

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>\$4,000</u>	_____	_____	_____	_____
External Revenues	<u>(\$4,000)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$ 0</u>	_____	_____	_____	_____
# ADDITIONAL FTE	_____	_____	_____	_____	_____
POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes No

Budget Account No.: Fund 1482 Dept. 310 Unit 1203 Object 8301
 Revenue: Fund 1482 Dept. 310 Unit 1203 Rev. Source 6694

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

Jean N. McLee

III. REVIEW COMMENTS

A. OFMB Budget and/or Contract Dev. and Control Comments:

<p><i>John W. C...</i> 7/12/16 ✓ 7/11/16 OFMB/Budget and Control 7/11/16</p>	<p><i>Joe J. Jacobson</i> 7/15/16 Contract Development and Control 7/15/16</p>
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B. Legal Sufficiency:

Anne Delgado 7/15/16
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.



SHARE OUR
STRENGTH
NO KID HUNGRY

1000 WEST PALM BEACH BOULEVARD
WEST PALM BEACH, FL 33411

TEL: 561-838-2487
FAX: 561-838-2488

NOKIDHUNGRY.ORG

June 17, 2016

Ronald Rice
County Extension Director
University of Florida/IFAS Extension
301 N Olive Ave # 1201
West Palm Beach, FL 33401

Dear Ronald,

Congratulations! University of Florida/IFAS Extension has been awarded a grant for \$4000 from Share Our Strength to lead Cooking Matters at the Store grocery store tours in your community. Below information is a reminder of the requirements associated with this grant.

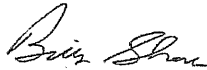
- As described in your proposal, these grant funds are intended to help you reach a minimum of 400 participants with Cooking Matters at the Store tours to be completed by 5/31/2017.
- These funds must be used to support the implementation and/or growth of Cooking Matters at the Store tours as outlined in the eligible grant uses and your recent grant application. Tours are intended for low-income adults only, and must be offered at no charge to all participants.
- All funds must be expended and all tours must be completed by May 31, 2017.
- You will be asked to report on your grocery store tours, including participation numbers and tour schedule, through an online database within 7 days of each tour. You may also be asked to complete narrative updates. Additional training on how to complete these actions will be provided through the online training and Getting Started Webinar, described below.
- Your program coordinator is required to participate or view a series of trainings to support your organization's efforts to lead Cooking Matters at the Store programming, including:
 - **By Friday, July 1st:** You and the person listed as responsible for the implementation of the program will receive instructions via email to register for the grantee onboarding call.
 - Your program coordinator is required to view the onboarding webinar, *Getting Started as a Cooking Matters at the Store Grantee*. Call in information will be provided in the aforementioned email.

- Please submit a written request to us in advance if you wish to change the use of the grant funds from what was submitted on your grant application.
- Please also notify us as soon as possible if you anticipate any difficulties with reaching the projected number of tour participants described in your proposal. **Significant changes in projected or actual number of tour participants reached may necessitate a return of a portion or all of your grant funds.**
- Please notify us within one week of any changes in contact information.
- You are required to notify Share Our Strength of any change in your public charity status.
- This agreement also gives Share Our Strength your permission to use photographs, logos, and other materials you supply in your communications with Share Our Strength, without further notice, in press releases and/or publications.

If you have any questions about any of the conditions described in this letter, or about your grant in general, please contact Liz Evancho, Associate Director of Grants Administration, at eevancho@strength.org.

We wish you the best of success and look forward to hearing about your progress.

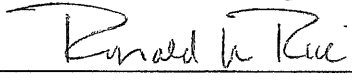

Sincerely,



Bill Shore
 Founder and CEO

To allow for release of your grant funds, please return a signed copy of this agreement via email to grants@strength.org by **June 30, 2016**.

Grantee Name: University of Florida/IFAS Extension/ Board of County Commissioners Palm Beach County

Please provide an authorized signature, retain a copy for your records, and return promptly.	
	
Signature	
<u>RONALD W. RICE</u>	
Printed Name	
<u>DIRECTOR, UF/IFAS PALM BEACH COUNTY EXTENSION</u>	
Title	
<u>17 JUNE 2016</u>	
Date	
APPROVED AS TO FORM AND LEGAL SUFFICIENCY  COUNTY ATTORNEY	

NO KID HUNGRY

Introduction

Availability of Cooking Matters at the Store Implementation Grants

Thank you for your interest in Cooking Matters at the Store. Before proceeding, please ensure you understand all grant requirements by carefully reviewing the grant announcement. Share Our Strength asks that all grant recipients provide data confirming the number of tour participants reached within one week of the tour date(s). All tours supported through this grant must be completed prior to the deadline listed in the grant announcement.

Grant Amount:

You may apply for any amount up to \$10/participant, for any participants reached in tours completed between July 1, 2016, and May 31, 2017. Maximum grant request may vary. The minimum grant amount you may request is \$1,000.00 to reach 100 participants.

Timing:

All applications should be submitted by close of business on **Friday, May 13, 2016**. Tours funded through this grant should be completed between July 1, 2016, and May 31, 2017.

Eligible Grant Expenses:

Grant funds may be used for the following purposes:

- To help eliminate barriers that may keep potential participants from attending, such as child care, or transportation to and from the store.
- As tour incentives, such as grocery store gift cards that cover the cost of a \$10 challenge at the end of the tour, or snacks for tour participants.
- For costs incurred by your organization, such as staffing costs, outreach to identify participants, or reimbursement for expenses incurred by volunteer tour leaders.
- Please be aware that you may be asked to return the proportional amount of your grant if you do not reach your projected number of participants.

Cooking Matters at the Store is generously sponsored by the Walmart Foundation.

Program Contact

First Name

Cyndi

Last Name

Thomas

Title

Extension Program Manager

Email

cyndithomas@ufl.edu

Phone

561-233-1736

First Name

Ronald

Last Name

Rice

Title

County Extension Director

Email

rrice@pbcgov.org

Phone

561-233-1711

Please provide the name on the check and the physical address where we can send your check and materials if selected.

Name (as it should appear on the check)

Board of County Commissioners Palm Beach County

Physical Street Address

301 N Olive Ave # 1201

City

West Palm Beach

State

FL

ZIP

33401

Attention of:

Mary L. Berger

Additional Notes

The Application

Where did you learn about the grant?

- Individual Outreach/Word of Mouth
- Organization web page
- Organization Newsletter
- Special Grant Opportunity Notification Email
- Social Media (blog post, Facebook, Twitter, etc.)

If applicable, please indicate if your organization is affiliated with one of the national networks listed below:

Select... ▼

Please briefly describe your mission and why your organization is qualified to successfully coordinate Cooking Matters at the Store tours. Describe your track record of success with any similar projects providing educational programming for low-income families, including Share Our Strength's priority audience of moms with kids age 5 or under. (1-2 paragraphs)

The University of Florida/IFAS Extension Family Nutrition Program (FNP) is a Supplemental Nutrition Assistance Education Program (SNAP-Ed) in the state of Florida. The Family Nutrition Program educates SNAP eligible families and youth on the core messages of Myplate. FNP uses evidence based research to provide nutrition lessons to help decrease the likelihood of obesity, chronic illnesses, and increase the quality of life of Floridians. FNP is currently serving in 51 counties throughout Florida. Throughout the different counties, FNP provides community-based environmental approaches such as gardens, to encourage healthier food choices. Currently, FNP in Palm Beach County is working in child care centers with children ages 3-5 to provide nutrition education, in addition to hands on gardening activities. FNP in Palm Beach County also works with the parents of the children at the child care centers to encourage healthy food choices in the home. FNP's target population of families with children age 5 or under aligns well with Share Our Strength's priority audience.

Please enter the number of tour participants your organization can reach before the end of the grant period.

400

What percentage of your tour participants do you anticipate will be part of our priority target audience of moms with kids age 5 or under?

90

How have you determined how many participants you can reach? Please include information about any partnerships that may help you reach your participant goals.

FNP in Palm Beach County has 4 full time Nutrition Educators who will be facilitating the Cooking Matters at the Store tours. Each Nutrition Educator will conduct one tour with 10 participants each month for 10 months reaching 100 participants each for a total of 400 participants. The nutrition educators are currently working in 42 child care centers with over 7,400 children.

Define the geographic area where the tours will occur:

City or County

Name of City(ies)/County(ies)/State(s)

Palm Beach County

Describe how your organization plans to:

a) Recruit participants (1 paragraph)

Participants will be recruited with the help of the directors at each child care centers that the Nutrition Educators are currently providing nutrition education. The Nutrition Educators will pass out flyers and post information at the child care centers, the Department of Children and Families in Palm Beach County, Family Resources centers, and various agencies that cater to moms with children under the age of five.

b) Identify volunteer/staff tour leaders (1 paragraph)

The tours will be lead by 4 of our full-time FNP Educators. Each educator will be trained on the Cooking Matters curricula.

c) Reach out to grocery stores (1 paragraph)

The store managers of the targeted grocery stores will be contacted and asked for permission to conduct the tours at their location. The targeted stores will be determined with the assistance of partner sites where the participants have been recruited. Our goal is to target the nearest grocery store where participants shop.

Please provide a timeline for your implementation plan including a monthly breakdown of your organization's anticipated reach during the grant period. Please include information about planning, volunteer recruitment, outreach to potential participants and tour implementation, wherever applicable.

June 2016- Contact all 42 child care centers to begin recruiting. July 2016- Train the Program Assistants on Cooking Matters at the Store, and continue recruiting other potential community partners such as WIC. August 2016- Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. September 2016-Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. October 2016- Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. November 2016-Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. December 2016-Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. January 2017- Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. February 2017-Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. March 2017-Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. April 2017-Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. May 2017-Offer 4 tours reaching 40 participants, continue recruiting at child care centers and other partner sites. Submit final documents to Share our Strength.

How will you staff this program? (1 paragraph)

I will staff this program with four full-time Program Assistants(Nutrition Educators). Each Program Assistants will spend 15 hours a week planning, and recruiting in order to implement this program. They will also recruit at parent meetings.

Budget

As a reminder, your maximum budget request based on the number of participants you plan to reach is **\$10.00 X number of participants**.

Grant funds may be used for the following purposes:

- To help eliminate barriers that may keep potential participants from attending, such as transportation to and from the store or child care needs.
- As tour incentives, such as grocery store gift cards that cover the cost of a \$10 challenge at the end of the tour, or snacks for tour participants.
- For costs incurred by your organization, such as staffing costs, outreach to identify participants, or reimbursement for expenses incurred by volunteer tour leaders.

Items / Price	Notes	Quantity	Totals
Grocery Store Gift Cards for \$10 Challenge	\$10 X 400	1 \$ per unit	\$4,000
		Total	\$4,000

Documents

Please upload a copy of your IRS form 990. Note: 5 MB file size limit.

UF Certificate of Exemption.pdf uploaded on 05/13/16

You may upload a Word document (.doc/.docx) or a PDF file.

You may upload a Word document (.doc/.docx) or a PDF file.

Please upload the organization operating budget for your current fiscal year. No specific format is required, however it should include a breakdown of major categories for both revenue and expenses. Note: 5 MB file size limit.

FNP Award Letter FY16.pdf uploaded on 05/13/16

You may upload a Word document (.doc/.docx), Excel spreadsheet (.xls/.xlsx) or a PDF file.

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16-0939

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

1482 Cooperative Extension Rev Fund

BGRV 062916-499
BGEX 062916-1573

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 06/29/2016	REMAINING BALANCE
<u>REVENUES</u>								
310-1203-6694	Grant From Oth Non-Govt	0	0	4,000	0	4,000		
	Total	308,705	403,510	4,000	0	407,510		
<u>EXPENDITURES</u>								
310-1203-8301	Contributions for Individuals	0	0	4,000	0	4,000		4,000
	Total	308,705	403,510	4,000	0	407,510	0	407,510

Signatures & Dates

By Board of County Commissioners
At Meeting of 08/16/2016

County Cooperative Extension
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Ronald W Rice 5 JULY 2016
J. H. [Signature] 7/12/16

Deputy Clerk to the
Board of County Commissioners