

**AMENDMENT #1 TO THE CONTRACT WITH  
NEVADA-SIERRA CONNECTING POINT PUBLIC AUTHORITY (RES 22-161)**

**THIS AMENDMENT** is executed this June 14, 2022 by and between NEVADA-SIERRA CONNECTING POINT PUBLIC AUTHORITY, hereinafter referred to as “Contractor” and COUNTY OF NEVADA, hereinafter referred to as “County”. Said Amendment will amend the prior Agreement between the parties entitled Professional Services Contract, executed on April 26, 2022 per Resolution RES 22-161; and

**WHEREAS**, the Contractor operates Market Match Program for CalFresh participants at an estimated four (4) Nevada County Farmer's Markets; and

**WHEREAS**, the parties desire to amend their Agreement to revise Exhibit “A” Schedule of Services to incorporate a \$30 Market Voucher for Eastern County CalFresh Households.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of 6/1/2022.
2. That the Schedule of Services, Exhibit “A” is amended to the revised Exhibit “A” attached hereto and incorporated herein.
3. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

COUNTY OF NEVADA:

By: \_\_\_\_\_  
Susan Hoek  
Chair of the Board of Supervisors

ATTEST:

By: \_\_\_\_\_  
Julie Patterson-Hunter  
Clerk of the Board

CONTRACTOR:

By: \_\_\_\_\_  
Nevada Sierra Connecting Point  
Public Authority  
208 Sutton Way  
Grass Valley, CA 95945

**EXHIBIT “A”**  
**SCHEDULE OF SERVICES**  
**NEVADA-SIERRA CONNECTING POINT PUBLIC AUTHORITY**

Nevada-Sierra Connecting Point Public Authority, hereinafter referred to as “Contractor”, shall operate a Market Match Program at an estimated four (4) farmer’s markets in Nevada County for the Department of Social Services, hereinafter referred to as “County”. The program shall match up to ten (10) \$1 tokens at any farmer’s market event when an Electronic Benefit Transfer (EBT) in a corresponding amount is purchased by the CalFresh participants, with the goal of supplementing the participant’s consumption of fresh fruits and vegetables and encourage spending of CalFresh benefits at local farmer’s markets on seasonal fresh fruits and vegetables.

**Duties of Contractor:**

1. Contractor shall hire a Market Match Supervisor who shall work under the supervision of the Contractor’s Chief Operating Officer to accomplish activities in support of the Market Match Program including training and providing support to the Farmer’s Market Managers .
2. Contractor shall select four (4) markets; three (3) in Western County and one (1) in Eastern County (Truckee), to participate. The Market Match Supervisor shall coordinate directly with the Market Managers to train and support the markets in implementing the Market Match Program.
3. Market Managers shall match up to ten (10) \$1 tokens at any Western County farmer’s market event to a CalFresh participant who purchases a corresponding amount using their EBT card at the same farmer’s market. Market Managers shall exchange thirty (30) \$1 tokens for a \$30 voucher at the Eastern County farmer’s market event to a CalFresh participant that redeems the voucher at that market
4. Contractor shall conduct transactions with the market vendors who accepted tokens from CalFresh customers to reimburse the market vendor for the tokens collected.
5. Market Managers shall also conduct outreach activities and be available to answer questions from CalFresh participants and the public regarding how to purchase fruits and vegetables at farmers’ markets with CalFresh benefits using an EBT card
6. During the first two (2) weeks of the contract period, the Market Match Supervisor shall develop relationships with the market managers and individual market vendors to gain access to the markets and train the vendors in the parameters of the program and provide information on participation. Necessary supplies will be obtained during this period as well.
7. Contractor shall design an attractive mailing by May 1st, with 211 branding, to be sent by County to CalFresh participants.
8. Contractor shall work with Market Managers to ensure markets have sufficient tokens for the program and request they contact the County directly if additional tokens are needed.
9. Contractor Markets shall be paid a stipend of \$125 per market.
10. Starting the first week following Board of Supervisors approval of this contract and ending November 20, 2022(unless funding to redeem tokens has been depleted), Contractor will work with Market Managers at participating farmer’s market to provide tokens to eligible CalFresh participants; distribute 211 and CalFresh marketing materials; and reimburse the farmers by check for the tokens they accepted from CalFresh participants.
11. Until December 31<sup>st</sup>, 2022 the Contractor shall provide availability for participating farmers to be reimbursed by check for the tokens they accepted from CalFresh participants.
12. Contractor will submit token reconciliation report by January 31, 2023

#### Procedures and Controls:

1. Contractor shall develop procedures and controls for securely storing, distributing, counting, redeeming and tracking Market Match tokens.
2. Contractor shall develop logs or other systems for tracking tokens and market vendor payments.
3. Contractor shall ensure each participating market and market vendors follow procedures regarding eligible foods for token purchases, consequences for accepting tokens for ineligible foods, and for not upholding each party's obligations as a participant in the Market Match Program.
4. Procedures and controls shall be reviewed and approved by County prior to implementation and reviewed as needed by Contractor and County throughout the program period. Any changes to approved fiscal controls must be reviewed and accepted by County prior to implementation.

#### Documentation and Reporting:

1. Contractor shall collect and report on the following metrics with each submitted invoice:
  - a) Number of tokens distributed at each market;
  - b) Dollar amount of tokens redeemed for each market vendors at each market;
  - c) These transactions will be documented on logs and the logs will be submitted to County;
  - d) Estimated number of outreach encounters with CalFresh Participants across the market season.
2. Contractor shall closely track the decreasing funding level available for token redemption throughout the program and will stop exchanging receipts for tokens when the funding amount available for token redemption is exhausted. At this point, Contractor shall no longer attend markets, but shall ensure farmers are informed as to how to continue to redeem tokens. Market outreach will continue through social media until November 20, 2022.

#### Responsibilities of County:

1. County shall provide guidance and oversight of the Market Match Program.
2. County shall provide the wooden tokens to be used for the program.
3. County shall track token distribution rates and other statistics regarding the outcomes of the program.
4. County shall be responsible for the cost and logistics of distributing the initial informational mailer designed by Contractor and vouchers to CalFresh participants.

Despite progress in addressing explicit discrimination, racial inequities continue to be deep, pervasive, and persistent across the country. Though we have made many strides toward racial equity, policies, practices, and implicit bias have created and still create disparate results. Through partnerships with the community, Nevada County Department of Social Services strives to address these inequities and continue progress in moving forward.

We encourage our contractors to have a diverse and inclusive workforce that includes representation from the disparate communities served by our county. Contractors will be expected to think holistically about creating services, program sites, and an employee culture that is welcoming and inclusive. Contractors should track metrics on Diversity, Equity, and Inclusion outcomes within their service delivery. Additional efforts should be made to identify and highlight growth opportunities for

equitable outcomes, access to services, and other opportunities. Please dialog with your County contract manager about proposed metrics to track.

Services should be designed to meet clients' diverse needs. Contractors will be expected to participate in trainings and tailor outreach efforts and marketing materials to engage a diverse population of community members. Given that Spanish is a threshold language in Nevada County, a special emphasis should be placed on engaging Latinx communities and providing services in Spanish.