

F. Consent Agenda - University of Florida; Brevard County Extension
ITEM 8.



AGENDA REPORT
August 20, 2019

Approval, Re: Fresh Access Bucks Partnership Agreement for the Brevard
County Farmers Market

SUBJECT:

Approval of agreement between Brevard County and Feeding Florida for the Brevard County Farmers Market.

FISCAL IMPACT:

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

SNAP sales in the past two years total \$35,000 with Fresh Bucks sales totally about \$18,000.

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/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 approximately \$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 3 signed, original agreements are needed: one (1) Clerk to the Board; one (1) for Feeding Florida; and one (1) for the UF/Extension Services Department.

ATTACHMENTS:

Description

- **Feeding Florida Contract 19-20**
- **Feeding Florida approval signature page**

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

INITIAL CONTRACT FORM

SECTION I - The following information must be completed on all new contracts submitted to the Board.

1. Contractor: Feeding Florida		Department Name: UF/Extension Services	
2. Fund/Account #: 0001 200810		4. Contract Description: Fresh Access Bucks Partnership Agreement	
5. Contract Monitor: Lisa Wishe		6. Mail Stop #:	
7. Dept./Office Director: Elizabeth Shephard		8. Contract Type: Grant	
ACTION DATE: <i>30 days from entry</i>		ACTION REQUIREMENT: <i>Need complete data</i>	

SECTION II - The following departments must approve all contracts submitted to the Board:

COUNTY OFFICE	APPROVAL		INITIALS	DATE
	YES	NO		
User Agency	<u>X</u>	_____	<u>ES</u>	<u>8-8-19</u>
Risk Management	_____	_____	_____	_____
County Attorney	<u>X</u>	_____	<u>SC</u>	<u>8-12-19</u>

If any office denies approval, the package will be returned immediately to the User Agency

SECTION III - CONTRACT MANAGEMENT DATABASE CHECKLIST

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 GL 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 database (Initial Contract Form with County Attorney/Risk Management Approval; Signed/Executed Contract)	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>
Note: Insurance Certificates uploaded under collapsible/expandable Monitor Bar Section Change Order/Task Order uploaded under collapsible/expandable Monitor Bar Section Contract Renewal documents uploaded under collapsible/expandable Renewal /Bar Section	

NOTE: This form should be attached to all new contracts being submitted to the Board for approval. After the contract has been approved, the contract package, including this form, will go to the Clerk to the Board. The Clerk's office will return the Initial Contract Form, Executed/Attested Contract to department for contract to be entered and uploaded into the Contract Management System. See AO-29 for additional info.



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

August 21, 2019

MEMORANDUM

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

RE: Item F.8., Approval for Fresh Access Bucks Partnership Agreement for the Brevard County Farmers Market

The Board of County Commissioners, in regular session on August 20, 2019, approved and authorized the Chair to execute the Fresh Access Bucks Strategic Partnership Agreement with Feeding Florida; and authorized the County Manager to execute any necessary budget change requests. Enclosed is a fully-executed Agreement.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/kp

Encl. (1)



June 11, 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 a 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 20 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



Florida's Food Bank Network



This contract between Feeding Florida, Inc. (FF) and Brevard County Board of County Commissioners, dba Brevard County Farmers Market ("Program Partner"), provides for grant funds toward 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, 2019 - May 31, 2020.

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 used by current SNAP recipients.
4. FAB incentives must only be used by an eligible recipient for the purchase of fresh fruits and vegetables 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 and the FAB Annual Report between June 1, 2019 - May 31, 2020.

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 1, 2020, or the date at which funds are expended and/or program goals have been completed.**

Program Partner Staff must attend the FAB Annual Training. A calendar of training dates will be available by March 31, 2020.

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.

To receive payment Program Partner must provide the following:

- Completed W9;
- Updated Outlet FNS Number;
- Signed Contract and Guidelines 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;



Fresh Access Bucks Membership Program: The Program Partner agrees to participate in the Fresh Access Bucks Membership Program. Program membership fees are tiered based on FAB Incentives Redeemed between June 1, 2019 -May 31, 2020. Membership fees are due on September 30, 2020 via check to FF in order to remain a member in good standing. FF will hold the final payments due under this contract until all terms have been met. A copy of the Fresh Access Bucks Membership Program is attached for reference.

FAB Redeemed at market	Membership fee due
\$500 - \$1,499	\$50
\$1,500 - \$2,999	\$150
\$3,000 - \$4,999	\$300
\$5,000 - \$7,4999	\$500
\$7,500 - \$9,999	\$750
\$10,000 and above	\$1,000

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 requests that 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, 2020. Feeding Florida reserves the right to cancel this agreement for non-performance.



Accepted and Agreed by:

Robin Safley
 =====
 Robin Safley, Executive Director
 Feeding Florida

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 Signature Date

=====
 Print Name, Title & Organization

=====

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 Signature Date

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	FINI Grant Membership Fees Due Dates
Y1 - September 1, 2018 - May 31, 2019	Y1 - September 30, 2019
Y2 - June 1, 2019 - May 31, 2020	Y2 - September 30, 2020
Y3 - June 1, 2020 - May 31, 2021	Y3 - September 30, 2021

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

ATTEST:



 By: Scott Ellis, Clerk

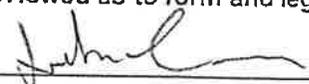
BOARD OF COUNTY COMMISSIONERS
 OF BREVARD COUNTY, FL


 Kristine Isnardi, Chair

Date: August 20, 2019

As approved by BOCC on: August 20, 2019

Reviewed as to form and legal sufficiency:

 8/17/19

 By: Assistant County Attorney/Date



Florida's Food Bank Network



**Feeding Florida FAB Staff
Contact Information**

Robin Safley
Executive Director
Robin@FeedingFlorida.org

Mary Hathaway
Fresh Access Bucks Manager -Central Florida
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Katie Delaney
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Sarah Bardolph
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