

**F. Consent Agenda - University of Florida; Brevard County Extension
ITEM 13.**



**AGENDA REPORT
February 26, 2019**

**Approval, Re: Agreement with Feeding Florida, Fresh Access Bucks
Program**

SUBJECT:

Approval, Re: Agreement with Feeding Florida, Fresh Access Bucks Program at the Wickham Park Farmers Market

FISCAL IMPACT:

There is no fiscal impact to the Board as this is a reimbursement to patrons.

Fresh Bucks sales for the past three years are:

2016 - \$12,221

2017 - \$10,990

2018 - \$6,853

DEPT/OFFICE:

Ag Extension Services

REQUESTED ACTION:

It is requested that the Board of County Commissioners approve and authorize the Chair to execute the Fresh Access Bucks Strategic Partnership Agreement with Feeding Florida and authorize the County Manager to execute necessary Budget Change Requests.

SUMMARY EXPLANATION and BACKGROUND:

The Brevard County Farmers Market has been accepting Supplemental Nutritional Aid Program (SNAP) and working with the Fresh Access Bucks (FAB) team since 2013. By accepting SNAP and offering the FAB program which matches SNAP benefits dollar for dollar, up to \$40 per week, UF/IFAS Extension Services are able to offer local, nutritious foods to an audience that often perceives Farmers Markets as being too expensive for them. This, in turn, supports our local farmers and producers and the local economy overall. In the last two years, the Brevard County Farmers Market has generated \$35,031 in SNAP/FAB sales for our farmers and producers, with nearly \$18,000 of this in FAB "FREE" purchases. This represents income for our local farmers and producers and provides fresh, local produce to SNAP recipients at no cost to them.

CLERK TO THE BOARD INSTRUCTIONS:

A total of three signed, original agreements are needed: one (1) Clerk to the Board; one (1) for Feeding Florida; and one (1) for the UF/IFAS Extension Services Department.

ATTACHMENTS:

Description

- ▢ **Fresh Access Bucks Contract**
- ▢ **Approval pages**


BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

INITIAL CONTRACT REVIEW AND APPROVAL FORM

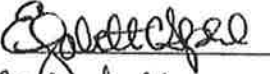
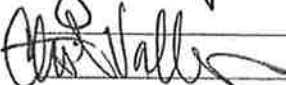
SECTION I - GENERAL INFORMATION

1. Contractor: Feeding Florida	
2. Fund/Account #: 0001 200800	3. Department Name: UF/Extension Services
4. Contract Description: Fresh Access Bucks Partnership Agreement	
5. Contract Monitor: Lisa Wishe	7. Contract Type: GRANT
6. Dept/Office Director: Elizabeth Shephard	

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2-9-19
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>		
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION III - REVIEW AND APPROVAL TO EXECUTE

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2-9-19
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>		
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2/11/19

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status	<input type="checkbox"/>
Contract Title	<input type="checkbox"/>
Contract Type	<input type="checkbox"/>
Contract Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date	<input type="checkbox"/>
Contract Effective Date	<input type="checkbox"/>
Contract Expiration Date	<input type="checkbox"/>
Contract Absolute End Date (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Initial Contract Form with County Attorney/ Risk Management Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>

BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

INITIAL CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor:	
2. Fund/Account #:	3. Department Name:
4. Contract Description: Fresh Access Bucks Partnership Agreement	
5. Contract Monitor:	7. Contract Type:
6. Dept/Office Director:	Select from pulldown:

SECTION II – REVIEW AND APPROVAL TO ADVERTISE

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>	<u>DATE</u>
	<u>YES</u>	<u>NO</u>		
User Agency	<input type="checkbox"/>	<input type="checkbox"/>		
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>		
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION III – REVIEW AND APPROVAL TO EXECUTE

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>	<u>DATE</u>
	<u>YES</u>	<u>NO</u>		
User Agency	<input type="checkbox"/>	<input type="checkbox"/>		
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Matt Lairsey	02/11/2019
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

<u>CM DATABASE REQUIRED FIELDS</u>	<u>Complete</u> ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status	<input type="checkbox"/>
Contract Title	<input type="checkbox"/>
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"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

February 27, 2019

M E M O R A N D U M

TO: Beth Shephard, University of Florida/Extension Services Director

RE: Item F.13., Agreement with Feeding Florida, Fresh Access Bucks Program at Wickham Park Farmers Market

The Board of County Commissioners, in regular session on February 26, 2019, approved and authorized the Chair to execute the Fresh Access Bucks Strategic Partnership Agreement with Feeding Florida, providing for grant funds to be used for the nutrition incentive program; and authorized the County Manager to execute necessary Budget Change Requests. Enclosed are two executed Agreements.

Upon execution by Feeding Florida, please return a fully-executed Agreement to this office for inclusion in the official minutes.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

Encls. (2)

cc: Contracts Administration
Finance
Budget



Florida's Food Bank Network



January 5th, 2019

Gayle Orren Whitworth
Brevard County UF/IFAS Extension
Brevard County Farmers Market
3695 Lake Drive
Cocoa, FL 32926

Dear Ms. Whitworth,

Feeding Florida, Inc. (FF), a 501(c)(3) nonprofit organization, is pleased to announce formal approval of your Request for Strategic Partnership in Fresh Access Bucks (FAB). As a FAB Program Partner, your Outlet will join a network of other farmers markets, mobile markets, farm stands, CSAs, and retail settings throughout Florida that work together to help make fresh, locally grown foods more affordable and available to those most in need.

Attached is the Strategic Partner Agreement, please execute this Agreement and return within 10 business days from the date of this letter. Please let us know if you have any questions or need additional assistance. We look forward to working with you.

Sincerely,

Mary Hathaway
FAB Program Manager
Feeding Florida
Mary@FeedingFlorida.org

Katie Delaney
FAB Program Manager
Feeding Florida
Katie@FeedingFlorida.org



Fresh Access Bucks Strategic Partnership Agreement

This contract between Feeding Florida, Inc. (FF) and Brevard County UF/IFAS Extension ("Program Partner"), provides for grant funds to be used to for the nutrition incentive program, Fresh Access Bucks, at the participating farm-to-retail venues ("Outlet") listed in Appendix A. These grant funds will be in effect through the duration of the calendar year: June 1, 2018 - May 31, 2019.

Program Partner is responsible for the following:

1. Program Partner will participate in all aspects of and comply with all actions required by FAB in accordance with program standards and the attached Feeding Florida guidelines.
2. FAB Partner Outlets are required to have a functioning EBT machine to process SNAP benefits. Partner Outlets must provide their FNS number (FNS number is assigned by USDA upon receiving machinery) to FAB for grant and reporting purposes.
3. FAB incentives must only be utilized by current SNAP recipients,
4. FAB incentives can only be used by an eligible recipient for the purchase of fresh fruits and vegetables. The produce must be produced locally by Florida growers or growers within 50 miles of the Florida border.
5. Program Partner will conduct a minimum of 6 distinct SNAP nutrition education events such as chef/cooking demonstrations or taste tests per Outlet, reflected in FM Tracks Post Market Reports between June 1, 2018 - May 31, 2019.

Record Keeping and Reporting: FF requires that the Program Partner either directly or through its Farmers Market management partners, provide to FF, Wholesome Wave and the USDA, a breakdown of SNAP and FAB benefits or incentives honored according to Feeding Florida guidelines and the USDA's guidelines referenced in the Feeding Florida guidelines.

Evaluation & Participation: FF requires that Program Partner staff complete a final Annual Report, a copy of which is attached for reference, due no later than 30 days following June 30, 2019, or the date at which funds are expended and/or program goals have been completed.

Program Partner Staff must attend the FAB Annual Statewide Training and the Regional Trainings in their region, a calendar of training dates will be available by March 31, 2019.

Program Partner agrees to participate in regular, monthly regional calls, statewide outreach campaigns and to make use of the FAB tent and banner at market and promotional events, distribute FAB flyers, postcards and other promotional materials provided by FF.

Payment: Program Partner will be supported by funds outlined below in the FAB Outlet Incentive Budget. Funds will be distributed on a weekly basis via direct deposit based on vendor reimbursement data reported in FM Tracks. Please note: Individual Transactions, Vendor Reimbursement, and Post Market Reports **must be completed in full** on a weekly basis, or otherwise, as agreed upon by FF and the Program Partner.

In order to receive payment Program Partner must provide the following:

- Completed W9;
- Updated Outlet FNS Number;



Florida's Food Bank Network



- Signed Contract with FF Updated Annually;
- Direct Deposit information on file with FF;
- Weekly Up-to-Date Data on FM Tracks: Completed Transactions, Vendor Reimbursements, and Post Market Reports;

FF shall provide the Program Partner with a JPEG version of the FAB logo, as well as collaborators' logo(s), for inclusion in informational and promotional materials. The Program Partner agrees to post and distribute such material as applicable, and agrees to acknowledge its partnership with FF in any public statements or publicity relating to FAB. FF may ask Program Partner to submit for review any reports and other materials containing FF or FAB logos intended for release to the press prior to publication. FF will provide tokens relating to SNAP and FAB as needed.

FF agrees to co-develop a tailored sustainability plan with Program Partner and encourages the Program Partner seek additional local and regional funding in the growth of the Outlet(s). FF requests information and confirmation of additional leveraged funds in support of the Program Partner's innovative programs to widen access to locally grown fresh fruits and vegetables for federal and state nutrition benefit program clients and other low-income community members.

This agreement shall remain in effect through May 31, 2019. Feeding Florida reserves the right to cancel this agreement for non-performance.

Accepted and Agreed by:

Robin Safley

=====

Robin Safley, Executive Director
Feeding Florida

=====  ===== **3-18-19**

Signature Date

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

ATTEST:



By: **Scott Ellis, Clerk**

**BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA**



Kristine Isnardi, Chair

Date: 2/26/19

As approved by the BOCC on: 2/26/19

Reviewed as to form and legal sufficiency:



By: **Assistant County Attorney/Date**



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Appendix A

Outlet: Farmers' Market, Mobile Market or CSA	City, State	FNS Number
Brevard County Board of County Commissioners, dba Brevard County Farmers Market	Melbourne, FL	387323

FINI Grant Calendar Years

Food Insecurity Nutrition Incentive Program Grant (FINIP)

Y1 - June 1, 2018 - May 31, 2019

Y2 - June 1, 2019 - May 31, 2020

Y3 - June 1, 2020 - May 31, 2021

Feeding Florida FAB Staff

Contact Information

Robin Safley

Executive Director

Robin@FeedingFlorida.org

Mary Hathaway

Fresh Access Bucks Manager -Central Florida Contact

Mary@FeedingFlorida.org

Katie Delaney

Fresh Access Bucks Manager -North Florida Contact

Katie@FeedingFlorida.org

Heather Henderson

Fresh Access Bucks Coordinator -South Florida Contact

Heather@FeedingFlorida.org