



**Commodity Supplemental Food Program  
Agreement between Local Agency and Distributing Location**

Name of Local Agency Care and Share Food Bank for Southern Colorado	
Address of Local Agency (Street, City, State, ZIP) 2605 Preamble Point Colorado Springs, CO 80915	Area Code and Telephone Number 719 – 528 – 1247

Name of <input checked="" type="checkbox"/> Distributing Location <input type="checkbox"/> Subdistributing Agency	
Address of Distributing Location (Street, City, State, ZIP)	Area Code and Telephone Number - -
Mailing Address (if different)	Area Code and Fax Number - -

This agreement specifies the rights and responsibilities of the above named Local Agency and its Distributing Locations as participants in the Commodity Supplemental Food Program (CSFP). By signing this agreement, both parties are bound by its terms and conditions, unless terminated earlier in accordance with this agreement. This agreement may be terminated for cause by either party, by mutual consent of both parties, or solely by the State without cause or mutual consent with a sixty-day written notice.

**The Local Agency agrees to:**

1. Administer the program in accordance with the provisions of Title 7 CFR Part 247, as applicable, Part 250, and the State Plan.
2. Maintain accurate and complete records for a period of three (3) years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims actions, audits, or investigations.
3. Accept full responsibility for any loss resulting from improper distribution and/or improper storage, care, or handling of USDA foods.
4. Accept full responsibility for misuse of any program funds received.
5. Provide training regarding CSFP requirements and offer training sessions and technical assistance to Distributing Location.
6. Provide CSFP record keeping forms to the Distributing Location without charge.
7. Provide CSFP services to the Distributing Location without charge.
8. Ensure that all USDA Foods are distributed to eligible participants without regard to race, color, national origin, sex, age or disability.
9. Ensure that all USDA Food packages comply with CSFP requirements.
10. Monitor Distributing Location's distribution of USDA Foods according to CSFP requirements and do so during the Distributing Location's normal hours of operation.
11. Ensure that Distributing Location/Subdistributing Agency meet all local and state health and sanitary code requirements applicable to food storage, transportation and distribution.
12. Notify Distributing Location of their right to appeal any adverse action, in accordance with CSFP requirements.
13. Respond to Distributing Location/Subdistributing Agency inquiries promptly, in accordance with CSFP requirements.

**The Distributing Location / Subdistributing Agency is delegated the following functions and agrees to:**

- Administer the program in accordance with the provisions of Title 7 CFR Part 247, as applicable, Part 250, and the State Plan in the service area designated by the Local Agency.
- Maintain accurate and complete records for a period of three (3) years from the close of the fiscal year to which they pertain, or longer if the records are related to unresolved claims actions, audits, or investigations.
- Ensure that most current "And Justice for All" poster is posted for public visibility and that the current non-discrimination statement is used on materials viewed by the public.
- Ensure that all USDA Foods are distributed to eligible participants without regard to race, color, national origin, sex, age or disability.
- Ensure that all volunteers and employees (including their supervisors) working directly with CSFP clients, receive annual civil rights training.
- Accept full responsibility for any loss resulting from improper distribution and/or improper storage, care, or handling of USDA foods.
- Accept full responsibility for misuse of any program funds received.
- Take necessary steps to prevent and detect dual participation.

- Prohibit certain activities at distribution sites that are unrelated to the distribution of USDA Foods.
- Certify the eligibility of applicants who apply for USDA Foods and maintain the confidentiality of household information.
- Notify CSFP applicants and participants of their rights and responsibilities.
- Notify the Local Agency immediately if a participant fails to visit a distribution site for two consecutive months.
- Provide nutrition education to clients, including providing information on health, nutrition, and public assistance programs.
- Distribute the appropriate USDA Foods package to a CSFP participant based on their categorical eligibility.
- Allow representatives of the Local Agency, FDP, and USDA to review its site operations and records.
- Attend training sessions required by FDP and the Local Agency.

We, the undersigned, do hereby make and enter into this agreement. By so doing, we certify that the information contained in this document is true and correct to the best of our knowledge and is provided for the purpose of obtaining federal assistance. We do mutually agree to comply with the CSFP federal regulations 7 CFR Part 247, and, as applicable 7 CFR 250, Uniform Federal Assistance Regulations 7 CFR 3015, and state policies and procedures. We understand that the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Print Name and Title of Local Agency Official	Signature of Local Agency Official and Date
Print Name of Distributing Location Official	Signature of Distributing Location Official and Date

**For FDP Use Only**

- Approved
- Denied

If denied, provide justification:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete [the USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410,
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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