

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 13, 2023 (X) Consent ( ) Regular  
( ) Workshop ( ) Public Hearing

Department  
Submitted By: County Administration  
Submitted For: Office of Resilience

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to receive and file: the US Department of Agriculture’s Urban Agriculture and Innovative Production program grant application for a \$250,000 grant, estimated to begin September 30, 2023, and end three (3) years after execution on September 29, 2026.

**Summary:** The Palm Beach County (PBC) Office of Resilience (OOR) and the PBC UF/IFAS Cooperative Extension Services Office have applied for a USDA UAIP planning grant to fund an assessment of small-scale, urban, and innovative farming opportunities in PBC. The team will collaborate with County departments and stakeholders to develop a plan to increase community food access and opportunities for small-scale, sustainable urban agriculture (SUA) while demonstrating economic and environmental benefits. This project will prioritize historically underserved communities with high food insecurity. **No match is required for this grant.** Countywide (RM)

**Background and Justification:** On April 4, 2023, the Board of County Commissioners ratified the signature of the Mayor on an emergency walk-through memo that authorized the County Administrator or designee to pursue funding from the USDA UAIP Grant Program on a grant application that was submitted on Mar 27, 2023. The UAIP grant program initiates and expands the efforts of farmers, citizens, government officials, schools, and other stakeholders in urban areas and suburbs. UAIP grants support projects designed to improve access to local foods in areas where access to fresh, healthy food is limited or unavailable through urban and/or innovative agricultural practices, including, community gardens, urban farms, rooftop farms, urban agroforests, food forests, orchards, outdoor vertical production, green walls, and greenhouses.

PBC is one of the most agriculturally productive counties east of the Mississippi River, yet many PBC residents still struggle with access and affordability of fresh and healthy food. SUA can help PBC reduce food insecurity while generating long-term economic, environmental, and social benefits. However, SUA businesses face numerous challenges to forming and remaining profitable. This Project aims to promote SUA and expand healthy food access by creating a Project Plan, with farmer and resident input and engagement. The Plan will recommend land use, education, business development, workforce development, and partnership strategies. The SUA Project Plan will build upon PBC’s work to increase farming opportunities, healthy food access, climate resiliency, and sustainability.

**Attachments:**  
1. USDA UAIP Program Grant Application

Recommended by: Megan S. Hunter 4-24-23  
Department Director Date  
Approved by: Pelle 5/16/23  
Assistant County Administrator Date

## II. FISCAL IMPACT ANALYSIS

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	<u>0</u>	<u></u>	<u></u>	<u></u>	<u></u>
Operating Costs	<u>0</u>	<u></u>	<u></u>	<u></u>	<u></u>
External Revenues	<u>0</u>	<u></u>	<u></u>	<u></u>	<u></u>
Program Income (County)	<u>0</u>	<u></u>	<u></u>	<u></u>	<u></u>
In-Kind Match (County)	<u>0</u>	<u></u>	<u></u>	<u></u>	<u></u>
NET FISCAL IMPACT	<u>\$0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes \_\_\_\_\_ No X

Does this item include the use of federal funds? Yes \_\_\_\_\_ No X

**Budget Account No.:**

Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_ Program \_\_\_\_\_

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

N/A.

C. Department Fiscal Review: [Signature] 04/27/23

### III. REVIEW COMMENTS

**A. OFMB Fiscal and /or Contract Dev. and Control Comments:**

ASDUA 5/4/23  
OFMB QA 5/11 1105 5/2  
LM 5/2

## Contract Development and Control

**B. Legal Sufficiency:**

  
Assistant County Attorney

**C. Other Department Review:**

Department Director

Application for Federal Assistance SF-424		
<div>* 1. Type of Submission: <div><input type="checkbox"/> Preapplication</div><div><input checked="" type="checkbox"/> Application</div><div><input type="checkbox"/> Changed/Corrected Application</div></div>		
<div>* 2. Type of Application: <div><input checked="" type="checkbox"/> New</div><div><input type="checkbox"/> Continuation</div><div><input type="checkbox"/> Revision</div></div>		
<div>* If Revision, select appropriate letter(s): <div></div><div>* Other (Specify): <div></div></div></div>		
<div>* 3. Date Received: <div>Completed by Grants.gov upon submission.</div></div>		
<div>4. Applicant Identifier: <div></div></div>		
5a. Federal Entity Identifier: <div></div>		5b. Federal Award Identifier: <div></div>
State Use Only:		
6. Date Received by State: <div></div>		7. State Application Identifier: <div></div>
8. APPLICANT INFORMATION:		
* a. Legal Name: <div>County of Palm Beach</div>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <div>59-6000785</div>		* c. UEI: <div>XL2DNFMPCR44</div>
d. Address:		
<div>* Street1: <div>301 N Olive AVE</div></div> <div>Street2: <div>301 N Olive AVE</div></div> <div>* City: <div>West Palm Beach</div></div> <div>County/Parish: <div>Palm Beach</div></div> <div>* State: <div>FL: Florida</div></div> <div>Province: <div></div></div> <div>* Country: <div>FL: Florida</div></div> <div>* Zip / Postal Code: <div>33401-4700</div></div>		
d. Address:		
Department Name: <div>Office of Resilience</div>		Division Name: <div></div>
f. Name and contact information of person to be contacted on matters involving this application:		
<div>Prefix: <div></div></div> <div>* First Name: <div>Megan</div></div> <div>Middle Name: <div>S.</div></div> <div>* Last Name: <div>Houston</div></div> <div>Suffix: <div></div></div>		
Title: <div>Director, Office of Resilience</div>		
Organizational Affiliation: <div>Department Director</div>		
* Telephone Number: <div>(561) 681-3812</div>		Fax Number: <div></div>
* Email: <div>mshouston@pbcgov.org</div>		

Application for Federal Assistance SF-424

\* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

I: County Government

Type of Applicant 3: Select Applicant Type:

I: County Government

\* Other (specify):

\* 10. Name of Federal Agency:

Natural Resources Conservation Service

11. Catalog of Federal Domestic Assistance Number:

10.935

CFDA Title:

Urban Agriculture and Innovative Production

\* 12. Funding Opportunity Number:

USDA-NRCS-NHQ-UAIP-23-NOFO0001230

\* Title:

Fiscal Year (FY) 2023 Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

\* 15. Descriptive Title of Applicant's Project:

Increasing Access to Food in Palm Beach County through Sustainable Urban Agriculture (Planning Project)  
Statement of Need

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



Application for Federal Assistance SF-424

16. Congressional Districts Of:

\* a. Applicant FL-022

\* b. Program/Project FL-020

Attach an additional list of Program/Project Congressional Districts if needed.

ADDITIONAL CONGRESSIONAL DISTRICTS OF PROJ

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

\* a. Start Date: 09/30/2023

\* b. End Date: 09/29/2026

18. Estimated Funding (\$):

* a. Federal	250,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	250,000.00

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: \* First Name: Megan

Middle Name: Megan

\* Last Name: Houston

Suffix:

\* Title: Director, Office of Resilience

\* Telephone Number: (561) 681-3812 Fax Number:

\* Email: MSHouston@pbcbgov.org

\* Signature of Authorized Representative: Completed by Grants.gov upon submission. \* Date Signed: Completed by Grants.gov upon submission.

ADDITIONAL CONGRESSIONAL DISTRICTS OF PROJECT:

FL-021

FL-023

Project Narrative File(s)

\* Mandatory Project Narrative File Filename: Project Narrative FINAL.pdf

Add Mandatory Project Narrative File Delete Mandatory Project Narrative File View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File Delete Optional Project Narrative File View Optional Project Narrative File

# Project Narrative - Increasing Access to Food in Palm Beach County through Sustainable Urban Agriculture

## 1. Project Overview

Palm Beach County (PBC) is a large, diverse jurisdiction comprised of ~2,500 square miles, 39 municipalities, ~1.5 million year-round residents, and 47 miles of beaches. PBC's major industries are tourism, construction, and agriculture, with 1/3 of the PBC land area dedicated to agriculture. PBC is one of the most vulnerable communities to climate change hazards in the U.S., while poverty, affordable housing, and food insecurity challenges persist. Sustainable urban agriculture (SUA) includes community gardens, urban farms, and urban orchards, and these operations can deliver healthy, fresh food to PBC residents, mitigate climate change impacts, increase food resiliency, increase sustainability, and promote economic development in areas with high poverty rates. PBC's Office of Resilience (PBC OOR) and the University of Florida/IFAS PBC Extension Department (PBC Extension) will collaborate to increase food resiliency through SUA practices that will generate long-term economic, environmental, and social benefits for PBC.

### Food Insecurity and Housing Affordability Issues

In PBC, 10.8% of residents lack consistent access to nutritious food<sup>1</sup>, which exceeds the 10.2% national average<sup>2</sup>. Every day, 20% of PBC children go hungry<sup>3</sup>. In 2020, nearly 200,000 PBC residents received Supplemental Nutrition Assistance Program benefits.<sup>4</sup> PBC's overall poverty rate is 12.8% but some municipalities exceed this including Belle Glade (42.1%), Pahokee (37.9%), South Bay (31.8%), Mangonia Park (32.5%), Lake Worth Beach, (24.7%) and Riviera Beach (22.8%).<sup>5</sup> These areas also overlap with neighborhoods facing high food insecurity rates. Regarding housing, 56.6% of renter households are cost-burdened and over 80% of PBC's population is unable to afford the \$418,000 median housing price in PBC.<sup>6</sup> When residents struggle to pay for housing, this reduces their ability to pay for food.

### Climate Change Impact on Food Resilience and Equity

PBC climate change hazards include sea level rise, extreme heat, extreme precipitation, nuisance flooding, and saltwater intrusion. As a coastal community with a mean elevation of ~ 15 feet above sea level, and a gravity-fed canal drainage system, sea level rise exacerbates drainage and flooding issues. Climate impacts on the agriculture sector present unique considerations. Southeast Florida's subtropical and tropical climates create a unique set of growing conditions that allow for the production of 200 to 300 different crops, including temperate crops in the winter, as well as tropical and subtropical crops year-round. The agriculture sector emits

<sup>1</sup> <https://feedingsouthflorida.org/>

<sup>2</sup> <https://www.ers.usda.gov/data-products/ag-and-food-statistics-charting-the-essentials/food-security-and-nutrition-assistance/>

<sup>3</sup> <https://www.pbcfoodbank.org/>

<sup>4</sup> US Census

<sup>5</sup> <https://www.hlcpcb.org/wp-content/uploads/2021/04/Palm-Beach-County-Affordable-Housing-Needs-Assessment-02.26.2021-Final.pdf>

<sup>6</sup> <https://www.hlcpcb.org/wp-content/uploads/2021/04/Palm-Beach-County-Affordable-Housing-Needs-Assessment-02.26.2021-Final.pdf>

greenhouse gases but also is at risk from climate variability that can include increased pests and diseases, drought, flooding, frequent and increasingly intense natural disasters, and extreme heat labor concerns. Changes in rainfall patterns and average temperatures may also adversely affect crop productivity.<sup>7</sup>

“Frontline communities” experience the most immediate and worst impacts of climate change. They are often communities of low-income households, people of color, immigrants, the homeless, the elderly, the youth, differently-abled people, outside workers, and/or those with chronic health conditions. Frontline communities disadvantaged by a legacy of racial segregation and environmental injustice struggle with disparate health outcomes, are highly exposed and vulnerable to the effects of climate change, and lack sufficient resources to cope with climate impacts. PBC’s frontline communities overlap with food insecure communities.

### **Sustainable Urban Agriculture Opportunities**

“Sustainable urban agriculture”(SUA) is used in this grant application as a conceptual definition that applies to small-scale agriculture practices in urban environments that help PBC meet its climate resiliency and sustainability goals. SUA helps improve food security, particularly for residents in areas with few to no convenient options for securing affordable and healthy foods, especially fresh fruits and vegetables. SUA can offer many resiliency benefits beyond food production including sequestering carbon, reducing the urban heat island effect, providing wildlife habitat, ensuring environmental justice for frontline communities, preserving local jobs and preventing urban sprawl. Small-scale growers using regenerative and permaculture practices can grow diverse crops and focus on varieties that thrive in PBC’s microclimates. Urban gardens encourage social cohesion by providing places for neighbors to come together, build community bonds and connect people with each other, the environment, and the source of their food.

PBC is a nationally recognized agricultural community. With crop sales of roughly \$1.4 billion for the 2019-2020 growing season<sup>8</sup>, PBC leads the State of Florida and all counties east of the Mississippi River in total agricultural sales and is one of the ten largest agricultural counties nationally. PBC leads the nation in the production of sugarcane, fresh sweet corn, and sweet bell peppers and is the top Florida producer for rice, lettuce, radishes, Chinese vegetables, specialty leaf, and celery. PBC leads the state in agricultural wages and salaries at over \$316 million.<sup>9</sup> However, the majority of agriculture revenues come from large, commercial farming operations. SUA farmers are typically small operators by comparison and often struggle to become and/or remain profitable. Small-scale and urban agriculture businesses often contact the PBC Extension for assistance with interpreting land use regulations and incentives, developing business plans, researching best practices, and identifying appropriate markets.

Dr. Catherine Campbell’s surveys of Florida urban farmers identified top barriers to farm operations and business expansion for commercial urban agriculture as labor, capital, profitability, and laws/regulations.<sup>10</sup> Moreover, SUAs are burdened by inconsistent definitions, where policymakers, financing institutions, and community members do not fully understand

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<sup>7</sup> Regional Climate Action Plan 3.0, Southeast Florida Regional Climate Change Compact

<sup>8</sup> <https://discover.pbcgov.org/coextension/agriculture/Pages/default.aspx>

<sup>9</sup> <https://discover.pbcgov.org/coextension/agriculture/Pages/default.aspx>

<sup>10</sup> Catherine G. Campbell et al., Commercial Urban Agriculture in Florida: Needs, Opportunities, and Barriers (2022)

what an SUA might be or could be, and these ambiguities can compromise support. PBC stakeholders need a consistent SUA definition and need to understand better the economic and environmental value and potential for SUAs in PBC. Finally, SUAs need more support in local representation. Existing, new, or aspiring SUAs need more peer-group learning and educational support opportunities.

### **Target Areas and Impacted Communities**

The SUA Project will target communities that lack healthy food access, a primary cause of food insecurity. PBC's Hunger Relief Plan found that communities most susceptible to food access challenges are communities of color, low-income families, unemployed people, and people lacking adequate transportation.<sup>11</sup> Vulnerable populations include children, seniors, immigrants, and the Glades community. The Glades community has long struggled with poverty and poor health outcomes, exacerbated by limited public transportation, inadequate access to food retail, and higher levels of under-employment due to seasonal work. Factors that contribute to food insecurity overlap with "frontline communities" who are experiencing climate change impacts most acutely and have limited resources to adapt. Our SUA Project will focus on communities identified by the USDA Food Access Research Atlas as having limited food access within 1/2 mile in urban areas and 10 miles in rural areas. See Appendix Figure 1. These Zip Codes include 33404, 33415, 33417, 33430, 33435, 33461, and 33476.

The SUA Project will identify ways to increase SUAs, which will expand access to fresh, healthy food for PBC communities in need. The SUA Project will create economic development opportunities in areas experiencing low incomes and high unemployment rates. The SUA Project will prioritize participation by historically underserved groups and supporting organizations. The Project Team will provide food and stipends, childcare, and translation services at public meetings to ensure equitable participation opportunities. The Project Team will work with local partners to conduct outreach and ensure that community member input from underserved groups are equitably represented. Increasing SUA operations will help PBC reduce greenhouse gas emissions through carbon sequestration and increase food resiliency to climate change impacts.

### **SUA Integration into Existing Work and Programs**

To identify solutions to end hunger, PBC collaborates with the United Way of Palm Beach County (UWPBC). Together the County and United Way created the PBC Hunger Relief Plan, with input from over 60 community agencies. During COVID-19, UWPBC created the PBC Food Finder to connect individuals seeking food resources to sites near them in a quick and accessible way. The SUA Project will help PBC achieve its Hunger Relief goals to reduce hunger while increasing access to healthy, affordable food.<sup>12</sup>

PBC Extension is an off-campus branch of the University of Florida Institute of Food and Agricultural Sciences (UF/IFAS) supported by the PBC Board of County Commissioners, UF, and the U.S. Department of Agriculture. PBC Extension provides research-based education to citizens, organizations, and businesses engaged in agriculture, horticulture, human sciences, and youth development. Programs include Agricultural Economic Development and Family &

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<sup>11</sup> <https://unitedwaypbc.org/wp-content/uploads/2018/08/Palm-Beach-County-Hunger-Relief-Strategic-Plan1.pdf>

<sup>12</sup> 2020-Hunger-Semi-Annual-Report\_FINAL\_web.pdf (unitedwaypbc.org)

Consumer Sciences focused on food and nutrition education. The SUA Project will help PBC Extension develop its programs to meet the identified needs of the SUA community.

The SUA Project will help PBC and the City of West Palm Beach (WPB) tailor their agricultural priorities with respect to their climate change initiatives. PBC is a founding member of the Southeast Florida Regional Climate Change Compact (SFLRCCC), a South Florida 4-County partnership that collaborates on climate change planning. WPB is PBC's municipal representative in the SFLRCCC. One of the SFLRCCC's key projects is producing a Regional Climate Action Plan (RCAP), which PBC adopted in 2022. SUA Project Team members Natalie Frendberg and Ron Rice led the RCAP 3.0 updates to the Agriculture Chapter. Relevant goals include: 1) ensure the continued viability, sustainability, and equity of agriculture in Southeast Florida while facing climate change; 2) promote locally produced foods and goods; and 3) increase urban agriculture. Using the results of the SUA Project, OOR will include climate-resilient agriculture and SUA priorities in the PBC's forthcoming Resilience Action Plan.

Finally, Dr. Catherine Campbell researches human motivation and behavior, particularly as they relate to how individuals and communities interact with their food environment, issues that may arise at the intersection of food systems and public health, and social conditions where community food environments affect food security and health outcomes. Her research helps us understand how policies, systems and environmental factors affect food purchasing and consumption behavior in order to foster a more equitable, sustainable, and resilient food system from producer to consumer. Her current projects address urban agriculture and institutional procurement of local foods. The SUA Project will help support Dr. Campbell's work in overcoming barriers to SUAs.

## **2. Project Goals and Intended Outcomes**

**Project Goal** - Promote sustainable food resilience in PBC by creating a comprehensive SUA plan, developed with meaningful community input that defines and builds the case for SUAs and recommends land use, education, business development, workforce development, and partnership strategies.

### **Goals & Outcomes**

- *Develop the Business Case for SUA in PBC:* Within 18 months after grant execution, develop the business case for SUAs to demonstrate their current and potential environmental, economic, and resiliency value in PBC, including how SUAs increase food access for historically underrepresented communities. The business case will include 1) land use for current and potential urban agriculture capacity; 2) businesses recognized as SUAs in PBC; and 3) food insecure areas lacking SUA markets. This document will benefit current and future SUA farmers and will demonstrate the potential of the industry and support efforts to expand SUA operations in PBC.
- *Increase Awareness of SUA Community Needs:* Within 12 months after grant execution, form a Steering Committee comprised of at least 6 individuals, including local SUA farmers and food access specialists. The Steering Committee will meet quarterly and advise the Project Team on SUA community needs and food access issues. The Project Team will provide stipends for the Steering Committee. This Steering Committee will benefit local SUA farmers and food insecure populations, since the committee will

receive relevant input and feedback from community experts during the course of this project.

- ***Increase SUA Community Participation:*** By the end of the grant, engage at least 150 individuals from diverse backgrounds who experience food access issues and/or urban agriculture challenges. The Project Team will hold at least 6 community meetings to discuss SUA needs and challenges, the SUA plan, and next actions for implementation. Representatives will include PBC SUA farmers, community leaders, and other stakeholders. These community meetings will benefit local SUA farmers and food insecure populations, whereby people of diverse backgrounds will have the opportunity to include their lived experiences into the planning process of this SUA Project.
- ***Create an Urban Agriculture Network:*** Create an urban agriculture network that will serve as a platform for local urban and innovative farms to collaborate and share ideas. Within 12 months, have at least 10 local SUA farmers participate and give feedback to pilot how this network could serve SUA farmers. Use the network to assess SUA needs and challenges through the urban agriculture plan, to provide better opportunities for entrepreneurs to start and grow their own enterprises while contributing to local food resilience. Develop a continuity plan for continuing the network after the conclusion of the grant. This network will benefit all SUA farmers in PBC, as it will serve as a forum for them to collaborate, share resources, and find solutions to challenges together.
- ***Address Regulatory Concerns and Challenges:*** By the end of the grant, identify regulatory challenges and concerns including financial/capital and land-use obstacles, technical challenges, and ambiguity that if addressed, would result in more supportive practices and policies for urban farming and food security. The Steering Committee will work with the community and SUA network to create a local definition for SUAs. These recommendations will support local SUA farmers, as PBC OOR Staff will meet with other relevant PBC Departments to discuss these recommendations and consider bringing them before the Board of County Commissioners for adoption.
- ***Address Profit and Capital Issues and Opportunities:*** Identify up to 5 new innovative business partnerships including cooperatives and farm market exchanges for small-scale farmers to share resources and improve profitability. Use community engagement, Steering Committee, and SUA Network to assess viability and potential for expansion.
- ***Create Educational and Workforce Development Trainings:*** By the end of the grant, help build the SUA workforce by identifying at least 5 training topics for UF/IFAS and local partners to host that support workforce development. Within 18 months after grant execution, identify existing educational and workforce development opportunities for SUAs in PBC. Within 6 months after grant execution, identify current and potential partners who could further support SUA education and workforce development.
- ***Increased Collaboration:*** By the end of the grant, publish the findings and recommendations on the OOR and PBC Extension websites for stakeholder use, and present findings at 4 regional and national agriculture and sustainability conferences
- ***Climate Resiliency Action Plan Alignment:*** Before the end of the grant, incorporate Project Plan recommendations into the forthcoming PBC Resilience Action Plan.

### **3. The Organizations and Partners Involved**

PBC is a leader in ending hunger and providing agricultural resources to its 1.5 million residents, all while planning for current and future climate change impacts. The PBC Cooperative



Extension Department provides research-based education to citizens, organizations, and businesses engaged in agriculture, horticulture, human sciences, and youth development. Programs include Agricultural Economic Development and Family & Consumer Sciences focused on food and nutrition education. To identify solutions to end hunger, PBC collaborates with United Way of Palm Beach County. United Way and the County created the PBC Hunger Relief plan, with input from over 60 community agencies. During COVID-19, UWPBC created the Palm Beach County Food Finder to connect individuals seeking food resources to sites near them in a quick and accessible way.

PBC's OOR works to ensure a sustainable, thriving community while planning for climate change impacts that include food resiliency. OOR has recently completed a series of resident workshops focused on increasing community capacity for climate resilience planning. OOR prioritized communities where climate change impacts would be felt most acutely and where adaptive capacity is limited due to socioeconomic factors including income, age, ethnicity, and race. OOR is conducting a countywide survey now to test the climate threats and assets identified during the workshops and ensure that resident input is included.

PBC will work with partner organizations including the City of West Palm Beach and UF/IFAS to build upon their existing work supporting urban agriculture and removing barriers to healthy food access. PBC will also work with the United Way of PBC (UWPBC) as they are a PBC partner to help end hunger in PBC. UWPBC and PBC have developed a Hunger Relief Plan, and UWPBC is committed to supporting PBC's work on the SUA Project. UWPBC will help provide research and outreach contacts.

#### **Key Personnel**

##### **Ron Rice, UF/IFAS PBC Extension Department Director**

In 2015, Ron Rice was hired as the Director of PBC Extension, which includes 13 extension agents and 40 staff. Ron provides leadership to the Mounts Botanical Garden. Degrees include BS/MS (Stanford University) and PhD (University of Florida). Ron's experience includes delivering educational programs that addressed soil fertility and pest management strategies for sugarcane/rice, calibration workshops for pesticide sprayers (planes and ground rigs), compiling annual sugarcane variety census updates for publication, and designing/analyzing annual rice variety trials. Ron is a certified instructor for the state-mandated Green Industries BMP training program. Professional society leadership includes Past-President of the American Society of Sugar Cane Technologists (ASSCT) and the Florida Association of County Agricultural Agents (FACAA), and Vice President (Krome division) of the Florida State Horticultural Society (FSHS). Ron has authored 2 book chapters, 21 peer-reviewed journal articles, and numerous extension articles. Ron has presented internationally (Thailand, China, Australia, Costa Rica), and received 10 State and 5 National awards, including the USDA/ARS Sustained Effort Technology Transfer Team Award, the UF/IFAS Seymour Goldweber Extension Professional Enhancement Award, and the NACAA/FACAA Distinguished Service Award.

##### **TBD, PBC Extension Department Agriculture Economic Development Coordinator**

PBC Extension is hiring a new Agriculture Economic Development Coordinator to develop the program and support urban agriculture and small-scale farming. This Project Lead will collaborate extensively with the Project Team. Job duties will include: 1) delivering expertise on business opportunities, business planning, and marketing strategies for new/aspiring urban farmers and entrepreneurs; 2) advising on agriculture rules and policies including land-use classifications/regulations, agritourism, cottage industry and food safety requirements, business registrations, permitting, recommended licenses/certifications, environmental stewardship, taxes, and labor; and 3) developing networks and collaborating to conduct educational events and outreach programs that target the agricultural community's business needs.

#### **Megan Houston, PBC OOR Director**

Megan oversees PBC's climate mitigation, climate adaptation, and sustainable development strategies. She has a broad background in environmental law and community development. Megan leads the County's climate change equity work to ensure that equity is integrated into resiliency planning and outcomes. Megan led updates to the SFLRCCC Equity Chapter of RCAP 3.0. Prior, Megan served as the Institute for Market Transformation's Multifamily Program Manager, where she developed programs and strategies to remove market barriers to energy efficiency by working with low-income apartment owners and residents. Megan worked as a legal fellow for the U.S. Environmental Protection Agency Region 2, supporting community engagement with the Superfund projects. Megan holds a J.D. from Brooklyn Law School, a Master of Science degree in Urban Environmental Systems Management from Pratt Institute, and a Bachelor of Design degree from the University of Florida. Megan enjoys reading about and experimenting with urban agriculture, permaculture, and regenerative farming concepts and practices gardening with her children. In 2022, Megan attended the Florida Permaculture Convergence and the UF Master Gardeners Virtual Conference.

#### **Natalie Frendberg, PBC OOR, Resilience & Sustainability Analyst**

Natalie has a background in grant management, project management, climate science education, community outreach, and partnership building. She works to build community resilience to climate impacts by managing climate resiliency grants, managing adaptation, resilience, and sustainability projects, providing outreach on climate change initiatives, and participating in climate conferences and events. She holds a M.Ed. in Environmental Education from Florida Atlantic University, with her capstone project focused on climate science education. She also attended Lehigh University, where she earned a B.S. in Earth and Environmental Science and a B.A. in Anthropology. Natalie has organized community workshops and listening sessions. She has led environmental health and climate impact projects that supported youth and adult underserved populations. She led the SFLRCCC RCAP 3.0 Agriculture Chapter updates. In her free time, she grows fruits, vegetables, and herbs in her backyard garden, raises 8 backyard chickens for eggs, and enjoys learning about permaculture and urban farming practices.

#### **Partner Organizations – City of West Palm Beach**

The City of West Palm Beach (WPB) allows and supports community gardens and urban market gardens as addressed in Ordinance No. 4397-11 and No. 4467-13. WPB and Florida Agricultural and Mechanical University (FAMU) have a partnership through its Cooperative Extension

Program. They opened a community garden at Coleman Park in January 2023, with two more in the planning phases, throughout the historic Northwest neighborhoods. FAMU will assist in disseminating information regarding family consumer science nutrition, financial literacy, senior living & aging, and emergency preparedness & safety for WPB residents. WPB has strong relationships with UF/IFAS and Mounts Botanical Garden. WPB has the Best Farmers Market in America as designated by USA Today 10 Best Readers' Choice Poll in 2021 and 2022. The Green Market has been operating for 28 seasons and runs from early October to late April, providing access to fresh produce and other farm products.

Additionally, WPB's Office of Sustainability (OOS) has a free rain barrel presentation and giveaway program that educates residents on using rain barrels to conserve water, save on utility costs, and reduce storm water runoff. They have given away 979 rain barrels. WPB's OOS targets efforts community-wide and works with nonprofit organizations, neighborhood groups, and other community stakeholders. WPB is a part of the SFLRCCC, which addresses food security, availability, and equity in RCAP 3.0. Additionally, WPB is a member of several sustainability organizations that focus on food security. OOS uses social media, newsletters, and WPB publications to inform residents of upcoming programs and opportunities. For the SUA Project, the WPB OOS will provide subject matter expertise, with staff possessing a degree in Horticulture. WPB has an internal Tree Team that convenes regularly to discuss tree plantings, maintenance, and other relevant issues, and this expertise can help inform the project goals. WPB will participate in advisory committees and help support outreach efforts.

#### **Partner Organizations – UF / IFAS**

UF is the largest land-grant university in Florida and is home to IFAS and the Florida Cooperative Extension Service (UF/IFAS). Catherine Campbell, PhD, MPH, is an Assistant Professor and State Extension Specialist in Community Food Systems at UF/IFAS. She is the statewide leader of an Extension program focused on community resource development via community food systems and urban agriculture with the goal of fostering community resilience and increasing community food security. She is a social science researcher with expertise in program evaluation and qualitative and mixed-methods research designs. She has been Principal Investigator on two grants focused on urban agriculture, including one multidisciplinary statewide needs assessment *The Future of Urban Agriculture in Florida*. She has published 6 peer-reviewed publications on urban agriculture and community food systems metrics in the last three years. Dr. Campbell will leverage her Extension program and previous research to identify specific barriers, opportunities, and metrics for the SUA Project.<sup>13</sup>

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<sup>13</sup> Campbell, C. G., DeLong, A. N., & Diaz, J. M. (2023). Commercial urban agriculture in Florida: A qualitative needs assessment. *Renewable Agriculture and Food Systems*, 38, e4. <https://doi.org/10.1017/S1742170522000370>; Campbell, C. G., Ruiz-Menjivar, J., & DeLong, A. (2022). Commercial Urban Agriculture in Florida: Needs, Opportunities, and Barriers. *HortTechnology*, 32(4), 331–341. <https://doi.org/10.21273/HORTTECH05038-22>; Campbell, C., Papanek, A., DeLong, A., Diaz, J., Gusto, C., & Tropp, D. (2022). Community food systems resilience: Values, benefits, and indicators. *Journal of Agriculture, Food Systems, and Community Development*, 11(4), Article 4. <https://doi.org/10.5304/jafscd.2022.114.006>;

Dr. Campbell will help identify urban agriculture needs, barriers, and priorities and provide subject matter expertise on findings and recommendations. Dr. Campbell will be responsible for research protocol development and management, including supervising and directing the work of the postdoctoral fellow (post-doc), providing oversight and technical support for the research implementation, developing surveys, preparing and submitting protocols for Institutional Review Board, organizing relevant trainings, and providing support for project Tasks and objectives.

A post-doc will be hired to serve as the lead because this short-term project requires specific expertise to yield high-quality, actionable information in the short time-frame required for the planning grant. The post-doc will be responsible for conducting interviews and focus groups, supporting the development of surveys for project activities 2 and 6. The post-doc will also support the development of informational resources for activity 4 and 8, and will draft the project report for activity 7. The post-doc will also work with the Steering Committee in activity 3. The post-doc will devote 18 calendar months to this project. The post-doc will be trained in survey development, qualitative data collection (conducting interviews and focus groups), and NVivo qualitative data analysis software.

**4. Work Plan and Activities to Achieve the Goals** (See the Activity Work Plan and Project Timeline that follow for specific Tasks and partner responsibilities).

**1. Hire Post-Doc through the UF/IFAS Extension Program**

A post-doc will be hired to lead this project because this short-term project requires specific expertise to yield high-quality, actionable information in the time-frame required for the SUA Project. Dr. Campbell will mentor the post-doc, as she is a UF/IFAS Extension professor who specializes in research of urban food systems, urban agriculture, food security, community food systems resilience, and public health.

**2. Assess the Business Case for SUA in PBC**

By assessing and reporting on the business case for SUA farmers in PBC, the project team and community stakeholders will use local statistics as a reference to support the case for expanding SUA practices in PBC. To assess the business case and identify community needs, the team will conduct semi-structured interviews and use those findings to create a countywide survey to distribute to PBC SUA farmers. Upon receiving the survey findings, the team will host focus groups with SUA farmers and other stakeholders to identify key needs, opportunities, and next steps for supporting PBC SUA. This activity will identify new innovative partnerships.

**3. Create SUA Steering Committee**

To gain knowledge of SUA community needs, the Steering Committee will be a team of local experts who will advise the post-doc on SUA in PBC, help connect the project team with other interested stakeholders, and provide insight on opportunities and challenges for local SUA farmers.

**4. Hold Community Meetings**

To increase SUA community participation and engage at least 150 individuals, community meetings will be an excellent opportunity for stakeholder input on all phases and topics involved in this project. These community meetings will be a shorter

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Campbell, C., Papanek, A., & Diaz, J. (2023). Urban Agriculture Extension in Florida: Barriers, Needs, and Opportunities. *Journal of Human Sciences and Extension*, In Press.

commitment than serving on the Steering Committee, and they will be bring together a wider, more diverse group of community stakeholders for their valuable input.

**5. Create Local SUA Resource Network**

A local SUA network can help farmers collaborate and share resources. Studies have shown that a strong local network can help facilitate the growth of SUA activities.

**6. Analyze SUA Policies and Regulations**

Clarity in and streamlining of local policies and regulations can help local SUA farmers better navigate how they can expand their SUA operations legally. The Team will review policies and regulations that have successfully supported other SUA movements in both Florida and other states. The team will then review PBC regulations to identify opportunities to support SUA, using information learned from Tasks 2-5.

**7. Publish PBC SUA Assessment Report**

The team will publish a SUA assessment report that will outline local SUA opportunities and challenges. This report will be a resource for all stakeholders. The team will create a summary report of Task 2 findings, supplemented by fact sheets written for target audiences to share findings to lay audiences. PBC will publish the report on its website and UF/IFAS will distribute the report.

**8. Share PBC SUA Report and Other Resources to Support Local SUA Farmers**

The Team will share SUA Project results throughout PBC to raise awareness of opportunities and challenges, and work with stakeholders on how to implement the report's recommendations. The team will host two webinars to disseminate findings.

*Webinar 1:* UF/IFAS will host an informational webinar for local farmers to share project results and receive feedback on how farmers would like to implement these findings.

*Webinar 2:* The Team and UF/IFAS will host a webinar to inform PBC staff, community groups, residents, and decision makers about the opportunities and challenges to PBC SUAs. Using the findings from the above Tasks as well as the feedback received in the webinars, UF/IFAS and the Team will create resources to support SUA.

**9. Include SUA Report Recommendations with the PBC Resilience Action Plan**

While SUA operations can be negatively impacted by climate change, they can also help mitigate the effects of climate change. The PBC OOR is developing a climate change resilience action plan, and this plan will align the recommendations within the SUA project report into the forthcoming Resilience Action Plan.

**Project Milestones\* (Highlighted on the Project Timeline in **Green**)**

- |                                |   |
|--------------------------------|---|
| 1. Post-Doc Hired              | 5. PBC SUA Report Published               |
| 2. Steering Committee Kick-Off | 6. Finalize Plan for Next Steps           |
| 3. Community Meetings Kick-Off | 7. Finalize Climate Action Plan Alignment |
| 4. Local SUA Network Launched  | 8. Kick-Off SUA Trainings                 |

**Financial Accountability Policy**

PBC complies with all federal, state, and local regulations on procurement, fiscal responsibility, financial accountability, and grant reconciliation. Staff will use a separate account to track all grant expenditures and track all receipts and invoices for purchases and services annually as part of the grant reconciliation process, to ensure that all expenses for the grant account have back-up documentation.

USDA UAIP Grant Proposal Activity Work Plan						
Project Title: Increasing Access to Food in Palm Beach County through Sustainable Urban Agriculture						
Funding Source: USDA UAIP    Project Budget: \$250,000.00    Project Timeframe: Sept 2023- Aug 2026						
Tasks to be Completed by Dr. Campbell			Tasks to be Completed by Post-Doc		Tasks to be Completed by PBC	
Start Date	End Date	Activity	Description		Deliverables	Task #
Task No. 1- Hire Post-Doc						
Oct-23	Aug-24	Hire Post-Doc	University of Florida IFAS Extention Program wll hire a post-doc to lead this project for 18 months.		CV of Post-docHired	1
Task No. 1- Community Engagement						
Sep-24	Dec-25	Create Sustainable Urban Agriculture Steering Committee	The Steering Committee will serve as a team of local experts to advise the post-doc on the state of SUA in PBC, help connect the project team with other interested stakeholders, and provide insight on opportunities and challenges for local SUA farmers.		Agendas & Minutes from Quarterly Meeting	2.1
Jan-25	Dec-25	Hold Community Meetings	Community meetings will serve as an excellent opportunity for stakeholder input on all phases and topics involved in this project. These will be a shorter commitment than serving on the steering committee, and be able to bring together a wider, more diverse group of community stakeholders.		Meeting Outreach Materials, Copies of Presentations, Meeting Attendees Lists, Summary of Meeting Discussions	2.2
Oct-24	Dec-25	Create Local Sustainable Urban Agriculture Resource Network	A local SUA network can help farmers connect to better collaborate and share resources. Studies have shown that a strong local network can help facilitate the growth of SUA activities.		Outline of Newtwok Structure, List of Iniaial Members	2.3
Jan-26	Aug-26	Educational and Workforce Trainings	Identify 5 training topics needed by SUA farmers in PBC and work with local partners to develop and host trainings.		Workshop Lesson Plans, Presentations/ Workshop Materials, Attendee Lists	2.4

Task No. 2- Identify Key Needs, Opportunities, and Barriers to SUA in PBC					
Dec-24	Mar-25	Assess the Business Case for SUA in PBC	By assessing and reporting on the business case for SUA farmers in PBC, the project team and community stakeholders will have local statistics to reference to support the case for expanding SUA practices in PBC.	Summary of Business Case for SUA in PBC	3.1
Apr-25	Jul-25	Analyze Sustainable Urban Agriculture Policies and Regulations	Clarification and streamlining of local policies and regulations can help local SUA farmers better navigate how they can expand their SUA activities legally.	Summary of Local SUA-Related Policies and Regulations	3.2
Task No. 3- Dissemination of Findings & Translation to Practice					
Aug-25	Nov-25	Publish PBC Sustainable Urban Agriculture Assessment Report	Publishing a report on the assessment of SUA in PBC will serve as a resource for all stakeholders but outlining areas of opportunity and challenges for local SUA farmers.	PBC SUA Final Report	4.1
Dec-25	Jan-26	Share PCB SUA Report and Other Resources to Support Local SUA Farmers	In partnership with UF/IFAS Extension, the project team will share the results of this plan within our local community to raise awareness of opportunities and challenges.	Summary of Report Distribution	4.2
Dec-25	Jan-26	Establish Next Steps to Implementation	Establish next steps to implementation and start discussions with stakeholders on how to implement the recommendations of the report.	Summary of Next Steps Planned	4.3
Task No. 4- Align SUA Report Recommendations with Forthcoming Climate Action Plan					
Jan-26	Feb-26	Align SUA Report Recommendations with Forthcoming Climate Action Plan	SUA is both impacted by and can help mitigate the effects of climate change. The Office of Resilience is currently in the process of developing a climate change resilience action plan, and intends to align the recommendations of this project report into the forthcoming Climate Action Plan.	Aligned Report	5.1

PROJECT TIMELINE		2023			2025												2025												2026								
Task #	Activity	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
1	Hiring Postdoctorate Fellow																																				
2.1	SUA Steering Committee																																				
2.2	Community Meetings																																				
2.3	Create Local SUA Network																																				
2.4	Educational & Workforce Trainings																																				
3.1	Business Case for SUA in PBC																																				
3.1	SUA Policies & Regulations																																				
4.1	Publish PBC SUA Report																																				
4.2	Share SUA Report & Resources																																				
4.3	Next Steps to Implementation																																				
5	Climate Action Plan Alignment																																				

PROJECT MILESTONES SHOWN IN GREEN



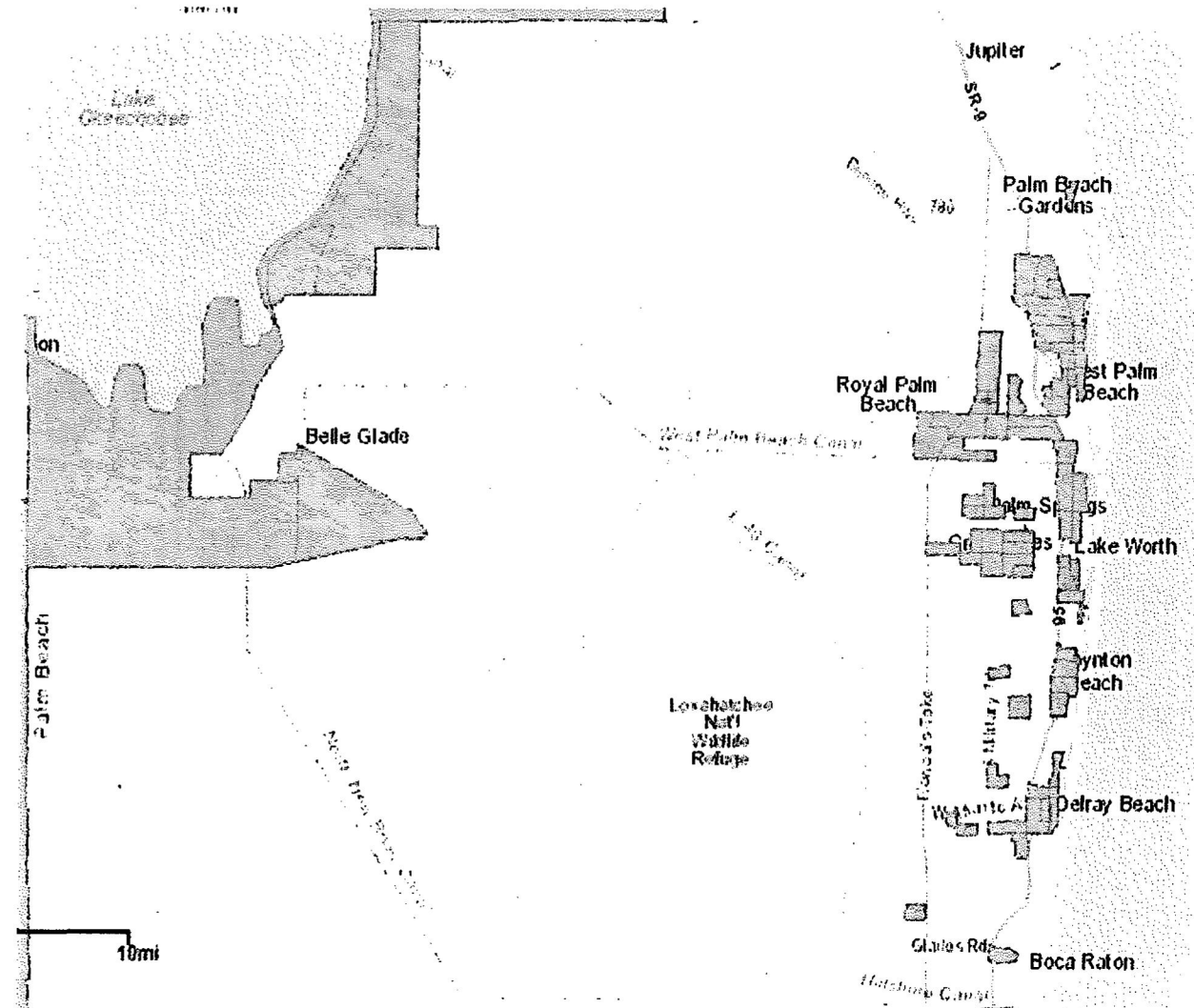


Figure 1: Map courtesy of USDA Atlas highlighting low-income census tracts where a significant number or share of residents is more than 1/4 mile (urban) or 10 miles (rural) from the nearest supermarket, which are considered low food access areas.

# Project Abstract Summary

*This Project Abstract Summary form must be submitted or the application will be considered incomplete. Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use 4,000 characters or less. Do not include personally identifiable, sensitive or proprietary information. Refer to Agency instructions for any additional Project Abstract field requirements. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov.*

Funding Opportunity Number

USDA-NRCS-NHQ-UAIP-23-NOFO0001230

CFDA(s)

10.935

Applicant Name

County of Palm Beach

Descriptive Title of Applicant's Project

Increasing Access to Food in Palm Beach County through Sustainable Urban Agriculture (Planning Project)  
Statement of Need

Project Abstract

Statement of Need:  
Palm Beach County (PBC) struggles with food insecurity, with 10.8% (Feeding South Florida) of residents lacking consistent access to nutritious food, including 1 out of 5 children (PBC Food Bank). Meanwhile, PBC is vulnerable to climate change hazards that can impact food production. Sustainable urban agriculture (SUA) can help deliver healthy, fresh food to County residents, while helping to mitigate climate change impacts, increase food resiliency, increase environmental sustainability, and promote economic development.

However, the SUA market is niche and small farmers often struggle to become and/or remain profitable due to challenges including understanding land use laws, identifying markets, and general business development issues. At the same time, SUAs need a consistent definition so that regulators, financial institutions, and the market understands the economic and environmental benefits from SUAs.

The Project Team will prioritize Zip Codes that the USDA Food Access Research Atlas and the PBC's Hunger Relief Plan demonstrate are disproportionately burdened by food access issues: These Zip Codes include 33404, 33415, 33417, 33430, 33435, 33461, and 33476. The Project Team will also consider housing affordability and climate change vulnerabilities, as these risks can exacerbate food access challenges. In, addition the Project Team will work with United Way's Hunger Relief program coordinator, food pantries, and local partners to incorporate resident needs into SUA recommendations.

PBC currently supports farmers by offering safety trainings, help-desk support, and workforce development programs. Additionally, the County supports food insecure residents by offering trainings on nutritional food cooking classes, coordinating on food pantry locations, and providing free meals for children. PBC is committed to planning for current and long-term climate change impacts through climate resilient adaptation and mitigation initiatives.

Summary Project Description:  
Sustainable urban agriculture can help PBC reduce food insecurity while generating long-term economic, environmental, and social benefits. However, SUA businesses face numerous challenges to forming and remaining profitable. PBC seeks a Planning Grant to promote SUAs and expand healthy food access by creating a Project Plan, with farmer and resident input and engagement. The Plan will recommend land use, education, business development, workforce development, and partnership strategies. The SUA Project Plan will build upon PBC's work to increase farming opportunities, healthy food access, climate resiliency, and sustainability.

# BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	10.935	\$	\$	\$ 250,000.00	\$ 0.00	\$ 250,000.00
2. Non-Federal		\$				
3.						
4.		\$				
5. Totals		\$	\$	\$ 250,000.00	\$ 0.00	\$ 250,000.00

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# SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Non-Federal	(2) Non-Federal	(3)	(4)	
a. Personnel	\$ 3,750.00	\$ 0.00	\$	\$	\$ 3,750.00
b. Fringe Benefits	0.00	0.00			0.00
c. Travel	0.00	0.00			0.00
d. Equipment	0.00	0.00			0.00
e. Supplies	3,600.00	0.00			3,600.00
f. Contractual	162,400.00	0.00			162,400.00
g. Construction	0.00	0.00			0.00
h. Other	13,522.00	0.00			13,522.00
i. Total Direct Charges (sum of 6a-6h)	183,272.00	0.00			\$ 183,272.00
j. Indirect Charges	66,728.00				\$ 66,728.00
k. TOTALS (sum of 6i and 6j)	\$ 250,000.00	\$ 0.00	\$	\$	\$ 250,000.00
7. Program Income	\$ 0.00	\$ 0.00	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Federal	\$	\$	\$	\$
9.	Non-Federal				
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.	Non-Federal		\$	\$	\$
17.	Non-Federal		\$		
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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Budget Narrative File(s)

\* Mandatory Budget Narrative Filename:

Budget Narrative.pdf

Add Mandatory Budget Narrative

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To add more Budget Narrative attachments, please use the attachment buttons below.

Add Optional Budget Narrative

Delete Optional Budget Narrative

View Optional Budget Narrative

**Budget Narrative-Increasing Access to Food in Palm Beach County through Sustainable Urban Agriculture**

Item #	Item Name	Item Description	Price	Category
1	Post-Doc Personnel Costs	Palm Beach County will contract with the University of Florida for the personnel costs of this grant. One post-doc will be hired at 40 hours/week for 1.5 years at an annual rate of \$48,000.00 per year with a 12.4% fringe rate. The post-doc will be responsible for conducting a systematic review of literature for the needs assessment, conducting interviews and focus groups, supporting the development of surveys, and supporting the development of reports and informational resources to disseminate findings and train SUA farmers. The post-doc will devote 18 calendar months to this project throughout the project and will be trained in survey development, qualitative data collection (conducting interviews and focus groups), SPSS quantitative data analysis software, and NVivo qualitative data analysis software. Salary support is requested, totaling \$72,720, and fringe totaling \$9,017 over 1.5 years, for a total of \$81,737. Salary is projected to increase at a rate of 3% per year. This cost will be included in the contract with UF.	\$ 41,863.00	Contractual
2	Post-Doc Mentorship	Dr. Catherine Campbell salary support is requested totaling \$31,957 is allocated for 1 calendar month of her time for years 1-3 (for a total of 3 calendar months), at a 31% fringe rate total of \$9,907. Dr. Campbell will be responsible for assessment protocol development and management, including supervising and directing the work of the post-doc, providing oversight and technical support for the assessment implementation, developing surveys, organizing and trainings, and providing support as needed for tasks and objectives in the project. She will provide the post-doc with a computer, office space, and necessary software, including SPSS quantitative data analysis software, NVivo qualitative data analysis software, access to Municode Professional Edition for the policy analysis. In year three of the project, Dr. Campbell will develop tools and resources to disseminate findings to SUA farmers and develop tools for training SUA farmers. This cost will be included in the contract with UF.	\$ 81,737.00	Contractual
3	Travel for Post Doc Fellow	Travel and hotel costs from Apopka, FL to Palm Beach County for key workshops and meetings, 10 x \$320.00. This item will be included in the contract with UF.	\$ 3,200.00	Contractual
4	Indirect Cost Rate	Calculation: $\$126,800.00 \times 52.5\% = \$66,728.00$ . See attachment for proof of the University of Florida's Federal Negotiated Indirect Cost Rate Agreement.	\$ 66,728.00	Indirect Charges

# Budget Narrative-Increasing Access to Food in Palm Beach County through Sustainable Urban Agriculture

5	SUA Subject Matter Experts	PBC plans to compensate 10 for local subject matter experts in sustainable, urban agriculture for their time serving on the steering committee. \$3,000 stipend each for their time and expertise over the 3 years of this project.	\$ 30,000.00	Contractual
6	Workshop Food	PBC plans to serve a meal at each workshop to ensure equitable access by workshop participants. \$300 to serve food to 25 people at each of the 6 community workshops.	\$ 5,000.00	Other
7	Workshop Stipends	PBC plans to compensate workshop participants for their time and show that we value their feedback and lived experiences. \$50 stipend x 150 Community Workshop Participants	\$ 7,500.00	Other
8	Workshop Childcare	PBC plans to offer childcare during community workshops to ensure equitable access by workshop participants. \$100 Child Watch costs x 6 workshops.	\$ 900.00	Contractual
9	Workshop Supplies	\$150 workshop supplies x 6 community workshops, for miscellaneous supplies such as paper, markers, sticky notes, etc.	\$ 900.00	Supplies
10	Report Translation	Cost of a contractor for translation services of the report into Spanish and Haitian Creole, the 2nd and 3rd most used languages in the County. At \$0.10/ word, this will be approx. \$2500.00 for each language for a ~50 page report.	\$ 5,000.00	Contractual
11	Graphic Designer for Report/ SUA Resources	Cost of a graphic designer to make the report visually appealing and user friendly, including tables, charts and infographics. ~50 page report x ~1hour per page x \$75 per hour for a PBC staff graphic designer.	\$ 3,750.00	Personnel
12	Report Printing	Cost for printing 200 copies of ~50 page report in full color in a booklet form.	\$ 2,700.00	Supplies
13	Marketing Costs	Marketing costs to share information about workshops, trainings, SUA Report, and other SUA Resources.	\$ 4,222.00	Other
<b>TOTAL</b>			<b>\$250,000.00</b>	



CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
County of Palm Beach	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix:	* First Name: Megan Middle Name: S.
* Last Name: Houston	Suffix:
* Title: Director, Office of Resilience	
* SIGNATURE: Completed on submission to Grants.gov	* DATE: Completed on submission to Grants.gov

Other Attachment File(s)

\* Mandatory Other Attachment Filename: UF Negotiated Indirect Cost Rate Agreement.pdf

Add Mandatory Other Attachment Delete Mandatory Other Attachment View Mandatory Other Attachment

To add more "Other Attachment" attachments, please use the attachment buttons below.

Add Optional Other Attachment Delete Optional Other Attachment View Optional Other Attachment

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 59-6002052

DATE:05/25/2022

ORGANIZATION:

FILING REF.: The preceding agreement was dated 06/17/2021

University of Florida

Finance & Accounting Division

PO Box 113200

Gainesville, FL 32611-3200

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)                  PRED. (PREDETERMINED)				
EFFECTIVE PERIOD				
TYPE	FROM	TO	RATE(%) LOCATION	APPLICABLE TO
PRED.	07/01/2019	06/30/2023	52.50 On-Campus	Organized Research
PRED.	07/01/2019	06/30/2023	34.10 On-Campus	AREC (A)
PRED.	07/01/2019	06/30/2023	32.60 On-Campus	Other Sponsored Activities
PRED.	07/01/2019	06/30/2023	47.50 On-Campus	Instruction
PRED.	07/01/2019	06/30/2023	26.00 Off-Campus	All Programs
PROV.	07/01/2023	Until Amended		Use same rates and conditions as those cited for fiscal year ending June 30, 2023.

\*BASE

ORGANIZATION: University of Florida

AGREEMENT DATE: 5/25/2022

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Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

ORGANIZATION: University of Florida  
AGREEMENT DATE: 5/25/2022

SECTION I: FRINGE BENEFIT RATES\*\*

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2022	6/30/2023	19.60	All	Clinical Faculty
FIXED	7/1/2022	6/30/2023	31.00	All	Faculty
FIXED	7/1/2022	6/30/2023	41.60	All	TEAMS/USPS Exempt
FIXED	7/1/2022	6/30/2023	54.80	All	TEAMS/USPS Hourly
FIXED	7/1/2022	6/30/2023	21.80	All	House Staff/Clinical Post Docs
FIXED	7/1/2022	6/30/2023	12.40	All	Grad Asst & Post Docs
FIXED	7/1/2022	6/30/2023	7.20	All	Other OPS/TEMP Faculty
FIXED	7/1/2022	6/30/2023	1.30	All	Student/OPS FWSP
PROV.	7/1/2023	Until amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2023.

\*\* DESCRIPTION OF FRINGE BENEFITS RATE BASE:  
Salaries and wages.

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s) the off-campus rate will apply. However, grants or contracts will not be subject to more than one F&A cost rate. Therefore, the rate will be determined by how the majority of activity is performed under the project (i.e. off-campus, in an REC, or for Other Sponsored Activities), and that rate will apply to the entire project.

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Fringe Benefits Include: FICA, State Unemployment, Workers' Compensation, Retirement, Life Insurance, Health Insurance, Leave Cash Outs, Sick Leave Pool Payments, Clinical Disability Insurance and Parental leave Program.

Equipment Definition:  
Equipment means article of nonexpendable, tangible personal property having a useful life of more than one year(s) and an acquisition cost of \$5,000 or more per unit.

The rates contained in this agreement reflect the combined cost of the University of Florida Research Foundation, Inc. and will apply to grants and contracts awarded to the foundation.

APPLICATION OF INDIRECT COST RATES TO DOD CONTRACTS/SUBCONTRACTS:

In accordance with DFARS 2231.303, no limitation (unless waived by the institution) may be placed on the reimbursement of otherwise allowable indirect cost rates incurred by an institution of higher education under a DOD contract awarded after November 30, 1993, unless the same limitation is applied uniformly to all other organizations performing similar work. it has been determined by the Department of Defense that such limitation is not being uniformly applied. Accordingly, the following rates do not reflect the application of the 26% limitation on administrative indirect costs imposed by OMB Circular A-21.

TYPE	Effective Period	Rate (%)	Locations	Applicable
To				
PRED	07/01/15-06/30/19	54.5%	On-Campus	Orgn. Research
PRED	07/01/15-06/30/19	28.0%	Off-Campus	Orgn. Research
PROV	07/01/15-Until Amended	Use same rates and conditions as those cited for fiscal year ended June 30, 2019.		

\*This rate agreement updates the Fringe Benefits section only.\*

Next Fringe Benefit proposal based on actual expense for fiscal year ending 06/30/2022 is due in our office by 12/31/2022. Next Facilities and Administration (F&A) proposal based on actual expense for the fiscal year ending 06/30/2022 is due in our office by 12/31/2022.

Effective 4/2/2022, all awards and contracts associated with The Scripps Research Institute (TSRI) Florida Campus in Jupiter, FL were transitioned to the University of Florida, Jupiter campus. Until our office issues an updated rate agreement for the University of Florida which also covers the awards at this location, the awards included in TSRI's last proposal or awards that have been included in TSRI's next proposal will apply TSRI's current Florida F&A rate of 93.2%. TSRI Florida Campus will apply the University of Florida fringe benefits rate(s), as published.

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SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

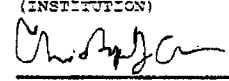
E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of Florida

(INSTITUTION)



(SIGNATURE)

Christopher Cowen

(NAME)

Senior Vice President and Chief Financial Officer

(TITLE)

9/1/2022 | 9:30 AM EDT

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes -S

Digitally signed by Darryl W. Mayes -S  
DN: cn=US, o=U.S. Government, ou=HHS, ou=OSC,  
ou=People, a=2.2.342.19200300.100.1.1w2000131669,  
c=Darryl W. Mayes -S  
Date: 2022.07.15 15:13:34 -0400

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

5/25/2022

(DATE)

HHS REPRESENTATIVE: Lucy Siow

Telephone: (301) 492-4855