

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Feeding Florida		2. Amount:	
3. Fund/Account #: 0001 200810		4. Department Name: UF/Extension Services	
5. Contract Description: Fresh Access Bucks Partnership Agreement Renewal			
6. Contract Monitor: Lisa Wishe		8. Contract Type:	
7. Dept/Office Director: Elizabeth Shepard		GRANT	
9. Type of Procurement: Other			

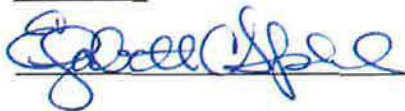

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

<u>COUNTY OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>SIGNATURE</u>
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Purchasing	<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

APPROVAL

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

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, Title, Type, and Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date, Effective Date, and 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 (Contract Form with County Attorney/ Risk Management/ Purchasing 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"/>



June 1, 2020

Gayle Orren Whitworth
Brevard County Board of County Commissioners
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



Fresh Access Bucks Strategic Partnership Agreement

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, 2020 - May 31, 2021.

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, 2020 - May 31, 2021.

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, 2021, 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, 2021.

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, 2020 -May 31, 2021. Membership fees are due on September 30, 2021 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 - \$7,499	\$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, 2021. Feeding Florida reserves the right to cancel this agreement for non-performance.

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

ATTEST:

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

By Scott Ellis, Clerk

Bryan Andrew Lober, Chair

Date: _____

As approved by the BOCC on: 7/21/2020

Reviewed as to form and legal sufficiency:



By: Assistant County Attorney

Accepted and Agreed by:

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Print Name, Title & Organization

Robin Safley

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**Robin Safley, Executive Director
Feeding Florida**

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Signature



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Signature

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Date

6/18/2020

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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

Feeding Florida FAB Staff Contact Information

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Executive Director

Robin@FeedingFlorida.org

Mary Hathaway

Fresh Access Bucks Manager -Central Florida

Contact

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Katie Delaney

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Heather Henderson

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Meghan Fiveash

Fresh Access Bucks Communications Coordinator

Contact

Meghan@FeedingFlorida.org