



P.O. Box 2451 ♦ DAYTONA BEACH, FL 32115-2451 ♦ (386) 671-8180

Robert Abraham
Chairman
Kelly White
Commissioner
Sheryl A. Cook
Joseph H. Hopkins
Stacey Lipton

ADDENDUM

Tuesday, February 28, 2012 8:00 a.m.
Conference Room 149B

NOTICE – If any person decides to appeal any decision of the Downtown Development Authority at this meeting, they will need a record of the proceedings. Interested persons may wish to ensure that a verbatim record of the proceedings before the Board is made, including any testimony or evidence presented to the Board. The City does not prepare or provide a verbatim record of Board proceedings.

A-1 Funding Approval: Farmers' Market Grant Preparation

SCOPE OF SERVICES
SUBMITTAL OF GRANT APPLICATION TO USDA
FARMERS' MARKET PROMOTION PROGRAM

Consultant: Cheryl L. Kelley

Proposed Fee: \$600

Project Hours: 20

Hourly Fee: \$30

Project Deliverables:

1. Register for a DUNS number for the DDA
2. Get authorized to accept EBT and SNAP
 - a) Set up and activate a USDA e-Authentication account.
 - b) Complete and submit the online application to FNS.
 - c) Send all required documentation to the servicing FNS office.
3. Apply for the FMPP Grant Steps to Writing and Submitting the Grant to the Farmer's Market Promotion Program
 - a) Establish a grants.gov account with the DUNS numbers
 - b) Complete FMPP Application Package Required Forms and Paperwork (one original and one copy):
 - i. SF-424: Application for Federal Assistance (dated and signed).
 - ii. SF-424A: Budget Information – Non-construction Programs.
 - iii. SF-424B: Assurances – Non-construction Programs (dated and signed).
 - iv. Submit written proof of eligibility from a State or Federal source.
 - v. Submit proposal narrative.
 - vi. Supplemental budget summary.
 - vii. Include Forms TM-30 and TM-31 (FMPP Supplemental Budget Summary), as applicable.
 - viii. Include letters of commitment from partners and other supporters. Provide evidence of commitment from farmers, cooperators, contractors, resource providers, etc.
 - ix. Include a description of qualifications of project participants