

Commission Order # _____



AGREEMENT FOR PURCHASE OF SERVICES
Strategic Opportunity Contract
Boone County Food Policy Council

THIS AGREEMENT dated the _____ day of _____, 2019 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, hereinafter called "County" and **City of Columbia** a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as **City of Columbia**.

WHEREAS, as part of an amendment to the lease agreement dated December 27, 2006, between Boone County Hospital and Barnes Jewish Christian, the County of Boone receives \$500,000 annually for the purposes of addressing community health needs, as determined by the Boone County Commission.

WHEREAS, the County desires to support the greatest possible level of independence and self-sufficiency of Boone County residents by promoting their physical, mental, and social well-being to cultivate a safe and healthy community.

WHEREAS, City of Columbia has submitted a complete Strategic Opportunity application to the County detailing the services and other supports to be provided along with the expected cost to City of Columbia thereof; and

WHEREAS, the County has approved the Strategic Opportunity application in whole or in part as hereinafter set forth.

IN CONSIDERATION of the parties' performance of the respective obligations contained herein, the parties agree as follows:

FUNDING ALLOCATION FOR SERVICES RENDERED BY CITY OF COLUMBIA

City of Columbia is expected to the greatest extent possible to maximize funding from all other sources. City of Columbia shall periodically, upon request, furnish to the County information as to its efforts to obtain such other sources of funding. City of Columbia shall only request reimbursement for services not reimbursable by any other source. City of Columbia shall not invoice the County for units of service invoiced to another funding source. City of Columbia shall provide documentation and assurance to the County that requests for

reimbursement from the Community Health Fund (CHF) is not a duplication of reimbursement from any other source of funding.

1. **Contract Documents.** This agreement shall consist of the Strategic Opportunity application for the **Boone County Food Policy Council** referenced in the City of Columbia's application. This document shall constitute the contract documents, which are attached hereto and incorporated herein for reference. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions, and requirements contained in this Agreement shall prevail and control over City of Columbia's Proposal, Request for Clarification, and responses to Requests for Clarification.

2. **Purchase.** The County agrees to purchase from City of Columbia and City of Columbia agrees to furnish the **Boone County Food Policy Council** for Boone County residents, as described and in compliance with the Strategic Opportunity Proposal Application and as presented in City of Columbia's response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$30,000.00** unless compensation for specific identified additional services is authorized and approved by the County in writing in advance of rendition of such services for which additional compensation is requested. The following additional terms and conditions shall apply:

a. City of Columbia shall develop a Food Policy Plan that aligns with the Boone County Food Policy Council's mission "to advocate for Boone County's local food system and promote equitable food policies that positively impact the nutritional, economic, social, environmental, and human health of Boone County."

b. City of Columbia shall strategically engage residents and stakeholders from rural Boone County communities, in addition to those who reside in the City of Columbia.

c. City of Columbia shall develop and promote educational materials to educate stakeholders and community members. Educational materials shall feature the Food Policy Plan and how food policy impacts health.

d. City of Columbia shall communicate and share the Food Policy Plan with Boone County Community Services Department and County elected officials.

3. **Contract Duration.** This agreement shall commence on the date of contract execution and extend through December 31, 2020 subject to the provisions for termination specified below. City of Columbia agrees and understands that the County may require supplemental information to be submitted at the request of the County.

4. **Billing and Payment.** For the Boone County Food Policy Council contract, payments will be made in three (3) installments, 33% of the contracted amount, within 30 days of the execution of the contract, 33% of the contracted amount within 30 days of the completion and approval of the 2020 mid-year report, and 34% of the contracted amount within 30 days of the completion and approval of the 2020 year-end report. An accounting of prior funding received

from the CHF shall be required before receiving subsequent contractual installment payments. Installment payments may be adjusted based on the accounting of funds provided to the County. An invoice shall be submitted to the County prior to each installment payment. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the City of Columbia, the County agrees to pay interest rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Availability of Funds.** Payments under this contract are dependent upon the availability of funds or as otherwise determined by the County. This contract can be terminated if funding becomes unavailable in whole or in part for cause shown, and the County shall have no obligation to continue payment.

REPORTING, MONITORING, AND MODIFICATION

6. **Reporting.** The County shall utilize the Strategic Opportunity application and Requests for Clarification, and responses to Request for Clarification as submitted by City of Columbia to monitor service delivery and program expenditures. City of Columbia agrees to submit reports to the County including data regarding the Boone County Food Policy Council. City of Columbia agrees to submit to the County an Interim Report by July 31, 2020 for the period beginning with the date of contract execution to June 30, 2020 and a Year End Final Report by January 31, 2021 for the period of January 1, 2020 to December 31, 2020. Reports shall include, at a minimum, the following: Program implementation progress, efforts to engage rural Boone County residents and stakeholders, a draft or final copy of the Food Policy Plan and educational materials, and any other data deemed appropriate by the County. City of Columbia agrees to submit its report in a format determined by the County. Payments may be withheld from City of Columbia if reports designated here are not submitted on time, until such time as the reports are filed and approved.

7. **Audits.** City of Columbia also agrees to make available to the County a copy of its annual audit within four months after the close of City of Columbia's fiscal year. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. The audit is to include a complete accounting for funds covered by this agreement in accordance with generally accepted accounting principles. In addition, the County requires that the management report of any audit as it relates to the County program activities be made available to the County as part of the required audit. Payment may be withheld from City of Columbia, if reports designated here are not made available upon request. Audits shall be uploaded to the Organization Profile in the Apricot System and continually kept up to date.

8. **Monitoring.** City of Columbia agrees to permit the County, the Director of the Community Services Department and any staff of the Community Services Department, or designee of the County to monitor, survey and inspect City of Columbia's services, activities, programs, and client records, to determine compliance and performance with this contract, except as prohibited by laws protecting client confidentiality. In addition, City of Columbia

hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the County or its designee(s) all records, facilities, and personnel, for auditing, inspection, and interviewing, to determine the status of service, activities and programs covered hereunder, expenditure of CHF funds and all other matters set forth in the contract.

9. **Modification or Amendment.** In the event City of Columbia requests to make any change, modification, or an amendment to funded services, one-time items, activities, and/or programs covered by this contract, a request of the proposed modification or amendment must be submitted in writing to the Director of Community Services to share with the County for approval. A board resolution from City of Columbia may be required with the request. For consideration of a request to modify or amend the contract, requests should be submitted to the Director of the Community Services Department for consideration.

OTHER TERMS OF THIS CONTRACT

10. **Violation of Client Rights.** Any alleged case of a violation of a client's rights in a program funded through the Community Health Fund shall be investigated in accordance with City of Columbia's policies and procedures and in accordance with any local/state/federal regulations. City of Columbia agrees to notify the County through the Director of Community Services of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the County of any substantiated allegations. City of Columbia must comply with Missouri law regarding confidentiality of client records.

11. **Discrimination.** City of Columbia will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

12. **CHF to be used for Services Provided.** City of Columbia agrees that the CHF funds shall be used exclusively for the services provided to address community health needs and for administrative costs directly related to City of Columbia's provision of such services.

13. **Accreditation/Licensure/Certifications.** City of Columbia must comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws and must remain in "good standing" with the applicable oversight entity.

14. **Conflict of Interest.** City of Columbia agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and City of Columbia, and this shall include any transaction in which City of Columbia is a party, including the subject matter of this contract. Missouri law, as this term is used herein, shall define "Conflict of Interest".

15. **Subcontracts.** City of Columbia may enter into subcontracts for components of the contracted service as City of Columbia deems necessary within the terms of the contract. All such subcontracts require the written approval of the County or their designated representative. In performing all services under the resulting contract agreement, City of Columbia shall comply with all local, state, and federal laws. Any subcontractor shall be subject to the audit/monitoring requirements stated herein and all other conditions and requirements of this contract agreement.

16. **Employment of Unauthorized Aliens Prohibited.** City of Columbia agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. City of Columbia shall require each subcontractor to affirmatively state in its Agreement with the City of Columbia that the subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require each subcontractor to provide City of Columbia a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

17. **Litigation.** City of Columbia agrees that there is no litigation, claim, consent order, settlement agreement, investigation, challenge, or other proceeding pending or threatened against City of Columbia or any individual acting on the City of Columbia's behalf, including subcontractors, which seek to enjoin or prohibit City of Columbia from entering into this contract agreement of performing its obligations under this agreement.

18. **County Ownership.** If City of Columbia ceases to be funded by the County or ceases to provide programs and services to address community health needs, pursuant to this contract, all capital equipment, materials, and buildings purchased with CHF funds shall be returned to Boone County unless so otherwise approved by a majority vote of the City of Columbia. In addition, if City of Columbia no longer uses capital equipment, materials, or buildings purchased with CHF funds for its original intent, City of Columbia will need County approval to re-direct the use of such.

19. **Failure to Perform/Default.** In the event City of Columbia, at anytime, fails or refuses to perform according to the terms of this contract, as determined by the County, such failure or refusal shall constitute a default hereunder, and the County will be relieved of any further obligation to make payments to City of Columbia as set out herein. This contract will be terminated at the option of the County.

20. **Termination.** This Contract may be terminated, with or without cause, by either party upon thirty (30) days written notice to the other party. In addition, this agreement may be terminated by the County upon 15 days' advance written notice for any of the following reasons or under any of the following circumstances:

a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or

b. The County may terminate this agreement if key personnel providing services are changed such that in the opinion of the County delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with proposal specification, or if services are deficient in quality in the sole judgment of the County, or

c. The County may terminate this agreement should City of Columbia fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, or

d. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

Upon receipt of notice of termination, City of Columbia shall make every effort to reduce or cancel outstanding commitments and shall incur no additional expenses. The County shall reimburse City of Columbia for outstanding expenses incurred up to the date of termination, including uncancellable obligations and reasonable termination costs, but in no event, will such costs exceed the total funds presently allocated to this Contract.

21. **Insurance Requirements.** City of Columbia shall not commence work under this contract until they have obtained all insurance required in this section and such insurance has been approved by the County. All policies shall be in amounts, form, and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

a. **Worker's Compensation and Employers' Liability Insurance:** City of Columbia shall take out and maintain during the life of this contract, Worker's Compensation and Employers' Liability Insurance for all their employees employed at the site of work, and in case any work is sublet, City of Columbia shall require the subcontractor similarly to provide Worker's Compensation Insurance and Employers' Liability Insurance for all of the latter's employees unless such employees are covered by the protection afforded by City of Columbia.

Worker's Compensation and Employers' Liability Insurance coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit.

b. **Comprehensive General Liability Insurance:** City of Columbia shall take out and maintain during the life of this contract, such Comprehensive General Liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. City of Columbia shall furnish the County with Certificate(s) of Insurance

which name the County of Boone – Missouri as additional insured in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

City of Columbia shall provide the County with proof of Comprehensive General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of City of Columbia in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to City of Columbia.

c. **Professional Liability Insurance:** City of Columbia is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00 and naming Boone County as additional insured.

d. **Commercial Automobile Liability:** City of Columbia shall maintain during the life of this contract, Commercial Automobile Liability Insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the City of Columbia's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

22. **Indemnification.** To the extent permitted under Missouri law, City of Columbia agrees to hold harmless, defend and indemnify the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of **City of Columbia** (meaning anyone, including but not limited to consultants having a contract with City of Columbia or subcontractor for part of the services), or anyone directly or indirectly employed by City of Columbia, or of anyone for whose acts City of Columbia may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its negligence.

23. **Publicity by City of Columbia.** City of Columbia shall notify the County of contact with the media regarding CHF funded programs or profiles of participants in CHF funded programs. City of Columbia will acknowledge the County as a funding source whenever publicizing CHF funded programs. City of Columbia will collaborate with the County to inform the community about the ways its tax dollars are being invested in services and supports. City of Columbia agrees to acknowledge the Community Health Fund as a funding source on written and electronic publications including brochures, annual reports, and newsletters.

24. **Independence.** This contract does not create a partnership, joint venture, or any other form of joint relationship between the County and City of Columbia. The County does not recognize any of the City of Columbia's employees, agents, or volunteers as those of the County.

25. **Binding Effect.** This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

26. **Entire Agreement.** This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and other proposal or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

27. **Record Retention Clause.** City of Columbia shall keep and maintain all records relating to this contract agreement sufficient to verify the delivery of services in accordance with the terms of this agreement for a period of three (3) years following expiration of this agreement and any applicable renewal.

28. **Notice.** Any written notice or communication to the County shall be mailed or delivered to:

Boone County Community Services
605 E. Walnut, Ste. A
Columbia, MO 65201

Any written notice or communication to City of Columbia shall be mailed or delivered to:

City of Columbia
Attn: Stephanie Browning
1005 W. Worley St.
Columbia, MO 65203

STRATEGIC INNOVATION OPPORTUNITY

CONCEPT PAPER COVER SHEET

Applicant Information

Organization Name: Columbia/Boone County Public Health and Human Services

Federal EIN Number: 43-6000810

Organization Type (choose one): governmental

Address: PO Box 6015

City, State, Zip Code: Columbia, MO 65205

Name of Executive Director of Organization: Stephanie Browning

Telephone: 573-874-7343 Email Address: Stephanie.Browning@como.gov

Website: www.como.gov/health

Project Information

Project Title: Boone County Food Policy Council

Amount Requested: \$30,000

Total Project Cost: \$ 33,688.75

Are funds requested all or part of a required match for a grant? No

Briefly describe how these funds will be used: The vast majority of the funding will be used for staff time to hire a Food Policy Council coordinator. PHHS will provide some staff time in-kind.

The remaining funds will be used for meeting materials and community engagement events.

Is there any other organization other than the applicant acting as a fiscal agent for this project?

No

Project Name and Description

Columbia/Boone County Public Health and Human Services (PHHS) seeks support from the Boone County Community Health Fund to develop the newly-formed Boone County Food Policy Council by creating a Food Policy Plan and educational resources. The plan will identify and promote food policy priorities based on best-practice and community data and increase access to healthy food. The plan will also provide clear direction for the Council, identifying its purpose and priority areas. Educational resources will be developed to educate decision makers and the public about the plan and how food policy impacts health. The development of the plan and educational resources will be led by the Food Policy Coordinator.

The Boone County Food Policy Council is a new community coalition with a mission “to advocate for Boone County’s local food system and promote equitable food policies that positively impact the nutritional, economic, social, environmental, and human health of Boone County.” The council aims to use an innovative policy-approach to improve access to healthy food throughout Boone County. While many organizations in Boone County address the food and nutritional needs of the community, none of them work with all sectors of the food system to identify areas for policy change.

Community Need

Columbia/Boone County Public Health and Human Services (PHHS) conducted a Community Health Assessment (CHA) in 2018. Data from the CHA show that Boone County has an estimated population of 174,589 with nearly 19% of the population below the poverty level. Furthermore, 17% of the Boone County residents report food insecurity, meaning they lack adequate access to food (County Health Rankings and Roadmaps, 2018). Among children eighteen (18) years of age and under, 18.4% are food insecure. Food insecurity in children can

be a predictor of chronic illness, low birth weight, lower school performance and developmental problems (Missouri Hunger Atlas, 2016).

In 2019, PHHS partnered with community organizations to create a Community Health Improvement Plan (CHIP). The CHIP used data from the CHA to identify Basic Needs, including access to healthy food, as a strategic priority. One of the objectives of this plan is to increase access to healthy foods by adding or improving local policies that increase access to healthy food.

Additionally, a Community Food Assessment was completed by the Columbia Center for Urban Agriculture (CCUA) in 2018. The assessment focused on availability, access and utilization of healthy food in Columbia. From that assessment, several problem areas were identified. Respondents stated they wanted new ways to make healthy food accessible and available. They also showed an interest in local products and increased transportation options. The assessment also included an inventory of food sources in Columbia, and identified several food deserts and food swamps.

Target Population

Based on data collected in the Community Food Assessment, our target population will be those of low socio-economic status and minorities in Boone County. Low income families are more likely to live in food deserts and swamps, which hinders access to healthy food. Low income and minority families are also less likely to have affordable access to health care, and they are more likely to suffer from chronic diseases. Improved access to healthy food can act as a first defense against the development of diseases such as diabetes and heart disease.

Outcomes

Outcome: Decision makers are educated on best-practice food policy language, adoption, and implementation.

Boone County Food Policy Council will create a Food Policy Plan that includes best-practice food policies that are evidence-based and appropriate for the Boone County and its municipalities. The Policy Plan will be used to guide the work of the council and to educate decision makers, including elected officials. According to the CDC (2010), food policy councils are able to provide a comprehensive analysis of the local food system. They are also able to work with all aspects of the food system to identify areas that fail to protect and promote health and provide solutions. This, when shared with decision makers, helps create a healthy food environment.

Outcome: The community is informed on how policies impact their food and their health.

The Boone County Food Policy Council will create educational materials to increase the community's understanding of health and food policy. A database of online and print resources will be developed and tailored to meet the needs of all members of the community. Communication efforts will focus on community involvement through interactive activities and events. The coordinator will create these resources by collaborating with other food-related organizations in Boone County. Distribution efforts will focus on the target population. Over the course of the year, funding will also be used to host community engagement events in the community. Finally, the coordinator will build community-recognition by creating a social media presence and a website.

Timeline

The Boone County Food Policy Council will use funding to support establishment efforts for one year. The coordinator will conduct research during the first 3 months, identifying model

policies, best-practices, and food policy strategies. The coordinator will then facilitate council planning meetings to create the Food Policy Plan. The plan will then be crafted and finalized within eight months of receiving funds. Following the development of the plan the coordinator will develop educational resources that will be used by Food Policy Council members to educate decision makers and the public.

Applicant Organization Description

The Columbia/Boone County Department of Public Health and Human Services (PHHS) provides a wide variety of public health and human services for residents of and visitors to Boone County Missouri. Public Health services are intended to prevent epidemics and the spread of disease, protect against environmental hazards, promote healthy behaviors, and prevent injury and illness. These services include, but are not limited to: Missouri vital records, nutrition education, restaurant inspections, immunizations, immigration and refugee services, and the investigation of animal complaints. The department also provides and purchases human services to assure the quality and availability of human services in the community. Direct social services provided by PHHS include: home visitation, pregnancy counseling, prenatal case management, medication assistance, and utility assistance. In addition, PHHS monitors the health and well-being of the population and assists in the development of policies and plans which support our department's vision of optimal health, safety and well-being for all. The operations of PHHS are housed in a facility that is jointly owned by the City of Columbia and Boone County.

Relation to PHHS's Mission and Vision

The mission of PHHS is to promote and protect the health, safety, and well-being of the community through leadership, partnership, and service. This mission aligns with the work of the Food Policy Council, which is a partnership that will improve the health of the community by

creating and supporting food policies that increase access to healthy food. The Food Policy Council's work will also move PHHS closer to its vision of optimal health, safety, and well-being for all.

Community Support and Collaborations

The newly formed Food Policy Council is currently made up of about 25 members from various organizations including CCUA, Columbia Public Schools, Columbia Farmers Market, The Food Bank for Central and Northeast Missouri, Missouri Department of Health and Senior Services, Missouri Extension, Office of Sustainability, Defense Against Diabetes, grocers, general community members, and others. Additional partners will be recruited to include more food producers and processors.

Sustainability Plan

Funding will cover costs of forming the Food Policy Plan and the educational resources. Outside funding is needed for these projects because they will take a considerable amount of staff time. Once the plan and educational resources are developed, PHHS and its partners will be able to continue the efforts of the Food Policy Council with existing resources.

Budget

The Council seeks \$30,000 to hire a part-time staff member to lead the development of the Food Policy Plan, and the development of educational resources for decision-makers and the community. The council receives a small amount of in-kind support from CCUA and the PHHS in the form of staff time, meeting materials, and event materials.

References

CDC. (2010, June 3). Food Policy Councils. Retrieved November 4, 2019, from

<https://www.cdc.gov/healthyplaces/healthtopics/healthyfood/foodpolicy.htm>.

County Health Rankings and Roadmaps, 2018. (n.d.). Retrieved 2018, from

<http://www.countyhealthrankings.org/app/missouri/2018/rankings/boone/county/outcomes/overall/snapshot>

(n.d.). Missouri Hunger Atlas, 2016. Columbia: University of Missouri.

**Columbia/Boone County Department of Health and Human Services
Strategic Opportunity Fund
Requests for Clarification**

1. The proposal states, "The council aims to use an innovative policy-approach to improve access to healthy food throughout Boone County." Please provide more information on how Boone County communities, other than Columbia, will be served. Describe how PHHS will get buy-in from smaller Boone County communities.

The Boone County Food Policy Council aims to serve all of Boone County. To engage residents in more rural areas of Boone County the council plans to hold community engagement events in multiple county communities. It also plans to recruit members from all over Boone County and members from organizations who serve all of Boone County. The Council will reach out to decision makers throughout Boone County to provide education on best practice food policy. Finally, the Council will promote policy change in local areas; in smaller communities this may include school policies, organizational policies, or community policies.

2. The amount requested and total project cost seems really low for a part-time position, community engagement events, develop a plan and educational materials, social media presence and creating a website. Provide clarification on how the funding request will support all these efforts.

The requested amount includes a part-time position without benefits and a small amount of money for printing educational materials. The social media presence and the website will be created by the part time person. We did not request funding for the community engagement events. An additional \$7,000 would allow us to provide locally sourced food at community engagement events and create paid advertisements to promote our social media pages and website.

3. There is concern on PHHS hiring a Food Policy staff member that is part-time and meeting necessary job skills/knowledge. Additionally, this funding source for the position is only available, as of now, until the end of 2020. Finding someone may be challenging and could delay the proposed timeline of the project. Provide more information on the recruiting efforts and if this position will be eliminated once the plan and educational resources are developed.

We already have a person identified who has expressed interest. Ashton Day has a Masters in Art in Strategic Communication and Masters in Public Health. She has an interest in food policy as well as health communication. She has experience with group facilitation, community engagement, social media marketing, and website development. She can start January 1, 2020 and will continue through 2020. The position will be eliminated after 2020. If the council sees a need to have the position continue, the council would seek funding from a variety of sources.

4. The proposal states, "Once the plan and educational resources are developed, PHHS and its partners will be able to continue the efforts of the Food Policy Council with existing resources." Provide more information on how efforts will be continued.

In 2020, the council will be creating the plan and educational resources. This will be labor intensive, requiring a part time staff person. The hope is that after the plan and educational resources are created in 2020, the workload will decrease and the coordination of the food policy council can be absorbed by existing PHHS staff. If the council sees a need to have the position continue, the council would seek funding from a variety of sources.

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

John Glascock, Interim City Manager
Name and Title of Authorized Representative

John Glascock
Signature

November 25, 2019
Date

