

**COMMUNITY REDEVELOPMENT GRANT AGREEMENT BETWEEN ALACHUA
COUNTY AND
WORKING FOOD**

THIS AGREEMENT made and entered into this _____ day of _____, A.D., 20^{9/9/2020} by and between Alachua County, a charter county and political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the "County," and Working Food, a not-for-profit corporation organized under the laws of the State of Florida hereinafter called "Agency." Collectively hereinafter the County and the Agency are referred to as the "Parties".

WITNESSETH:

WHEREAS, during the June 23, 2020 Board of County Commission Meeting the Alachua County Board of County Commissioners (BOCC) approved granting the Agency up to \$50,000.00 through the County Community Redevelopment Program, reimbursable as provided in this Agreement; and,

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereby agree as follows:

Section 1. Term:

A. This agreement is effective upon execution by all Parties, and continues through July 1, 2021, unless earlier terminated, as provided herein.

B. The County's performance and obligation to pay under this Agreement is contingent upon a specific annual appropriation by the Alachua County Board of County Commissioners ("Board"). The Parties hereto understand that this Agreement is not a commitment of future appropriations. Therefore, the continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Chapter 129, Florida Statutes, and that the failure of the Board to do so shall not constitute a breach or default of this Agreement.

Section 2. Scope of Services:

A. The County agrees to provide funding to the Agency for the program outlined in **Exhibit "1"** attached hereto and incorporated herein by reference.

B. The Agency agrees to provide, operate, and fully perform the program described in **Exhibit "1"**

Section 3. Billing and Compensation:

A. For the performance of the services detailed in Section 2 of this agreement, the County shall pay the Agency an amount not to exceed \$50,000.00, reimbursable pursuant to the terms of this Agreement.

B. As a condition precedent for any payment, the Agency shall submit monthly, unless otherwise agreed in writing by the County, an Invoice **Exhibit "2"** to the County requesting payment for services properly rendered and expenses due. No payment shall exceed one-third (1/3) of the total not to exceed amount awarded. The Agency invoice shall be accompanied by such documentation or data in support of expenses for which payment is sought as the County may require.

C. Submission of Agency's invoice for final payment shall further constitute Agency's representation to the County that, upon receipt by the Agency of the amount invoiced, all obligations of the Agency to others, including its consultants, incurred in connection with the Program, will be paid in full, that the services or expenses have not been reimbursed by another agency, and that the services provided served a public purpose. The Agency shall submit invoices to the County at the following address.

Office of Resilience, Climate Change, and Sustainability
Second Floor, County Administration Building
c/o Sean McLendon
12 SE First, Street
Gainesville, Florida 32601

D. In the event that the County becomes credibly informed that any representations of relating to payment are wholly or partially inaccurate, the County may withhold payment of sums then or in the future otherwise due to the Agency until the inaccuracy, and the cause thereof, is corrected to the County's reasonable satisfaction.

E. Payments for all sums properly invoiced shall be made in accordance with the provisions of Chapter 218, Part VII Florida Statutes (Local Government Prompt Payment Act).

F. The Agency shall submit its final invoice by July 1, 2021.

Section 4. Audit, Records, and Reporting:

A. The Agency agrees to:

1) Maintain financial records and reports relating to utilization of the funds.

2) Maintain books, records, document, invoices, and other evidence and accounting procedures and practices such as will permit the Agency to sufficiently and properly reflect all direct costs of any nature associated with the program.

3) Permit all such records described in 1) and 2) above to be subject to inspection, review, and audit by the Alachua County Finance and Accounting Department.

B. Reports shall be submitted on the forms and in the formats made available to the Agency. The County reserves the right to change the forms or formats of the reports without prior written notice to the Agency. The reports listed on attached **Exhibits 3** are mandatory. All reports and supporting presentations, images, charts, and graphs are to be in ADA accessible format. The Agency shall submit these reports to the County at the following address:

Office of Resilience, Climate Change, and Sustainability
Second Floor, County Administration Building
c/o Sean McLendon
12 E First, Street
Gainesville, Florida 32601

C. The County may defer payment to the Agency for noncompliance with contract deliverables or program requirements.

Section 5. Default and Termination:

A. The failure of the Agency to comply with any provision of this agreement will place the Agency in default. Prior to terminating the agreement, the County will notify the Agency in writing. This notification will make specific reference to the provision which gave rise to the default. The County will give the Agency seven calendar days to submit a plan for curing the default. The Office of Resilience, Climate Change, and Sustainability is authorized to provide written notice of default on behalf of the County, and if the default situation is not corrected within the allotted time, the County Manager, or designee, is authorized to provide final termination notice on behalf of the County to the Agency.

B. The County may also terminate the Agreement without cause by providing written notice to the Agency (hereinafter, "Termination for Convenience"). The County Manager is authorized to provide written notice of Termination for Convenience on behalf of the County. . In the event of such Termination for Convenience, Agency's recovery against County shall be limited to that portion of the Community Redevelopment grant for which the Agency has completed reimbursable work and properly submitted invoices to the County at the date of termination. Agency shall not be entitled to any other or further recovery against County, including, but not limited to, damages, consequential or special damages, or any anticipated fees or profit on portions of the Work, whether or not performed.

C. If funds to finance this Agreement become unavailable, the County may terminate the Agreement with no less than 24 hours' notice in writing to the Agency. The County will be the final authority as to the availability of funds. At the date of termination, the County may pay the Agency for that portion of the Community Redevelopment grant for which the Agency has completed reimbursable work and properly submitted invoices to the County. In the event of such Termination, Agency shall not be entitled to any further funding pursuant to this Agreement or any other recovery against County, including, but not limited to, damages, consequential or special damages, or any anticipated fees or profit on portions of the Work not performed.

Section 6. Monitoring: To the extent law, statute or ordinance does not limit a grant of access solely by the authority of the Agency, the Agency, by accepting public funds, agrees to permit persons duly authorized by the County to inspect all records, papers, documents, facilities, goods, and services of the Agency and interview any employees and clients of the Agency to be assured of satisfactory performance of the terms and conditions of this Agreement. When applicable, the County will identify any deficiencies to the Agency in writing and the Agency will prepare a corrective action plan to rectify all deficiencies noted. The Agency’s failure to correct the deficiencies within the agreed upon time period may result in the County withholding payments or the Agency being deemed in breach or default resulting in termination of this Agreement.

Section 7. Modifications:

A. This agreement may be modified and amended by mutual agreement of the parties; however, any modification shall only become effective upon incorporation of a written amendment to this agreement, duly executed by both parties. The parties further agree to negotiate amendment(s) to this agreement if necessary due to changes in applicable federal or state laws or regulations makes changes in this agreement necessary.

B. County staff may accept and approve revisions to the Scope of Services, **Exhibit 1A** and Budget, **Exhibit 1B** and Unit of Service Cost Worksheet provided the revisions are consistent with the original submitted proposal and that such requests are made and agreed to in writing. Requested revisions may not include additional fiscal impact or changes to Board of County Commission approved annual funding allocation.

Section 8. Notices: Except as otherwise provided in this Agreement any notice of default or termination from either party to the other party must be in writing and sent by certified mail, return receipt requested, or by personal delivery with receipt. All notices shall be deemed delivered two business days after mailing, unless delivery is by personal delivery in which case delivery shall be deemed to occur upon actual receipt by the other party. For purposes of all notices, Agency’s and County representative are:

Alachua County: Office of Resilience, Climate Change, and Sustainability
Second Floor, County Administration Building
c/o Sean McLendon
12 SE First, Street
Gainesville, Florida 32601
smclendon@alachuacounty.us

Agency: Working Food
c/o Anna Prizzia, Program Manager
209 NW 10th Ave
Gainesville, FL 32601
anna@workingfood.org

A copy of any notice shall also be sent to:

Alachua County: J.K. "Jess" Irby, Esq.
Clerk of the Circuit Court
12 SE 1st Street
Gainesville, Florida 32601
Attn: Finance and Accounting

And to

Procurement Division
12 SE 1st Street
Gainesville, Florida 32601
Attn: Contracts

Section 9. Assignment of Interest: Neither party will assign or transfer any interest in this agreement without prior written consent of the other party.

Section 10. Independent Contractor:

A. In the performance of this agreement, the Agency will be acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venture, or associate of the County. The Agency is solely responsible for the means, method, techniques, sequence, and procedure utilized by the Agency in the full performance of this agreement. Neither the Agency nor any of its employees, officers, agents or any other individual directed to act on behalf of the Agency for any act related to this Agreement shall represent, act, or purport to act or be deemed to be the agent, representative, employee or servant of the County.

B. If the Agency has chosen not to secure workers' compensation coverage under the Florida Workers' Compensation Act, and is outside of the construction industry with fewer than four employees, the Agency must post clear written notice in a conspicuous location accessible to all employees, telling employees and others of their lack of entitlement to workers' compensation benefits.

C. Policies and decisions of the Agency, which may be represented by the Agency in performance of this Agreement, shall not be construed to be the policies or decision of the County.

Section 11. Indemnification:

A. To the maximum extent permitted by Florida law, the Agency shall indemnify and hold harmless the County and its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency or anyone employed or utilized by the Agency in the performance of this Agreement. Agency agrees that indemnification of the County shall extend to any and all Work performed by the Agency, its subcontractors, employees, agents, servants or assigns.

B. The Agency's obligation to indemnify under this Article will survive the expiration

or earlier termination of this Agreement until it is determined by final judgment that an action against the County or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations.

C. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of the Agency's insurance coverage. This indemnification provision shall survive the termination of the Agreement between the County and the Agency.

D. In any and all claims against the County or any of its agents or employees by any employee of the Agency, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Article shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Agency or any Subcontractor under workers' compensation acts, disability benefit acts or employee benefit acts.

E. Nothing contained herein shall constitute a waiver by the County of sovereign immunity or the provisions or limits of liability of §768.28, Florida Statutes.

Section 12. Laws & Regulations: The Agency will comply with all laws, ordinances, regulations, and building code requirements applicable to the work required by this agreement. The Agency is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect the work outlined in this agreement. If the Agency is not familiar with state and local laws, ordinances, code rules and regulations, the Agency remains liable for any violation and all subsequent damages or fines.

Section 13. Non-Waiver: The failure of either party to exercise any right shall not be considered a waiver of such right in the event of any further default or non-compliance.

Section 14. Severability: Paragraph 11 is essential and indivisible provisions of this Agreement and shall be interpreted to provide the broadest protection to the County. If paragraph 11 is declared to be void by a court of law, then the entire Agreement shall be deemed void. If any other provisions of this Agreement are declared void by court of law, all other provisions will remain in full force and effect.

Section 15. Entire Agreement: This agreement contains all the terms and conditions agreed upon by the parties.

Section 16. Collusion: By signing this agreement, the Agency declares that this agreement is made without any previous understanding, agreement, or connections with any persons, contractors or corporations and that this agreement is fair, and made in good faith without any outside control, collusion, or fraud.

Section 17. Conflict of Interest: The Agency warrants that neither it nor any of its employees have any financial or personal interest that conflicts with the execution of this agreement. The

Agency shall notify the County of any conflict of interest due to any other clients, contracts, or property interests.

Section 18. Third Party Beneficiaries: This agreement does not create any relationship with, or any rights in favor of, any third party.

Section 19. Governing Law and Venue: This agreement is governed in accordance with the laws of the State of Florida. Venue is in Alachua County.

Section 20. Construction: This agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties. It is recognized that both parties have substantially contributed to the preparation of this agreement.

Section 21. Project Records:

A. General Provisions:

1) Any document submitted to the County may be a public record and is open for inspection or copying by any person or entity. "Public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency per Section 119.011(11), Florida Statutes. Any document is subject to inspection and copying unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law.

2) In accordance with Section 119.0701, Florida Statutes, the Agency, *when acting on behalf of the County*, as provided under 119.012(2), F.S., shall keep and maintain public records as required by law and retain them as provided by the General Record Schedule established by the Department of State. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law. Additionally, the Agency shall provide the public records at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3) Agency shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if the Agency does not transfer the records to the County.

B. Confidential Information

1) During the term of this Agreement or license, the Agency may claim that some or all of Agency's information, including, but not limited to, software documentation, manuals, written methodologies and processes, pricing, discounts, or other considerations (hereafter

collectively referred to as “Confidential Information”), is, or has been treated as confidential and proprietary by Agency in accordance with Section 812.081, Florida Statutes, or other law, and is exempt from disclosure under the Public Record Act. Agency shall clearly identify and mark Confidential Information as “Confidential Information” or “CI” and the County shall use reasonable efforts to maintain the confidentiality of the information properly identified by the Agency as “Confidential Information” or “CI.”

2) The County shall promptly notify the Agency in writing of any request received by the County for disclosure of Agency’s Confidential Information and the Agency may assert any exemption from disclosure available under applicable law or seek a protective order against disclosure from a court of competent jurisdiction. Agency shall protect, defend, indemnify, and hold the County, its officers, employees and agents free and harmless from and against any claims or judgments arising out of a request for disclosure of Confidential Information. Agency shall investigate, handle, respond to, and defend, using counsel chosen by the County, at Agency’s sole cost and expense, any such claim, even if any such claim is groundless, false, or fraudulent. Agency shall pay for all costs and expenses related to such claim, including, but not limited to, payment of attorney fees, court costs, and expert witness fees and expenses. Upon completion of this Agreement or license, the provisions of this paragraph shall continue to survive. Agency releases County from claims or damages related to disclosure by County.

C. **Project Completion:** Upon completion of, or in the event this Agreement is terminated, the Agency, *when acting on behalf of the County* as provided under 119.011(2), F.S., shall transfer, at no cost, to the County all public records in possession of the Agency or keep and maintain public records required by the County to perform the service. If the Agency transfers all public records to the County upon completion or termination of the agreement, it must destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Agency keeps and maintains public records upon the completion or termination of the agreement all applicable requirements for retaining public records shall be met. All records stored electronically shall be provided to the County, upon request from the Counties custodian of public records, in a format that is compatible with the information technology systems of the County.

D. **Compliance**

1) An Applicant who fails to provide the public records to the County within a reasonable time may be subject to penalties under s. 119.10

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY REPRESENTATIVE AT E-MAIL: publicrecordsrequest@alachuacounty.us; PHONE: (352) 384-3132; ADDRESS: 12 SE 1st Street, Gainesville, FL 32601

Section 22. Communications: The Agency shall maintain a working e-mail address and shall respond to e-mail communications from the County Program Manager, Sean McClendon or

other representative within three business days from the time the e-mail was received electronically. The Agency agrees to notify the Program Manager of any changes in e-mail, staff, Board of Directors, postal mailing address, etc. within 24 hours of the change. The Agency agrees to add the e-mail and postal mailing addresses of the Program Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like.

Section 23. No Religious or Sectarian Requirement: In accordance with Article 1, Section 3, Florida Constitution, and other applicable law, the funding provided under this Agreement may not be used in aid of any church, sect, or religious denomination or in aid of any sectarian institution. The program shall not promote the religion of the provider, be significantly sectarian in nature, involve religious indoctrination, require participation in religious ritual, or encourage the preference of one religion over another.

Section 24. Award Acknowledgement of Support: The Agency agrees to acknowledge the Alachua County Board of County Commission's support in all materials and announcements regarding this award, according to directives issued by the County. The phrase, "Supported by the Alachua County Board of County Commission's Community Redevelopment Grant", is to be added to all published material, announcements and websites related to this funding. Any use by Agency of any County Logo or other identifying design must be approved in advance by the County's Communications Office.

Section 25. Counterparts: This agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument. Receipt via fax or email with pdf attachment by a party or its designated legal counsel of an executed counterpart of this Amendment shall constitute valid and sufficient delivery in order to complete execution and delivery of this Amendment and bind the parties to the terms hereof.

Section 26. Attachments: All attachments to this agreement are incorporated into and made part of this agreement by reference.

Section 27. Electronic Signatures: The Parties agree that an electronic version of this Agreement shall have the same legal effect and enforceability as a paper version. The Parties further agree that this Agreement, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. The County shall determine the means and methods by which electronic signatures may be used to execute this Agreement and shall provide the Agency with instructions on how to use said method. Delivery of this Agreement or any other document contemplated hereby bearing an manually written or electronic signature by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed for the uses and purposes therein expressed on the day and year first above-written.

ALACHUA COUNTY, FLORIDA

DocuSigned by:
Michele Lieberman
By: D3751CD42A4D47E...
Michele Lieberman, County Manager

Date: 9/9/2020

APPROVED AS TO FORM

DocuSigned by:
Corbin Hanson
By: 9FF93D92AF02438...
Alachua County Attorney's Office

ATTEST:
Laura Sr

Agency M DeSa
By: _____
Print: Melissa DeSa
Title: Community Programs Director
Date: August 24, 2020

INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBANCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS. IF A NATURAL PERSON, THEN YOUR SIGNATURE SHOULD BE NOTARIZED. SAMPLE FORMATS FOR NOTARY ARE AVAILABLE ON THE INTRANET UNDER THE PURCHASING/PROCUREMENT SECTION.

ATTACHMENTS:

1. Exhibit 1A: Scope of (Program) Services
2. Exhibit: 1B Budget
3. Exhibit 2: Invoice Form
4. Exhibit 3: Required Reports

Exhibit 1A: Scope of (Program) Services

Agency: Working Food

Program: FY20 Community Redevelopment Grant for the Gainesville Metropolitan Area

Awarded Amount: \$50,000.00

B. Program Description:

Executive Summary In order to assist with the county's comprehensive planning Objective 1.7, to maximize local resource & energy-efficient food production and processing within the County's local foodshed, *Seed to Plate* aims to increase education and demand for local food, develop a plan for needed culinary skills training, and accelerate food system innovation in Alachua County to address healthy food access and local food systems development. It will focus on two synergistic planning projects that will provide guidance for how we can stimulate local food industries and protect public health by improving food access. Further, it will expand opportunities for education on cooking, food safety, and nutrition, including life and jobs-related skills training, to increase better eating habits, workforce participation, and better employment opportunities in our food system.

In order to achieve these goals, *Seed to Plate* will:

- Research possibilities for aggregation and processing for regional farmers in order to expand food security, connecting farms to food service, and provide guidance to building local food infrastructure and food systems-related jobs in Alachua County.
- Develop a strategic plan for collaborating with area educational institutions and community organizations on a culinary training program that would provide job skills and entrepreneurial skills development to ensure a skilled workforce and business development as our local food system expands.
- Deliver education programs for at-risk youth in culinary arts, science, and culture in order to inspire a new generation of eaters attuned to local food and inspired for careers in the food system.

Some of the key gaps in our local food system include the infrastructure to aggregate, process and distribute local food, as well as the workforce to serve this industry as it develops. This project will explore the intersection of supply and demand in our existing food system to provide foundational knowledge that will help plan for safe, affordable access to local food by identifying potential value-added products useful for food service and storable for long-term and crisis response needs. During Covid-19, it became clear that our local food system is critical to our food security. Not only do we need to ensure local markets for fresh products growing in farm fields, but we also need to explore how we can process and store these products to make them more accessible and convenient during good times and available when a crisis occurs. By identifying the needs of food service and local retail that match with production capabilities of our local farms, we can plan for investment that will make sense for both economic development and disaster-mitigation. This data will also provide options for targeted infrastructure investment as development of a Food Hub in East Gainesville is taking

shape through the GCRA plan. Finally, during this process we can identify and support opportunities for our incubating clients at Working Food to integrate local food products into their operations.

Several years of working with aspiring entrepreneurs, food service professionals, restaurateurs, and farmers has highlighted the extreme need for robust training programs that can support low-income and under-employed people to gain the skills they need to pursue careers or business ideas in the food industry. While there is no lack of demand for our incubation services, the lack of baseline skills in the aspiring entrepreneurs, and a lack of coordinated resources to facilitate their success in our community has made our incubation program struggle. This project would develop a strategic plan and curriculum outline to provide culinary training, nutrition education, food-related job skills and entrepreneurial training to address this need. Targeted for under-served and vulnerable community members in Gainesville, and built in collaboration with stakeholders such as Santa Fe College, UF Entrepreneurship Program, Eastside High School, Greater Duval Neighborhood Asso., CareerSource, and other stakeholders,

Finally, this project will build educated eaters, cultural identity, and community understanding of local food, nutrition and food safety with youth. By working with multicultural chefs that can provide fun, age-appropriate activities and education on cooking skills, cultural food identity, nutrition, and food safety, we will build a strong foundation of food literacy with the next generation of citizens and leaders. This effort would dovetail directly into the culinary training program and research portion of the project, as it would build an educated consumer base for local food, inspire cultural connection to local food, and highlight food systems career focuses for youth.

C. Timeframe of Service (months to deploy – service that can see immediate community benefits and deliver outcomes within the same fiscal year will have a higher funding priority)

1) July-Sept 2020:

(a) Research Specialty Crop options for retail, food service, and institutional matches with local production

(b) Develop pilot culinary curriculum and partnerships for youth program

(c) Initial meetings with potential collaborators and team leaders regarding culinary program development, research best practices, determine feasibility for culinary training program development and direction

(d) Work with incubating entrepreneurs to identify local food options for existing products/menus

2) Oct-Dec 2020:

(a) Write recommendations report on local food options for foodservice and retail in Gainesville.

(b) Deliver pilot culinary curriculum to K-5 students

(c) Write strategic plan and curriculum outline for culinary training program

(d) Support the Bulk purchase and/or coordinate local food purchases for incubating entrepreneurs.

D. Summary of Major Outcomes:

1) Identify economic opportunities for North Central Florida small and mid-sized farm operators to increase the volume, diversity, and seasonal availability of specialty crops sold to food service and possible storage for crisis response.

2) Pilot a culturally competent youth culinary program that provides cooking, nutrition, and food safety skills while also connecting students to the heritage of their food and future career opportunities.

3) Create a Strategic Plan and curriculum outline for a culinary training program that would provide cooking, nutrition, food safety, job and entrepreneurial skills related to the food industry.

4) Expanded use of local food with incubating entrepreneurs at Working Food.

Exhibit 1B: Budget

- A. Project Research and Development (1 FTE x 6mo): \$20,000
- B. Partner Stipends: \$10,000
- C. Youth Culinary Program (Program supplies, .25 FTE 6 mo, program intern, and field trip costs or online development costs): \$14,000
- D. Facilities, Materials and Supplies (facilities food, training materials, outreach materials): \$4,000
- E. Travel and Training (culinary program visits, farm visits, partner visits, registrations): \$2,000 Total: \$50,000

F. Matching Funds:

1) Foundation Grant (support for organizational strategic development and general operating support): \$10,000

2) In-Kind Facilities, Staffing, Indirect – (administrative staffing, office, equipment maintenance, vehicle, utilities): \$12,000

3) Youth Afterschool Garden and Culinary Grant (committed): \$10,000

4) City of Gainesville Community Food Center Support (committed): \$12,500

5) Total Match: \$44,000

EXHIBIT 2: PROGRAM UNIT COST INVOICE

(check appropriate invoice payment source, below)

Invoice _____

Today's date:	
Invoice time period:	From ___ / ___ / ___ to ___ / ___ / ___
Amount of reimbursement requested*:	\$
Agency name:	
Program name:	
Amount of BoCC-approved grant award:	\$
Cumulative total % of award \$s requested to date (including this request):	_____ %
Name & title of invoice preparer:	
E-mail & phone # of invoice preparer:	

*No invoice request may exceed one-third of your approved grant award amount.

Address where payment should be sent:

(complete this section even if you have an existing EFT account)

Alternate payment option:

Do you want payment issued via Electronic Funds Transfer (EFT)? Yes No

If "yes", do you have a completed EFT form on file with Alachua County? Yes No (If "no", please contact the County's Point of Contact request this form.) If your agency has a completed EFT form on file, has any of your agency's banking information changed since filing this form? Yes No (If "no", please contact the County's Point of Contact request this form.) Per my agency's Agreement with Alachua County, I hereby declare that the goods/services for which this invoice has been prepared have been properly and timely performed and at the level of service reflected herein, are allowable based on the agency's approved Budget and Unit of Cost Worksheet, have served a public purpose, that such expenses have been reasonably incurred in accordance with the Agreement, that the services or expenses have not been reimbursed by another agency, that all obligations of the agency covered by prior invoices have been paid in full, and that the amount requested is currently due and owing, there being no reason known to me that payment of any portion thereof should be withheld.

Signature and title of authorized agency representative Date

Exhibit 3: Required Reports

Reporting Period	Due Date
Progress Payment Report: report to include breakdown of accomplishments per the major outcomes of the program for the month with supporting narrative.	Submitted with Monthly Invoice
Final Summary Report	On or before July 1, 2021
Summary Presentation of Final Report to the Board of County Commissioners Please make sure all reports, presentations, graphs, and images are ADA compliant.	On or before July 1, 2021

Please submit these reports **via e-mail and hard copy** to Alachua County to the attention of the following:

Office of Resilience, Climate Change, and Sustainability
 Second Floor, County Administration Building
 c/o Sean McLendon
 12 SE First, Street
 Gainesville, Florida 32601
 smclendon@alachuacounty.us

Certificate Of Completion

Envelope Id: 758B311C420E4866A1D8D8515DFDFDCD Status: Completed
 Subject: Please DocuSign: #11720 COMMUNITY REDEVELOPMENT GRANT AGREEMENT with Working Food FY20.pdf
 Source Envelope:
 Document Pages: 17 Signatures: 1 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Thomas (Jon) Rouse
 AutoNav: Enabled trouse@alachuacounty.us
 Envelope Stamping: Enabled IP Address: 216.194.144.254
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original Holder: Thomas (Jon) Rouse Location: DocuSign
 9/2/2020 1:40:36 PM trouse@alachuacounty.us
 Security Appliance Status: Connected Pool: StateLocal
 Storage Appliance Status: Connected Pool: Alachua County Location: DocuSign

Signer Events

Michele Lieberman
 mlieberman@alachuacounty.us
 County Manager
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 D3751CD42A4D47F...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.194.144.254

Timestamp

Sent: 9/2/2020 1:46:23 PM
 Resent: 9/9/2020 9:10:24 AM
 Viewed: 9/9/2020 9:30:55 AM
 Signed: 9/9/2020 9:31:12 AM

Electronic Record and Signature Disclosure:
 Accepted: 9/9/2020 9:30:55 AM
 ID: d78988fb-4d67-4212-889b-02ae4e25d343

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Brandy Woodard
 bwoodard@alachuacounty.us
 Security Level: Email, Account Authentication (None)

 Using IP Address: 216.194.144.254
 Sent: 9/2/2020 1:42:16 PM
 Viewed: 9/2/2020 1:46:22 PM

Electronic Record and Signature Disclosure:
 Accepted: 8/10/2020 1:37:14 PM
 ID: 2f89da0f-83f1-4579-9807-a5bcef6f27b5

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent Hashed/Encrypted 9/9/2020 9:10:24 AM
 Certified Delivered Security Checked 9/9/2020 9:30:56 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	9/9/2020 9:31:12 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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