found <a href="#">Advanced Payment Guidelines.docx</a>
Both	Do we qualify for this grant here in Lassen County?	<p>In order to apply to the Urban Agriculture Grant you must meet the definition of Urban. Lassen County does not have any Urban Areas as defined.</p> <p><b>Urban Area:</b> CDFA defines Urban Areas (UAs) as a continuously built-up area with a population of 50,000 or more comprised of one or more places—central place(s)—and the adjacent densely settled surrounding area—urban fringe. Smaller cities with populations under 50,000 must be no more than 25 miles from an Urban Area of 50,000 or more residents.</p>
Week of 9/15-9/26		
Track 2	can I apply using my current sole proprietor operation and eventually accept any potential award under a new yet to be formed C-Corp entity.	Yes this is allowable as long as all other aspects of the proposal submitted remain the same.
Track 2	My organization has an annual gross revenue over \$5million but our urban farm programming has a budget well under \$5million. If the budget for the programming directly related to urban agriculture is under \$5million can we still apply for Track 2?	Applicant organizations must meet the definition of a qualified small business. Any organization that is the lead applicant must have a gross annual revenue of under \$5 million to be eligible to apply. If your organizations annual gross revenue is over \$5 million your organization is ineligible to apply.
Both	We are in the process of getting letters of support for track 2. Who is considered the grantor? We are	The grantor is the applicant of the grant so if you are applying for funds that would be you.

	trying to figure out if the person writing the letter puts their information or do we put our information?	
Both	What happens if we do not spend all of our award by the end of the contract?	Applicants may be offered a short extension when possible to spend down funds. If this extension does not allow for an applicant to spend down funds, any remaining funds will be kept by CDFA and returned to the State General Fund.
Track 1	Can subawardees also spend 30% indirect cost?	No more than 30% of the <b>total award amount</b> may be spent on Indirect costs. If the Track 1 Lead CBO uses 20% of the award for their indirect costs then subawardees may spend no more than 10% of their awards on their indirect costs. If the Track 1 Lead CBO spends 10% on covering their indirect costs then subawardees may spend no more than 20% on indirect costs.
Track 2	I have a question regarding the SWOT Analysis in the grant application. It says, "Concisely state the goal of the project in 250 words or less". Is that word count for the "project goal" only, or the entire SWOT Analysis?	You are correct, yes, the word count is only for the project goal section of the SWOT analysis. There is no limit in answering the other sections.
Both	For the letters of support, are we reaching out to people "collaborators" that we worked with in the past that can vouch for our work?	The letter of support should represent relationships/collaborations that have worked with you or engaged with your project in some capacity.
Track 1	There are at least 4 RCDs that are interested in providing stipends/incentives to their urban farms to purchase seedlings, seed, compost, small equipment, etc. These farmers prefer to have the stipends and do the purchasing themselves instead of RCDs acting for them. <u>For RCDs that distribute small stipends and incentives, does it also cause more paperwork?</u> Does it cause the same amount of extra work like creating	Anytime money is passed along there needs to be a completed <u>Subaward Guidelines</u> . So each RCD that receives a subaward will need to have a Table 1 with invoices/receipts attached to each project. If those RCD's then provide a second pass through they will also need to collect a Table 1 with receipts from each farmer and their project. Ultimately the Lead Applicant is responsible for ensuring that there is a complete Table 1 for every subaward. In short funding must be accounted for each stage of the pass through.

	another layer of sub-grant/mini-grant?	
Track 2	Given our entire budget is directed towards community service, we don't meet the specified annual revenue minimum. Can we still qualify to apply? We're prepared to share financial details to validate their current budget.	Applicants that do not meet the \$1,000 minimum requirement to meet the Qualified Small Business definition will be considered on a case-by-case basis. The applicant would need to demonstrate that they have at minimum the 2022 calendar year providing the scope of work/services that are proposing in their application. These alternative documents could include invoices for services, purchase receipts related to operations, letters from recipients of services verifying the operation in 2022 or other possible documentation agreed upon by CDFA and the applicant.
Track 2	I operate my farm as a Sole Proprietor and is based in San Diego County. My question is can I apply for UAGP Track 2 under by current sole proprietor farm business, and if my application is selected for the award -will there be an option to receive the award as a new C-Corp agribusiness entity different from my current Farms operation	As long as the project scope of work is identical and no changes are made to the proposal there is no issue with folks applying under your sole proprietorship and then if awarded, completing the contract under your new C-Corp name.
Both	We are wondering what is the grant period for this: Is this 3 year or 4 year funding opportunities?	We anticipate funding being released in Spring 2024. All funds must be spent by Sept 30, 2026.
Track 2	I am looking to increase my growing grounds and starting a new lease on large grounds, its mentioned here ( <a href="https://cafarmtofork.cdfa.ca.gov/docs/urbanag/rfa_ga.pdf">https://cafarmtofork.cdfa.ca.gov/docs/urbanag/rfa_ga.pdf</a> ) on page 8-9 that we must receive written approval from the department to move forward with a lease arrangement through the grant funding, How can I go about receiving such written approval to incorporate into my application?	During the application stage of the grant (September 21-October 23), you do not need any written approval from CDFA to include the lease cost into your application.

Track 2	My business is currently run and managed by myself. If granted the award I would bring on additional team members to fulfill the award program requirements. The team is already lined up and committed to the project in different capacities based on their expertise and connectedness to the community. Can I bring these individuals on as Contractors for the project's term or would it better to hire them as employees for grant compliance?	Applicants must follow their own procurement policies which they will share with CDFA staff during the contracts period should they be selected for an award. If an applicant does not have pre-existing contractor procurement policies in place then contractors must go through a bidding process where you show that you have received estimates from three vendors before selecting your final contractor to execute the work required. If your organization does not have existing procurement policies Contractors must follow the information in the <u>Contractor Guidelines</u> . You may include staff pay as a stipend or formally hire. This is up to you and your program.
Track 2	The only application with a word count is the project summary portion, for the questions on Projects Goals, SWOT, what communities are served, and How the project will be sustained after funding do not have word count or format description. How into detail should we go and what is the expected length. I think I had seen a template for it but may have lost it.	You are correct, the only word count is in the SWOT goals section. The more detailed you can be in describing your project, the more likely you will address what is needed to receive higher points. There is no expectation on length so simply explain as best you can everything relevant to your project always staying focused on the question asked.
Both	for the project work plan, how specific within the project do we need to break down measurable objectives that we work towards? Eventually some of the program will become routine, should we include this in a month to month plan for the expected length of the funding for each program component. So, do we need to outline the work plan to line up with the full budget spending?	CDFA recommends being as specific as you can be within the project plan, and to fully align the workplan with the full budget spending. If an activity is recurring every month, please be sure to show this in your project work plan.
Track 2	How much of my budget ask may be used for purchasing land.	No more than 75% of your total project budget may be used for purchasing land.

Track 2	If I do not apply for Track 2, can I still apply for subaward funding in my region?	It depends. If you meet the CDFA definition of "urban" and your project serves or is led by priority populations, then you will be eligible to apply for subaward funding in your region. Please note, Track 1 awardees will not be known until closer to March 2024 and they will not be ready to distribute subawards until sometime around June-August 2024. To stay up to date on regional funding opportunities, please sign up for our newsletter here: <a href="https://cdfa.us13.list-manage.com/subscribe?u=06483013e8143d55fb832e26c&amp;id=69415fc6cb">https://cdfa.us13.list-manage.com/subscribe?u=06483013e8143d55fb832e26c&amp;id=69415fc6cb</a>
Track 2	Can we submit more than 5 letters for track 2 or should that be the max?	You may submit as many as you like but only need five clearly written letters of support to gain the maximum points for that section.
Both	Can we get access to review a draft or sample CDFA contract/agreement we will be asked to sign? 3. If a project is an existing farm and is being forced to relocated who this hinder the awarding of a project? Thank you	Thank you for your question. CDFA is looking into this question and will answer asap. 10/2/2023 Please see <a href="#">Contract Template</a>
Track 2	we will be leasing space for our urban farm. Are there any vesting or minimum number of years that farm operates/remains in place in order for CDFA to get adequate value from the grant funds invested? For example would CDFA want a minimum of a 5 year lease to recoup value from grant improvements? We're planning on being at this site for a very long time.	CDFA requires that the funding used for leased land last for a minimum duration of the grant term. The Urban Agriculture Grant ends September 30 <sup>th</sup> 2026.
Track 2	I'm interested in leasing a larger growing space for plant starts and educational gathering spaces. While we can explore options now, the length of time between application submission and awarding available leasing grounds on the market will have changed, how long is the contract period if	Using grant funds for land lease or land purchase is allowable under the 2023 Urban Agriculture Grant Program Track 2 Urban Agriculture Practitioner Grant. <ul style="list-style-type: none"> <li>Month to month land lease costs and annual land lease costs are allowable or up to 75% of your total budget.</li> </ul>



	awarded and how do negotiations between awardees and the CDFA get navigated with potential land leases?	<ul style="list-style-type: none"> <li>You must have a signed lease agreement that lasts at minimum the length of the grant period.</li> <li>Lease payments will be reimbursed unless the applicant qualifies for Advanced Payment and then must adhere to the <u>Advanced Payment Guidelines</u></li> <li>If you are selected for an award and you do not have an existing lease, and are relying on grant funding to cover the cost of your lease</li> </ul>
Track 2	<p>For eligibility, we read the following on the application form: "A sole proprietor, independent contractor, 1099 employee, C-corporation, S-corporation, cooperative, limited liability company, partnership, or limited partnership, with an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000), in the 2022 taxable year."</p> <p>We incorporated as an LLC this year, 2023. Our gross annual revenue falls within the range listed. If we don't have tax records from 2022, are we still eligible to apply?</p>	CDFA will work on a case-by- case basis with applicants that do not have tax records from 2022 and therefore do not meet the definition of a Qualified Small Business. Applicant must be able to offer sufficient alternative documentation such as income and loss statements, invoices and receipts related to the activities or some other verification proving that the applicant was performing the scope of work throughout 2022.
Both	In the application, under Project Information, the first question is "Application Name." Is this supposed to be the name of the lead applicant organization or the name of the project?	Please use the name of the organization applying.
Both	Does applying to or receiving funds from the urban ag program restrict organizations from applying to other CDFA grant funds that you know of?	You may need to check with the grant programs that you are considering applying for. For the Urban Ag Grant there are no restrictions if applicants have other CDFA funding. The only restriction is if you are attempting to fund the exact same project aka no "double dipping"


Both	Are there any CDFA guidelines for what expenses are allowable as indirect expenses?	<p>The top of page 14 in the <a href="#">RFA</a> has this description with a link: Up to 30% of total award may be used for Indirect Costs, like grant administration, accounting, printing, or utilities associated with the program.</p> <ul style="list-style-type: none"> <li>○ <b>Description:</b> As defined in <a href="#">Section 303(a)(36) of the CDFA Grant Administration Regulations</a></li> <li>○ <b>Additional Details:</b> <ul style="list-style-type: none"> <li>▪ Please note that for projects with a non-profit fiscal sponsor, fiscal sponsorship fees may be allowable as an indirect cost, if charged consistent with the sponsored organization’s established policies. Fiscal sponsorship fees are <i>not</i> allowable as a direct cost.</li> </ul> </li> </ul>
Both	Can uploaded documents (photos and captions document, work plan, letters of support) be PDFs or should they be Word documents?	Either format is acceptable.
Both	Confirming that when we need to list census tract numbers, we only have to list them, not provide some kind of live link, correct? (This is a clarification on the line “Link to the map provided above” at the end of the instructions for this section.)	Yes, applicants only need to list their census tract. No live link is required.
Track 2	<p>Berkshire Village Association is a homeowners association in Concord, CA. One of our functions is to contract with Contra Costa Water to take water out of the canal next to our neighborhood for our neighbors to grow gardens for food.</p> <p>Are we eligible? We are a non-profit corporation. We would be applying for Track 2 money to buy new equipment to replace 75 year old pumps, etc. With a revitalized</p>	<p>The purpose of the Urban Agriculture Practitioner Grant is to directly fund urban agriculture projects, providing awards from \$75,000 - \$300,000 for eligible for-profit businesses, non-profit organizations, Resource Conservation Districts, Tribal Based non-profits, and Tribal Governments that are led by or serve priority populations identified using the California Air Resources Board’s California Climate Investments Priority Populations map and located in urban areas as defined by CDFA. Applicants must also be a Qualified Small Business and thus meet the following criteria:</p>

	canal water system, we would also be able to expand with new neighbors, provide workshops on growing vegetables, etc. This would create much more community involvement.	<p>Is one of the following:</p> <ul style="list-style-type: none"> <li>i. A sole proprietor, independent contractor, 1099 employee, C-corporation, S-corporation, cooperative, limited liability company, partnership, or limited partnership, with an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000), in the 2022 taxable year.</li> <li>ii. A registered nonprofit entity that had an annual gross revenue of less than five million dollars (\$5,000,000), but greater than one thousand dollars (\$1,000), in the 2022 taxable year.</li> <li>iii. An organization that is fiscally sponsored by a nonprofit corporation.</li> </ul> <p>Local, state, and federal government entities, and public or private colleges and universities are not eligible to apply.</p>
Track 1	I run a non-profit in Ventura County and am interested in Track 1. What region would I qualify under.	Ventura county is part of the Greater Los Angeles Area and so applicants interested in Track 1 may apply under the Los Angeles region.
Track 1	If RCDs are just providing small stipends to urban farms to purchase seeds or small equipment, and there are no indirect costs requested from the urban farm, RCDs might simply write a small check to the farm and the volunteers/managers at that farm can go and purchase the seeds/equipment. In this case, RCD won't need to collect another layer of table 1 from the farm, right? CARCD will collect only one table 1 from each RCD, right?	Any time funding switches hands, a Table 1 will be required. If an RCD is giving money to a second tier subawardee aka local farmer receipts for the funding spent along with a Table 1 are required. If the RCD purchases equipment on behalf of the farmer, then a separate Table 1 will not be required because the funding did not pass through to another subawardee again. CARCD as the awardee is ultimately responsible for the reporting.
Track 1	Our team is in discussions with several partners about the application and wanted to double check on our eligibility to be the lead applicant as a private	Private institution of higher education are eligible to apply to Track 1 but are ineligible to apply to Track 2.

	institution of higher education (which is also a 501(c)3).	
Both	How long does the reimbursement process take after submitting an invoice that has been approved?	It normally takes 6 to 8 weeks from an approved invoice being received by CDFA for the applicant to have a reimbursement check in hand.
Both	Can we ask for all salary support for our farm production and distribution team?	Yes, staff salaries that are directly involved in meeting the goals and activities of the grant application are an eligible expense.
Both	Encinitas is not classified as a low-income area, but the distribution sites are located in underserved communities in San Diego.	Your project must either be led by or serve a priority population. If your operation is not located in a priority population area but your program serves priority populations, your project is eligible to apply.
		Week of 9/27- 10/11
Track 1	The Community Collaboration Matrix linked in the RFA (which says draft) has a section to list whether each relationship has been over 1 year, 2-3 years, or 4+ years. The Matrix linked in Amplifund does not have this option, but does say to state the duration of the relationship. Will application scoring take into account the duration of each relationship listed?	This is correct. There are no points directly associated with the longevity of the relationship in the final application in Amplifund.
Track 2	We are applying for the CDFA Farm to Fork Urban Agriculture Grant Program for Track 2: Urban Agriculture Practitioner Grant. We were wondering if there is a character/word count for the narrative responses in the application.	There are no word limits in the narrative. CDFA recommends you read through the scorecard in the RFA <a href="#">HERE</a> . The Track 2 scorecard begins on page 32. Here you will find more specifics on the scoring for each section. Please be as detailed as needed to clearly answer each section.
Both	I'm wondering if staffing expenses in our farm operation are eligible. I noticed that in the RFP staffing was listed as an eligible expense under the Workforce Development and Community Engagement budget categories, so I just wanted to	Yes, staff time for the activities described is an allowable expense in this grant. Any staff time directly contributing to the outcomes of your project are allowable.

	check if other staff time is allowable as well.	
Track 1	if awarded as a Track 1 Statewide provider that has listed 10 urban areas in Southern California, will the project be restricted to only engaging those 10 urban areas? For example, our organization's email newsletter could reach more than the 10 urban areas we would list on the application. In addition, will the subawardees be restricted to those only located in the 10 urban areas listed? Say there is a great application from an urban farm not in but near one of the areas we listed in our application (that still meets the definition of urban), would we be able to subaward to them?	<p>No you are not limited only to the regions listed in your application. As a statewide CBO you may serve an urban area in the state. The urban areas you list perhaps may represent some places your CBO is most connected but not restricted to these.</p> <p>You may absolutely grant subawards to applicants in any urban area.</p>
Track 1	For the Track 1 Work Plan: Should we keep each objective/header listed as is (establish internal capacity, design application process, community outreach/promoting subaward, review applications, etc.)? Can we change this wording to be more tailored to our project? Or are they just headers to organize the order of our objectives in the work plan?	Great question. Please feel free to alter the wording to be more tailored to the objectives of your project. Those headers are merely a guide for folks who have possibly never approached a work plan in the past.
Track 1	We would like to partner with another organization to collaborate on this project. They would be a contractor on this project, and would help with both community outreach and then provide technical assistance to the subawarded urban farms. We already have a strong relationship with this organization - can we include them by name in the contractor/consultant section of the budget? Do we still need to go	Applicants may follow their own procurement policies for securing contractors, which they will share with CDFA staff during the contracts period should they be selected for an award. If an applicant does not have pre-existing contractor procurement policies in place, then contractors must go through a bidding process where you show that you have received estimates from three vendors before selecting your final contractor to execute the work required. If your organization does not have existing procurement policies Contractors must follow the information in the <u>Contractor</u>

	through a competitive bidding process for this collaboration?	<u>Guidelines.</u> If you have already worked with this group and have a contract with them you may continue to use this contract in the application of this new scope of work. You may include staff pay as a stipend or formally hire. This is up to you and your program.
Track 1	If we apply as a Statewide provider, there is a question that asks to list 3-10 urban areas we plan to serve. Can we list counties here? Or should they be specific cities? Is it allowed for us to list a city/county that already has a Track 1 region devoted to it, along with cities/counties that are not listed under the Track 1 regions?	Yes, as a statewide provider, you are required to list 3-10 urban areas that you plan to serve. You can list any urban areas including those in listed regions that you plan to serve as long as the focus area for subawards within those larger communities meet the definition of "urban" listed in the RFA.
Track 1	Is there a template we should use for Track 1 letters of support? There is a template specific for Track 2 letters of support in the RFA.	No, there is no template for Letters of Support for Track 1. You may use the template provided for Track 2 if you wish, or you may use whatever formatting your organization sees fit.
Track 1	I am interested in the Urban Ag Grant Program and I just have a clarifying question. When the Track 1 funds refer to Los Angeles and Long beach, these mean just the cities? For example, we have an organization in Pomona, would that organization not qualify since it is outside of Los Angeles city?	Thanks for your question. Your organization in Pomona can absolutely apply to be a track 1 CBO for the LA region. Anywhere within the greater Los Angeles Area will qualify. You must meet all other eligibility criteria as well.
Both	does each line item in the budget section require a narrative explanation? Or, do only items where the category has instructions provided require narratives? If they are not required, would you recommend explaining each item in the narrative section?	You are not required to provide a Narrative however the clearer you are about your expenses the better understanding external reviewers will have of your project. If you have multiple items in a category, it would be helpful to list the items with associated costs in the narrative box.
Track 2	Would my org be eligible instead to apply under Track 2 (as well as a subaward in track 1 later on)? Can you clarify if low income household	You may apply for Track 2 if you meet all Track 2 eligibility guidelines which you can review in the request for Applications <u>HERE</u> . Eligibility starts on Page 7.

	<p>and buffer areas qualify as priority communities?</p>	<p>If you are awarded a Track 2 award you may not also apply for subaward funding later. If you submit a Track 2 application but are not selected to receive an award, you may still apply for subaward funding from the CBO in your region. There is no guarantee of a subaward as the regional CBO will ultimately have decision making power on who they distribute funds to.</p> <p>All areas in the Priority Population map qualify except areas designated Low income Household Eligible</p> 
<p>Track 2</p>	<p>Is purchasing or leasing land an eligible expense?</p>	<p>The Urban Ag Grant program application is due October 23, 2023, and awards are expected to be announced in February, with projects starting in Spring 2024. If your organization intends to include land purchasing or land leasing as an aspect of your application, it is important to align the purchase or lease agreement with the timing of the grant program. Therefore, any land purchase or lease agreement within the project must begin in Spring 2024 when their grant agreement with the CDFA is signed. Projects will not be able to begin until there is a signed grant agreement.</p> <p><b>General Information:</b></p> <ul style="list-style-type: none"> <li>• No more than 75% of your total budget request can be applied towards land related costs.</li> <li>• Leasing or purchasing of land must be necessary to meet the goals of the project activities described by the applicant.</li> <li>• A clear and verifiable plan to complete the development of the land to meet its intended purpose must be presented throughout the application and in detail in the <u>Project Work Plan</u>.</li> </ul>

		<ul style="list-style-type: none"> <li>• Purchase or lease of land must be used for agricultural/horticultural purposes, not for housing.</li> </ul>
Track 2	Looking at the map, the garden will be in a "green" zone but is in very close proximity to low income communities (less than 5 miles). Would this project fit within the grant guidelines?	Yes ,your project fits within the eligibility guidelines. The green zone in the map represents an area that is both Low Income AND disadvantaged.
Track 2	Regarding the application scoring, for full points, the project team needs to be from the community that is being served. Our team members are from Monrovia, which is also about 5 miles from Duarte. The San Gabriel Valley is one small area where we all are invested in the success of each city, so someone from Monrovia working Duarte is essentially the "same" community, but we want to make sure that this reasoning makes sense from the grant reviewing perspective.	Your explanation makes good sense. Please feel free to describe your community in whatever way feels authentic to your project and those you serve through your work. This question is an opportunity to share how you are connected. The CDFA definition for community is: <b>Community:</b> refers to a unified body of individuals such as people with common interests living in a particular area, a group of people with a common characteristic or interest living together within a larger society, a body of persons of common interests scattered through a larger society, a body of persons having a common history or common social, economic, and political interests or a group linked by a common policy.
Track 1	there are two categories: Travel and L. Transportation and Travel I am not sure what the difference is between these two categories.	Thank you so much for bringing this to the attention of CDFA. This is a typo in the Categories section of the Track 1 grant Budget section of the application. We apologize for any confusion this may cause. Please feel free to only fill out one of the two categories that cover Travel related expenses.
Track 2	The company I am writing the grant for is currently a small-scale hydroponics operation. They are looking to expand and move into a larger space. One of the grant questions requests pictures of the proposed project space. Would photos of potential site they are considering for this project be sufficient?	Yes absolutely, please include pictures of proposed location and pictures of the current operation.



Track 2	<p>RCD's are not a "qualified small business." We aren't a nonprofit, nor are we a sole proprietor, independent contractor, 1099 employee, C-corporation, Scorporation, cooperative, limited liability company, partnership, or limited partnership. Also, we aren't fiscally sponsored by a nonprofit.</p> <p>When I answer "no" for "Do you meet the definition of a qualified small business?" the form says I am not allowed to apply.</p> <p>Should I just answer "yes" if our revenue is under \$5 million?</p>	<p>We are so sorry about this confusion. Yes, please simply answer "yes". I have made a note of this issue. Unfortunately the Amplifund portal is unable to accept edits to the application once live so CDFA cannot do anything to change this.</p> <p>Don't hesitate to reach out again if there are further issues.</p>
Track 2	<p>In reviewing the Application Supplements for the Track 2 Applicants on page 17 of the <u>Urban Ag Grant RFA</u>, there is a Project SWOT Template and a Project Description SWOT Template. Can you confirm that these are the same requirement? The Project Description SWOT Template link goes to a sharepoint file that I can't access.</p>	<p>The actual application must be filled out via the Amplifund web portal. Links to the application can be found on our website.</p> <p>The SWOT analysis is built in to the Amplifund application. None of the attachments in the RFA document need to be accessed to complete the Amplifund application.</p> <p>Website:  <a href="https://cafarmtofork.cdfa.ca.gov/urbanag.html">https://cafarmtofork.cdfa.ca.gov/urbanag.html</a></p>
Track 1	<p>Must the work plan include an open call for sub-awardees or can sub-awardees be based on a pre-determined and pre-defined partnership?</p>	<p>Thank you for your question. Your work plan should include any outreach methods that will be used to inform potential subawardees of the opportunity. Track 1 CBO's are required to:</p> <ul style="list-style-type: none"> <li>✓ Engage in Community Outreach to announce the subaward funding opportunity to urban agriculture stakeholders in their region.</li> <li>✓ Develop an effective communication strategy to promote the subaward opportunities including strategies such as language translation as necessary, radio, press, or web-based media, hosting town halls, community gatherings, newsletters, listservs, and more.</li> </ul>

		<ul style="list-style-type: none"> <li>✓ Complete the subaward written agreement for each subaward made. See <u>Subaward Guidelines</u> for details.</li> <li>✓ Distribute subawards to urban agriculture projects that are led by or serve priority populations in their region.</li> </ul> <p>This information can be found starting on page 10 of the <u>RFA</u> in the Program Requirements section.</p>
Track 2	Can funds be used for <u>leasing</u> land?	<p>Using grant funds for land lease is allowable under the 2023 Urban Agriculture Grant Program Track 2 Urban Agriculture Practitioner Grant. All land payment related costs will be reimbursements unless the applicant qualifies for Advanced Payment. See <u>Advanced Payment Guidelines</u>.</p> <p>General Information:</p> <ul style="list-style-type: none"> <li>• Land must be used to meet the goals of the project activities described by the applicant.</li> <li>• No more than 75% of your total budget request can be applied towards land related costs.</li> <li>• Land may not have a livable structure on site such as a house, apartment, studio or tiny house.</li> </ul> <p>Leasing Land:</p> <ul style="list-style-type: none"> <li>• Month to month land lease costs and annual land lease costs are allowable.</li> <li>• You must have a signed lease agreement that lasts at minimum the length of the grant period upon submitting for reimbursement.</li> </ul>
Track 2	Are Flower Farming Operations eligible for the grant?	Yes, flower farms are eligible.
Both	Is the Project Budget Form just the one embedded in Amplifund, or is there a separate template that must be uploaded as well? There are some questions and fields in	The only budget that is a part of the final application is built directly into Amplifund. Everything that is part of the actual final application is in Amplifund.

	the <u>Project Budget Form</u> that don't appear to be available in the Amplifund Budget tab, but I don't see a place to upload the Project Budget Form in Amplifund.	Please do not upload the budget template that was embedded in the RFA.
Both	Regarding the 2023 Urban Ag. Grant Program track 1 and track 2, can a grower from Escondido, California apply for both ? I'm in San Diego county. Thank you.	Applicants may only apply to one grant track and submit one application.. In order to qualify based on location your project must meet the definition of Urban as defined by CDFA: <b>Urban:</b> CDFA defines "urban" as a geographic area no more than 25 miles adjacent to or outside of one Urbanized Area containing a population of 50,000 or more people.
Both	Can we include a contract Fundraising Consultant in the budget? This would ensure the future sustainability of the program.	No, fundraising is an unallowable cost for grantees. However, communications, marketing, and education campaigns highlighting the results of your proposed project are allowable costs. Please note you will need to follow the Contractor Guidelines anytime you hire a contracted worker.
Both	Are marketing supplies like promo stickers, t-shirts and door hangers considered allowable costs?	Yes, marketing supplies as you listed here are considered an allowable cost.
Both	Who should be listed as the grantor in the heading of the letters of support? Should we list CDFA and their address or our own organization and our address? I saw two conflicting answers on the Q&A document - one referring to CDFA as the grantor and one referring to the applicant organization as the grantor.	Thank you for identifying the contradiction within the Q+A document. The grantor refers to CDFA. Also, if you do not want to use the template provided by CDFA, that is ok. You can use you preferred method of writing letters of support.
Track 1	Can subaward funding go towards supporting startups of new small urban farms? I saw in the Q&A document and the RFA that funding is allowable for purchasing or leasing land, site development, and permitting. Or do the subawardees need to meet the Track 2 requirements of having > \$1,000 of	Yes, subaward funding can go towards supporting a new small farm. The subawardees do not need to meet the definition of a Qualified Small business. Also yes all of the allowable costs listed for track 2 are also allowable to subawardees.

	income in 2022? Do all of the Track 2 allowable costs listed in the RFA also apply to the Track 1 subawardees?	
Track 2	<p>I work for a Resource Conservation District, and we are interested in applying for the Urban Ag grant, Track 2. I see RCDs are specifically called out as eligible to apply, but it says we need to be a “qualified small business.” RCDs are not businesses, we are government agencies.</p> <p>Can we apply or not?</p> <p>RCD’s are not a “qualified small business.” We aren’t a nonprofit, nor are we a sole proprietor, independent contractor, 1099 employee, C-corporation, Scorporation, cooperative, limited liability company, partnership, or limited partnership. Also, we aren’t fiscally sponsored by a nonprofit.</p> <p>When I answer “no” for “Do you meet the definition of a qualified small business?” the form says I am not allowed to apply.</p> <p>Should I just answer “yes” if our revenue is under \$5 million?</p>	<p>Yes, RCD’s are eligible to apply to both Track 1 and Track 2.</p> <p>We are so sorry about this confusion. Yes, please simply answer yes. We have made a note of this issue. Unfortunately the Amplifund portal was able to accept edits to the application once live so at this point, we cannot do anything to change this.</p> <p>Sorry again for the confusion.</p>
Both	I am just wondering how the funding is paid out over the two-year period. Is this a reimbursement grant?	<p>Yes, this is a reimbursement grant. However, you can fill out an Advanced Payment request form where you indicate why you need an advance and then that takes 45 or so days to process. You can reference the Advanced Payment Regulation here. <u><a href="#">Title 3, California Code of Regulations, Division 1, Chapter 5, Adopt: Chapter 5.</a></u></p>
Track 2	There is an urban farm who is in the process of developing a proposal for Track 2, and they just received word that their fiscal sponsor is unable to sponsor any federal or state grants. In the past, UC Berkley has served essentially as	<p>Unfortunately, no. Fiscal sponsors may not be ineligible entities.</p>

	a fiscal sponsor for the farm when they applied for federal grants. Can we (UCB) simply serve as their fiscal sponsor? I understand universities are not eligible entities.	
Track 1	We are applying for Track 1 to provide subaward grants, both giving funds directly and making purchases on behalf of some of the projects. The challenge we brought up yesterday was those partners who may need less than the \$5,000 minimum listed in the grant (as you mentioned, some might just need \$500 worth of irrigation repairs). Can we offer support that is less than the \$5,000 minimum if it meets the needs of that partner?	Yes, if a CBO would like to manage subawards smaller than \$5000 in order to meet their communities needs this is allowable. All subawards must be managed the same way regardless of the funding amount. See <a href="#">Subawards Guidelines</a> for details.
Track 1	Priority population: we serve all 7 municipalities in Solano county, and each of them has deep pockets of poverty and needs. However, not all of these needs are reflected on the California Climate Investments Priority map (e.g. we work with a homeless shelter in Suisun City that is located between the railroad track and a toxic waste facility: if these people are not a priority population, we do not know who are; but the location of the shelter is <i>outside</i> the priority map). Here is the "fallacy of the averages" of the census tracks' approach on the maps, the real life is much more granular, but we are struggling how to communicate it in the application (which does have the word limits :). Do you have any suggestions for us?	In order for your project to be considered, you must serve or be led by a priority population as defined by the <a href="#">California Climate Investments Priority Populations Map</a> .  However in the communities such as the shelter you described you can refer to the definitions available in the RFA which are pasted here. You may use these definitions in your narrative to explain the populations served. <b>Underserved Communities: Per <a href="#">Executive Order 13985</a></b> on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in all aspects of economic, social, and civic life, such as Black, Latino, and Indigenous and Native American persons; Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in

		<p>rural areas; and persons otherwise adversely affected by persistent poverty or inequality.</p> <p><b>Socially Disadvantaged Group:</b> Per <u>California’s Farmer Equity Act of 2017 (Assembly Bill (AB) 1348, Chapter 620, Statutes of 2017)</u>, a “socially disadvantaged group” is a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. In accordance with AB 1348, these groups include all the following: African Americans, Native Indians, Alaskan Natives, Hispanics, Asian Americans, and Native Hawaiians and Pacific Islanders. The CDFA recognizes that using the language “socially disadvantaged groups” does not fully reflect and honor the many other characteristics of groups included in this category; the CDFA chose to utilize this language in this Request for Applications to ensure that these groups are included in the funding priority.</p>
Both	<p>For the letters of support, we have sought out letters from our community partners and current &amp; potential urban ag projects in the county, but were also considering sending letters of support from the county board of supervisors and mayors. Would these carry value if they talk about how urban ag projects benefit the communities within those cities or across the county as a whole?</p>	<p>Letters from elected officials will be counted at the same value as any other community member as long as the letter meets the criteria found in the Community Collaboration Matrix. Brief instructions are included here: Letters of Support for Track 1 applicants must do the following:</p> <p><b>Letters of Support:</b> Letters of Support (LOS) play an important role in helping verify the authenticity of each applicant’s relationship to priority populations. The goal of this section is to ensure that awards are made to established and trusted community partners. Please make sure letters of support describe how your organization has established community trust in the Collaboration column.</p> <p><b>Community Name:</b> This can be an urban agriculture stakeholder or group, non-profit or for-profit entity, neighborhood or geographic community, organization, cultural or ethnic group, faith-based community, association, or any other form</p>

		<p>of community that organizes around shared geography, values or lived experience.</p> <p><b>Collaboration:</b> Describe what types of projects or work you have accomplished together. Include any major projects or partnerships/relationships formed.</p>
Track 2	<p>Can I receive the grant and build garden beds in different schools in the community?</p> <p>I am located in Hayward and would like to move half time to San Diego can I start garden bed projects schools in San Diego and Hayward if they are disadvantaged areas on the map?</p>	<p>As a Track 2 applicant there is no restriction on the range of space where you provide services. You must however continue to meet all criteria including serving urban areas located in priority populations.</p>
Both	<p>I am in the process of drafting a proposal for the Urban Agriculture Grant Program and have a question regarding the format of the letter of support.</p> <p>Could you please provide the correct address details for the following:</p> <p>Grantor's Name Grantor's Company Name Company Address (including City, State, and Zip Code)</p>	<p>CDFA Office of Farm to Fork 2399 Gateway Oaks Drive Sacramento, CA 95833</p>
Both	<p>Based on the location of this agriculture site-- labeled as Low-Income Households Eligible- - would our program qualify?</p>	<p>No, Low-Income Household Eligible is NOT an eligible layer on the Priority Population map.</p>
Track 2	<p>I have a question about presenting the "Benefits of Urban Agriculture" and the grant "project goals." As I am reading through the resource materials I can see that whatever the grant funds must demonstrate a "benefit" of urban ag, but our funding requests need to be in one of the following 5 areas of infrastructure, equipment,</p>	<p>In the question: <b>What communities does your project serve?</b> Be specific beyond general Census Tract information. Who are members of your target audience? Describe what identified need(s) exist in the community served by your project and how your project helps address that need.</p>

	<p>technical assistance, workforce development and community engagement and education. My question is, where in our application you are wanting us to expand on the benefits of urban agriculture? I'm not seeing that phrasing anywhere in the grant application questions and review criteria, and I want to make sure we communicate the areas we are wanting to improve on.</p>	<p>You may elaborate on the benefits of urban ag when answering "how your project helps address that need".</p> <p>You may also elaborate on this in the Goals section of the SWOT analysis and in your Work Plan.</p>
Track 1	<p>I see that the track 1 workplan has some objectives that are pre-populated (ie establish internal capacity, design application process, community outreach, etc). Are these objectives that you want us to keep and simply write in the activities, timelines, and team that will meet these objectives, or are these example objectives?</p>	<p>They are there as guidance but please delete and use your own as you see fit</p>
Both	<p>For the narrative questions in particular, I'm curious if there is a recommended word count for each response? Maybe I missed it in the RFP.</p>	<p>There is no word count for narrative responses. We recommend that applicants look at the score card provided in the RFA and make sure to answer the questions while referring to the score card for guidance.</p>
Track 2	<p>I had originally planned to breakdown our Personnel Budget by task and not by employee. I feel like this makes more sense for us because there are so many tasks to be performed and it makes what we are spending our budget on a lot clearer. Would what I am proposing be appropriate?</p>	<p>Yes please feel free to list the cost of staff time by activity if this makes accounting for operations costs easier.</p>
Track 1	<p>We are applying in Track 1. It says that the minimum amount for a sub-award is 5k in Track 1. However, for the sub-awards we were not clear if the minimum for the sub-awards includes the overheads?</p>	<p>The subawards can range anywhere from \$5k (or amounts less than \$5k if desired by stakeholders in your community) up to \$60k in whatever increments are needed for the stakeholder. When you are collecting invoices to generate your Table 1 (found in the subaward guidelines) for each subaward, the total funding distributed must be accounted for.</p>



		If you are allowing subawardees to also include an indirect cost then you must keep that in mind for your own organization's indirect costs as no more than a total of 30% of the entire award may go to indirect costs regardless of its used by the primary CBO or subawardee.
Track 2	would my project be eligible to apply for a Track 2 grant with a church as fiscal sponsor? The church has 501c3 status. Or would they need to find a more formal 501(c)3 fiscal sponsor?	Churches with 501c3 status may act as fiscal sponsors to eligible projects.
Both	Is it appropriate to use charts and tables? Specifically to provide statistical data about community needs. Should we be quoting sources/ references and include hyperlinks?	If you find these to be impactful in helping describe your community please feel free to include them. Hyperlinks are not required however statistical data should have a reference to the source.
Both	What category machinery would go in? We are looking at buying a small electric flatbed cart for moving plants around.	Anything you purchase that costs over \$5k would need to go under Infrastructure, if it is under \$5k it would go in Supplies. Simply list the item and its cost in the narrative box under the Infrastructure category.
Both	Is Payroll not part of Indirect Expenses? Also how should we list payroll costs? Should I just put one lump sum for how much payroll tax is estimated to be for the implementation period?	<p>Payroll/staff costs that are a direct part of operating the proposed project may be included as a direct expense. Indirect staff costs may be folks such as administration positions that are not directly involved in your project work plan activities.</p> <p>In the narrative box labeled "A. Personnel Salary and Wages" list each position and the amount set aside for the grant duration to cover salary or wages.</p> <p>In the category labeled "B. Payroll Tax and Benefits" you may add the taxes and benefits for those positions. These should be reflected in the narrative question where you describe your project team.</p>
Both	I did have a question in regards to the 30% indirect costs; is the fiscal	A fiscal organization would not be required to have an established Negotiated Indirect Cost

	<p>organization required to have an established Negotiated Indirect Cost Rate Agreement (NICRA) with a federal, state, or county agency? What is required to request an indirect costs?</p>	<p>Rate Agreement (NICRA) with a federal, state, or county agency. You would submit an invoice along with all other invoices to CDFA claiming your Indirect costs for up to 30% of your budget over the period of the award. Here is the information regarding indirect costs from the RFA:</p> <p><u>Indirect Costs:</u> Up to 30% of total award may be used for Indirect Costs, including grant administration, accounting, printing, or utilities associated with the program.</p> <ul style="list-style-type: none"> <li>○ <b>Description:</b> As defined in <u>Section 303(a)(36) of the CDFA Grant Administration Regulations</u></li> <li>○ <b>Additional Details:</b> <ul style="list-style-type: none"> <li>▪ *Applicants from the University of California or California State University must follow their established policy</li> <li>▪ Please note that for projects with a non-profit fiscal sponsor, fiscal sponsorship fees may be allowable as an indirect cost, if charged consistent with the sponsored organization's established policies. Fiscal sponsorship fees are <i>not</i> allowable as a direct cost.</li> </ul> </li> </ul> <p>Here is the verbiage from the Regulations Document Link I provided:</p> <ul style="list-style-type: none"> <li>• Documentation is required supporting calculation or methodology for determining indirect costs.</li> <li>• A cost may not be assigned as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost.</li> <li>• Indirect costs. Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity.</li> </ul>
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Both	<p>I have a couple questions about contractors. I have the opportunity to have one on my team to help advise on layout and development of land. He has proven to be invaluable to me in the past as we have had a long standing working relationship. He is a landscape contractor and I have hired him and his crew the last few years to do various jobs for me. If I am awarded grant funds one of the things I will do is construct a greenhouse. I see that with contractors I am to get multiple bids, would it be a conflict of interest if he is on my team yet submits a bid as well?</p>	<p>You will see in the application in Amplifund the following question:</p> <p>Project Team Members:</p> <p>Please list the name of each person who is a member of your project team, their title (if applicable) as well as a summary of their role in the project and their relationship to the community being served.</p> <p>Be specific about who on the team is also a member of the community being served.</p> <p>If your Budget includes Contractual Costs, please briefly describe the role that each contractor will play in the project (if they are not already included here as a project team member).</p>
Track 2	<p>I am a functioning farm. I have been for the last 6 years and land acquisition is not an issue for me however I still need to pay for my land. I have heard you mention that the grant may cover the cost of acquiring land to some extent but does it cover land payments? If so how much of a percentage may go to land payments? And if it would cover payments for say the duration of my project 2 years would I be able to pay the land payment in one amount? As it would save me in interest.</p>	<p>Yes, you may use up to 75% of your budgeted request to cover the cost of your lease. This grant is a reimbursement grant unless you qualify to receive Advanced Payment. Please see the <a href="#">Advanced Payment Guidelines</a> attached. Payments can be made for land leases either monthly or annually with proper invoicing and paperwork. You may request funds for your lease for the duration of the grant contract period which will end Sept 30th 2026.</p>
Track 2	<p>Project Description SWOT Template (this link doesn't work and is it the same as the first link)?</p>	<p>The SWOT analysis has been built directly into the Amplifund application, so no attachments are used for this section.</p>

Both	Contractor guidelines - in reviewing these guidelines it says that anything over \$5K must go out to bid...is that for all our contracts/subcontracts?	Applicants may follow their own procurement policies for securing contractors, which they will share with CDFA staff during the contracts period should they be selected for an award. If an applicant does not have pre-existing contractor procurement policies in place, then contractors must go through a bidding process where you show that you have received estimates from three vendors before selecting your final contractor to execute the work required. If your organization does not have existing procurement policies Contractors must follow the information in the <a href="#">Contractor Guidelines</a> . If you have already worked with this group and have a contract with them you may continue to use this contract in the application of this new scope of work. You may include staff pay as a stipend or formally hire. This is up to you and your program.
	We read this in the Budget linked to the RFA: If your Budget includes Contractual Costs, please briefly describe the role that each contractor will play in the project (if they are not already included here as a project team member). What does this mean?	The Budget template in the RFA was a draft budget to give folks an idea of what to expect. The final budget is built into Amplifund. You will not be using the budget template in the RFA for the application. In Amplifund you will see the budget provided. For any Contractor expenses you can put them under the "Consultant Fee" Category.  When describing the role of Contractor work you will see a place to describe this in the Project Team question in Amplifund.
Both	Do we basically define what services we will be seeking contractors for and then list TBD, or if we know who we want to subcontract with for, say, example evaluation/technical assistance, can we list them here or based on the guidelines we would have to go out and bid first...?	For any contractors hired you will need to follow the <a href="#">Contractor Guidelines</a> . You do not need to know who exactly will be hired at the time of the application as you will have to follow the procedure in the guidelines if your project is selected for an award. You can just say Contractor TBD
Both	We are proposing a paid youth internship program (urban ag	Yes absolutely.

	training). We pay youth interns an hourly wage, not a stipend. Since they are hourly employees, we also pay payroll taxes and workers compensation for them. In our proposed budget for the Urban Ag grant, can we include the youth interns under Salaries and Wages instead of under Participant Stipends?	
Both	We have in the grant budget the purchase of a reach-in refrigerator (under \$5K). We may need to have some electrical work done by an electrician before we can install the fridge. Should that cost go under equipment and supplies (with or under the refrigerator purchase) or in Misc.?	The electrician would be a contractor, which would go under the funding category "Consultant Fee" so you would need to refer to the <u>Contract Guidelines</u> .
Both	We will be providing honorariums to several experts who are designing and presenting course material. These honorariums are under \$3,500 each. Can we put these under Technical Assistance, or do they need to be under Consultant Fees? These experts are volunteers already involved in the project, not contractors we will putting bids out for.	Please put them under Technical Assistance.
Both	Narrative question: In the Project Team Members section, can we provide a brief bio in addition to the required information (name, title, role for this project, relationship to community)?	Yes please feel free to add any information you feel adds value to your team descriptions.
Both	Our organization runs three core programs related to the grant's focus: a full-time garden education program, free, school-based farmers markets, and a food waste prevention and redistribution program. Track two specifies that allowable costs can	Thank you for your question. Yes the cost for Staff fall under Operations and is an eligible expense.  Office hours for October are Thursdays 4-5. You can find the Zoom link on our website <a href="https://cafarmtofork.cdfa.ca.gov/urbanag.html">https://cafarmtofork.cdfa.ca.gov/urbanag.html</a>

	<p>be Infrastructure, Supplies, Equipment, Operations, and Workforce Development, among other things. As a full-time education program embedded in students' regular school day, most of our operations costs are to fund the salaries of our Garden Educators who teach classes and maintain the school gardens as well as facilitate food-sharing operations. Are we able to apply for General Operating Support for our existing program? Can we use grant support for staffing?</p> <p>Additionally, I'm interested in getting more info about how to attend the open office hours held on Tuesdays. I'd like to meet briefly next Tuesday (10/17) if possible.</p>	<p>Here is the link for your convenience: October Office Hours <b>Zoom Link</b></p>
Both	<p>For section, <b>Please provide a summary (2 to 5 sentences) of your proposed project, beginning with “[Organization/Farm Name] will...:</b> Underneath the text box, there is “-38”</p> <p>Does this mean I can add 38 more words or characters? Or, does this mean I am over by 38 words or characters?</p>	<p>As administrators, we do not have the same "view options" as applicants. We recommend contacting Amplifund by clicking the “I” icon on the top right corner with questions regarding the platform. In the interim, it may be helpful to type your response in a separate document, then try to cut and paste it into amplifund to see if it is of an allowable length.</p>
Track 2	<p>Is there a word or character count limit for this section? <b>Please list the name of each person who is a member of your project team, their title (if applicable) as well as a summary of their role in the project and their relationship to the community being served.</b></p>	<p>No there is no word count or recommendation in any section unless specifically requested. We recommend applicants look at the score card in the <u>Request for Application</u> which for Track 2 begins on page 31 to make sure you are providing all of the information required to fully answer each section.</p>
Both	<p><b>Budget Section:</b> Are the Categories fixed, in other words, are we able to change the categories?</p>	<p>The categories are fixed in the budget template provided directly in Amplifund.</p>

Both	<p>I have a question about the work plan. Our overarching goal consists of two categories, do we have to complete a work plan table for each one? Also, in the portal when I click on the application the apply button is not showing up.</p>	<p>Thank you for your questions. You may organize your project work plan however makes the most sense in thinking through and planning for your project.</p> <p>The purpose of the project work plan is for evaluators to understand how, over the grant period, your project plans to implement activities to meet your goals.</p> <p>You do not need to make a separate work plan for each goal. You may integrate them all on one document. If it makes more sense for you as the applicant to separate each goal and provide the chronological order for each goal that would also be acceptable. Please do not hesitate to reach out with more questions if further clarity is needed.</p> <p>With regards to the Amplifund Portal. It may be helpful to watch the beginning of the step-by-step training that the Amplifund Team provided for Track 2 applicants below:</p> <ul style="list-style-type: none"> <li>• Track 2: Thursday, September 7th @ 4pm PT (90 minute session) <ul style="list-style-type: none"> <li>○ <a href="#">View the Track 2 Webinar recording</a></li> </ul> </li> </ul> <p>There is also a link to Amplifund pre-recorded help videos:</p> <ul style="list-style-type: none"> <li>• <a href="#">AmpliFund Applicant Series – AmpliFund Support (zendesk.com)</a></li> </ul> <p>Or in the top Right-hand corner of your Amplifund screen you will see a little “i” letter. When you glide your mouse over this it should say “Help and Support”- you can submit this question there and they respond within 24-48 hours.</p> <p>Alternatively, please try this link to the application and see if it helps.</p>
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		<ul style="list-style-type: none"> <li>• <u>Track 2 Urban Agriculture Practitioner Grant</u></li> </ul>
Track 2	<p>We have a question regarding the work plan for track 2. In the example there is 1 goal for the infrastructure cost group. We have multiple cost groups in our budget so should we have multiple goals? So should we have one goal in the box and the corresponding activities , then copy the boxes again and show the next goal with activities etc ? Or should all the goals be listed in the 1 goal block and the following activities are intermixed between the cost groups in chronically order ?</p>	<p>You may organize your project work plan however makes the most sense in thinking through and planning for your project. The purpose of the project work plan is for evaluators to understand how, over the grant period, your project plans to implement activities to meet your goals.</p> <p>Your suggestion to have all the goals be listed in the 1 goal block and then provide following activities intermixed between the cost groups in chronically order would be allowable.</p> <p>If it makes more sense for you as the applicant to separate each goal and provide the chronological order for each goal that would also be acceptable.</p> <p>Please do not hesitate to reach out with more questions if further clarity is needed.</p>
	<p>I have a question about presenting the “Benefits of Urban Agriculture” and the grant “project goals.”</p> <p>As I am reading through the resource materials I can see that whatever the grant funds must demonstrate a “benefit” of urban ag, but our funding requests need to be in one of the following 5 areas of infrastructure, equipment, technical assistance, workforce development and community engagement and education.</p> <p>My question is, where in our application you are wanting us to expand on the benefits of urban agriculture? I’m not seeing that phrasing anywhere in the grant application questions and review criteria, and I want to make sure</p>	<p>In the question: <b>What communities does your project serve?</b></p> <p>Be specific beyond general Census Tract information. Who are members of your target audience? Describe what identified need(s) exist in the community served by your project and how your project helps address that need.</p> <p>You may elaborate on the benefits of urban ag when answering “how your project helps address that need”.</p> <p>You may also elaborate on this in the Goals section of the SWOT analysis and in your Work Plan.</p>



	we communicate the areas we are wanting to improve on.	
		10/13-10/19 End of Open Questions Period
Track 2	I would like to build an enclosed structure that will serve as a storage shed, wash/pack/aggregation/overwinter storage space, and community meeting/education space. The dimensions I was planning are 30'x30'. All of these uses are eligible projects but put together into one structure leaves me uncertain because of size. Does this fall outside the scope? Secondly I would like to construct an adjacent outdoor kitchen.	In the <a href="#">RFA</a> starting on page 14 you will see a list of eligible expenses. Infrastructure is an eligible expense as long as it relates to your goals around urban agriculture.
	Might you be able to provide the character count information to me?	There are no character limits on questions.
Track 2	We are interested in applying for the Urban Agriculture opportunity due this Monday. Our organization, Friendship House Association of American Indians, are interested in applying for Track 2 -- however, our gross annual income is a little over \$5MM. Can we still apply?	Yes, please move forward with your application. CDFA has set aside up to 10% of all Urban Agriculture grant funding for tribal applications.
Track 1	We were looking to find out if the subawards that will be issued to community hubs can be paid as contractors rather than subawards. We ask because in UCSC's system, the easiest way to get funding to each community hub would be to set up a services contract with an approved contractor/vendor. HR recommends we have the vendor submit invoices as community hubs are established in order to streamline final reporting.  If this is possible through CDFA,	It depends. The RFA states that every subaward must complete Table 1 in the Subaward Guidelines. As long as this requirement is met, an applicant may choose their own internal agreement process with subawardees.

	please let us know! If not, we will proceed as the CDFA recommends.	
Both	If we purchase tools as part of the grant, is sales tax included in the budget?	Feel free to include a reserve for sales tax when you are building your budget. Its always better to over reach than under as you cannot ask for more later but can always spend less than you asked for.
Track 2	For the photos uploaded, can people be pictured in the photo? What types or photos are y'all looking for?	Yes people can be included but are not meant to be the focal reason for photos. The instructions are as follows: Please upload 5-10 photos of proposed project space. Provide a 1-3 sentence caption describing the significance of each image. Please note that you will be asked to take photos at the end of the grant period demonstrating the changes implemented. If your proposal is workforce development based include photographs of training materials or areas of focus. Simply capture images for a before and after. You will be asked for photos of changes at the end of the award period to show what has been done.
Track 1	My organization is applying for Track 1 of the Urban Agriculture Grant Program, and we have a question about contracts for our application. Our nonprofit organization has a strong relationship with a local University of California Cooperative Extension (UCCE). We would like to partner with them for parts of the project - their expertise and networks will be very beneficial to the project. UCCE would offer expert technical assistance to subawarded projects, as well as partner with us to expand our reach in the outreach portion of the project and promote the opportunity to their network of urban agriculture stakeholders in the region. Their expertise and services cannot be found	An organization is required first to follow their own written procurement policy and procedures when procuring goods or services. If the agreement with UCCE is completed following your own written procurement procedures, then that would be considered allowable. However, if your organization does not have a procurement policy, then you would be required to follow section 319 Procurement of goods or services; requirement for competitive process listed below... <b>319 Procurement of goods or services; requirement for competitive process</b> (a) The Recipient shall follow its own written procurement policy and procedures when procuring goods or services. (b) In the absence of a written policy and procedures, procurement transactions for goods or services of \$5,000 or more shall be conducted in a manner providing full and open competition, consistent with the following:

	<p>elsewhere in a competitive bidding process in the way that an electrician could be for example. We don't have a current contract with UCCE, however, both parties would like to sign a memorandum of understanding to solidify our relationship. Will this be sufficient to justify contracting UCCE in our budget to partner on outreach and technical assistance?</p>	<p>(1) The contract opportunity shall be advertised or bids or proposals solicited.  (2) At least three bids or proposals shall be obtained.  (3) If three bids or proposals are not obtained, the following must be documented:  a. The manner of advertising, including the names of any publications in which the contract opportunity was advertised, if applicable.  b. The names and addresses of the firms or individuals solicited for bids or proposals.  c. The names and addresses of the firms or individuals that submitted a bid or proposal, and the bid or proposal amount for each.  (4) An invitation to bid or request for proposal shall not be drafted in a manner that limits the bidding directly or indirectly to one bidder. Any contract awarded in violation of this section may be disallowed.  (c) All documents related to the procurement of goods or services shall be maintained pursuant to section 325, and provided to the Department or designee upon request.</p>
Both	<p>One of my letters of support just arrived addressed to me, rather than to the Grants Program team. Is this acceptable?</p>	<p>Yes that's no problem.  Please ensure it has a signature</p>
Track 2	<p>I have a question about the Project Work Plan. In the instructions, it states  "Project Goal: Take from your budget, the funding categories you are applying for and write them in the text box provided. Describe the overarching goal that this funding will accomplish.  Infrastructure  Equipment  Technical Assistance  Workforce Development  Community Engagement  Other"  I'm confused by this because some project goals are going to require</p>	<p>Please feel free to organize your project work plan by your broader goals instead by line items in your budget.  The most important thing is to show what series of actions will be taken to lead to objectives that will meet your goals.  Feel free to reference the score card for this section where you see:  Complete the grant project work plan, template provided. Present your project in order of events. Think through what phases of work you must accomplish to execute your plan successfully within the grant timeframe (funding must be expended within September 2026). Include a description of activities and strategies you intend to employ.</p>

	<p>funding from separate funding categories. For example, our project goal of creating our Kids Activity Stations is going to require "Personnel Salary and Wages", "Supplies" and "Outreach Materials".</p> <p>Should I list all funding categories next to each goal?</p>	<p>If you intend to purchase equipment for example, list what vendors you plan to research, how you will acquire it, where it will be stored and how you will receive training to use it if needed.</p> <ul style="list-style-type: none"> <li>• 15 points: Applicant provided a complete, clear and descriptive Project Work Plan that clearly describes all outcomes, activities, timeline and who will execute each activity.</li> <li>• 10 points: Applicant provided a somewhat clear and descriptive Project Work Plan that somewhat describes outcomes, activities, timeline and who will execute each activity.</li> <li>• 5 points: Applicant provided a poorly executed Project Work Plan that hardly describes outcomes, activities, timeline and who will execute each activity.</li> <li>• 0 points: Applicant fails to provide a Project Work Plan and does not describe outcomes, activities, timeline and who will execute each activity.</li> </ul>
Both	<p>Since my organization will have a Fiscal Sponsor organization, whose name goes under <b>Applicant Information, Lead Applicant, and Secondary Contact</b> on the applicant intake form in Amplifund?</p> <p>Similar question for the <b>Eligibility</b> section in Amplifund?</p> <p>Do we use Color The Block or the name of the fiscal sponsor to respond to the questions in Amplifund?</p>	<p>The Fiscal Sponsor should be placed in the Applicant Organization since their EIN is what is being used to go into contract and they are ultimately responsible for receiving and administering funding.</p> <p>In a later section you can place info from your organization where it asks for Lead applicant and Secondary contact.</p>
Both	<p>Do you know if it will be possible for us to include someone in our application who is also filing for their own grant or be included by someone in someone else's application if they are filing for a grant?</p> <p>Say a Chicken Farmer and a Veggie Farmer.</p>	<p>This is acceptable in an application. They would be hired on as a contractor.</p>

	<p>Can the Chicken farmer add the veggie farmer as a contractor or partner for his project and hire them out for their veggie knowledge?</p> <p>And then can the Veggie farmer hire out the chicken farmer for his chicken expertise?</p> <p>Because this comes with a very big benefit of mutual aid and now the community would have two farms who can grow veggies and have poultry and potentially have increased the potential production by at least 200%.</p> <p>Let me know if this is doable please?</p>	
Both	<p>I am having trouble with Amplifund and cannot find my particular issues in their website FAQs, instructions, etc. and the “Contact Us” doesn’t have option for what I need to contact them for. And there seems to be no phone number to call. Do you have a contact there who could possibly assist with:</p> <ul style="list-style-type: none"> <li>—Budget: The budget has two columns “Grant Funded” and “Total Budgeted”: I can input the amount requested for "Grant Funded " but cannot put in an amount for “Total Budgeted”. (I’m assuming Total Budgeted is the column that an organization would enter the total they have budgeted for their project vs. the amount requested for “Grant Funded”)</li> <li>—Uploads: My work plan does not show as being uploaded (it seems to be in a downloaded file in upper right hand corner of the application form). I’m concerned though</li> </ul>	<p>By chance have you tried clicking in the top right-hand corner of your Amplifund screen you will see a little “i” letter. When you glide your mouse over this it should say “Help and Support”- you can submit this question there and they respond within 24-48 hours.</p>

	because other uploads show up as uploaded on the form.	
Both	<p>I am trying to get registered for the Amplifund Applicant portal. I'm having trouble identifying what URL, specifically to go to.</p> <p>Is there a specific invite link for Track 2 for the Urban Agriculture grant program?</p>	<p>There are Amplifund resources posted on the CDFA Urban Agriculture website, Click the link below to watch the video series for users accessing the AmpliFund applicant portal. This series reviews how to register on the portal, how to review an opportunity, how to complete an application including the budget template and performance plan template and other administrative functionalities of the applicant portal.</p> <p><a href="#">AmpliFund Applicant Series – AmpliFund Support (zendesk.com)</a></p> <p>Technical Assistance Webinars guiding applicants through every step of completing a grant application in AmpliFund will be held on Zoom at the following times:</p> <ul style="list-style-type: none"> <li>• Track 1: Tuesday, September 5th @ 11am PT (60 minute session) <ul style="list-style-type: none"> <li>◦ <a href="#">View the Track 1 Webinar recording</a></li> </ul> </li> <li>• Track 2: Thursday, September 7th @ 4pm PT (90 minute session) <ul style="list-style-type: none"> <li>◦ <a href="#">View the Track 2 Webinar recording</a></li> </ul> </li> </ul> <p>Both webinars will be recorded and available to applicants here on the website. Read through a <a href="#">user guide</a> on how to navigate the AmpliFund Application.</p>
Track 2	Quick question can farms located in Orange County apply, I saw all the areas listed, then state wide, so I just want to make sure that we can.	Yes. They must meet all other eligibility criteria described in the <a href="#">Request for Applications</a> .
Both	<p>In looking at the budget format for this grant, the numbers on page 1 and the budget page do not match as to what is being requested on the applicants?</p> <p>On page 1 the requirements state 30% indirect costs and 70% to the sub awardees for their programs, in Urban Agriculture. The budget page of the grant has 18 items with</p>	<p>The budget as well as all materials to complete and submit the Urban Agriculture grant application are built into Amplifund. The only template you will download in Amplifund and fill out is the Project Work Plan.</p> <p>You are correct, there was a typo in the Amplifund Budget where Travel is seen two times. Simply ignore one and put all your travel expenses in whichever you choose.</p>

<p>travel being on the expense side twice!? Do you have a budget template, that you want used for this grant and can we get a copy of it sent out? Which budget format is correct?</p>	<p>As far as indirect expenses. Here is the information regarding indirect costs from the RFA:</p> <p><u>Indirect Costs:</u> Up to 30% of total award may be used for Indirect Costs, including grant administration, accounting, printing, or utilities associated with the program.</p> <ul style="list-style-type: none"> <li>○ <b>Description:</b> As defined in <a href="#">Section 303(a)(36) of the CDFA Grant Administration Regulations</a></li> <li>○ <b>Additional Details:</b> <ul style="list-style-type: none"> <li>▪ *Applicants from the University of California or California State University must follow their established policy</li> <li>▪ Please note that for projects with a non-profit fiscal sponsor, fiscal sponsorship fees may be allowable as an indirect cost, if charged consistent with the sponsored organization’s established policies. Fiscal sponsorship fees are <i>not</i> allowable as a direct cost.</li> </ul> </li> </ul> <p>Here is the verbiage from the Regulations Document Link I provided:</p> <ul style="list-style-type: none"> <li>• Documentation is required supporting calculation or methodology for determining indirect costs.</li> <li>• A cost may not be assigned as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost.</li> <li>• Indirect costs. Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity.</li> <li>• Typical indirect costs include but are not limited to administrative or clerical staff costs, rent, utilities and internet service,</li> </ul>
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		<p>cellular and land-line telephone service, general office supplies, and insurance.</p> <p>With regards to Direct Expenses. You may include staff time needed to develop the subaward program, the staff time doing outreach to stakeholders and the staff time to sign folks up and provide technical assistance throughout the operation of the program. Essentially staff time needed to work directly to create and operate the subaward program.</p>
Track 2	<p>My question is whether Oakland Kids First is eligible to apply for a grant from the California Department of Food and Agriculture (CDFA) Urban Agriculture Grant Program (UAGP) to support our farm and garden staff, equipment, materials, supplies and infrastructure if the Castlemont Farm and Garden school day program already applied to and received CDFA Farm to Fork funding as part of Track 4- The California Farm to School Producer Grant?</p>	<p>School districts are ineligible to apply to the CDFA Urban Agriculture Grant program. If your project is <b>not</b> applying under the school district and is eligible based on the criteria set forth in the <a href="#">RFA</a> starting on page 7.</p> <p>You may apply if you have existing funding through other CDFA grants however there may be no duplication of activities being charged to both grants. Only new activities may be included in the urban ag proposal.</p>
Both	<p>What is the difference between technical assistance and consulting?</p>	<p>. In the budget, please list in Technical Assistance for services that provide a technical service such as irrigation design, soil testing and remediation, IPM, nutrient management or other field practices.</p>
Track 2	<p>When submitting our work plan, do we have to leave the example first page or can we delete that section?</p>	<p>You may absolutely delete the example page if you would like.</p>
Track 2	<p>Is Project Work Plan graded as part of the Project Evaluation?</p>	<p>Yes, it is worth 15 points.</p>