Welcome to RRFB! Please complete the needed forms contained in this packet and provide the related material below to begin training and start your SHI food pantry.
Checklist:

◊ SHI Information Form
◊ SHI Grant Agreement
◊ SHI Letter of Agreement
◊ SHI Disclaimer
Senior Hunger Initiative Information Form

Agency Contact Information

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<tr>
<th>Agency Name:</th>
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<th>Street Address:</th>
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<th>Billing Address (if different from above):</th>
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<th>Director</th>
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<th>Name:</th>
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<th>E-Mail Address:</th>
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<tr>
<th>SHI Coordinator (This person will be considered the CONTACT PERSON for communications with Roadrunner Food Bank)</th>
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<th>Name:</th>
<th>Title:</th>
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<th>E-Mail Address:</th>
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<tr>
<th>Alternate SHI Coordinator</th>
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<th>Name:</th>
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<th>E-Mail Address:</th>
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Please list the names, email addresses, and phone numbers of other staff members available to accept delivery in the case that the Coordinator or Alternate are unavailable:

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<thead>
<tr>
<th>Name</th>
<th>Phone Number(s)</th>
<th>Email Address</th>
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Other Information

Do you offer any other services in conjunction with food? (i.e. SNAP enrollment, clothing, etc.)

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<th>Other Information</th>
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Signature of Director ____________________________ Date ____________________________

Print or Type Name

By my signature, I certify that the information above is correct and that I agree to update Roadrunner Food Bank within 30 days if any of the above information changes.
**GRANT AGREEMENT**

The following are the terms and conditions of accepting this **Senior Hunger Initiative (SHI)** grant administered by **Roadrunner Food Bank**:

1. **You** will sign this grant agreement, keeping a copy for your records and returning an electronic version with signature to Roadrunner Food Bank. By signing this document, you agree to comply with the terms of the grant agreement and report requirements as outlined.
   a. Please submit your grant agreement, signed with an electronic signature or scanned after signing to **programssupport@rrfb.org**.
   b. In the absence of a signed copy of this letter, should you receive a grant, acceptance of the program represents your acknowledgement of an agreement to these terms and conditions.

2. **You** shall submit monthly reports as outlined in the SHI Manual and report requirements for this grant.

3. **You** shall submit narrative reports twice a year, as outlined in the SHI Manual and report requirements for this grant.

4. **You** shall comply with all reasonable requests of Roadrunner Food Bank for information and interviews regarding granted program.

5. **You** will adhere to any restrictions and requirements laid out in the SHI Manual.

When signing below I fully understand and agree to comply with the above conditions and requirements of accepting the **Senior Hunger Initiative (SHI)** grant from **Roadrunner Food Bank**. I understand that failure to comply with the terms of the grant agreement and/or report requirements will result in the removal of the **Senior Hunger Initiative (SHI)** program.

____________________________________        __________________
Signature                                     Date

________________________                  __________________
Printed Name
Senior Hunger Initiative (SHI) LETTER OF AGREEMENT

The purpose of this agreement, any attachments and appendices, is to define the services that will be provided to the Partner by Roadrunner Food Bank and the duties and responsibilities of each.

The Food Bank and Partner agree as follows:

1) The Food Bank hereby designates the Partner, subject to the provisions of this Agreement, as an authorized organization to receive food and other products from the Food Bank. Partner agrees to accept and use all products exclusively for Partner’s hunger relief program that provides food boxes and backpacks to needy people. The Partner operates the following hunger relief program for needy people:

   **Senior Hunger Initiative (SHI)**

   No other Partner program is approved to procure, store, and distribute Food Bank products unless a specific amendment to this agreement is obtained and approved by Roadrunner Food Bank in writing.

2) Partner hereby represents and covenants with the Food Bank as follows:

   a. We will meet and abide by all partner requirements as specified here and in the Senior Hunger Initiative Handbook.

   b. We will not engage in discrimination in the provision of service against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, including gender identity, unfavorable discharge from the military or status as a protected veteran.

   c. We maintain proper and suitable storage and will comply with all local, state, and federal laws regarding, storage, handling, sanitation, and safety.

   d. Partner will not require any individual to attend a religious or political meeting, nor may the individual be required to make a statement of faith or pledge membership to any religious or political organization as a requirement for receiving food. The appearance of such an activity is also prohibited.

3) Partner agrees at all times during the term of this Agreement to the following:
a. When food or other products are obtained from the Food Bank, Partner agrees:

i. It will not use products for fundraising purposes or any other activities of the church or organization.

ii. It will not impose a charge or fee nor require any donation for meals, food, or other products prepared or distributed by the partner.

iii. It will not sell any of these products.

iv. It will not trade, exchange, or barter any food or other products for other goods, services, money, or other items.

v. It will not transfer food or other products to another church, agency, or group. **All Food Bank products must be directly served or distributed to needy people by the Partner receiving them.**

vi. It will not allow staff or volunteers of the organization to receive food or other products unless they meet the same criteria for service as any other client of the partner receiving that service. Partner must not show preferential treatment to clients who do participate, volunteer or opt to voluntarily donate funds to the partner or food program.

vii. **It will not use the Food Bank products for any purpose other than to provide food assistance to needy people in the program described in item 1 of this agreement.** Specific written approval must be obtained from the Food Bank if the Partner wants to use products for any other programs for needy people.

b. Partner will comply with any restrictions placed on the food or other products by law, by the donor, or by the Food Bank.

c. The Partner will make all arrangements that are necessary for receiving food and other products, and storing these products to the premises of the Partner. All food and other products cannot be stored at any other location without the express written permission of Roadrunner Food Bank. Any additional storage locations must also be inspected by a member of Roadrunner Food Bank staff prior to placement of any food and other products at that location.
d. As an Partner of Roadrunner Food Bank you must abide by Food Bank rules outlined in this agreement for storage, safety, and handling of all food, regardless of whether it is received from the Food Bank or not.

e. The Partner affirms that Roadrunner Food Bank, Feeding America, and the original donor:
   1. Are released by the Partner from any liabilities resulting from the donated goods;
   2. Are held harmless from any claims or obligations in regard to the Partner or the donated goods; and
   3. Offer no express warranties in relation to the gift of goods.

f. The Food Bank will make every attempt to notify partners via the Food Bank website announcing any food recalls or food safety issues relating to food product. Partner agrees to check the Food Bank Agency Announcements page for updates on food recalls. Partners are responsible for notifying their clients of any food recalls.

g. The Partner agrees to abide by any future rule or regulation that may be promulgated by Roadrunner Food Bank as part of this Agreement.

4) Record, Reports, and Meetings:
   During the term of this Agreement, Partner will:

   a. Immediately notify the Food Bank of any change in information relating to this Agreement or Partner’s feeding program, including any change in Partner’s contact person, email address, telephone number, physical address, or programs.

   b. Keep adequate records on hand to demonstrate that food and other Food Bank products have been distributed to needy families and children. Minimum records include the name, address, and phone number, number of persons in the household, date food box and/or backpack is provided, and income or other basis for determining need. Keep a count of total households and backpacks distributed.

   c. When requested to do so, report to the Food Bank the numbers of households served and backpacks distributed in a particular time period.

   d. Verification of food safety training by at least one partner staff/volunteer. The training may be in the form of the Food Bank’s own Food Safety Training Program or others such as ServeSafe, Child & Adult Care Food Program, NM Environment Dept., etc. All certificates of completion must be current.

5) Communications/Marketing/Public Relations Standards
You may wish to use our name and logo in association with your communications, marketing, public relations, and outreach efforts. If you wish to include the Food Bank name, logo, etc. in your outreach materials, you are required to follow the guidelines located at the Appendix of this agreement.

6) Oversight.
Partner will:

   a. Permit a Food Bank representative to make a preliminary visit prior to approval of any feeding distribution. If the site location changes, a new site visit will be required.

   b. Permit the Food Bank staff or trained volunteers of the Food Bank to conduct scheduled and unscheduled periodic and follow up monitoring and inspection visits and to observe the manner in which Partner and Partner personnel conduct its feeding program.

7) Termination.
The association between the Food Bank and the Partner is voluntary. Either the Food Bank or the Partner may terminate this association at any time with written notice. This agreement may also be terminated for cause or by reason of material breach.

   a. Termination for Cause: The Food Bank may immediately terminate this Agreement for cause upon notice to the Partner due to any of the following events:

      i. Partner discontinues or abandons the feeding program.

      ii. Partner fails to use food and food products exclusively in its feeding program for needy people as provided in the Agreement.

      iii. Partner operates its feeding programs in a way that presents a health or safety hazard to the public.

      iv. Partner fails promptly to address and correct any deficiency.

      v. Partner loses any required license.

      vi. Any Partner official is convicted of a felony or any other crime involving moral turpitude.

   b. Termination for Material Breach: If Partner defaults by the failure to comply in all material respects with the terms of this Agreement or (substantially) to perform in good faith the programs, services and responsibilities required herein, the Food Bank retains the right to terminate this Agreement immediately. The Food Bank shall have and
retain all rights to damages at law and rights to equitable relief in the event of breach of Partner.

c. In the case of suspension or termination, the Partner agrees to return any product previously received from the Food Bank and still in its possession at the time of termination.

By my signature, I certify that our organization qualifies to participate as described above. I further certify that the statements made by our organization are true and that I have read and understand all of this agreement and agree to abide by the terms and intent of this agreement as an Partner of Roadrunner Food Bank.

____________________________________
Agency Name

____________________________________
Agency Director (Print Name)

____________________________________
Agency Director Signature

____________________________________
Coordinator Name & Title (Print)

____________________________________
Coordinator Signature

____________________________________
Roadrunner Food Bank Representative

____________________________________
Date
DISCLAIMER

The agency must represent that all food which the agency will receive from Roadrunner Food Bank is accepted upon the terms and conditions listed below. The agency also agrees that, prior to distribution to any other person or agency; all such food will be inspected to assure that it is fit for human consumption. If food is found not fit for human consumption, it must be immediately destroyed.

It is further agreed between Roadrunner Food Bank and the agency that:

1. The food is accepted “as is”.

2. Roadrunner Food Bank, Feeding America, and the original donor or supplier of any food delivered hereunder expressly disclaim any warranty of any kind, either expressed or implied, including any warranty of merchantability or of fitness for a particular purpose. The agency receiving food hereunder acknowledges this limited warranty, and further acknowledges that this disclaimer may only be altered in writing by Roadrunner Food Bank.

3. The agency receiving food hereunder agrees to indemnify, defend at the agency’s cost, and hold harmless Roadrunner Food Bank, Feeding America, and the original donor or supplier of any food delivered hereunder from any claims, damages, losses, suits, liabilities, causes of action, whether in law or in equity or any other obligation whatsoever arising in any way out of the delivery, transportation, re-delivery, storage, use or disposal of any item delivered by Roadrunner Food Bank hereunder.

4. The agency warrants that it will not sell, barter, or exchange or offer for sale, any of the said food for anything of service or value.

__________________________________________  
Signature

__________________________________________  
Printed Name & Title