



COVER PAGE
MIAMI-DADE COUNTY HEALTH DEPARTMENT

Community Mini-Grants # 2

Applicant's Legal Name: _____

Applicant's Mailing Address: _____

City, State, Zip: _____

Telephone Number(s) Including area code: _____

Fax Number(s): Including area code: _____

Email Address: _____

Website Address: _____

Federal Employer Identification Number (FEID) or Social Security Number (SSN): _____

Applying for Category One: _____ Amount Requested: _____

Applicant's Fiscal Year End Date: _____

Contact Person for Negotiations: _____

Authorized Signature in blue ink: _____

Printed Name of Authorized Signature: _____

Title: _____

Date: _____

FARMERS' MARKET TIMELINE
Community Mini-Grant

Prospective applicants shall adhere to the Community Mini-Grants timelines as identified below.

Schedule	Date	Location
Announcement Released	July 8, 2011	Posted electronically via Consortium for a Healthier Miami-Dade website and Miami-Dade County Health Department listserv
Submission of Written Questions (Questions may be faxed or e-mailed)	July 15, 2011 5:00 pm EST	Submit to: Bridget_Smith@doh.state.fl.us Or fax (305) 278-0441
Responses to Questions Posted	July 22, 2011	Posted electronically via www.healthymiamidade.org
Sealed Grant Applications Due to Department and Opened (Late, faxed or e-mailed copies of applications will not be accepted)	July 26, 2011 2:00 pm EST	U.S. Mail, Overnight or Hand Delivery : Miami-Dade County Health Department Office of Community Health & Planning Attention: Bridget Smith 18255 Homestead Avenue West Perrine, Florida 33157
Anticipated Evaluation of Grant Applications	July 28, 2011	Review and Evaluation of Grant Applications Begins
Anticipated Deliberations with Anticipated Awardees Begins	August 4, 2011	Deliberations and budget revisions, if necessary, prior to grant awards.
Anticipated Posting of Intent to Award	August 10, 2011	Posted electronically via www.healthymiamidade.org
Anticipated Grant Start Date	August 17, 2011	

TABLE OF CONTENTS

Section	1.0	INTRODUCTION
	1.1	Program Authority
	1.2	Notice and Disclaimer
	1.3	Program Purpose
	1.4	Available Funding
	1.5	Matching Funds
Section	2.0	PROGRAM OVERVIEW
	2.1	Background
	2.2	Priority Areas
	2.3	Scope of Service
	2.4	Task List
	2.5	Task Limit
	2.6	Equipment
	2.7	Method of Payment
	2.8	Invoicing and Payment of Invoice
Section	3.0	TERMS AND CONDITIONS OF SUPPORT
	3.1	Eligible Applicants
	3.2	Eligibility Criteria
	3.3	Minority Participation
	3.4	Corporate Status
	3.5	E-Verify Requirements
	3.6	Period of Support
	3.7	Use of Grant Funds
Section	4.0	APPLICATION DOCUMENTATION
	4.1	Description of Application Components
Section	5.0	SUBMISSION OF APPLICATION
	5.1	Instructions for Submitting Application
	5.2	Instructions for Formatting Application
	5.3	Where to Send Application
	5.4	Applicant Inquiries
Section	6.0	EVALUATIONS OF APPLICATIONS
	6.1	Receipt of Applications
	6.2	How Applications are Scored
	6.3	Grant Awards
	6.4	Funding
	6.5	Posting of Awards
Attachments		
	I.	Evaluation Criteria & Scoring Sheet
	II.	Action Plan & Timeline
	III.	Budget Work Plan
	IV.	Percent of Poverty Level Map

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

Section 1.0 INTRODUCTION

1.1 Program Authority – CFDA# 93.724

This program is offered by the Communities Putting Prevention to Work (CPPW) Initiative (Grant #1U58DP002406-01) awarded to the Miami-Dade County Health Department (Department) by the Centers of Disease Control and Prevention (CDC).

1.2 Notice and Disclaimer

Mini-grant awards will be determined by the Department of Health at its sole discretion based on the availability of funds. If during the funding period, the authorized funds are reduced or eliminated by the federal grantor agency, the Department may immediately reduce or eliminate the grant award by written notice to the provider.

NOTE: The receipt of applications in response to this publication does not imply or guarantee that an applicant will be awarded a grant or result in a written agreement with the Department of Health.

1.3 Program Purpose

Recognizing the prevalence of obesity and other health disparities among underserved and underinsured populations of Miami-Dade County, the Centers for Disease Control and Prevention has approved funding for the Communities Putting Prevention to Work campaign, which will promote healthy eating and active lifestyles.

Using funds under this grant, the department seeks to contract with multiple entities to help increase community access to healthy foods through farmers' markets.

1.4 Available Funding

Based on CDC funding, the CPPW initiative has an estimated total amount of \$70,000 for contractual funding. The department expects to award a minimum of two grants for Categories 1. Each applicant may be funded up to, but not exceeding a total of \$34,999.99.

Awards will be distributed by August 17, 2011 or on the date which the written agreement has been signed by both parties, whichever is later, and will terminate on March 18, 2012. In order to assure the state will fulfill current and future needs, the department reserves the right to award multiple applicants and to offer awards for less than the amounts requested by applicants as deemed in the best interest of the State of Florida and

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

the Department. The Department reserves the right to reallocate funds to established priority areas, at their discretion, of any awarded funds that may be unobligated and returned by the award recipient under this award.

1.5 Matching Funds

There is no matching requirement for this project.

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

Section 2.0 PROGRAM OVERVIEW

2.1 Background

Research findings suggest that barriers to accessibility and availability of healthy foods exist in deprived communities and require the following public health intervention: increase retail fruits and vegetable in deprived communities through increasing availability at convenience stores, farmers' markets, and incentives and educational programs that are linked to community-based activities. Additionally, it highlights the need for policies and taxation that are based on sound research evidence as well as, more comprehensive assessments of food environments are needed in deprived neighborhoods. Accordingly, through CPPW, efforts will be focused on increasing community access to healthy foods, particularly in underserved communities and high-risk populations by promoting efforts to provide fruits and vegetables through farmers' markets.

2.2 Priority Areas

In Miami-Dade County there are certain areas where the household income is less than \$25,000 per year. These low income areas contain a variety of corner stores, supermarkets and grocery stores however they are not in large quantities and many do not contain the fresh fruits and vegetables that are needed for good nutrition. Some of the zip codes involved at the North end of the county are 33054, 33010, 33147, 33150, 33142, 33125, 33135, 33130, 33132, 33109, and 33141. At the southern part of Miami-Dade County, the zip codes are 33170 and 33034.

The priority areas are based on (highlighted in red) areas identified in the Percent of Poverty Level Map (please see Attachment IV). Please note: a food desert/food imbalance assessment will be conducted and results will be used to further identify priority areas.

2.3 Scope of Service

An interested entity may submit an application for the following category:

Category One– Implementation of a Worksite Farmers' Markets: Interested applicants are required to submit a proposal that includes an action plan to assure that they meet the following primary criteria: 1) Available land with adequate parking; 2) Located in areas that fall in selection criteria; 3) Identify and recruit local farmers and community garden owners; 4) purchase equipment (i.e. EBT Point of Sale devices) and conduct training in use of EBT and operation terminals; 5) Assure that all farmers markets and farm stands are authorized by USDA Food and Nutrition Service; 6) Conduct food safety procedures training; and 7) There will be a requirement to collaborate with CPPW providers involved in the Farmers' Market Initiative to host a community-wide food summit with the target audience and a Green Market Festival.

As with any part of the grant application, the proposed budget is subject to review and possible modification by the Department.

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

2.4 Task List

The successful applicant under the selected category shall perform the following tasks:

Category One: Implementation of Worksite Farmers Markets

- 1) Collaborate with CPPW Team and taskforce team members to identify key locations for farmers' markets, based on selection criteria and/or food assessment results
- 2) Select and advise on key locations based on size, visibility, security, accessibility, and other factors as appropriate. Criteria: a) Land available; and b) Located in areas that falls in the **Priority Areas**
- 3) Identify and recruit sponsoring organizations
- 4) Hire and/or mentor a Market Manager
- 5) Develop market promotional materials including signage, logos, flyers and other publicity tools
- 6) Identify and recruit local farmers and community gardeners
- 7) Establish market rules, by-laws, and regulations on the types of products that may be sold and by whom
- 8) Purchase, rent or lease wireless EBT Point of Sale terminals
- 9) Partner with funders to increase the value of SNAP benefits
- 10) Assure that farmers markets are authorized by USDA Food and Nutrition Services for EBT SNAP operations
- 11) Conduct training in use of EBT and operation terminals
- 12) Develop and execute education and outreach to support EBT SNAP and other nutrition programs at the markets
- 13) Conduct food safety procedures training for producers and market managers
- 14) Create a budget projection for first three to five years of operation
- 15) Determine fair and sustainable fee structure
- 16) Conduct Rapid Market Assessments to identify shopper characteristics and shopping preferences
- 17) Attend Consortium for a Healthier Miami Dade committee meetings and Taskforce meetings (monthly)
- 18) Collaborate and assist task force members with food policy council and food-related activities (monthly)
- 19) Assist with and participate in Green Market Festival (the festival will be a collaborative effort of all grant participants to increase awareness of healthy food options and physical activity opportunities)
- 20) Assist with and participate in Healthy Food Hub Campaign (the purpose of campaign is establish a healthy food hub that will permit access to not only healthier food options but also to social services and businesses)
- 21) Collaborate and assist task members with identifying zoning incentives

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

23) A minimum of one applicant will be awarded with additional funds based on the inclusion of: 1) community engagement and outreach and 2) development and/or enhancement of community gardens in partnership with a farmers' market.

2.5 Task Limits

The Provider shall not provide services to individuals outside of Miami-Dade County.

2.6 Equipment

The successful respondent will be responsible for supplying, at their own expense, all equipment necessary to perform under the contract, including but not limited to computers, telephones, copiers, fax machines, maintenance and office supplies.

2.7 Method of Payment

The department shall pay the providers using a fixed price/fixed fee method of payment for the delivery of services provided in accordance with the terms and conditions of the agreement. Payment is contingent upon the submission of: a properly completed invoice as described in Section 2.8; required supporting documentation; approval of said documentation by the program manager; and compliance with other requirements of the contract. Payment may be authorized only for the service units and activities that are in accordance with those identified in the agreement and that are in compliance with the terms and conditions.

Payment Reductions:

Monthly deliverables may be comprised of subcategories that will be assigned a dollar value during the negotiation phase and annually thereafter. For any monthly subcategory deliverable not met, that assigned dollar value will be withheld. Any funds withheld may be recouped when the subcategory deliverable is met. The department may withhold payment under the contract if the provider fails to submit required reports, perform any tasks or services within the established time frames, or meet deliverables per the contract. Any provision of the contract to the contrary notwithstanding, the provider shall, within 40 days of termination or non-renewal of the contract repay to the department funds provided by the department to the provider under the contract as follows: the provider shall repay all funds paid to it by the department that the provider has misappropriated or not expended in accordance with the performance standards and specifications of the contract.

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

2.8 Invoicing and Payment of Invoice

Providers shall submit a properly completed invoice for payment within 5 days following the end of the service period. In addition to the invoice, a monthly and quarterly progress report and other supporting documentation as required by the department shall be submitted using the forms provided. Notwithstanding any other provisions of the agreement, failure of the provider to provide the services and activities as specified under the resulting contract may result in the department reducing or withholding payment.

The following documents shall be submitted:

Monthly Submissions to MDCHD:

- 1) A properly completed invoice
- 2) A properly completed monthly progress report
- 3) Documentation such as receipts, canceled checks, paid invoices, timesheets, etc.
- 4) Other reports as required

Quarterly Submissions to MDCHD:

- 1) A properly completed quarterly progress report
- 2) Supporting documentation
- 3) Other reports as required

Section 3.0 TERMS AND CONDITIONS OF SUPPORT

3.1 Eligible Applicants

All entities submitting an application must be registered as a vendor in the state's MyFloridaMarketPlace. For further information please visit http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace.

All entities submitting an application for funding are advised that in accepting federal dollars under this mini-grant, as a sub-recipient they will be required to comply with all state laws, executive orders, regulations, and policies governing these funds. Applicants that have had contracts terminated or reduced by the department for reasons other than a mutually agreed upon cause, may be ineligible for funding.

3.2 Eligibility Criteria

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

Eligible applicants should be entities that are actively involved in community food security efforts which serve to bring together private and public agencies, community groups, academic institutions, hospitals, and other groups to address health concerns and comply with Section 2 of this proposal request.

3.3 Minority Participation

In keeping with the One Florida Initiative, the Florida Department of Health encourages minority business participation in all its procurements. Applicants are encouraged to contact the Office of Supplier Diversity at (850) 487-0915 or visit their website at <http://osd.dms.state.fl.us> for information on becoming a certified minority or for names of existing certified minorities who may be available for subcontracting or supplier opportunities.

3.4 Corporate Status

For all corporate applicants, proof of active corporate status must be provided with the application. Tax-exempt status is not required, except for applications applying as non-profit organizations. Tax-exempt status is determined by the Internal Revenue Service (IRS) Code, Section 501(c)(3).

3.5 E-Verify Requirement

Pursuant to Governor Rick Scott's Executive Order No. 11-02, contract providers and subcontractors must use the E-Verify System to verify and validate the employment eligibility of all persons employed during the grant period term.

3.6 Period of Support

The initial term of the agreement resulting from this grant shall be for a project period of approximately eight months beginning from the date of execution of the contract through March 18, 2012.

3.7 Use of Grant Funds

Allowable and unallowable expenditures are defined by at least one of the following: Reference Guide for State Expenditures found at <http://www.fldfs.com/aadir>, Florida Statutes (F.S.), Florida Administrative Code (F.A.C.), Office of Management and Budget (OMB) Circulars A-110-General Administrative Requirements, A-133-Federal Single Audit, A-122-Cost Principles for Not-For-Profits, A-21-Cost Principles for Universities, Federal Public Laws, Catalog of Federal Domestic Assistance (CFDA), and Code of Federal Regulations (CFR).

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

It should be noted that once federal funds are allocated to a state agency, the Florida Department of Financial Services considers the funding to be subject to the same standards and policies as funding allocated by the state legislature. The powers and duties of the Chief Financial Officer (CFO) are set forth in Section 17.03(1), F.S., require that the CFO of the State of Florida, using generally accepted auditing procedures for testing or sampling, shall examine, audit, and settle all accounts, claims, and demands against the State. Section 17.29, F.S., gives the CFO the authority to prescribe any rule he considers necessary to fulfill his constitutional and statutory duties, which include, but are not limited to, procedures or policies related to the processing of payments from any applicable appropriation.

The following lists of allowable and unallowable costs were created solely to be used as a helpful guide for successful applicants. These lists do not supersede the federal or state definitions of allowable and unallowable costs.

1. **Allowable costs** - must be reasonable and necessary and may include, but are not limited to the following:
 - Personnel to implement community garden collaborative activities
 - Project related expenses, such as office supplies, postage, copying, and advertising for the farmers' market collaborative
 - Advertising for farmers' markets and community gardens meetings
 - Outreach expenses and incentives (i.e. incentive coupons, promotional items, signage, etc.)
 - Programmatic initiatives to address the CPPW goals and strategies

2. **Unallowable costs** - include, but are not limited to the following:
 - Building alterations or renovations
 - Direct services (e.g., hiring grant writers to prepare competitive grant applications, supporting direct patient services such as counseling)
 - Fringe benefits for temporary employees
 - Fundraising activities
 - Food or beverages
 - Travel – within state nor out-of-state

Section 4.0 APPLICATION REQUIREMENTS

4.1 Description of Application Components

Project Narrative (Limit 5 Pages)

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

All applicants shall submit a comprehensive narrative description of the planned activities and timeline necessary to achieve the goals and objectives of the Action Plan (please see Attachment II); a description of the role for each partner that submitted a letter of commitment, and a performance evaluation plan.

Action Plan (Limit 2 Pages) – please utilize the Action Plan provided below (please see Attachment II)
All applicants shall submit a completed Action Plan.

Proposed Budget Summary and Budget Narrative (Limit 2 Pages – please see Attachment III). All applicants shall provide a breakdown and explanation of all requested cost items that will be incurred as they directly relate to the proposal submitted for this RFA. The method of cost presentation will be a line-item budget. Include only expenses directly related to the project and necessary for project implementation. Provide justification and details for all cost items.

All applicants shall submit the Cover Page presented on page 1 of this document.

Section 5.0 SUBMISSION OF APPLICATION

5.1 Instructions for Submitting Application

- 1) Applications must be sent by U.S. Mail, Courier or may be hand delivered to the address identified in Section 5.3. **Faxed or emailed applications will not be accepted.**
- 2) Applications must be submitted in a sealed envelope and shall be clearly marked on the outside with the title of the application number and date.
- 3) One (1) original application, three (3) copies of the application, and one (1) electronic copy of the application CD, and all supporting documents should be submitted. Electronic copies should be submitted using software in accordance with DOH standards, which include Microsoft Office products and Acrobat Reader.
- 4) It is the responsibility of the applicant to assure their applications are submitted at the designated place and on time.
- 5) **Late applications will not be accepted.**

5.2 Instructions for Formatting Application

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

- 1) Applicants are required to complete, sign, and return the cover page (see page 1) with their application.
- 2) Applicants are required to complete and submit Attachment II
- 3) The application should be single-spaced and no more than nine (9) pages, including the following: 1) project narrative, 2) performance evaluation plan 3) Action Plan, (Attachment II) and 4) budget and budget narrative (Attachment III). Appendices will not be counted towards the page limitation.
- 4) The pages should be numbered with one-inch margins.
- 5) The font size and type is at the discretion of the applicant but must be at least as large as the font type you are currently reading (Arial 11).

5.3 Where to Send Your Application

Miami-Dade County Health Department
Office of Community Health & Planning
Attn: Bridget Smith
18255 Homestead Avenue
West Perrine, Florida 33157

5.4 Applicant Inquiries

Questions related to these mini-grant awards must be received in writing by the contact person identified by the date and time indicated in the timeline. No questions will be accepted after the date and time indicated in the timeline. The questions may be sent by email, fax, or hand-delivered. Answers will be posted as indicated in the timeline.

Section 6.0 EVALUATIONS OF APPLICATIONS

6.1 Receipt of Proposals

American Recovery and Reinvestment Act of 2009
Communities Putting Prevention to Work

PROPOSAL SUMMARY

Proposals will be screened upon receipt. Proposals that are not complete, or that do not conform to or address the criteria of the program will be considered non-responsive. Complete proposals are those that include the required forms in the Required Forms Section of this application. Incomplete proposals will be returned with notification that it did not meet the submission requirements and will not be entered into the review process.

Applications will be scored by an objective review committee. Committee members are chosen for their expertise in health and their understanding of the unique health problems and related issues in Florida.

6.2 How Applications are Scored

Each application will be evaluated and scored based on the criteria defined in Attachment I. Evaluation sheets will be used by the evaluators to designate the point value assigned to each application. The scores of the evaluators will be averaged with the scores of the other members to determine scoring. The maximum possible score for any application is 65 points. The Program Manager will proceed with the highest-ranked qualified applicants.

6.3 Grant Awards

The department reserves the right to revise proposed plans and negotiate final funding prior to finalizing all agreements.

6.4 Funding

The Department of Health reserves the right to revise proposed plans and negotiate final funding prior to awarding of funds.

6.5 Posting of Awards

Awards will be listed on the website on the Consortium for a Healthier Miami-Dade website at the time noted in the Timeline.