

## **Providing WIC Voucher Recipients Access to Farmers Market Goods**

**Cascade City-County Health Department** of Great Falls, MT received \$41,504 to facilitate a WIC voucher program, provide education, and distribute promotional materials to encourage WIC consumers to use the vouchers at the at the Great Falls Farmers Market in Great Falls, Montana. Funds were used to establish a WIC voucher program authorizing vendors to accept WIC vouchers; create marketing materials, flyers, and brochures for the WIC program; and track sales and other measures of success to assess the results of the project.

### **Final Report**

360-  
825-  
3748

COUNTY OF CASCADE  
USDA FARMERS' MARKET NUTRITION PROGRAM REPORT FINAL  
BY CASCADE COUNTY CITY-HEALTH DEPARTMENT  
AGREEMENT #: 12-25-G-0729  
FMPP MT-112-2008

OCTOBER 1, 2009 THROUGH MARCH 31, 2010  
CAROL KEASTER, RN  
FAMILY HEALTH MANAGER  
July 25, 2011

Advertised, screened and interviewed prospects, and hired, an employee to fill coordinator position to develop FMNP program within the Women, Infants and Children, Family Services Division. Employee performed the following tasks:

- developed an organizational process to seek potential vendors for the Farmers' Market sales;
- provide information;
- tracked contact information;
- created a training session for the vendors in accordance with USDA FMNP and Montana State criteria
- created a training session for the Farmers' Market - Market Masters, in accordance with USDA FMNP and Montana State criteria
- created a newsletter to distribute to recipients of FMNP coupons;
- researched media to collect recipes according to availability of produce and fruit at the Farmers' Market and distribute them at the Farmers' Market and to WIC clients;
- organized materials and had Farmers' Market display at health department
- attended a meeting of prospective Farmers' Market vendors and Market Master of the Original Great Falls Farmers' Market to review upcoming issues concerning the market
- researched criteria of FMNP eligibility, requirements for vendors and market to participate, and performed outreach to vendors to encourage participation in FMNP
- distribution of approx. 35 "Meet Me At The Farmers' Market" brochures at MSUGF College of Technology for Community Resource Event (mostly jobs info – stimulus funds sponsored for economy issues)
- visited local farmer along with supervisor and television news crew to observe food sources and preparation for market sales, do onsite observation and filming of food handling safety practices
- attended planning session with supervisor re upcoming 2009 Farmers' Market, ordering supplies, training for coordinator and vendors, brainstorming re PA, inclusion of new market forming in Black Eagle
- emailed to invite participation in Vendor training 5/18/09 and followed up on materials necessary for Vendor training and handouts for Farmers' Market re food preservation and care
- solicited promotional reusable bags for Farmers' Market handouts to WIC clients
- solicited info re word of a second Farmers' Market startup in local area and invite participation in Market Master and vendor training, coordination concerning use of WIC vouchers
- Met with new Market Master for Black Eagle Farmers' Market, who came into the office to provide me with contacts of individuals he knew who wanted to participate in new market and provided me with a names and address, insight as to business dealings with the religious sect "colonies" and info re signatory authority for the WIC contracts.
- Met with supervisor re Environmental Health Training. Reviewed training materials rec'd from State, changes, applicable requirements

- Discussed with General Manager of the Great Falls City public transportation re no bus service on Saturday for market goes and the possibly that will service on Saturdays might change due to drop in fuel prices and impact on budget starting fiscal year, 7/01/09. Public transit will consider the need for WIC people to get to market but needs input at monthly evening meetings
- Reviewed Safety materials for appropriate content, applicability for vendor training
- Finalized Invitation to Training, verified mailing addresses
- Prepared database of contact information, identifying information, necessary to conduct business with the prospective Farmers' Market vendors. Ensured continuity for farmer/vendors in assigning same farmer number as the previous year to each return participant in the FMNP
- Weekly meeting, reviewed final invitations, enclosures, orders for materials necessary at market
- Reviewed PowerPoint presentation of safety training for educators to see if appropriate for safety training for vendors, made printout of presentation for Supervisor's review and to pass on to safety trainer.
- Completed envelopes for mailing, mailed invitations
- Reviewed materials, rearranged for Farmers' Market Coloring Book to get order completed
- Made copies of materials for Coloring Book order
- Edited Invitation to Training, refined contracts for vendors and market managers (edited for updates to dates, specific contact info for WIC local contact, training reports for WIC)
- Prepared filing system for vendor training, placed copies of vendor and market manager invitations in file
- Reviewed materials for food safety for possible inclusion in newsletter; and reviewed news about other farmers' market openings and announcements for possible inclusion of pertinent information
- Reviewed for requirements in preparation for training session, prepared agreements for the Farmers' Market vendors to execute upon completion of training
- Hosted training for approximately 19 vendors, executed contracts with those choosing to do so
- Prepared filing system for vendor training, placed copies of vendor and market manager invitations in file , prepared cover letters to submit agreements to Montana State program supervisor
- Conducted an individualized training follow-up with Market Masters in accordance with USDA FMNP and Montana State criteria
- Created a 16 x 20 digital colored poster, incorporating and editing the formerly designed "Meet me at the Farmers' Market" poster to add photo of local Farmers' Market, CCHD Logo and contact information, and introduction to FMNP with appropriate telephone number to call for further information, arranged for publication, print and delivery via internet service (digital copy not available)
- Updated a tri-fold colored brochure, "Meet Me at the Market 2009" to reflect 2010 information (copy attached)
- Reorganized and arranged for publication of a Farmers' Market Coloring Book for distribution at the market and along with the distribution of FMNP coupons, along with 4-color boxes of color crayons (prepared purchase orders for coloring books and crayons)
- provided Equal Opportunity and Non-Discrimination signs to Market Masters and vendors;
- distributed FMNP coupons to WIC eligible clients weekly over months of June through August;

- provided food handling safety training to recipients of FMNP coupons;
- researched media to collect recipes according to availability of produce and fruit at the Farmers' Market and distribute them at the Farmers' Market and to WIC clients;
- attended Farmers' Market twice per week for a total of approximately 8 hours per week;
- organized materials for display and setup at the Farmers' Market each week, physically set up the display and manned the table;
- collected WIC FMNP coupons from vendors at the Farmers' Market, reviewed for completeness, and stamped with the appropriate Farmers' Market stamp to authorize the coupons;
- Gathered statistics regarding use of the coupons to input into database
- coordinated with vendors, and assisted in interpretation of rules.
- prepared reports as needed, including status at the end of each month for coupons issued and used
- prepared annual report for USDA
- Completed survey of clients and farmers, prepared visual chart of results using ExpertScan
- Attended Farmers' Market Board meeting to obtain input regarding improvements for the market and the WIC FMNP plans for the future
- Prepared final report of void vouchers for the 2009 WIC FMNP
- Researched USDA reporting requirements to ensure all have been met

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  US Department of Agriculture	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  Agreement No. 12-25-G-0729 FMPP MT-112-2008	Page  1	of  1  pages
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3. Recipient Organization (Name and complete address including Zip code)  
 Cascade City-County Health Department, 115 4th Street South, Great Falls MT 59401

4a. DUNS Number  867642902	4b. EIN  81-6001343	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) September 28, 2008	To: (Month, Day, Year) March 28, 2010	9. Reporting Period End Date (Month, Day, Year) March 28, 2010
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10. Transactions Cumulative

*(Use lines a-c for single or multiple grant reporting)*

<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts	41,504.00
b. Cash Disbursements	41,504.00
c. Cash on Hand (line a minus b)	0

*(Use lines d-o for single grant reporting)*

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	41,504.00
e. Federal share of expenditures	41,504.00
f. Federal share of unliquidated obligations	0
g. Total Federal share (sum of lines e and f)	41,504.00
h. Unobligated balance of Federal funds (line d minus g)	0

<b>Recipient Share:</b>	
i. Total recipient share required	0
j. Recipient share of expenditures	0
k. Remaining recipient share to be provided (line i minus j)	0

<b>Program Income:</b>	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension) 406-761-9260
b. Signature of Authorized Certifying Official	d. Email address athompson@cascaadecountymt.gov
	e. Date Report Submitted (Month, Day, Year)

14. Agency use only:

Standard Form 425 - Revised 6/28/2010  
 OMB Approval Number: 0348-0061  
 Expiration Date: 10/31/2011

**Paperwork Burden Statement**  
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.



Accounting Code: 705711808  
Vendor ID: 81-6001343  
DUNS: 867642902

Agreement No.  
12-25-G-0729  
FMPP MT-112-2008

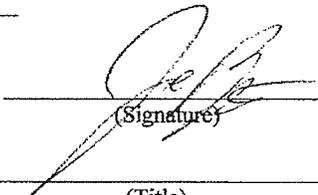
COOPERATIVE AGREEMENT  
between the  
AGRICULTURAL MARKETING SERVICE  
UNITED STATES DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250  
(hereinafter called the Federal Agency)  
and the  
CASCADE CITY-COUNTY HEALTH DEPARTMENT  
(hereinafter called the Cooperator)

*REC'D BY [unclear]  
DATE [unclear]  
CNS  
no notary  
incomplete  
1/23/09*

1. **Title of Agreement:** Providing WIC Voucher Recipients Access to Farmers Market Goods
2. **Objective:** To facilitate a WIC voucher program, provide education, and distribute promotional materials to encourage WIC consumers to use the vouchers at the at the Great Falls Farmers Market in Montana.
3. **Statement of Work:** This cooperative agreement shall be carried out by the organizational units or officials of the Federal Agency and the Cooperator in the manner and subject to the conditions provided in the Statement of Work, Form AMS-20-2, attached hereto and made a part of this agreement.
4. **Legal Authority:** Agricultural Marketing Act of 1946 (7 USC 1621-1627); and Section 713 of Title VII (General Provisions) of Division A of Public Law 108-7.
5. **Revision:** N/A
6. **Effective Date:** September 26, 2008
7. **Approvals:** The signatories hereby certify that they have authority to enter into said cooperative agreement.

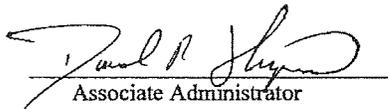
This agreement is hereby approved for the Cooperator.

Done at \_\_\_\_\_ on \_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Title)

This agreement is hereby approved for the Federal Agency.

Done at Washington, D.C. on SEP 22 2008  
(Date)

  
\_\_\_\_\_  
Associate Administrator  
Agricultural Marketing Service



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STATEMENT OF WORK – COOPERATIVE AGREEMENT NO. 12-25-G-0729

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This STATEMENT OF WORK is part of the Cooperative Agreement between the Agricultural Marketing Service, United States Department of Agriculture (USDA) and Cascade City-County Health Department, effective September 26, 2008, having the title of "Providing WIC Voucher Recipients Access to Farmers Market Goods."

- I. Introduction - Federal and Cooperator employees shall be designated for the conduct of activities to be carried out under terms of this agreement as follows:
- A. For the Federal Agency Errol R. Bragg, Director, Marketing Services Division (MSD); Carmen Humphrey, Supervisory Agricultural Marketing Specialist, TMP/MSB; Karl Hacker, Agricultural Economist; and other personnel as assigned.
  - B. For the Cooperator – Carol Keaster, Project Manager, Cascade City-County Health Department, and other personnel as assigned, including work carried out by subcontractors.
- II. Responsibilities
- A. The Federal Agency will:
    - 1. Consult with the Cooperator on a regular basis as appropriate throughout the life of the project. Maintain contact with the cooperator through site visits, telephone calls, and written correspondence.
    - 2. Assist in defraying costs of the project by reimbursing the Cooperator for expenses incurred in the conduct of the project as mutually agreed to in the amount not to exceed Forty-One Thousand, Five Hundred and Four Dollars (\$41,504).
  - B. The Cooperator will:
    - 1. Carry out the workplan and achieve the objectives as defined in the Farmers Market Promotion Program project proposal titled, "Providing WIC Voucher Recipients Access to Farmers Market Goods," dated 3/24/08.
    - 2. Keep up-to-date records on the project; provide statistical analyses of all data collected; make semi annual reports of the progress of the work to the Federal Agency; and prepare a final report detailing all work done and results accomplished, in a form acceptable to the Federal Agency.
    - 3. Submit quarterly requests for payments of grant funds to the Federal Agency on Form SF-270 *Request for Advance or Reimbursement*. Receipts, hourly wage rate, personnel payroll records, or other documentation must be provided.
    - 4. Keep an account of expenditures of the Federal dollars and provide the Federal Agency a final *Financial Status Report*, SF-269, submitted with the final report no later than 90 days after the end of the agreement.
    - 5. Immediately refund to the Federal Agency, at the end of the agreement, any balance of unobligated funds advanced. Late payments are subject to an interest charge of 18 percent per annum and all penalties and administrative charges as provided under the Debt Collection Act of 1996.
  - C. It is mutually understood and agreed that:
    - 1. All aspects of this agreement shall be executed according to all applicable parts of USDA'S Uniform Federal Assistance regulations (7 CFR 3015 *et seq*) or as they may be later revised, and successive published regulations as appropriate, hereby incorporated by reference and made part of this agreement. The Cooperator confirms that it understands and is bound by the above regulations.

## CONTINUATION SHEET

2. Equipment acquired under this agreement, as provided in the workplan and objectives outlined within the project proposal, shall be owned by the Cooperator and shall comply and be managed in accordance with 7 CFR 3016.32 and 7 CFR 3019.34.
3. Advances of Federal funds to the Cooperator shall be limited to the minimum amounts needed to meet current disbursement needs, as appropriate for the project/work plan and shall be scheduled so the funds are available to the recipient as close as possible to the actual disbursements by the recipient for program costs. Estimation of expenses, receipts, hourly wage rate, personnel payroll records, or other documentation must be provided.
4. The findings of the project may be published by the Federal Agency, the Cooperator, or by appropriate subcontractors or cooperators, as mutually agreed upon.
5. Proprietary information collected during the course of this project shall be kept confidential and not released in a form that could identify information relating to individual producers or organizations.
6. Payments under this agreement will be issued via electronic funds transfer to the bank account requested by the cooperator.
7. Payment will be made to the Cooperator upon receipt of the request for payment and appropriate documentation.
8. All billing documents must be received and approved by the signature of the Federal Agency's Representative shown in paragraph below.
9. This agreement shall continue in force until March 28, 2010, unless amended or terminated by mutual consent of the parties in writing, or terminated by either party upon 60 days notice in writing.
10. Billing shall be sent to:  
Carmen H. Humphrey  
Supervisory Agricultural Marketing Specialist  
Marketing Services Division  
Transportation and Marketing, AMS, USDA  
1400 Independence Ave, SW Room 2646-S, Stop 0269  
Washington, D.C. 20250-0269
11. No member of Congress or resident commissioner shall be admitted to any share or part of this agreement or to any benefit to arise there from, unless it be made with a corporation for its general benefit.
12. The following are attached and hereby made a part of this agreement:
  - a. Form AD-1047, Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions.
  - b. Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions. Note: The recipient is responsible for obtaining the signatures and retaining the certificates, if warranted, from lower tier recipients or contractors as defined in 7 CFR 3017.
  - c. Form AD-1049, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals.

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CONTINUATION SHEET

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Equal Employment Opportunity and Civil Rights

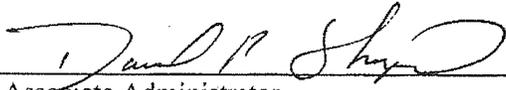
*The United States Department of Agriculture prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, and sexual orientation. The Department strives to attain a diverse workforce, ensure equal opportunity, support civil rights and create a work environment free of discrimination and harassment.*

*In support of the Department's policy, equal employment opportunity and civil rights for all employees and clients are an essential part of all programs administered by AMS. Cooperators are strongly encouraged to develop and support an equal employment opportunity and civil rights program in carrying out the partnership created with this cooperative agreement.*

United States Department of Agriculture  
Federal Department

Providing WIC Voucher Participants Access to Farmer's Market Goods  
Agreement # 12-25-G0729 FMPP MT 112-2008  
Contract Name & Number

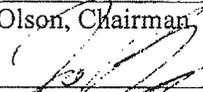
IN WITNESS THEREOF, the parties through their authorized agent have executed this Memorandum of Understanding on the dates set out below:

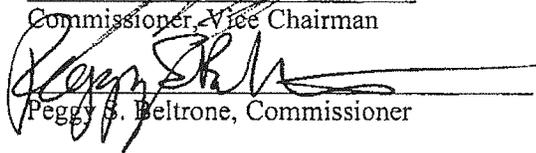
By:  Date: 10/21/08  
Associate Administrator  
Agricultural Marketing Services  
1400 Independence Avenue, SW  
Washington, D.C. 20250

**Cascade County:**

Cascade City-County Health Department  
Federal ID 81-6001343

BOARD OF COUNTY COMMISSIONERS,  
CASCADE COUNTY, MT

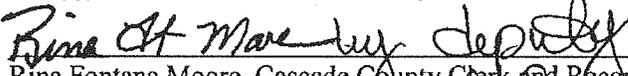
  
Lance Olson, Chairman

  
Commissioner, Vice Chairman

Peggy S. Beltrone, Commissioner

On this 23<sup>rd</sup> day of Jan, 2008, I hereby attest the above-written signatures of Lance Olson, Joe Briggs, and Peggy S. Beltrone, Cascade County Commissioners.

**Attest**

  
Rina Fontana Moore, Cascade County Clerk and Recorder



**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participating in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

U.S. DEPARTMENT OF AGRICULTURE

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, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is 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 lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name	PR/Award Number or Project Name
Cascadia City County Health Dept.	12-25-G-0729 FMPPM-F117-200
RICHARD C CORNWELL	ADMIN SVCS MGR
Name and Title of Authorized Representative	
RCW	10/7/08
Signature	Date (mm/dd/yyyy)

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any other the offenses enumerated in paragraphs (1)(b) of this certification; and
(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Cascade City County Health Dept.
Organization Name

12-25-G-0729 FMPP MT-112-2008
PR/Award Number or Project Name

RICHARD C CORNWELL
Name(s) and Title(s) of Authorized Representative(s)

ADMIN SVCS MGR

R C Cell
Signature(s)

10/7/08

Date (mm/dd/yyyy)

Instructions for Certification

(Pg 2 of 2)

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessary result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant, may but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be constructed to require establishment of a system of records in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

## U.S. DEPARTMENT OF AGRICULTURE

**CERTIFICATION REGARDING  
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)  
ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS**

This certification is required by the regulations implementing Sections 5151-5160, of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the MAY 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

Alternative I

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about --
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notify the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

115 4th St. South  
Great Falls, Montana Cascade County  
59401

Check  if there are workplaces on file that are not identified here.

Cascade City County Health Dept.  
Organization Name Award Number or Project Name

RICHARD C CORNWELL ADMIN SVCS MGR  
Name and Title of Authorized Representative

RACell 10/7/08  
Signature Date

**Instructions for Certification**

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If know, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if sued to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

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COUNTY OF CASCADE  
USDA FARMERS' MARKET NUTRITION PROGRAM REPORT  
BY CASCADE COUNTY CITY-HEALTH DEPARTMENT  
AGREEMENT #: 12-25-G-0729  
FMPP MT-112-2008

OCTOBER 1, 2009 THROUGH MARCH 31, 2010  
CAROL KEASTER, RN  
FAMILY HEALTH MANAGER  
July 25, 2011

Advertised, screened and interviewed prospects, and hired, an employee to fill coordinator position to develop FMNP program within the Women, Infants and Children, Family Services Division. Employee performed the following tasks:

- developed an organizational process to seek potential vendors for the Farmers' Market sales;
- provide information;
- tracked contact information;
- created a training session for the vendors in accordance with USDA FMNP and Montana State criteria
- created a training session for the Farmers' Market - Market Masters, in accordance with USDA FMNP and Montana State criteria
- created a newsletter to distribute to recipients of FMNP coupons;
- researched media to collect recipes according to availability of produce and fruit at the Farmers' Market and distribute them at the Farmers' Market and to WIC clients;
- organized materials and had Farmers' Market display at health department
- attended a meeting of prospective Farmers' Market vendors and Market Master of the Original Great Falls Farmers' Market to review upcoming issues concerning the market
- researched criteria of FMNP eligibility, requirements for vendors and market to participate, and performed outreach to vendors to encourage participation in FMNP
- distribution of approx. 35 "Meet Me At The Farmers' Market" brochures at MSUGF College of Technology for Community Resource Event (mostly jobs info – stimulus funds sponsored for economy issues)
- visited local farmer along with supervisor and television news crew to observe food sources and preparation for market sales, do onsite observation and filming of food handling safety practices
- attended planning session with supervisor re upcoming 2009 Farmers' Market, ordering supplies, training for coordinator and vendors, brainstorming re PA, inclusion of new market forming in Black Eagle
- emailed to invite participation in Vendor training 5/18/09 and followed up on materials necessary for Vendor training and handouts for Farmers' Market re food preservation and care
- solicited promotional reusable bags for Farmers' Market handouts to WIC clients
- solicited info re word of a second Farmers' Market startup in local area and invite participation in Market Master and vendor training, coordination concerning use of WIC vouchers
- Met with new Market Master for Black Eagle Farmers' Market, who came into the office to provide me with contacts of individuals he knew who wanted to participate in new market and provided me with a names and address, insight as to business dealings with the religious sect "colonies" and info re signatory authority for the WIC contracts.
- Met with supervisor re Environmental Health Training. Reviewed training materials rec'd from State, changes, applicable requirements

- Discussed with General Manager of the Great Falls City public transportation re no bus service on Saturday for market goers and the possibly that will service on Saturdays might change due to drop in fuel prices and impact on budget starting fiscal year, 7/01/09. Public transit will consider the need for WIC people to get to market but needs input at monthly evening meetings
- Reviewed Safety materials for appropriate content, applicability for vendor training
- Finalized Invitation to Training, verified mailing addresses
- Prepared database of contact information, identifying information, necessary to conduct business with the prospective Farmers' Market vendors. Ensured continuity for farmer/vendors in assigning same farmer number as the previous year to each return participant in the FMNP
- Weekly meeting, reviewed final invitations, enclosures, orders for materials necessary at market
- Reviewed PowerPoint presentation of safety training for educators to see if appropriate for safety training for vendors, made printout of presentation for Supervisor's review and to pass on to safety trainer.
- Completed envelopes for mailing, mailed invitations
- Reviewed materials, rearranged for Farmers' Market Coloring Book to get order completed
- Made copies of materials for Coloring Book order
- Edited Invitation to Training, refined contracts for vendors and market managers (edited for updates to dates, specific contact info for WIC local contact, training reports for WIC)
- Prepared filing system for vendor training, placed copies of vendor and market manager invitations in file
- Reviewed materials for food safety for possible inclusion in newsletter; and reviewed news about other farmers' market openings and announcements for possible inclusion of pertinent information
- Reviewed for requirements in preparation for training session, prepared agreements for the Farmers' Market vendors to execute upon completion of training
- Hosted training for approximately 19 vendors, executed contracts with those choosing to do so
- Prepared filing system for vendor training, placed copies of vendor and market manager invitations in file , prepared cover letters to submit agreements to Montana State program supervisor
- Conducted an individualized training follow-up with Market Masters in accordance with USDA FMNP and Montana State criteria
- Created a 16 x 20 digital colored poster, incorporating and editing the formerly designed "Meet me at the Farmers' Market" poster to add photo of local Farmers' Market, CCHD Logo and contact information, and introduction to FMNP with appropriate telephone number to call for further information, arranged for publication, print and delivery via internet service (digital copy not available)
- Updated a tri-fold colored brochure, "Meet Me at the Market 2009" to reflect 2010 information (copy attached)
- Reorganized and arranged for publication of a Farmers' Market Coloring Book for distribution at the market and along with the distribution of FMNP coupons, along with 4-color boxes of color crayons (prepared purchase orders for coloring books and crayons)
- provided Equal Opportunity and Non-Discrimination signs to Market Masters and vendors;
- distributed FMNP coupons to WIC eligible clients weekly over months of June through August;

- provided food handling safety training to recipients of FMNP coupons;
- researched media to collect recipes according to availability of produce and fruit at the Farmers' Market and distribute them at the Farmers' Market and to WIC clients;
- attended Farmers' Market twice per week for a total of approximately 8 hours per week;
- organized materials for display and setup at the Farmers' Market each week, physically set up the display and manned the table;
- collected WIC FMNP coupons from vendors at the Farmers' Market, reviewed for completeness, and stamped with the appropriate Farmers' Market stamp to authorize the coupons;
- Gathered statistics regarding use of the coupons to input into database
- coordinated with vendors, and assisted in interpretation of rules.
- prepared reports as needed, including status at the end of each month for coupons issued and used
- prepared annual report for USDA
- Completed survey of clients and farmers, prepared visual chart of results using ExpertScan
- Attended Farmers' Market Board meeting to obtain input regarding improvements for the market and the WIC FMNP plans for the future
- Prepared final report of void vouchers for the 2009 WIC FMNP
- Researched USDA reporting requirements to ensure all have been met

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**OCTOBER 1, 2009 THROUGH MARCH 31,2010**

**Project Summary**

The purpose of this project was to improve implementation of the Farmers' Market Nutrition Program. The project aimed at increasing interest and participation in the program for both Farmers' Market vendors and WIC clients.

**Project Approach**

The first step in this project was to seek out vendors for the Farmers' Market sales. The recruiting process consisted of an effective networking campaign that included meetings with potential vendors, the Market Master of the Original Great Falls Farmers' Market and the new Market Master for the Black Eagle Farmers' Market. Basic information about the market and upcoming issues concerning the market were discussed with the Market Masters and vendors. Valuable information and insight into recruiting and doing business with vendors from local religious sect "colonies" was gained and put into practice. Project administrators were also given contact information for potential vendors, allowing them to perform outreach to encourage vendors to participate in the FMNP and inform vendors of the requirements necessary for their participation. The Black Eagle Farmers' Market was a new market, and extra planning and considerations were made to include this market in the program. Once vendor recruitment was complete, vendor contact information could be organized and tracked to ensure cohesive communications throughout the entire process.

With the vendor list complete, project administrators began to plan and implement several different training sessions. These sessions included a training session for the vendors and one for the Farmers' Market-Market Masters, both in accordance with USDA FMNP and Montana State criteria. A training session on food preservation and care was also prepared and conducted. Preparations for each training session included reviewing materials and visuals, making necessary revisions to these materials, composing and mailing invitations and creating a system to track training invitations and attendance. Agreements were prepared for the vendors to execute upon completion of the training. These agreements were then sent onto the Montana State program supervisor. An individualized training follow-up was conducted with Market Masters in accordance with USDA FMNP and Montana State requirements. *A more complete description of the training sessions can be found in the Outputs section of this report.*

Many different promotional materials were prepared and distributed to increase participant interest in the program. These materials included a newsletter, a collection of recipes, a public service announcement, posters, brochures and coloring books. *A more complete description of these materials can be found in the Outputs section of this report.*

Once market season began, a project administrator attended the Farmers' Markets twice per week for a total of approximately eight hours per week. This time was spent setting up, organizing and manning a

display table and collecting WIC FMNP coupons from vendors, reviewing them for completeness and stamping them with the appropriate Farmers' Market stamp for authorization. Status reports were completed each month for coupons issued and used. A final report of void vouchers was completed at the end of market season. Also at this time, project administrators attended the Farmers' Market Board meeting to obtain input regarding improvements for the market and WIC FMNP future plans.

## **Goals, Outputs and Outcomes Achieved**

### Goals

The overall goal of this project was to increase interest and participation in the FMNP by both local farmers and WIC participants.

### Outputs

The following are descriptions of jobs created, classes/training sessions taught and materials produced and distributed throughout the implementation of this project.

- *Job Created*—A coordinator position was created to develop FMNP within the Women, Infants and Children, Family Services Division.
- *Group training session for Market Vendors and Market Masters*—This training session consisted of education regarding the purpose of the WIC Program and the FMNP. Proper utilization of FMNP check for Montana WIC FMNP, approved fruits and vegetables by WIC participants, vendor requirements and guidelines for displaying approved produce, redemption process of checks by WIC participant and the process of depositing FMNP checks by the vendor were all discussed. Nineteen vendors attended the initial training session. Following the session, those that chose to participate were assisted in completion of contracts.
- *Individual training session*—This training session was provided to vendors unable to attend the group session or recruited after the initial group session. The training contained the same materials as the group training.
- *Community Outreach*—Materials included pamphlets and posters with the theme of Meet Me at the Market. The graphic design was created from images of market displays of produce and a face created from varied vegetables. The tri-fold pamphlet and 16X20 posters included the local agency's logo and contact information.
- *Televised PSA*—A public service announcement was created and aired on local television at the beginning of the market season. It focused on new availability of the WIC FMNP. It was filmed at the Great Falls Farmers' Market.
- *Participant Outreach*—Weekly distribution of FMNP checks to participants took place during the months of June through August. During the distribution, participants had access to educational materials that included a newsletter, a coloring book for children and varied recipe handouts with a focus on preparation and nutritional benefits of local seasonal produce.



*This 16x20 poster was one community outreach method designed and utilized by project administrators.*

### Outcomes

The following outcomes were achieved by implementation of this project:

- FMNP checks were distributed to 610 individual WIC participants.
- Ten farmers completed contracts.
- Redemption of FMNP totaled \$4,516.70.
- A greater number and variety of fruits and vegetables were made available for WIC participants.
- A number of WIC participants were new to shopping at the Farmers' Markets and were interested in the program for the next year.
- Equal Opportunity and nondiscrimination signs were provided to Market Masters and vendors.

### **Beneficiaries**

A variety of groups and individuals benefited from the distribution of FMNP benefits.

- *WIC Participants*—With the addition of FMNP benefits, WIC participants are given more fresh, healthy choices for obtaining fruits and vegetables locally. Encouraging consumption of market fresh fruits and vegetables is a great health benefit for the WIC participants that take advantage of this program.
- *Local Farmers*—Local farmers receive business from WIC participants who, without the market vouchers, would patronize other businesses and/or individuals. If satisfied with the quality of goods, participants may continue to patronize these farmers even without vouchers, or may make purchases above what the vouchers cover.
- *Market Vendors*—Along with local farmers, other market vendors benefit from the program. WIC participants may only visit the Farmers' Market because of their benefits, but while there, may choose to patronize other vendors as well. If satisfied with the quality of goods and/or services, participants may choose to patronize these vendors on other market days or on non-market days as well.
- *Great Falls and Black Eagle Farmers' Markets*—Due to increased vendor business and market attendance, The Great Falls and Black Eagle Farmers' Markets as a whole benefit from this

program. As the continued success of the markets depends upon the number of attendees and vendors, giving WIC participants a reason to visit the markets benefits everyone.

### **Lessons Learned**

Project administrators learned several different things through the coordination and implementation of this program. Many participants reported that produce they were looking for was not available at the markets, but many of these items are not grown during this season or not produced locally at all. For this reason, administrators would like to, in the future, provide education about local produce availability. Participants will then have a better idea of what types of produce they can find at the markets and, also, how this produce can be prepared. Project administrators expressed a desire to have a list of farmers eligible for participants to patronize earlier in the process. This would give administrators more time to contact these farmers and encourage them to become Farmers' Market vendors and get involved in the FMNP.

Time and transportation to the Markets limited redemption of checks by some participants. Due to the limited number of FMNP, participants should be educated about public transportation availability and the times and dates of Market operation and screened to assure that checks could be used.

Finally, FMNP vouchers were only issued on certain days of the week, creating a barrier to some getting the benefits. Project administrators believe that vouchers should be distributed more frequently to give all WIC participants the chance to receive them.

### **Additional Information**

Montana is now utilizing the Farm Direct program offering greater options to the participants. The Farm Direct Program combines the WIC Farmers' Market Nutrition Program with the WIC Program in a way that authorizes individual Farmers to accept both WIC (FMNP) and WIC Fruit & Vegetable monthly benefits with a single Agreement. Authorized Farmers may sell their Farm Direct eligible produce in a Farmers' Market, at a roadside stand, from the back of a truck, at their farm, or "u-pick" style!