



CITY OF ORLANDO

Grants & Financial Assistance Approval Form

	Authorized Approver	Signature	Date
*1	Legal Advisor	Approved By: <i>[Signature]</i>	<i>[Date]</i>

Email form to Grants Development Supervisor to continue approval process in Workday (effective 3/19/2014).

*Department Directors may provide signature on paper above **OR** wait to approve from Workday inbox.

Following are the financial, programmatic, legal and procurement considerations for your review:

Today's Date: 4/1/2016	City Council Date: 4/18/2016	Application Deadline: 5/12/2016
Name of Grant: 2016 Farmers Market Promotion Program		
Sponsor: Office of Sustainability and Economic Development Department		
Short description of the project or program that will be pursued with grant funding:		
<p>The Economic Development Department and the Office of Sustainability, in partnership with LIFT Orlando and Hebni Nutrition Consultants, Inc., are requesting to:</p> <p>1. Submit a 2016 Farmers Market Promotion Program Grant application; and 2. Authorize the Mayor to sign a preliminary Memorandum of Understanding (MOU).</p> <p>A USDA Farmers Market Promotion Program (FMPP) grant provides a unique opportunity for the City and its partners to engage in a number of coordinated economic development activities to increase healthy food access and local food sustainability in the West Orlando Promise Zone (WOPZ) application area (generally located south of Colonial Drive, north of L.B. McLeod Rd., east of Pine Hills Road and west of I-4). The purpose of the FMPP grant is to increase domestic consumption of, and access to, locally and regionally produced agricultural products by assisting in the development, improvement and expansion of domestic farmers markets, roadside stands and community-supported agriculture programs and other related uses.</p> <p>The joint application will accordingly apply for up to \$250,000, over three years (October 1, 2016-September 30, 2019) for the following activities: Community Supported Agriculture (CSA) farm to church program, Food safety/nutritious cooking classes, and Up to two WOPZ area Farmers Markets. As part of this request, and under the oversight of the Office of Sustainability, a three year, part-time contract position will be included to support the implementation of the CSA and Farmers Market activities. Priority consideration will also be given by USDA to projects in areas of concentrated poverty and that involve Promise Zone Lead Applicant Organizations.</p> <p>A preliminary Memorandum of Understanding (MOU) among partners will also be executed. The MOU will describe the partner roles and responsibilities over a multi-year period. Legal (Alison Brackins) is currently drafting a MOU.</p>		

Grants & Financial Assistance Approval Form

Short description of the problem or need for the project or program: The Office of Sustainability's Greenworks plan sets out ambitious goals for local food access as well as local food production, processing/distribution and treatment of waste. While some planning objectives can be met through community gardens, the need for Farmers Markets and Community Supporting Agriculture (CSA) have also been identified as being critical for healthy food access and to support the growth in the local economy.	
Anticipated timeline of project or program: Start in October 1, 2016 to end by September 30, 2019	
Name of Initiating Department/Division/Office: Office of Sustainability in partnership with the Families, Parks and Recreation Department.	
GOC Liaison Name: Mary-Stewart Droege	Telephone #: 407-246-3276
Programmatic Considerations	Indicate Response Here
1. How does the proposed project align with City's priorities and department's core services?	This request is consistent with the Greenworks Plan and the Promise Zone application.
2. Does the proposed project provide or expand essential services to address critical needs?	No
3. Does the proposed project impact other City departments?	The Office of Communications and Neighborhood Relations may also be engaged for promotion of the Farmers Markets and Hebni cooking classes.
4. Does the applying department have the capacity to manage this project?	This grant will be managed by the Office of Sustainability, which regularly administers grants. The combined Farmers Market/CSA contract position (part-time for three years) will perform some grant administrative tasks, which include two interim reports and one final (closeout) report.
5. Does the applying department have the capacity to fulfill the financial and administrative requirements of the grant?	Yes
6. Is this a collaborative effort with an external organization?	No

Financial Considerations	Indicate Response Here
1. What is the total anticipated project cost?	The project cost will be up to \$250,000.
2. How much does the Department anticipate receiving from the grantor? If not receiving cash, include the value of property, equipment, or services.	The request is for up to \$250,000.
3. What are the match requirements and funding source(s)?	No match required.
4. If applicable, identify the amount and funding source(s) that support the remainder of the project or program cost.	All project costs will be addressed through the proposed project.
5. Will the grant be used to fund salaries, wages or benefits and other associated personnel costs?	Yes- as a contract position
6. Will the receipt of this grant cause the City to incur additional or future operating costs?	No

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7. What is the CIP number and/or financial project number associated with this project?	Not applicable
8. Will this program generate revenue?	No
9. Is supplanting allowed?	No
10. Does the grantor require any special ways to manage the receipt of grant funds?	No.
11. Does the grant require continuation of the project or program beyond the grant period of performance?	<u>No.</u>
Indicate Response Here	
Legal Considerations	
1. Provide a short description of unique contract requirements that the City Attorney needs to be made aware of, or needs to clarify for the Department before the Department applies for the grant.	There are no unique contract requirements.
Indicate Response Here	
Procurement Considerations	
1. Provide a short description of any special procurement requirements that need to be disclosed and evaluated at the time of application.	There are no atypical procurement requirements.
2. Does the receipt of the grant involve the lease or purchase of real estate? If so, please describe the real estate need and add the Real Estate Division Manager as an impacted department director, by adding a row under the first department director in the transmittal sequence on page one of this form.	No

Workday Required Data

Proposal Award

Sponsor (Grantor):	Department of Agriculture (USDA-Federal)
Flow Through Sponsor:	no
CFDA #:	10.168
CFDA Name:	Farmers Market Promotion Program
Start Date:	October 1, 2016
End Date:	September 30, 2019
Grant Type (Cost Reimbursable, Fixed Amount, Prepaid):	Reimbursement
Award Amount:	Up to \$250,000
Match %:	No match
Match Amount:	No match