

April 10, 2014

Sarah DeWitt  
315 Detroit Street  
Ann Arbor, MI 48104



**Reference Number: FFN-14-DU-002**

Dear Sarah DeWitt and Major John Hiefje,

I am pleased to inform you that Fair Food Network (FFN) has approved a grant in the amount of \$32,000 to the The City of Ann Arbor for the *Double Up Food Bucks Program* at the Ann Arbor Farmers Market. This letter serves as the grant agreement.

**Grantee:**  
City of Ann Arbor

**Date Authorized:**  
April 10, 2014

**Grant Number:**  
FFN-14-DU-002

**Amount Granted:**  
\$32,000

**Grant Period Start Date:**  
June 1, 2014

**Grant Period End Date:**  
December 31, 2014

A one-time payment of \$32,000 will be made in May 2014 once Fair Food Network receives the signed original letter acknowledging that you accept the grant terms and conditions as outlined below. Fair Food Network must have a copy of the Organization's IRS Determination Document (for nonprofits) or Form W-9 (for other entities) on file in order to release funds.

## Grant Terms and Conditions

The City of Ann Arbor hereafter called "the Organization," will receive a grant from Fair Food Network (FFN) to administer the Double Up Food Bucks program at the Ann Arbor Farmers Market hereafter called "the Market". The grant is subject to the following terms and conditions:

### Grant Amount

The Organization will receive the following amounts for token reimbursement and administrative costs:

- *\$31,000 for Double Up Food Bucks Incentives.* This funding is intended to reimburse vendors for DUFBS tokens/credits customers spend.
- *\$1,000 for administrative costs.* This funding is intended to offset some of the costs of adding Double Up Food Bucks to the Market's existing SNAP administration, including items described below.

## Terms and Conditions, Continued

- **I. Project Timeframe**

Double Up Food Bucks distribution will begin at the Market on the first market day in June 2014. Double Up Food Bucks distribution will end on October 31, 2014 or the closing day of the Market, whichever is earlier.

- **II. Administration**

The Organization and the Market agree to administer the Double Up Food Bucks program as directed by FFN, and will complete the following tasks:

1. *Vendor and Customer Education.* The Market will assist FFN in educating vendors and customers about DUFB and its restrictions. Vendors who accept the Double Up Food Bucks tokens will have a Double Up Food Bucks sign displayed at their stands and have a signed DUFB contract on file with the market.
2. *Distribution of DUFB Incentive.* The Organization will oversee distribution of the DUFB incentive to customers using SNAP (Food Stamps) benefits at the Market. A customer will receive a value of DUFB tokens or credits equal to the amount of SNAP dollars spent, up to \$20 per market day. DUFB tokens/credits may only be spent on fresh, unprocessed, Michigan-grown fruits and vegetables.
  - a. *If SNAP benefits are accepted electronically by each vendor,* the Organization will monitor vendors' SNAP and DUFB transactions to ensure SNAP sales are always greater than or equal to DUFB credits awarded.
  - b. *If SNAP benefits are accepted at a central terminal and distributed via a token system,* the Organization will maintain paper records of weekly distribution of tokens using a standardized report form provided by FFN or a similar form with FFN permission. This form must provide a record of DUFB and SNAP use. The Organization will submit these records at the end of the market season, *along with a copy of the batch report from the market's point of sale device for each market day or other approved form of 3<sup>rd</sup> party EBT verification.*
    - i. The Organization will maintain an online record of program activity using a form provided by FFN, and will update this record at least monthly, so that the report is fully updated by the first Wednesday of each month for the previous month.
  - c. The Organization will return the correct number of DUFB tokens to FFN at the end of the season. Expected token return at the end of the season is equal to the total amount of tokens distributed to the market at the start of the season, minus the amount distributed to customers, plus the amount reimbursed to vendors.
3. *Reimbursement of Vendors.* The Organization will monitor reports from the DUFB application (if accepting benefits electronically) and/or collect DUFB tokens from vendors (if accepting via a token based system), and reimburse vendors in a timely manner.
  - a. The Organization will maintain records of payments to vendors using a standardized report form provided by FFN or a similar form with FFN permission. This form must provide a record of DUFB and SNAP reimbursements. The Organization will submit these records at the end of the market season.
  - b. The Organization will maintain an online record of reimbursements to vendors using a form provided by FFN, and will update this record at least monthly, so that the report is fully updated by the first Wednesday of each month for the previous month.
  - c. The Organization will maintain an online record of program activity using a form provided by FFN, and will update this record at least monthly, so that the report is fully updated by the first Wednesday of each month for the previous month.
4. *Evaluation.* The Organization will participate in evaluation activities as required by the FFN evaluation team, including completion of a year-end report.

### III. Reporting

- The Organization will submit full and complete final reports by the schedule below documenting in detail how Double Up Food Bucks reimbursement funds have been expended, and stating the amount, if any, of funds received but unexpended.
1. *Final Year-End Report.* A form for the final report will be provided by FFN no later than October 1<sup>st</sup>, 2014. Information needed for final report will include expenditures of administrative funds. Receipts are not required, but the final report form will request information about the amount of funds expended in the categories of personnel, outreach, materials, and other expenses.
  2. *Final Reporting Binder.* Must include:
    - a. *Weekly written records of SNAP and DUFB token transactions at market, including distribution to customers and redemption by vendors. Market must attach a copy of daily batch receipt from the market's point of sale device to each market day's customer record sheet or provide another approved form of 3rd party EBT verification such as a monthly statement from Merchant Processor.*
    - b. All signed DUFB vendor agreements from participating vendors.

### IV. Report Schedule

Due Date	Type of Report	Report Format
Monthly, by 1 <sup>st</sup> Wednesday of month for previous month	SNAP and DUFB use data, as described in section II, 2c and 3c	Online
December 1 <sup>st</sup>	Final Year-End Report, as described in section III, 1	Online or hard copy
December 1 <sup>st</sup>	Final Reporting Binder with data, as described in section III, 2a and 2b	Hard copy

### V. Use and Handling of Funds

- a. Any portion of the grant funds not used within the grant period or not used for the purposes stated above must be returned to FFN unless the Organization receives express written consent from FFN extending the grant period. Such written request must be received before the end of the grant period.
- b. The Organization will provide FFN with immediate notification of any relevant development or change of circumstances during the term of the grant or if the Organization is unable to expend the grant funds for the purposes described above.
- c. The Organization must seek written approval from FFN prior to the expenditure of grant funds for any purpose other than those for which the grant was intended.
- d. Grant funds shall be kept separately on the Organization's books of account; and accurate records of the funds received and expenses incurred under the grant should be kept in accordance with generally accepted accounting principles.
- e. Records of all expenditures (including receipts, if any) must be maintained in a way that they can be monitored.
- f. Financial and program based records related to the grant will be retained for at least four years after the completion of your use of the grant funds.
- g. Permission will be granted to FFN, at its request, to have reasonable access to the Organization's and/or the Market's files, records, personnel and premises for the purposes of making financial audits, verifications, or program evaluations as it deems necessary concerning the grant.
- h. No part of the grant funds will be used to carry on propaganda, or otherwise attempt to influence legislation, or to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive.
- i. All formal written correspondence with FFN related to this grant should reference the grant number found above.

Any violation of the conditions set forth above could require a refund to FFN of the amount giving rise to the violation. FFN reserves the right to discontinue, modify or withhold any payment due under the grant, to require repayment of expended grant funds, or a refund of unexpended grant funds, if, in its judgment, such action is necessary to comply with the requirements of any law or regulations affecting its responsibility with respect to the grant. If any of the conditions of the grant are violated, in addition to requiring a refund of the amount giving rise to the violation, Fair Food Network will have no further obligation to continue to fund the grant.

The foregoing conditions comply with our obligation under U.S. law to make reasonable efforts and establish adequate procedures to see that the grant funds are spent solely for the purposes for which they have been granted and to obtain full and complete records on how the grant funds have been expended. Changes in the U.S. laws or regulations may require us to ask that more detailed reports be submitted or other steps be taken. We will inform you of any such changes.

If you accept the above stated conditions please have a duly authorized officer of your organization sign below, make a copy for your files and return the original copy of this letter to Fair Food Network. Send all documentation to:

Fair Food Network  
Attn: Rachel Chadderdon Bair  
205 E. Washington St., Suite B  
Ann Arbor, MI 48104

Once FFN has received this signed document, the grant payment will be sent.

On behalf of Fair Food Network, I want to extend our best wishes for success in your work.

Sincerely,

A handwritten signature in black ink that reads "Oran B. Hesterman". The signature is written in a cursive, flowing style.

Dr. Oran B. Hesterman  
President and CEO

**CITY OF ANN ARBOR / ANN ARBOR FARMERS MARKET**  
*Double Up Food Bucks Program*

\_\_\_\_\_  
By John Hiefje, Mayor

\_\_\_\_\_  
By Jacqueline Beaudry, City Clerk

*Approved as to substance*

\_\_\_\_\_  
Steven D. Powers, City Administrator

\_\_\_\_\_  
Sumedh Bahl, Community Services Area Administrator

*Approved as to form and content*

\_\_\_\_\_  
Stephen K. Postema, City Attorney

**Payment check should be sent to:**

\_\_\_\_\_  
Name and Title (Please Print or Type)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code