



March 26, 2024

Sheri Endsley  
District Superintendent  
City of Fort Worth / Parks and Recreation Department  
Neighborhood Services Department  
1100 NW 18th St Fort Worth, TX 76164

Dear Mrs. Endsley,

Congratulations! Texas Health has approved a mini grant of \$26,600 for support of the Fresh Access program and partnership with City of Fort Worth community centers and athletic centers.

Our work is guided by evidence-based practices; and together, with the support of partners throughout the community, we work to create an environment that supports health and well-being. A critical component of this work is our focus on system changes to improve access to fresh food for all residents. Thus far, we've partnered with over 34 schools and community organizations to distribute over 665,850 pounds of fruits and vegetables to communities in need and continue our support of both school and community gardens, local farms, and local businesses.

The goal of Fresh Access is to meet people where they are and remove barriers by providing access to tools and resources that boost well-being. This is accomplished by partnering with trusted organizations to offer fresh fruits and vegetables and resources to the community and emphasizing the importance of community involvement to create healthier communities. In 2023, the Fresh Access program served over 42,000 people and distributed over 238,000 pounds of produce!

By accepting this mini grant, you agree to:

1. Use the grant funds only as specified in the outlined expectations for expenditures.
2. Maintain records to show and account for usage of grant funds.
3. Provide written acknowledgment of receipt of payments of grant funds.
4. Refrain from use of the funds for any purpose prohibited by all applicable laws and regulations.
5. Cooperate with the efforts of Texas Health to publicize grant and any accomplished work resulting from receipt of the mini grant.
6. Comply with reasonable requests for information about program activities
7. Meet terms and conditions specified in the addendum to this letter.

We appreciate your partnership and continued support of improving community well-being.

Sincerely,

A handwritten signature in black ink that reads 'R. Cotto'.

Ricky Cotto  
Director, Community Engagement  
Texas Health

By signing below, you certify that the organization named above accepts the terms outlined in this letter.

## Addendum To Letter

### **Fresh Access Mini-Grant** Expectations for Expenditures

As of March 2024

Mini-grant expenditures must be reasonable, necessary, and allowable to ensure proper and efficient performance of the food pantry and administration of the award.

- To determine whether an expenditure is reasonable, consider the following questions:
  - Is it necessary for the operation of the Fresh Access program?
  - Can it be easily justified? Is the quantity necessary (not excessive)?
  - Is it in compliance with federal, state, and local policies?
  - Can you demonstrate that the price was comparable to similar items?
  - Is it transparent (allowing for access to information and monitoring and review of purchases)?

Mini-grant expenditures must be:

- Authorized by or not prohibited by federal, state, or local laws and regulations. (For example, the purchase of alcohol is prohibited.)
- Applicable to Fresh Access sites:
  - Assigned cost-to-cost objectives and treated consistently for all work performed by the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges.
  - In conformance with limitations and exclusions contained in the terms and conditions of this award. (For example, sites must use vendors that have been vetted and approved by the City of Fort Worth.)

Allowable mini-grant expenditures include:

- PRIMARY Supplies – Approved supplies include:
  - Supplies for packaging and distributing food:
    - ✓ Paper Bags or Boxes, etc.
    - ✓ Produce bags or zip lock bags
    - ✓ Gloves
- SECONDARY Supplies – Can only be purchased with explanation and confirmation that primary supplies are secured:
  - Non-perishable food items and hygiene items
  - Supplies for nutrition education:
    - ✓ Cookbooks
    - ✓ Additional produce and/or shelf stable items that are in alignment with the program's objectives
    - ✓ Nutrition education materials and/or classes
    - ✓ Attendance Incentives for participants that are in alignment with the program's objectives
  - Equipment for storage of supplies for nutrition education classes or produce distribution:
    - ✓ Bins or containers, tables, and chairs
- OTHER program support expenses – Must receive preapproval from Texas Health before purchasing, then items include but are not limited to:
  - Appliances
    - ✓ Pots/Pans
    - ✓ Grills, Airfryers
    - ✓ Blenders, Food Processors

Allowable mini-grant expenditures include (cont.):

- COMMON THREADS Supplies – Approved supplies for sites who completed training (not to exceed \$200):
  - Food items listed in Common Threads Training and Curriculum

If the funds are not used in the expected timeframe or not as intended, this may result in being ineligible of future mini-grant funding or suspension from the program. Continuation of mini grant funding will be reassessed during the Fresh Access application and status review period.

#### Publicity

The grantee shall include mention of Texas Health in all press releases, social media and other media concerning the project. Copies of the logo suitable for reproduction are included for your convenience.

#### Reports

A complete program and financial report must be provided based on the schedule below that details: how the funds were used, remaining balance, and pictures documenting efforts and/or classes.

- A financial reporting template will be provided to include all expenses incurred related to mini grant, if a final summary that includes the requested information cannot be provided
- Each Fresh Access site will complete a monthly program report that documents efforts related to mini grant

Texas Health, at its request, shall have reasonable access to the Grantee Organization's and/or the Community Center's files, records, personnel and premises for the purposes of making financial audits, verifications, or program evaluations as it deems necessary concerning the mini grant.

Due Date:

June 28, 2024

September 27, 2024

December 27, 2024

March 28, 2025

#### **City of Fort Worth Parks and Recreation Department & Neighborhood Services recipients:**

The maximum award amount for the following site(s) is \$4,200. (Common Threads)

Eugene McCray Community Center

The maximum award amount for the following site(s) is \$1,000.

Andrew Doc Session Community Center  
Fire Station Community Center  
HAWA Athletic Center  
Highland Hills Community Center  
Hillside Community Center  
Riverside Community Center  
Southwest Community Center  
Thomas Place Community Center  
Victory Forest Community Center

The maximum award amount for the following site(s) is \$1,200. (Common Threads)

Chisholm Trail Community Center  
Como Community Center  
Diamond Hill Community Center  
Greenbriar Community Center  
Handley Meadowbrook Community Center  
Martin Luther King Community Center  
North Tri-Ethnic Community Center  
Northside Community Center  
RD Evans Community Center  
Southside Community Center  
Sycamore Athletic Center

The maximum award amount for the following site(s) is \$200. (Common Threads)

Worth Heights Community Center