

**GRANT AGREEMENT
SIGNATURE PAGE**

AGREEMENT NUMBER

22-1787-000-SG

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

RECIPIENT'S NAME

TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT

2. The Agreement Term is: April 1, 2023 through March 31, 2025

3. The maximum amount of this Agreement is: \$138,657.60

4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A: Recipient and Project Information 2 Pages

Exhibit B: General Terms and Conditions 5 Pages

Exhibit C: Payment and Budget Provisions 2 Pages

Attachments: Scope of Work and Budget

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

RECIPIENT

RECIPIENT'S NAME (*Organization's Name*)

TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT

BY (*Authorized Signature*)

DATE SIGNED



PRINTED NAME AND TITLE OF PERSON SIGNING

Carmen Diaz Ghysels, Superintendent Chief Learning Officer

ADDRESS

11603 Donner Pass Road, Truckee, CA 96161

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (*Authorized Signature*)

DATE SIGNED



PRINTED NAME AND TITLE OF PERSON SIGNING

ANNABELE CUTAJAR, STAFF SERVICES MANAGER I, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

CJ

EXHIBIT A

RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:
The project will promote nutrition education, sustainable food production and procurement, and high-quality student engagement through experiential learning. It improves the health and wellbeing of California schoolchildren through integrated nutrition education and healthy food access.

Project Title: Farm to Tahoe: Lessons in Climate Smart Eating

2. The Managers for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Nicholas Anicich	Name:	Kat Soltanmorad
Division/Branch:	Inspection Services / Office of Farm to Fork	Organization:	Tahoe Truckee Unified School District
Address:	2399 Gateway Oaks Drive	Address:	11603 Donner Pass Road
City/State/Zip:	Sacramento, CA 95833	City/State/Zip:	Truckee, CA 96161
Phone:	916-917-6736	Phone:	530-582-2528
Email Address:	Nicholas.Anicich@cdfa.ca.gov	Email Address:	ksoltanmorad@ttusd.org

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Rachel Finkes	Name:	Kat Soltanmorad
Division/Branch:	Inspection Services / Office of Farm to Fork	Organization:	Tahoe Truckee Unified School District
Address:	2399 Gateway Oaks Drive	Address:	11603 Donner Pass Road
City/State/Zip:	Sacramento, CA 95833	City/State/Zip:	Truckee, CA 96161
Phone:	916-516-2213	Phone:	530-582-2528
Email Address:	rachel.finkes@cdfa.ca.gov	Email Address:	ksoltanmorad@ttusd.org

FISCAL CONTACT FOR RECIPIENT (if different from above):
Name:
Organization:
Address:
City/State/Zip:
Phone:
Email Address:

4. RECIPIENT: Please check appropriate box below:

Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award does does not support R&D.

5. For a detailed description of activities to be performed and duties, see Scope of Work and Budget.

EXHIBIT B

GENERAL TERMS AND CONDITIONS

1. Approval

This Agreement is of no force or effect until signed by both parties. The Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Agreement.

2. Agreement Execution

Unless otherwise prohibited by state law, regulation, or Department or Recipient policy, the parties agree that an electronic copy of a signed Agreement, or an electronically signed Agreement, has the same force and legal effect as an Agreement executed with an original ink signature. The term "electronic copy of a signed Agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed Agreement in a portable document format. The term "electronically signed Agreement" means an Agreement that is executed by applying an electronic signature using technology approved by all parties.

3. Assignment

This Agreement is not assignable by the Recipient, either in whole or in part, without the prior consent of the CDFR Agreement Manager or designee in the form of a formal written amendment.

4. Governing Law

This Agreement is governed by and will be interpreted in accordance with all applicable State and Federal laws.

5. State and Federal Law

It is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to this Agreement and the Project, as described in Exhibit A. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations. Failure to comply may constitute a material breach.

6. Recipient Commitments

The Recipient accepts and agrees to comply with all terms, provisions, conditions and commitments of the Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by the Recipient in the application, documents, amendments, and communications in support of its request for funding.

7. Performance and Assurances

The Recipient agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in the Scope of Work, and to apply grant funds awarded in this Agreement only to allowable Project costs.

8. Mutual Liability

Parties shall, to the extent allowed by law, each be individually liable for any and all claims, losses, causes of action, judgments, damages, and expenses to the extent directly caused by their officers, agents, or employees.

9. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, the parties agree that all other provisions of this Agreement shall remain operative and binding.

10. Contractors/Consultants

The Recipient assumes full responsibility for its obligation to pay its Contractors/Consultants. The Recipient is responsible to ensure that any/all contractors/consultants it engages to carry out activities under this Agreement shall have the proper licenses/certificates required in their respective disciplines. The Recipient's use of contractors/consultants shall not affect the Recipient's responsibilities under this Agreement.

11. Non-Discrimination Clause

The Recipient agrees that during the performance of this Agreement, it will not discriminate, harass, or allow harassment or discrimination against any employee or applicant for employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Recipient agrees to require the same of all contractors and consultants retained to carry out the activities under this Agreement.

The Recipient agrees that during the performance of this Agreement, the evaluation and treatment of its employees and applicants for employment are free from discrimination and harassment. The Recipient will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12990 *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, section 10000 *et seq.*). The applicable regulations of the Fair Employment and Housing Council implementing Government Code section 12990 (a-f), set forth in Division 4.1 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Recipient will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

The Recipient agrees to require the same of all contractors and consultants retained to carry out activities under this Agreement.

12. Excise Tax

The State of California is exempt from federal excise taxes and no payment will be made for any taxes levied on employees' wages. The CDFA will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another State.

13. Disputes

The Recipient must continue with the responsibilities under this Agreement during any dispute. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the CDFA Agreement Manager, identified in Exhibit A, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the CDFA Agreement Manager or designee must meet with the Recipient for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement prevails.

14. Termination for Convenience

This Agreement may be terminated by either party upon written notice. Notice of termination must be delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. Notice of termination does not nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by CDFA, CDFA must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

15. Termination for Cause

Either party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching party provides written notice of the material breach and ten (10) calendar days to cure the breach. If the breach is not cured to the satisfaction of the non-breaching party within ten (10) calendar days of receipt of notice, this Agreement shall automatically terminate and the CDFA shall reimburse the Recipient for all documented costs incurred up to the date of the notice of termination, including all non-cancellable obligations.

16. Acceptable Failure to Perform

The Recipient shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, or the inability to obtain any required government approval to proceed, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, pandemics, or similar occurrences.

17. Breach

Reimbursement under this Agreement may be suspended, terminated, or both, and the Recipient may be subject to debarment if CDFA determines that the Recipient has breached the terms of this Agreement. A determination of breach may be appealed in writing to the CDFA. The appeal must be post marked within ten (10) calendar days of the date the Recipient received notification and addressed to the CDFA Legal Office of Hearing and Appeals or emailed to CDFA.LegalOffice@cdfa.ca.gov.

California Department of Food and Agriculture
Legal Office of Hearing and Appeals
1220 N Street
Sacramento, CA 95814

18. Non-Material Breach

The Recipient may be in material breach under this Agreement if it fails to comply with any term of this Agreement. In the event of a material breach, CDFA shall provide in writing a Notice of Breach to the Recipient within ten (10) calendar days upon discovery of breach. The Recipient shall have ten (10) calendar days from receipt of the notice to cure the breach. If the Recipient fails to cure the breach within the time prescribed by this Agreement, CDFA may do any of the following:

- A. Suspend payments;
- B. Demand repayment of all funding;
- C. Terminate the Agreement; or
- D. Take any other action deemed necessary to recover costs.

If CDFA determines that the Recipient is not in material breach but that the Project is not being implemented in accordance with the provisions of this Agreement, or that the Recipient has failed in any other respect to comply with the provisions of this Agreement, and the Recipient has failed to remedy any such failure in a reasonable and timely manner, CDFA may withhold all or any portion of the grant funding and take any other action that CDFA deems necessary to protect its interests.

Where a portion of the grant funding has been disbursed to the Recipient and CDFA notifies the Recipient of its decision not to release funds that have been withheld pursuant to paragraph 17, the portion that has been disbursed shall thereafter be repaid immediately. CDFA may consider the Recipient's refusal to repay the requested disbursed amount a material breach.

If CDFA notifies the Recipient of its decision to withhold the entire funding amount from the Recipient pursuant to this paragraph, this Agreement shall terminate upon receipt of such notice by the Recipient and CDFA shall no longer be required to provide funds under this Agreement and the Agreement shall no longer be binding on either party.

In the event CDFA finds it necessary to enforce this provision of this Agreement in the manner provided by law, the Recipient agrees to pay all enforcement costs incurred by CDFA including, if CDFA should prevail in a civil action, reasonable attorneys' fees, legal expenses, and costs related to the action.

19. Publicity and Acknowledgement

The Recipient agrees that it will acknowledge CDFA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material and in accordance with the Grant Procedures Manual if incorporated by reference and attachment to the Agreement. The Recipients may not use the CDFA logo.

20. News Releases/Public Conferences

The Recipient agrees to notify the CDFA in writing at least two (2) business days before any news releases or public conferences are initiated by the Recipient or its Contractors/Consultants regarding the project described in the Attachments, Scope of Work and Budget and any project results.

21. Scope of Work and Budget Changes

Changes to the Scope of Work, Budget, or the Project term, must be requested in writing to CDFA Grant Administrative Contact no less than thirty (30) days prior to the requested implementation date. Any changes to the Scope of Work and Budget are subject to CDFA approval and, at its discretion, CDFA may choose to accept or deny any changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Agreement. CDFA will respond in writing within ten (10) business days as to whether the proposed changes are accepted.

22. Reporting Requirements

The Recipient agrees to comply with all reporting requirements specified in Scope of Work and/or Grant Procedures Manual if incorporated by reference to this Agreement as an attachment.

23. California State Auditor

This Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years after final payment under the Agreement.

24. Equipment

Purchase of equipment not included in the approved Budget requires prior approval. The Recipient must comply with applicable state requirements regarding the use, maintenance, disposition, and reporting of equipment as contained in CCR, Title 3, Division 1, Chapter 5, sections 303, 311, 324.1 and 324.2.

25. Closeout

The Agreement will be closed out after the completion of the Project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.

26. Confidential and Public Records

The Recipient and CDFA understand that each party may come into possession of information and/or data which may be deemed confidential or proprietary by the person or organization furnishing the information or data. Such information or data may be subject to disclosure under the California Public Records Act or the Public Contract Code. CDFA has the sole authority to determine whether the information is releasable. Each party agrees to maintain such information as confidential and notify the other party of any requests for release of the information.

27. Amendments

Changes to funding amount or Agreement term require an amendment and must be requested in writing to the CDFA Agreement Manager or designee no later than sixty (60) calendar days prior to the requested implementation date. Amendments are subject to CDFA approval, and, at its discretion, may choose to accept or deny these changes. No amendments are possible if the Agreement is expired.

28. Executive Order N-6-22 Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) 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. The EO directs state agencies to terminate agreements with, and to refrain from entering any new agreements with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Recipient is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Recipient advance written notice of such termination, allowing Recipient at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

EXHIBIT C

PAYMENT AND BUDGET PROVISIONS

1. Invoicing and Payment

- A. For activities satisfactorily rendered and performed according to the attached Scope of Work and Budget, and upon receipt and approval of the invoices, CDFA agrees to reimburse the Recipient for actual allowable expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices must include the Agreement Number, performance period, type of activities performed in accordance with this Agreement, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment.
- C. Unless stated in the Scope of Work quarterly invoices must be submitted to the CDFA Administrative Contact, within thirty (30) calendar days after the end of each quarter in which activities under this Agreement were performed.
- D. Unless stated in the Scope of Work a final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the CDFA under this Agreement have ceased and that no further payments are due or outstanding.

2. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures of this Agreement to permit the determination of the allowability of expenditures reimbursed by CDFA under this Agreement. If CDFA cannot determine if expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, CDFA may disallow the expenditures.
- B. If mileage is a reimbursable expense, using a privately-owned vehicle will be at the standard mileage rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. The standard mileage rate in effect at the time of travel can be found on [IRS's website](#) regardless of funding source/type.
- C. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human Resources ([CalHR](#)). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration ([GSA](#)).
- D. If foreign travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, Department of State Standardized Regulations.
- E. The Recipient will maintain and have available, upon request by CDFA, all financial records and documentation pertaining to this Agreement. These records and documentation will be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, California Government Code Title 1, Division 3.6, Part 3, Chapter 4.5, commencing with Section 927 - The California Prompt Payment Act.

4. Budget Contingency Clause

If funding for any fiscal year is reduced or deleted for purposes of this program, the CDFA has the option to either cancel this Agreement with no liability occurring to the CDFA or offer to amend the Agreement to reflect the reduced amount.



CDFA OFFICE OF
FARM to FORK

ATTACHMENT A: SCOPE OF WORK

Granting Agency: California Department of Food and Agriculture, Office of Farm to Fork (CDFA-F2F)

Grant Program: 2022 California Farm to School Incubator Grant Program

Funding Track: Track 1 – The California Farm to School K-12 Procurement and Education Grant

Grantee Name: Tahoe Truckee Unified School District

Award Amount: \$138,657.60

A. Project Title: Farm to Tahoe: Lessons in Climate Smart Eating

B. Project Summary: Tahoe Truckee Unified School District will expand its partnership with the Tahoe Food Hub (TFH) to implement a climate smart farm to school program. The project will align local food for school meals with educational opportunities that focus on the important role that regenerative agricultural and locally grown foods have on the environment.

C. Previous Grant Program Recipient? No

D. Project Purpose/Need: North Lake Tahoe is not an agricultural area. As a result, many students are at a higher risk of being disconnected from where their food comes from leading to complacency and an attitude that, “since we can’t grow our own food then it doesn’t matter where our food comes from.” Tahoe Food Hub’s local food system bridges that gap by bringing locally grown food from the Sierra Foothills and Northern California. This grant will give Tahoe Truckee Unified School District (TTUSD) and its partner, TFH, the capacity to teach students that no matter where they live, they need to think about who, where, and how food is produced and distributed and ensure it is equitable for all. This will be the educational focus for TFH both in the education garden and TTUSD classrooms.

Tahoe-Truckee is extremely vulnerable to climate change from wildfires and drought. Snowfall has decreased which is needed to drive the tourist-based economy. This grant will enable TTUSD to support more farms using regenerative agricultural practices. These climate smart farming techniques mitigate climate change by sequestering carbon in the soil. Initiatives outlined in this project will teach students how to reduce carbon

emissions by making food decisions that are good for the environment, health, and the economy.

By offering positive experiences in the cafeteria, in the classroom, and in the greenhouse garden, TTUSD hopes to lay the foundation for children to build eating habits that support healthy, productive lives. A 2017 study conducted by the Tisch Center for Food, Education and Policy at Columbia University found that students who receive more hands-on learning involving food eat three times the amount of fruits and vegetables as students with less hands-on learning.

E. Project Goal: The goal of this project is to expand TTUSD’s farm to school program by increasing the procurement of local food, and matching that with educational opportunities to let students know where their food comes and the importance of supporting local farms using regenerative farming practices.

F. Project Work Plan:

MEASURABLE PROJECT OBJECTIVES (at least 2 required)	PROJECT ACTIVITIES (at least 2 per objective)	TIMELINE (month/year each activity will occur)	PERFORMED BY (who will implement each activity)
1. Local Food Procurement	a. Increase local food procurement by 50%. Compare prior school year local food procurement for measured increase.	Aug 2023 – Mar 2025	<ul style="list-style-type: none"> • Kat Soltanmorad, TTUSD Food & Nutrition Services Director (FNSD) • Romina Branje, TTUSD F2S Supervisor • Marissa Yakaitis, TFH Co-Ed
	b. Prepare locally procured food in all 8 TTUSD cafeterias for all 14 school sites. Measure with menu tracking & production records of meals using locally sourced foods.	Aug 2023 – Mar 2025	<ul style="list-style-type: none"> • Kat Soltanmorad, TTUSD FNSD
	c. Crop planning to identify seasonal foods at the needed volume and agreed price. Outreach to farms looking for	Apr 2023 – Mar 2025	<ul style="list-style-type: none"> • Kat Soltanmorad, TTUSD FNSD • Marissa Yakaitis, TFH Co-Ed

	institutional buyers.		
	d. Feature local produce in culturally diverse dishes.	Aug 2023 – Mar 2025	<ul style="list-style-type: none"> • Kat Soltanmorad, TTUSD FNSD
	e. Kitchen equipment to increase capacity of kitchen staff to prep unprocessed local, raw vegetables.	May 2023	<ul style="list-style-type: none"> • Kat Soltanmorad, TTUSD FNSD
	f. Track local food purchases to make grant dollars go further to sustain program after grant expires. Compare and cost analyze last school year local food purchases to grant year.	Aug 2023 – Mar 2025	<ul style="list-style-type: none"> • Kat Soltanmorad, TTUSD FNSD • Romina Branje, TTUSD F2S Supervisor • Marissa Yakaitis, TFH Co-Ed
	g. Priority of local food procurement given to local, small/mid-size farms using climate smart, regenerative farming practices within 150 miles of North Lake Tahoe.	Aug 2023 – Mar 2025	<ul style="list-style-type: none"> • Kat Soltanmorad, TTUSD FNSD • Marissa Yakaitis, TFH Co-Ed
2. Educational Opportunities	<p>a. Local Food Activity Placemats on cafeteria trays every other month for a week during school year.</p> <p>b. Local Food Student Menu Club to spotlight local, seasonal foods every other month for a week during school year. Assess student pre/post knowledge of each activity provided.</p>	Aug 2023 – Mar 2025	<ul style="list-style-type: none"> • Marissa Yakaitis, TFH Co-Ed • TFH F2S Manager • Kerstin Kramer, TTUSD Assistant Superintendent, Education Services • Sara Colborn, Truckee Elementary Principal • Carolyn Stewart, TTUSD Science Education Specialist • Graphic Designer

	<p>c. Large format photos of farmers in cafeteria</p> <p>d. Laminated farmer signs for cafeteria line to spotlight local farms who have food in dishes</p>		
	e. Monthly World Food Day featuring culturally diverse dishes	Sept 2023 – Mar 2025	<ul style="list-style-type: none"> • Kat Soltanmorad, TTUSD FNSD • Romina Branje, TTUSD F2S Supervisor
	f. Local farmers to visit classrooms, 12 farmers each visiting 3 classes (36 classes total). Provide pre/post assessments to measure student knowledge.	Sept 2023 – Mar 2025	<ul style="list-style-type: none"> • Marissa Yakaitis, TFH Co-Ed • TFH F2S Manager • Kat Soltanmorad, TTUSD FNSD • Romina Branje, TTUSD F2S Supervisor
	<p>g. Secure bus rentals to Sierra Growing Classroom (SGC). Equity Priority to classrooms with a majority of students at a disadvantage.</p> <p>h. Access to the SGC for all students at TTUSD for educational tours and lessons re: climate smart farming.</p>	Sept 2023 – Dec 2024	<ul style="list-style-type: none"> • Marissa Yakaitis, TFH Co-Ed • TFH F2S Manager • Kat Soltanmorad, TTUSD FNSD • Romina Branje, TTUSD F2S Supervisor at

G. Culturally Relevant Programming: “World Food Day” will be held once a month where TTUSD Nutrition Services will feature a different ethnicity or culturally meal made with food grown from local farms. It will broaden horizons giving students the opportunity to learn and taste various dishes from diverse backgrounds. On at least two World Food Days, the Washoe Tribe will be honored. The Truckee Tahoe region has been inhabited by the Washoe Tribe for over 1,300 years. In recognition to indigenous communities, their land and culture, a dish that represents Washoe Tribe heritage will be served. Rice was a staple for the Washoe Tribe so recipes with rice will most likely be featured. In addition, each cafeteria will have a statement on the wall recognizing that the school

honors the indigenous people of the Washoe Tribe and that the land inhabited is theirs. In the SGC, foods native to the Washoe Tribe will be grown to teach students about culturally relevant and indigenous foods of the Washoe Tribe.

H. Healthy, Equitable, Resilient Food System – Procurement Partners: TTUSD is partnering with The Tahoe Food Hub (TFH). TFH is a 501(c)(3) non-profit organization based in Truckee, CA. The mission of TFH is to provide a food system that supports regenerative and sustainable farming practices by increasing access to local food for North Lake Tahoe. By addressing local food access challenges at a systems level, they create a hub for local food and farms using climate smart techniques. A local food system benefits diversified, family farms looking for fair market opportunities while increasing access to local food for Tahoe’s mountain community. TFH’s goal is to create a more equitable food system that is fair for the soil, farmer, and consumer. Regenerative farming sequesters carbon into the soil which helps mitigate climate change. TFH’s network of programs educates the Truckee-Tahoe community on the important role that a local food system has on the community, economy, and environment. Within 150 miles of North Lake Tahoe, TFH has built a network of more than 30 fruit and vegetable farms in the Sierra Foothills that TFH will be sourcing from to procure local food for the grant. TFH has developed and fostered these relationship for the past nine years. Ninety percent of the farms within 150 miles are small scale farms under 15 acres. When needing to reach beyond 150 miles to other areas of Northern California, TFH works with an additional 50 climate smart, organic farms. The majority of farms outside 150 miles are considered mid-size and average over 50 acres.

I. Project Reporting, Invoicing, and Evaluation Requirements: Please refer to the [2022 CA Farm to School Incubator Grant Invoicing & Reporting Timeline](#) for due dates.

- 1) **Pre-Survey:** Submit a pre-survey to the CDFA at the beginning of the grant term to summarize and quantify pre-project farm to school activities.
- 2) **Regular Financial Invoicing:** Submit **monthly or quarterly** financial invoicing to the CDFA that: **(a)** documents actual allowable project costs incurred, as listed in the approved budget (Attachment B), and **(b)** documents any program income earned as a result of the grant award during the grant duration. When invoicing for California grown or produced, whole or minimally processed food procurement costs, grant recipients must complete the CDFA food procurement worksheet.
 - i. **Payment Process:** This is a reimbursement grant program. The grant recipient will fund the project and submit monthly or quarterly invoices to the CDFA-F2F. The CDFA will reimburse allowable project costs upon approving each invoice. The grant agreement must be fully executed (signed by both parties) before project activities begin. Grant recipients are responsible for keeping all procurement records, invoices, and other related information on hand for auditing purposes.
 - ii. **IMPORTANT:** The CDFA reserves the right to withhold payment for projects that are not up to date with the filing of their pre-survey, quarterly check-ins, annual procurement check-ins, and final interview.

- 3) **Farm-Level Data:** If applicable, request farm-level data and velocity reports from distributors and make efforts to include farm-level data when completing the CDFA food procurement worksheets. The CDFA Farm to School Evaluation Team will provide support and additional guidance for these requests.
- 4) **Quarterly Check-ins:** Submit quarterly check-ins to the CDFA summarizing project progress, successes, and challenges.
- 5) **Annual Procurement Check-in:** Submit data to the CDFA annually regarding California food procurement practices for the duration of the grant and the following year after the end of the project term.
- 6) **Final Interview:** Participate in a final interview with the CDFA after the grant term concludes to discuss project successes, challenges, and other relevant information.
- 7) **External Program Evaluation:** Participate in external evaluation activities conducted by a CDFA representative or external designee for this grant program.

J. Budget: See Attachment B: Budget

- 1) If project activities are included in this Scope of Work but not included in the Budget, they will be funded by the recipient and/or a 3rd party.

State of California
California Department of Food and Agriculture Office of Farm to Fork (CDFA-F2F)
2022 California Farm to School Incubator Grant Program

ATTACHMENT B: Budget

TRACK 1: THE CALIFORNIA FARM TO SCHOOL K-12 PROCUREMENT AND EDUCATION GRANT

Grant Recipient Name:

Tahoe Truckee Unified School District

Award Amount:

\$138,657.60

1 SPENDING CATEGORY 1: CA FOOD PROCUREMENT COSTS (no cap)

Item Type	Leave this column blank	Leave this column blank	For school meals or student education?	Spend \$ When? month(s)/yr(s)	\$ Amount Required
1a California grown seasonal fruit and vegetables			School meals	Aug 2023 - Mar 2025	\$30,000.00
<i>Total CA Food Procurement Costs</i>					\$30,000.00
<i>Percent of Total Award Amount</i>					21.64%

2 SPENDING CATEGORY 2: FARM TO SCHOOL EDUCATION COSTS (no cap)

Item	Estimated # of Units (optional)	Estimated Cost Per Unit (optional)	Item Type	Spend \$ When? month(s)/yr(s)	\$ Amount Required
2a Farmer photos for hanging	20 prints	\$250.00	Materials	Aug-23	\$5,000.00
2b Farmer signs for cafeteria line	5 sets	\$200.00	Materials	Aug-23	\$1,000.00
<i>Total Farm to School Education Costs</i>					\$6,000.00
<i>Percent of Total Award Amount</i>					4.33%

3 SPENDING CATEGORY 3: FARM TO SCHOOL STAFF/LABOR COSTS (no cap)

Salaries/Wages/Stipends:					
Job Title, Name <small>(if name not yet identified, enter the Job Title & then write Name TBD)</small>	Staff Type <small>(salary, hourly wages, or stipend)</small>	# of Hours <small>(if hourly or stipend) or % FTE <small>(if salaried)</small></small>	Rate <small>(e.g., \$_/hr, \$_/yr, \$_/project)</small>	Spend \$ When? month(s)/yr(s)	\$ Amount Required
3a F2S Supervisor	Hourly Wages	6 hours/week (42 weeks each yr)	\$28/hour	Apr 2023 - Mar 2025	\$14,112.00
<i>Salaries/Wages/Stipends Subtotal</i>					\$14,112.00
Fringe Benefits: these are calculated as a % of an individual's salary, wages, or stipend and should be determined according to your organization's established fringe benefits policy.					
Job Title, Name <small>(if name not yet identified, enter the Job Title & then write Name TBD)</small>	Fringe Benefit Rate <small>(% of salary/wages/ stipend)</small>	Leave this column blank	Leave this column blank	Spend \$ When? month(s)/yr(s)	\$ Amount Required
3i F2S Supervisor	30%			Apr 2023 - Mar 2025	\$4,233.60
<i>Fringe Benefits Subtotal</i>					\$4,233.60
<i>Total Farm to School Staff/Labor Costs (salaries/wages/stipends + fringe benefits)</i>					\$18,345.60
<i>Percent of Total Award Amount</i>					13.23%

4 SPENDING CATEGORY 4: SCHOOL KITCHEN COSTS (no cap)

Item	Estimated # of Units (optional)	Estimated Cost Per Unit (optional)	Item Type	Spend \$ When? month(s)/yr(s)	\$ Amount Required
4a Robo Coupe CL50	4	\$4,153.00	Supplies	May-23	\$16,612.00
<i>Total School Kitchen Costs</i>					\$16,612.00
<i>Percent of Total Award Amount</i>					11.98%

5 SPENDING CATEGORY 5: TRAVEL COSTS (no cap)					
Travel Type	Cost Breakdown (e.g., estimated # of: trips to schools/farms, overnight trips, field trips, flights, etc.)	Leave this column blank	Leave this column blank	Spend \$\$	\$\$ Amount
				When? month(s)/yr(s)	Required
5a Bus	8 trips @ \$800 each			Sept 2023 - Dec 2024	\$6,400.00
<i>Total Travel Costs</i>					\$6,400.00
<i>Percent of Total Award Amount</i>					4.62%

6 SPENDING CATEGORY 6: CONTRACTUAL COSTS (no cap)					
Please note that grant recipients distributing funds to contractors must ensure that contractors follow all allowable and unallowable cost parameters of this program as well as financial reporting requirements such as documenting how they used the funds.					
Job Title, Name (if contractor is an individual) or Organization Name (if contractor is an organization) or Name TBD (if name not yet identified)	# of Hours or % FTE or N/A	Rate (e.g., \$_/hr; \$ flat rate; \$ as a fee for professional services)	Additional Contractor Costs Indicate the cost type and amount (e.g., Travel - \$1,000; Supplies - \$100). If not applicable, write N/A.	Spend \$\$	\$\$ Amount
				When? month(s)/yr(s)	Required
6a Tahoe Food Hub, F2S Manager		\$25/hr	Travel - \$2500	Apr 2023 - Mar 2025	\$50,500.00
6b Graphic Designer for Local Food Activity Placemats	8	\$ 600.00		4x/ school year Aug 2023 - Mar 2025	\$4,800.00
6c Farmer visits	12	\$ 300.00		Sept 2023 - Mar 2025	\$3,600.00
6d Graphic Designer for Local Food Menus	8	\$ 300.00		4x/ school year Aug 2023 - Mar 2025	\$2,400.00
<i>Total Contractual Costs</i>					\$61,300.00
<i>Percent of Total Award Amount</i>					44.21%

Description of Contractual Activities:

6a) Tahoe Food Hub (TFH) F2S Manager: TTUSD will hire TFH as a contractor to provide a F2S Manager to implement the F2S program. Hours allocated for this contract will allow time before the school year starts to prepare programs, develop activities and outreach to teachers for the upcoming school year. These hours will also allow for time at the end of the school year to wrap-up and do evaluations.

6b) Graphic Designer: Hired to work with the F2S Manager to design eight Local Food Activity Placemats. Placemats will have activities, games and puzzles related to local food and climate smart farming. This will be a bi-monthly program happening one week every other month (four times a school year). The cost to design the placemat is higher because they need to be unique every time. The design cost for the menu is less because once created, the designer will have a template making it easier each month.

6c) Farmers: Farmers would be paid for their time and expertise to visit 2-3 classrooms in a single day sharing with the students what it is like to be a farmer and their reason for farming as well as the educational and climate-smart facts about the local food they grow that is served in the lunchroom at school.

6d) Graphic Designer: Hired to design eight Local Food Menus. The F2S Manager will lead a student-formed club to select one local food each day for a week. The menu will share health facts about the fruit or vegetables featured, and information about the farmers. The F2S Manager will share with the Graphic Designer the results of the club's meeting to design the menu. This will be a bi-monthly program happening one week every other month (four times a school year).

TOTAL DIRECT COSTS \$138,657.60

8 SPENDING CATEGORY 8: INDIRECT COSTS (max. 30% of direct costs)					
% of Direct Costs	Leave this column blank	Leave this column blank	Leave this column blank	Spend \$\$ When?	\$\$ Amount Required
8a 0%				N/A	\$0.00

<i>Total Indirect Costs</i>	<i>\$0.00</i>
<i>Percent of Direct Costs</i>	<i>0.00%</i>

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GRAND TOTAL \$138,657.60