

2023 Urban Agriculture Grant Program Request for Application

Applications due by 5 pm PDT on Sept 28, 2023, through AmpliFund.
Late submissions will not be accepted.

California Department of Food and Agriculture
Inspection Services Division
Office of Farm to Fork
Urban Agriculture Grant Program



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1. Purpose of Grant:

The California Department of Food and Agriculture's (CDFA) Urban Agriculture Grant Program (UAGP) is a competitive grant that funds programs and projects that enhance the viability of urban agriculture in urban areas across the State of California. Urban Agriculture refers to the cultivation, processing, and distribution of agricultural products in urban settings, including things like inground small plot cultivation, raised beds, vertical production, warehouse farms, mushroom growing, urban forestry and tree care, community gardens, rooftop farms, hydroponic, aeroponic, and aquaponic facilities, and other innovations. Urban farmers and gardeners work among diverse populations to expand access to nutritious foods, foster community engagement, offer workforce development opportunities, educate communities about food and farming, and expand green spaces. Priority will be given to urban agriculture projects led by or serving underserved communities. CDFA is also setting aside up to 10% of awards for Tribal Governments and Tribal Based non-profit organizations. There are two funding tracks:

Track 1: Systems Builder Community-Based Block Grant:

The purpose of the Systems Builder Community-Based Block Grant is to increase staff capacity and provide pass through funding for Community-Based Organizations (CBO's) with grassroots involvement in urban and regional food systems planning. Eligible CBO's may apply for awards from \$75,000 - \$400,000 in CDFA funding to engage and administer subawards to urban agriculture stakeholders in their region. Subawards will range from \$5,000 to \$60,000. At least one CBO within each urban region of California will receive an award, and at least one CBO with statewide reach will receive funding. CDFA aims to distribute awards geographically throughout California's urban areas to the extent possible.

Track 2: Urban Agriculture Practitioner Grant:

The purpose of the Urban Agriculture Practitioner Grant is to directly fund urban agriculture projects, providing awards from \$75,000 - \$250,000 for eligible for-profit businesses and non-profit organizations, Tribal Based non-profits and Tribal Governments, that are led by or serve underserved communities and located in urban areas as defined by CDFA.

2. Definitions:

Urban: CDFAdefines “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.

Urban Area: CDFAdefines 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.

Community: 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.

Community Based Organization, Community organization or Community Based Organization: refers to a 501(c)3 non-profit organization aimed at making desired improvements to a community's social health, well-being, and overall functioning. Community-Based Organizations are non-profit organizations whose social mission includes the main objective of improving the quality of life for residents.

Community Based Organizations generally focus on community work, community projects community development, community empowerment, community building, and community mobilization. It is a commonly used model for organizing community within community projects, neighborhoods, organizations, voluntary associations, localities, and social networks, which may operate as ways to mobilize around geography, shared space, shared experience, interest, need, and/or concern.

Urban Agriculture: Urban Agriculture refers to the cultivation, processing, and distribution of agricultural products in urban settings, including things like inground small plot cultivation, raised beds, vertical production, warehouse farms, mushroom growing, urban forestry and tree care, community gardens, rooftop farms, hydroponic, aeroponic, and

aquaponic facilities, and other innovations. Urban farmers and gardeners work among diverse populations to expand access to nutritious foods, foster community engagement, offer workforce development opportunities, educate communities about food and farming, and expand green spaces.

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.

Underserved Communities: Per [Executive Order 13985](#) 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 rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Socially Disadvantaged Group: Per [California’s Farmer Equity Act of 2017 \(Assembly Bill \(AB\) 1348, Chapter 620, Statutes of 2017\)](#), 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.

3. Funding and Duration:

Funding for the Urban Agriculture Grant Program is one-time funding provided by the State of California General Fund.

CDFA will award up to \$5,870,000 for proposals through this solicitation. Grant amounts for Track 1 cannot exceed \$400,000 per applicant. Grant amounts for Track 2 cannot exceed \$250,000 per applicant. The maximum grant duration is 30 months with all funding expended by September 2026. Grant funds cannot be expended before March 1, 2024. CDFA reserves the right to offer an award amount less than the amount requested.

Grant Duration: CDFAWill consider one year and multi-year grants, with a target start in early spring 2024 and that end by September 2026.

4. Eligibility:

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 underserved communities as defined by [CalEnviroScreen](#).

Due to the limited funding available, applicants may submit no more than one proposal, selecting only one track.

Please note:

- The CDFAReserves the right to offer an award amount less than the amount requested.
- This grant program does NOT require Matching Funds. The CDFAWill fund up to 100% of the total project cost.
- Advanced Payments are allowable in this grant.
 - Grant recipients are eligible to receive Advance Payments for project expenditures. Advance payments shall not exceed the amount necessary for project expenses for a three-month period and cannot reduce the project balance below 10% of the award amount. If approved for advance payment, recipients must follow the [Advanced Payment Grant Regulations](#).
- Applicants may apply to Track 1 or Track 2 but not to both tracks.
- Recipients of Track 2 Funding are prohibited from applying for subawards through Track 1 Community-Based Organizations.

Track 1: Systems Builder Community-Based Block Grant Eligibility:

501(c)3 Non-profit organizations, California Native American Tribes, Tribal Governments and Tribal Based non-profit organizations with knowledge and experience in Regional Food Systems are eligible to apply.

Individuals, for-profit organizations, local, state, and federal government entities, and public or private colleges and universities are not eligible to apply.

Additional notes to help determine eligibility:

- Grant funds will not be awarded to Community Based Organizations that directly benefit or provide a profit to a single organization, institution, or individual.

- Community Based Organizations must distribute and administer no less than two subawards. There is no maximum number of subawards.
- Community Based Organizations must dedicate at least 70% of funding received to directly support and develop the subaward program and to projects outside of their management in the form of subawards.

Track 2: Urban Agriculture Practitioner Grant Eligibility:

Non-profit organizations, for-profit organizations, Tribal Governments and Tribal Based non-profit organizations are eligible to apply.

Local, state, and federal government entities, and public or private colleges and universities are not eligible to apply.

DISQUALIFICATIONS

The following may result in the disqualification of a project proposal:

- Project that does not meet the definition of urban.
- Incomplete proposals: proposals with one or more unanswered questions.
- Proposals that include activities outside the grant duration.
- Proposals for less than the minimum award amount or more than the maximum award amount.
- Proposals with unallowable costs or activities necessary to complete the project objectives, including indirect costs that exceed thirty percent of grant funds.

APPEAL RIGHTS: Any discretionary action taken by the Office of Farm to Fork may be appealed to the CDFA's Office of Hearings and Appeals within ten (10) calendar days of receiving a notice of disqualification from CDFA. Email notification shall serve as the date of service. The appeal must be in writing and signed by the responsible party named on the grant application or their authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the Office of Farm to Fork decision being challenged. The submission must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814 or emailed to CDFA.LegalOffice@cdfa.ca.gov. If submissions are not received within the time frame provided above, the appeal will be disqualified from consideration.

Executive Order N-6-22 – Russia Sanctions On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed

under state law. By submitting a bid, proposal, or application, Bidder/Applicant represents that it is not a target of Economic Sanctions. Should the State determine Bidder/Applicant is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Bidder's/Applicant's bid/proposal/application any time prior to contract/agreement execution, or, if determined after contract/agreement execution, shall be grounds for termination by the State.

5. Solicitation Process and Timeline

Schedule for Urban Agriculture Grant Program

Activity	Date (tentative) PT Pacific Time
Public Comment Period on Urban Agriculture Grant Program	June 1 – June 15, 2023
Public Comment Period Listening Sessions	June 6, 1pm-2:30pm PT June 12, 9am-10:30am PT
Request for Proposal Application Period	August 1, 2023 – September 28, 2023
Request for Proposal Review Period	October – December 2023
Award Notification Period	December 2023
Projects Begin (Estimated)	April 2024

Workshops:

Public Information Q&A Webinars.

Interested applicants may attend informational webinars describing the funding goals, process, and requirements for both the Systems Builder Community-Based Block Grant and Urban Farm Program Funding, at scheduled virtual public information sessions. Recordings will be made available.

Information Session Webinars:

June 6, 1pm-2:30pm PT

June 12, 9am-10:30am PT

In addition, office hours will be held every Tuesday in during the application period 12pm-1pm. Click on the Zoom Link during this scheduled time to meet directly with the Urban Agriculture Program Lead in an open forum. This is an opportunity for you to ask questions,

hear questions and answers from others and provide input directly to program staff. There is no formal agenda for these office hours. We aim to make Program Staff accessible to the public to provide support and answer questions. **Available in both English and Spanish.**

6. Program Requirements:

Track 1: Systems Builder Community-Based Block Grant Program Requirements:

Track 1 project applicants must serve one of the urban areas of California listed below:

- Sacramento: Sacramento, Stockton
- Bay Area: Oakland, San Francisco, San Jose
- Fresno: Fresno, Bakersfield
- LA: Los Angeles
- San Diego: San Diego
- Statewide

Track 1: Systems Builder Community-Based Block Grant Project Requirements:

Each CBO awarded a Systems Builder Community-Based Block Grant will be required to:

- ✓ Engage in Community Outreach to announce the subaward funding opportunity to urban agriculture stakeholders in their region.
- ✓ 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.
- ✓ Design the subaward application. This could be an interview, a written application, or any other method that the CBO sees fit for equitably determining which projects meet the criteria of urban agriculture as defined by CDFA
- ✓ Complete the subaward written agreement for each subaward made. See [Subaward Guidelines](#) for details.
- ✓ Distribute subawards to urban agriculture projects that are led by or serve socially disadvantaged communities in their region.
- ✓ Meet Quarterly with CDFA Program Lead for verbal progress report and troubleshooting.
- ✓ Participate in virtual quarterly meetings with CDFA and all other regional CBOs to share lessons learned, provide peer to peer support and discuss priorities and

strategies that CDFACan contribute to ensure the success of their community-based work.

- ✓ Award subawards to eligible urban agriculture stakeholder in your urban area for infrastructure, equipment, workforce development or technical assistance needs of projects. Subawardee projects accomplish one or more of the following achievements:

- Build Social Capitol and Gather Communities: Demonstrate community engagement practices.
- Provide Education and Skills Development: Provide employment development opportunities, especially youth employment and development opportunities.
- Supplement Access to Fresh Food: Support the viability of urban food cultivation, processing, or distribution.
- Cultivate Agricultural Literacy: Provide educational opportunities as it relates to growing or consuming locally grown seasonal produce.
- 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.
- Support Economic Development: Create new market opportunities and spur entrepreneurial activity.
- 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.
- Pilot an Innovation in Production: Such as but not limited to mushroom propagation, aquaponics, aeroponics, hydroponics, rooftop gardens or warehouse farms.

More information regarding sub awarding practices can be found at [Subaward Guidelines](#).

Track 2: Urban Agriculture Practitioner Grant Project Requirements:

Successful Urban Agriculture Projects will be led by and or serve an urban, underserved community as determined by CalEnviroScreen and demonstrate one or more of the following:

- ✓ Build Social Capital and Gather Communities: Demonstrate community engagement practices.
- ✓ Provide Education and Skills Development: Provide employment development opportunities, especially youth employment and development opportunities.
- ✓ Supplement Access to Fresh Food: Support the viability of urban food cultivation, processing, or distribution.
- ✓ Cultivate Agricultural Literacy: Provide educational opportunities as it relates to growing or consuming locally grown seasonal produce.
- ✓ 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.
- ✓ Support Economic Development: Create new market opportunities and spur entrepreneurial activity.
- ✓ Increases 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.
- ✓ Pilots an Innovation in Production: Such as but not limited to mushroom propagation, aquaponics, aeroponics, hydroponics, rooftop gardens or warehouse farms.

7. Allowable Costs:

Cost Sharing:

There are no cost sharing requirements. No additional points will be given to projects that demonstrate cost sharing.

Track 1: Systems Builder Community-Based Block Grant Allowable Costs:

Indirect Costs:

Up to 30% of total award may be used for Indirect Costs, including grant administration, accounting, printing, or utilities associated with the program.

Direct Costs:

At least 70% of funds must be used for work directly supporting outreach and technical assistance to applicants of subawards and subaward funds themselves.

Subawards to eligible stakeholder will fund infrastructure, equipment, workforce development, community engagement or technical assistance needs of projects.

Track 2: Urban Agriculture Practitioner Grant Allowable Costs

Indirect Costs:

Up to 30% of total award may be used for Indirect Costs, like grant administration, accounting, printing, or utilities associated with the program.

Direct Costs:

At least 70% of funds must be used for direct program implementation including infrastructure, equipment, technical assistance, workforce development or community engagement, including but not limited to the following:

EXAMPLES of fundable expenses for Track 1 applicants and Track 2 subawards.

Infrastructure:

- Site development, plans and drawings, permits, legal fees, consultant fees
- Season extension such as hoop houses, high tunnels, shade houses, green houses
- Irrigation systems including water connection, installation, improvements, meters, hardware
- Tool storage sheds or containers
- Wash and pack areas including shade structures, drainage pits or other needs
- Community gathering spaces including picnic tables, DG pathways, seating for workshops or other engagement activities, shade structures, outdoor kitchens, demonstration sites
- Aggregation and distribution preparation areas
- Land improvements including soil testing, amendments, remediations, weed management
- Innovations in production equipment such as hydroponic or aquaponic systems

Equipment and Supplies:

- Tools including hand tools, mechanized tools, harvesting tools, weed management tools etc.
- Post-harvest wash stations, bins, boxes, labels, packaging etc.
- Delivery vehicles
- Farm Stand, Community Supported Agriculture, or other marketing supplies

- Refrigeration units under \$5,000 total. For refrigeration needs above \$5,000 apply to CDFA's Healthy Refrigeration Grant Program
- Technology and software for sales, marketing, and communications
- Technology, and software for field management

Technical Assistance and Operations:

- Peer to Peer TProviders to mentor, train, and support urban farmers and community-based organizations
- Recognized experienced TProviders to mentor, train, and support urban farmers and community-based organizations
- Business Planning
- Forming Cooperatives
- Marketing and Communications
- Food safety certifications
- Climate smart agriculture certifications, like transition to organic
- Evaluation, data collection, quantitative and qualitative reports on impact of project
- Design, Planning and Implementation consultants and contractors for:
 - Weed Management
 - Irrigation
 - Soils
 - Site Development
 - Navigation of Permits and Legal processes
 - Website development

Workforce Development:

- Staff capacity to operate programming
- Internship stipends or hourly pay
- Professional development opportunities
- Ensuring youth from all backgrounds have access to paid positions developing urban food systems

Community Engagement and Education:

- Community workshop development and materials
- Staff capacity to operate Community Engagement activities
- Translation services for community engagement at an urban farm
- Open house tours and fieldtrips for residents, students, elderly or other underserved community members.

- Agritourism

Reasonable Costs:

For an eligible cost to be considered reasonable, the cost, in its nature and amount, must not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

8. Unallowable Costs:

Any indirect costs above 30% are unallowable, as well as any costs not directly approved by CDFA and incorporated into the grant agreement.

9. Application Process:

The application process for each funding track consists of one application phase. There is a separate set of application questions and review criteria for each track.

How to Apply:

Applicants are required to complete and submit both their concept proposals and grant proposals online using the AmpliFund system which can also be found through California Department of Food and Agriculture Urban Agriculture Grant Program website:

<https://cafarmtofork.cdfa.ca.gov/urbanag.html>

Applicants must create a user account in AmpliFund to submit their proposals. AmpliFund is organized into various forms and pages utilizing a question-and-answer format. Questions are answered in one or more of the following formats: a drop-down menu, a text box with predetermined character limitations, yes/no, single choice, multiple-choice, or a document attachment. Responses to all questions must be submitted in the manner and format required by the application questionnaire in AmpliFund without exception. The CDFA Grants website contains a [Frequently Asked Questions](#). For questions about the AmpliFund system, please contact CDFA by emailing caurbanag@cdfa.ca.gov.

Computer System Recommendations

To ensure concept proposals and attachments are submitted successfully, CDFA strongly encourages all applicants to comply with the computer system recommendations provided by AmpliFund. CDFA cannot guarantee that the AmpliFund system will be compatible with other browsers or operating systems. Use of other browsers or operating systems may limit the ability of CDFA staff to provide applicants with technical assistance, should any issues arise. AmpliFund recommends that applicants:

- Use Chrome, Firefox, Edge, or Safari.
- Avoid using an iPad, iPhone, or similar mobile device.
- Save work often, the system will time out after a period of time and any unsaved work will be lost.

10. Application Supplements

Project budget templates will be built into the application online system in AmpliFund. You may review the project budget forms using the links below for reference.

Budget Forms

- [Track 1 Project Budget](#)
- [Track 2 Project Budget](#)

Track 1 Applicants:

- [Track 1 Project Work Plan](#)
- [Community Collaboration Matrix](#)

Track 2 Applicants:

- [Project Description SWOT Template](#)
- [Track 2 Project Work Plan](#)
- 5-10 photos

1. Attach 5-10 photos of the site, project, or infrastructure you plan to improve with grant funding. If your proposal focuses on workforce development, please include photos of the training/teaching area, or areas of focus for the training. For example, if you will host composting workshops, please include photos of the proposed composting instructional area.

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 sessions, training materials or areas of focus.

Photos may be used by CDF to share with the public to assist in the evaluation of the UAGP outcomes.

11. Appendices:

Track 1

[Community Collaboration Matrix](#)

[Track 1 Project Work Plan](#)

Track 2

[Project Description SWOT Template](#)

[Track 2 Project Work Plan](#)

12. Review Process:

CDFR will conduct an initial administrative review of proposals to determine whether all proposal requirements have been met. Misrepresentations and incomplete answers in the proposal are grounds for rejection. Proposals that have met all proposal requirements will receive a technical review to evaluate the merits of the grant request based on the published scoring criteria.

13. Evaluation Criteria:

Grant Application and Review Criteria – Track 1: Systems Builder Community-Based Block Grant

TRACK 1 APPLICATION QUESTIONS AND REVIEW CRITERIA

Track 1 Application Sections	Points Available
Eligibility	No points available
Project Title and Summary	No points available
Project Team	No points available
Total Dollar Amount Requested	No points available
Urban Agricultures in the Local Food System	15 points
Participation in Food System Evaluation Work	10 points
Ability to Manage Subaward	25 points
Community Collaboration Matrix Table Provided	30 points
Outreach and Communication Plan	20 points
Project Work Plan Work Plan Template Provided	No points available
Project Reporting and Evaluation	No points available
Budget	No points available
Total Points Available	100

	Eligibility	No points Available
	Application Questions	Review Criteria
1a	<p>Is your organization a non-profit?</p> <p>Provide TIN#</p>	<p>Eligibility Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to questions 1a to be eligible to apply.
1b	<p>Does your organization serve one of the following:</p> <p>If Yes what region are you applying for?</p> <ul style="list-style-type: none"> • Sacramento: Sacramento, Stockton • Bay Area: Oakland, San Francisco, San Jose • Fresno: Fresno, Bakersfield • LA: Los Angeles • San Diego: San Diego • Statewide 	<p>Eligibility Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to questions 1b and identify the region to be eligible to apply.
1c	<p>Does your organization serve communities located in areas designated as underserved by CalEnviroScreen?</p> <p>Please list 3 Census Tracts you will focus on by searching CalEnviroScreen 4.0 OEHHA</p>	<p>Eligibility Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to questions 1c and identify three census tracts they will serve in their region to be eligible to apply.
1d	<p>Have you ever received grant funding through CDFAs for this project? If yes, what grant program did you receive funding from, what year was this received and how much was the award amount?</p>	<p>Project Team Members: Complete? Yes/No:</p> <ul style="list-style-type: none"> • Applicant must respond to question 1c and include the required information for the CDFAs to consider the application complete.

	Project Title and Summary	No points Available
	Application Questions	Review Criteria

2	Project Title: Please provide the title of your proposed project.	<p>Project Title and Summary: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to questions 2 and 3 for the CDFA to consider the application complete.
3	Project Summary: Please provide a summary (2 to 5 sentences) of your proposed project, beginning with “[District/Organization Name] will...” [Word Limit = 100]	<p>Please note that the CDFA may use the applicant’s Project Title and Summary in its public announcement of grant recipients and their projects if applicants are awarded a grant.</p>

	Organizational Address	No points Available
	Application Questions	Review Criteria
4	Please provide the address of this Organization.	<p>Organizational Address: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to question 4 and provide an Organizational Address for the CDFA to consider the application complete.

	Project Team	No Points Available
	Application Questions	Review Criteria
5	Please list the name of each person who is a member of your project team, as well as a one to three sentence summary of their role. This may include the person writing the application, if applicable. Project teams should include, at minimum, the Program Director and/or Program Manager, Program Administrator in charge of grant agreement	<p>Project Team Members: Complete? Yes/No:</p> <ul style="list-style-type: none"> • Applicant must respond to question 5 and include the required information for the

	<p>paperwork, reporting, and financials, and the Community Outreach or Engagement Staff Person.</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>	<p>CDFAt to consider the application complete.</p>
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Total Dollar Amount Requested		No points Available
Application Questions		Review Criteria
6	<p>What amount are you requesting for this project?</p>	<p>Dollar Amount Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to question 6 and state the amount being requested for the CDFAt to consider the application complete.

Urban Agricultures in the Local Food System		15 Points Available
Application Questions		Review Criteria
7a	<p>How does Urban Agriculture programming create benefit for the community you serve and how do these address existing needs in the community?</p> <p>Benefits may include but are not limited to:</p> <ul style="list-style-type: none"> • Builds Social Capitol and Gathers Communities • Provides Education and Skills Development • Supplements Access to Fresh Food 	<p>Urban Agriculture in the Local Food System 7a Complete? Yes/No</p> <p>Urban Agriculture in the Local Food System 7a: __/10 points</p> <ul style="list-style-type: none"> • 10 points: Applicant clearly describes outcomes generated that relate to a specific need in their community.

	<ul style="list-style-type: none"> • Cultivates Agricultural Literacy • Performs Ecosystem Services • Supports Economic Development • Increases Food Sovereignty • Pilots an Innovation in Production <p>Community need as relates to urban agriculture includes but is not limited to the following:</p> <ul style="list-style-type: none"> • The community is recognized as a food desert. • Health outcomes of residents in this community are below the CA state average for diet related illness including obesity, heart disease, diabetes • The city has no policies established to support urban agriculture. • There is none or few urban agriculture projects that you know of in the community. • There is little to no access to spaces for urban agriculture to get established including vacant lots, public lands, private lands, warehouses or other spaces suitable for urban agriculture projects 	<ul style="list-style-type: none"> • 5 points: Applicant somewhat clearly describes outcomes generated that relate to a specific need in their community. • 2 points: Applicant poorly describes outcomes generated that relate to a specific need in their community. • 0 points: Applicant fails to describe outcomes generated that relate to a specific need in their community.
7b	<p>What are typical challenges urban agriculture projects face in your community, and how will this program solve or reduce those challenges?</p> <p>A challenge may be securing additional funding</p> <p>Seeking additional grant opportunities is a valid method for sustainability. If this is a strategy, please be specific about what grant types are of interest and who would submit applications for additional funding.</p> <p>Grant types include but are not limited to:</p> <ul style="list-style-type: none"> • USDA 	<p>Urban Agriculture in the Local Food System 7b Complete? Yes/No</p> <p>Urban Agriculture in the Local Food System 7b: ___/5 points</p> <ul style="list-style-type: none"> • 5 points: Applicant clearly describes how their program reduces challenges faced by urban agriculture in their community.

	<ul style="list-style-type: none"> • Other Federal Funds ex) NRCS, FSA • City Funds • County Funds • Corporate Funding • Foundations <p>Other types of Funding could be but is not limited to:</p> <ul style="list-style-type: none"> • Fee for service: workshops, classes, field-trip fees • Fundraising Events such as dinners • Agritourism • Produce sales 	<ul style="list-style-type: none"> • 2 points: Applicant somewhat describes how their program reduces challenges faced by urban agriculture in their community. • 0 points: Applicant fails to describe how their program reduces challenges faced by urban agriculture in their community.
	Total Points out of 15	

Participation in Food Systems Evaluation Work		10 Points Available
Application Questions		Review Criteria
8	<p>Has your organization been directly involved with researching or assessing your community's food system and or urban agriculture status? Examples of reports include but are not limited to:</p> <ul style="list-style-type: none"> • Food System Assessments • Greening Plans • Climate Action Plans • Urban Agriculture Assessments • Food Policy Development Plans/Strategies • Other reports that were generated diagnosing a community food system with direct involvement of underserved community members. <p>If a report or multiple reports are available, please attach them as a pdf.</p>	<p>Food Systems Evaluation Complete? Yes/No</p> <p>Food Systems Evaluation: ___/10 points</p> <ul style="list-style-type: none"> • 10 points: Applicant has completed and is in implementation stage of Food Systems Evaluation. • 5 points: Applicant is currently working on a draft of a Food Systems Evaluation. • 2 points: Applicant contributed but was not part of a lead organization formulating a Food Systems Evaluation.

		• 0 points Applicant has had no involvement in Food Systems Evaluation.
	Total Points out of 10	

Ability to Manage Subawards		25 Points Available
Application Questions		Review Criteria
9a	<p>Applicant agrees to:</p> <ul style="list-style-type: none"> ✓ Provide ongoing TA and communication throughout the subaward period to urban ag stakeholder applicants. ✓ Develop a proposal for how urban agriculture projects will be selected for development of a subaward project (e.g., competitive; first-come, first-served; other). Block Grant Applicants must propose a method for review and transparency in this process. ✓ Collect name, contact info, websites, social media, addresses, and site description for all community projects that receive subaward funding to submit to CDFA Reporting details found in Subaward Guidelines. 	<p>Managing Subawards Complete? Yes/No</p> <p>Applicant must answer Yes to 9a to be eligible.</p>
9b	<p>What is your organizations capacity and experience in managing grant funds? Describe the largest grant or other block grant models that your organization has managed. If you have never managed a grant describe your administrative capacity to manage subaward funds.</p>	<p>Managing Subawards 9b Complete? Yes/No</p> <p>Managing Subawards 9b: ___/25 points</p> <p>• 25 points: Applicant has experience working with multiple state and/or federal grants, including managed grant contracts, subawards,</p>

		<p>reporting, billing and evaluation.</p> <ul style="list-style-type: none"> •20 points: Applicant has experience working with state and or federal grants, including managed grant contracts, reporting, billing and evaluation. (No subaward) •15 points: Applicant has experience working with multiple grants, including managed grant contracts, reporting, billing (No subaward, no evaluation) • 10 points: Applicant has some experience working with a grant, including applying for funding as a subawardee, completing reporting and billing. • 5 points: Applicant has some experience working with grants, including applying for grants as a sub awardee but did not manage the grant contract or requirements directly. • 0 points: Applicant has no experience working with grants.
	Total Points out of 25	

Community Collaboration	30 Points Available
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	Application Questions	Review Criteria
10	<p>Using the Community Collaboration Matrix provided, describe your organizations history with grassroots outreach, collaboration and partnership development.</p> <p>Provide Letters of Support or one letter that multiple parties sign as confirmation of the relationship. In letters outline your organizations history of community collaboration with the community partner listed and include any projects or partnerships accomplished.</p> <p>COMMUNITYCOLLABORATIONMATRIX</p>	<p>Community Collaboration Matrix Complete? Yes/No</p> <p>Community Collaboration 10: ___/30 points</p> <ul style="list-style-type: none"> • 30 points: Applicant provides Letters of Support and clearly describes 16+ or more relationships with underserved communities. • 25 points: Applicant provides Letters of Support and clearly describes 13-15 or more relationships with underserved communities. • 20 points: Applicant provides Letters of Support and clearly describes 10-12 or more relationships with underserved communities. • 15 points: Applicant provides Letters of Support and clearly describes 7-9 or more relationships with underserved communities. • 10 points: Applicant provides Letters of Support and clearly describes 4-6 or more relationships with underserved communities. • 5 points: Applicant provides Letters of Support and clearly describes 1-3 or more

		relationships with underserved communities. • 0 points: Applicant does not provide any Letters of Support and fails to describe any relationships with underserved communities.
	Total Points out of 30	.

Outreach and Communication Plan		20 Points Available
Application Questions		Review Criteria
11a	<p>Does your organization agree to:</p> <p>Does your organization agree to the following: Yes/No</p> <ul style="list-style-type: none"> ✓ Engage in Community Outreach to promote the subaward funding opportunity to urban agriculture stakeholders in their region as described in section 8b. ✓ Design the subaward application. This could be an interview, a written application, or any other method that the CBO sees fit for equitably determining which projects meet the criteria of urban agriculture as defined by CDFA ✓ Develop an effective communication strategy to promote the subaward opportunities including language translation as necessary, leveraging radio, press, or web-based media, hosting town 	<p>Outreach and Communication Plan: __0 available points</p> <p>• Yes/No • Applicant must answer yes to question 11a to be eligible.</p>

	<p>halls, community gatherings, newsletters, listservs, and more.</p> <ul style="list-style-type: none"> ✓ Distribute subawards to urban agriculture projects that are led by or serve socially disadvantaged communities. ✓ Meet Quarterly with CDFAProgram Lead for verbal Progress Report and Troubleshooting. ✓ Participate in quarterly virtual meetings with other regional CBO's and CDFAt to share lessons learned, provide peer to peer support and discuss priorities and strategies that CDFAc can contribute to ensure the success of your community-based work. 	
<p>11b</p>	<p>Describe how your organization has been successful at reaching underserved communities in the past and how you intend to promote the subaward opportunity to various underserved communities in your area.</p> <p>Include if there are plans to provide services in multiple languages and what various formats including but not limited to radio, press, web-based media, town halls, community gatherings, newsletters, listservs, and more.</p> <p>(500 word maximum)</p>	<p>Outreach and Communication 11b Complete? Yes/No</p> <p>Outreach and Communication Plan: __/20 available points</p> <ul style="list-style-type: none"> • 20 points: Applicant describes 6+ strategies for outreach. With proven successes. • 15 points: Applicant describes 5 strategies for outreach. With proven successes. • 10 points: Applicant describes 4-3 strategies for

		<p>outreach with proven success.</p> <ul style="list-style-type: none"> •5 points Applicant describes 1-2 strategies for outreach with proven success. •0 points Applicant fails to describe any strategy for outreach with proven success.
	Total Points out of 20	

	Project Work Plan	No points Available
	Application Questions	Review Criteria
12	<p>Please complete the Project Work Plan table below and add additional rows as needed.</p> <p>Track 1 Project Work Plan</p>	<p>Project Work Plan Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to question 12 and complete the Project Work Plan document to be eligible to apply.

	Reporting and Evaluation	No points Available
	Application Questions	Review Criteria
13	<p>Provide Annual reports cover progress made during the first twelve months of a project and successive annual periods thereafter. One annual report is due within 30 days of the end of the covered reporting period for the duration of the grant agreement.</p>	<p>Reporting and Evaluation Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to question 13 to be eligible to apply.

	<p>Provide Final reports cover progress made during the entirety of the project and are due within 30 days of the termination of the grant agreement. Final reports must include data, results, and discussion from all years of the project to form a comprehensive and stand-alone document.</p> <p>Meet Quarterly with CDFAProgram Lead for verbal Progress Report and Troubleshooting.</p>	
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	Project Budget	No points Available
	Application Questions	Review Criteria
14	<p>Did you complete and submit the Budget Template Provided Track 1 Project Budget Form</p>	<p>Project Budget Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to question 14 and provide a complete Project Budget Form to be eligible to apply. <p>Incomplete Budget Forms will be considered a No to this question and applicants will be deemed ineligible to apply.</p>

TRACK 2 APPLICATION QUESTIONS AND REVIEW CRITERIA

Track 2 – Application Sections	Points Available
Eligibility	No points available
Project Title and Summary	No points available
Project Address	No points available
Amount Requested	No points available
Project Team	20 points
Community Need	25 points
Project Description Project Description SWOT Template Track 2 Project Work Plan	25 points
Building Resources LOS Template	20 points
Evaluation	10 points
Full Budget Template Provided Track 2 Project Budget Form	No points available
Total	100 Points

	Eligibility	No points Available
	Application Questions	Review Criteria
1a	Is your program/project a non-profit, for-profit, or Native American Tribal Government or Tribal based non-profit? If Tribal Government, what Tribe/s? Provide TIN#	Eligibility Complete? Yes/No • Applicant must answer yes to questions 1a to be eligible to apply.
1b	Is you project located in, or does your project serve an urban community located in areas designated as underserved by CalEnviroScreen?	Eligibility Complete? Yes/No • Applicant must answer yes to questions 1b to be eligible to apply.

	<p>Please list a minimum of one Census Tract and up to three Census Tracts where your project is located and or directly serves</p> <p>CalEnviroScreen 4.0 OEHHA</p> <p><u>i.</u> <u>ii.</u> <u>iii.</u></p>	<p>Applicant must provide 1-3 eligible Census Tracts using CalEnviroScreen</p>
1c	<p>Have you ever received grant funding through CDFA for this project? If yes what grant program did you receive funding from, what year was this received and how much was the award amount?</p>	<p>Eligibility: Complete? Yes/No:</p> <ul style="list-style-type: none"> • Applicant must respond to question 1c and include the required information for the CDFA to consider the application complete.
1d	<p>Does applicant agree to: Yes/No</p> <ul style="list-style-type: none"> ✓ Provide Annual reports cover progress made during the first twelve months of a project and successive annual periods thereafter. One annual report is due within 30 days of the end of the covered reporting period for the duration of the grant agreement. ✓ Provide Final reports cover progress made during the entirety of the project and are due within 30 days of the termination of the grant agreement. Final reports must include data, results, and 	<p>Reporting and Evaluation Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to questions 10a to be eligible to apply.

	discussion from all years of the project to form a comprehensive and stand-alone document.	
1e	<p>Upload 5-10 photos of proposed project space. Provide a 1-3 sentence caption describing the significance of each image.</p> <p>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.</p>	<p>Reporting and Evaluation Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to questions 1e and submit 5-10 photos to be eligible to apply.

	Project Title and Summary	No points Available
	Application Questions	Review Criteria
2	Project Title: Please provide the title of your proposed project.	<p>Project Title and Summary: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to questions 2 and 3 for the CDFA to consider the application complete.
3	Project Summary: Please provide a summary (2 to 5 sentences) of your proposed project, beginning with “[Organization Name] will...” [Word Limit = 100]	Please note that the CDFA may use the applicant’s Project Title and Summary in its public announcement of grant recipients and their projects if applicants are awarded a grant.

	Organizational Address	No points Available
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	Application Questions	Review Criteria
4	Please provide the address where the urban agriculture project is occurring.	<p>Organizational Address: Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to question 4 and provide an Organizational Address for the CDFAt to consider the application complete.

Project Team		20 Points Available
	Application Questions	Review Criteria
5	<p>Project Team Members: 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. 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>	<p>Project Team Members: Complete? Yes/No:</p> <ul style="list-style-type: none"> • Applicant must respond to question 5 and include the required information for the CDFAt to consider the application complete. <p>Project Team: __/20 points</p> <ul style="list-style-type: none"> • 20 points: Applicant clearly describes project team with different roles for each member and every member of the team are members of the community being served. • 15 points: Applicant clearly describes project team with different roles for each member and team includes members of the community being served.

		<ul style="list-style-type: none"> • 10 points: Applicant somewhat clearly describes project team and team includes members of the community being served • 5 points: Applicant clearly describes project team and team does NOT include members of the community being served. • 0 points: Applicant poorly describes project team and team does NOT include members of the community being served.
	Total Points out of 15	

Total Dollar Amount Requested		No points Available
Application Questions		Review Criteria
6	What amount are you requesting for this project?	Dollar Amount Complete? Yes/No <ul style="list-style-type: none"> • Applicant must answer yes to question 6 and state the amount being requested for the CDFAt to consider the application complete.

Community Need		25 Points available
Application Questions		Review Criteria
7	<p>What communities does your project serve? Be specific beyond general Census Tract information. Who are members of your target audience?</p> <p>Describe what identified need(s) exist in the community served by your project and how your project helps address that need.</p>	<p>Community Need Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to question 7 and include the required information for the CDFAt to consider the application complete. <p>Community Need __/25 points</p> <ul style="list-style-type: none"> •25 points: Applicant clearly describes existing needs in the community providing statistical data and gives clear and measurable examples of how their project addresses those specific needs. •20 points: Applicant somewhat clearly describes several existing needs in the community and gives clear examples of how their project addresses those needs. •15 points: Applicant somewhat describes existing needs in the community in generalities and somewhat describes how their project addresses some of those needs. •10 points: Applicant poorly describes existing need in the community and poorly

		<p>describes how their project addresses some of those needs.</p> <ul style="list-style-type: none"> •5 points: Applicant only describes either the existing need OR describes what their project accomplishes but fails to describe both. •0 points: Applicant fails to describe existing need in the community and fails to provide examples of how their project addresses any need.
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Project Description		25 points available
Application Questions		Review Criteria
8a	<p>Complete the Project Description SWOT Template in which you concisely state the goal of the project, what Strengths, Weaknesses, Opportunities, and Threats are present and how the project will be sustained after funding is finished.</p> <p>Project Description SWOT Template</p>	<p>Project Description Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to question 8a and include the required information for the CDFAt to consider the application complete. <p>Project Description 8a: ___/10 points.</p> <ul style="list-style-type: none"> • 10 points: Applicant provided a complete, and clear Project Description. Covered all four points in the

		<p>SWOT analysis and provided a sustainability plan.</p> <ul style="list-style-type: none"> • 5 points: Applicant provided a somewhat clear Project Description covering all four points in the SWOT analysis but did not provide any sustainability plan. • 2 points: Applicant provided a somewhat clear Project Description covering some but not all SWOT analysis and did not provide any sustainability plan. • 0 points: Applicant did not provide a complete Project Narrative, poorly covered SWOT analysis and did not provide any sustainability plan.
8b	<p>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. Include a description of activities and strategies you intend to employ.</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> <p>Track 2 Project Work Plan</p>	<p>Project Description Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to question 8b and include the required information for the CDFAt to consider the application complete. <p>Project Description 8b: ___/15 points.</p> <ul style="list-style-type: none"> • 15 points: Applicant provided a complete, clear and descriptive Project Work Plan that clearly describes all outcomes, activities, timeline

		<p>and who will execute each activity.</p> <ul style="list-style-type: none"> • 10 points: Applicant provided a somewhat clear and descriptive Project Work Plan that somewhat describes outcomes, activities, timeline and who will execute each activity. • 5 points: Applicant provided a poorly executed Project Work Plan that hardly describes outcomes, activities, timeline and who will execute each activity. • 0 points: Applicant fails to provide a Project Work Plan and does not describe outcomes, activities, timeline and who will execute each activity.
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Building Resources		20 Points available
Application Questions		Review Criteria
9	<p>Provide 1-5 Letters of Support from new or existing collaborative partners. Each letter should describe the nature of your relationship and how the proposed project will help your farm reach its goal.</p> <p>Letter of Support Template Provided if needed</p> <p>LOS Template</p> <p>Partners and collaborators could include but are not limited to:</p>	<p>Building Resources Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must respond to question 9 and include the required information for the CDFAt to consider the application complete. • 20 points: Applicant provides 4 + Letters of Support that

<ul style="list-style-type: none"> - Buyers/Customers - Community Centers - Schools - City or County officials - Other farmers in your area - Distributors - Added value processors - Farmers Markets - Neighbors - Landowners - Volunteers and or interns 	<p>clearly gives examples of how trust has been built and what partnerships have been or will be established to strengthen relationships.</p> <p>•15 points: Applicant provides 3 Letters of Support that clearly gives examples of how trust has been built and what partnerships have been or will be established to strengthen relationships.</p> <p>•10 points: Applicant provides 2 Letters of Support that clearly gives examples of how trust has been built and what partnerships have been or will be established to strengthen relationships.</p> <p>•5 points: Applicant provides 1 Letter of Support that clearly gives examples of how trust has been built and what partnerships have been or will be established to strengthen relationships.</p> <p>•0 points: Applicant fails to describe existing need in the community, how trust has been built and what partnerships have been or will be established to strengthen relationships. Letters of Support are NOT included for any relationships.</p>
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	Evaluation	10 points Available
	Application Questions	Review Criteria
10	<p>Please describe one to three metric(s) you will use or data/information you will gather to measure your projects success. Provide a description of how you will gather said information, who will be responsible from your project team and what this metric represents as relates to meeting the need identified.</p> <p>Examples of different metrics could be but are not limited to:</p> <ul style="list-style-type: none"> - Gross Sales - Gross sales through SNAP - Pounds of produce harvested - Land converted to green space - Community members engaged - Workshops hosted - Markets attended or held if farm stands - Interns trained - Sq ft of weed management - Sq ft of amended/restored soil - Compost produced - Community Outreach (example: social media posts) 	<p>Evaluation Complete? Yes/No:</p> <ul style="list-style-type: none"> • Applicant must respond to question 10 and include the required information for the CDFAt to consider the application complete. <p>Evaluation: ___/10 points</p> <ul style="list-style-type: none"> • 10 points: Applicant clearly describes what information will be gathered, by which staff and what need it addresses. • 5 points: Applicant somewhat describes what information will be gathered, by which staff and what need it addresses. • 2 points: Applicant poorly describes what information will be gathered, by which staff and what need it addresses. • 0 points: Applicant fails to describe what information will be gathered, by which staff and what need it addresses.

	Project Budget	No points Available
	Application Questions	Review Criteria
11	<p>Did you complete and submit the Budget Template Provided?</p> <p>Track 2 Project Budget Form</p>	<p>Project Budget Complete? Yes/No</p> <ul style="list-style-type: none"> • Applicant must answer yes to question 11 and provide a complete Project Budget Form to be eligible to apply. <p>Incomplete Budget Forms will be considered a No to this question and applicants will be deemed ineligible to apply.</p>

14. Reporting Requirements:

Track 1 and Track 2 grantees will be required to complete the following:

- **Annual reports** cover progress made during the first twelve months of a project and successive annual periods thereafter. One annual report is due within 30 days of the end of the covered reporting period for the duration of the grant agreement.
- **Final reports** cover progress made during the entirety of the project and are due within 30 days of the termination of the grant agreement. Final reports must include data, results, and discussion from all years of the project to form a comprehensive and stand-alone document.
- **Evaluation:** Grantees are required to participate in the program evaluation. Evaluation activities are likely to include survey completion and/or facilitating subawardee survey completion, as well as participating in interviews and/or helping facilitate subawardee interviews with the Urban Agriculture Program

Lead. Other evaluation activities may include but are not limited to site visits, and collection of information such as sales data, water use, or harvest log data.

In addition, Track 1 recipients will be required to attend and participate in the following virtual meetings.

- Meet quarterly with CDFAProgram Lead for verbal Progress Report and troubleshooting
- Participate in quarterly meetings with other regional CBO's and CDFAt to share lessons learned, provide peer to peer support and discuss priorities and strategies that CDFACan contribute to ensure the success of your community-based work.
- Submit completed Table 1.0 in [Subaward Guidelines](#) for each subaward distributed at the end of each calendar year.

Track 2 only

- 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 where folks will gather and or training materials or areas of focus.

15. Payment Type:

Grant recipients are eligible to receive Advance Payments for project expenditures following CDFAAAdvanced Payment Code Regulations as follows.

Advance payments shall not exceed the amount necessary for project expenses for a three-month period and cannot reduce the project balance below 10% of the award amount. If eligible and approved for advance payment, recipients must follow the Advance Payment regulations.

Advanced payment will be made available to all applicants upon request following [California Code of Regulations Grants Administration](#).

If no advanced payment request is made the awardee will be reimbursed via submission of invoices to CDFAno more frequently than monthly and no less than quarterly.

Invoices are due no later than 30 calendar days after the end of the invoice period. Final invoices are due no later than 30 calendar days following the expiration date of the Grant Agreement term or after the project is complete, whichever comes first.

Invoices submitted before the completion of annual, or final reports will not be paid until the reports have been received, reviewed, and accepted by UAGP staff. CDFFA cannot reimburse the project leader for work performed before the start date of the grant or for work performed after the expiration date on the grant or grant extension. CDFFA withholds 10% of total funds, which are released after UAGP staff review and approve the final report and confirm fulfillment of project deliverables.

Advance payment guidelines

- (a) Recipients may be eligible to receive an advance payment for project expenditures.
- (b) An advance payment shall not exceed the amount necessary for project expenses for a three-month period.
- (c) Funds received as an advance payment shall be deposited into a federally-insured, interest-bearing account that provides the ability to track interest earned and withdrawals.
- (d) The period of time between receipt of the advance payment funds and disbursement of the advance payment funds shall be minimized to the extent possible. Failure to liquidate advance payments within the three month period may result in denial of future advance payment requests.
- (e) Interest earned during a six-month period shall be remitted to the Department.
- (f) Advance payment is not allowable under the following circumstances:
 - (1) An existing advance is not completely liquidated.
 - (2) The advance will reduce the project balance below ten percent of the award amount.
 - (3) An unresolved invoice dispute exists.
 - (4) Resolution of an audit or agreed-upon-procedure finding of overpayment, unallowable costs, inadequately supported costs, or unsupported costs is pending.
 - (5) The project is not current in invoicing or reporting.
 - (6) The project is in the final three months of the project duration.

(7) Additional conditions imposed prohibit an advance payment.

(8) Advance payment is otherwise prohibited by law or grant program requirements.

16. Appendix Items:

[Sub Award Guidelines](#)

[Contractor Guidelines](#)

[LOS Template](#)

[Ranked Cities by Population Size](#)

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