



**SITE AGREEMENT
COMMODITY SUPPLEMENTAL FOOD PROGRAM**

The _____ located in _____ County hereby agrees to partner with Utah Food Bank as a distribution site for the Utah Commodity Supplemental Food Program (Utah CSFP) under the following agreement assurances for one year from the date of the signed contract. The assurances are as follows:

- Coordinators of the program shall accommodate site visits by UFB and/or State representatives. Site visits shall be conducted with reasonable notice and during regular business hours. UFB and/or the State reserves the right to conduct unannounced site visits at any time and for any reason.
- Civil rights training will be adhered to as outlined in the Distribution Site Agreement & Instructions document. If personnel changes occur in the Manager or Site Coordinator position a new site visit for CSFP operations and civil rights training is required.
- Where a driver has not been designated to deliver door-to-door, distribution sites must have a responsible, trained coordinator to oversee the distribution of CSFP boxes and its accompanying obligations
- UFB must be notified immediately of changes in contact information.
- Perishable products shall be delivered to clients as product becomes available. Perishable items are not an official part of the Utah CSFP food package. If a distribution site has surplus of perishable products please distribute to anyone in need, perishable product does not need to be returned and is inventoried separately from USDA foods.
- The distribution site assures that the Program will be administered in accordance with the provisions of CFR Part 247 and with provision of Part 250, unless they are inconsistent, in which case Part 247 supersedes Part 250.
- Distribution sites shall adhere to the Utah CSFP Policies & Procedures manual.
- Distribution sites shall retain their nonprofit status.
- All parties shall maintain accurate and complete records for a minimum of 4 years, or longer if they are related to unresolved claims actions, audits, or investigations; as outlined in the Utah CSFP Policies & Procedures manual.
- Each agency is responsible for any loss resulting from improper distribution, improper storage, and care of handling of commodities.
- Each agency will adhere to the roles and responsibilities outlined in the Distribution Site Agreement & Instructions document.
- A signed copy of the agreement shall be on file with both parties for the duration of the time outlined within the agreement.
- Either party may terminate the agreement by written notice to the other with the required minimum days advance notice. The advance notification period must be at least 30 days.

If you have any questions regarding the information provided, please contact your Utah Food Bank representative.

UFB reserves the right to postpone or deny CSFP partnership to agencies. Failure to comply with any of these requirements may result in suspension or termination of CSFP service by Utah Food Bank (UFB). By providing the signatures below, the site hereby acknowledges that it understands and agrees to the terms of this Agreement. Please provide the signatures of those who are in any way involved with CSFP program, either as manager, coordinator, distributors, etc. By signing each individual agrees to the terms herewith outlined in the agreement and that they have read, understand and will adhere to the procedures as outlined in the CSFP program instructions.

Manager Name _____	Signature _____	Date _____
Site Coordinator _____	Signature _____	Date _____
Resident Coordinator _____	Signature _____	Date _____
UFB Representative _____	Signature _____	Date _____