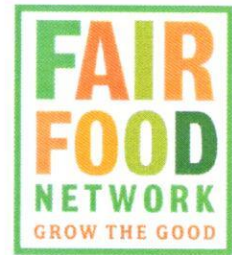


April 15, 2013



Sarah DeWitt
Ann Arbor Farmers Market
315 Detroit Street
Ann Arbor, MI 48104

Reference Number: FFN-DU-13-1001

Dear Sarah DeWitt,

I am pleased to inform you that Fair Food Network (FFN) has approved a grant in the amount of \$36,000.00 to 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 15, 2013
Grant Number: FFN-DU-13-1001	Amount Granted: \$36,000.00

Grant Period Start Date: June 1, 2013	Grant Period End Date: December 31, 2013
---	--

A one-time payment of \$36,000.00 will be made in June 2013 once Fair Food Network receives the signed original letter acknowledging that you accept the grant terms and conditions as outlined below. Please attach a copy of Organization's IRS Determination Document (for nonprofits) or Form W-9 (for other entities).

Grant Terms and Conditions

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:

- **\$35,000.00 for Double Up Food Bucks Incentives.** This funding is intended to reimburse vendors for DUFB tokens/credits customers spend. The Organization will return any unused incentive funds to FFN at the end of the market season.
- **\$1,000.00 for administrative costs.** This funding is intended to offset some of the costs associated with adding Double Up Food Bucks to the Market's existing SNAP administration, including items described below.

Terms and Conditions, Continued

Project Timeframe

Double Up Food Bucks distribution will begin at the Market on the first market day in July 2013. Double Up Food Bucks distribution will end on October 31, 2013 or the closing day of the Market, whichever is earlier.

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 poster displayed at their stands.
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.*
 - 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 2nd of each month for the previous month.
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 2nd 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 an annual online market manager survey.

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.

Report Schedule

Due Date	Type of Report
Monthly, by 2 nd day of month for previous month	SNAP and DUFEB use data, described above
November 30, 2013	Final Report

A form for the final report will be provided by FFN no later than September 1, 2013. Information needed for final report will include:

1. Weekly written records of SNAP and DUFEB 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.*
2. 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.
3. All signed vendor agreements from participating vendors.

Use and Handling of Funds

- 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 requests and receives express written consent from FFN extending the grant period. Such written request must be received before the end of the grant period.
- 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.
- 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.
- 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.
- Records of all expenditures (including receipts, if any) must be maintained in a way that they can be monitored.
- 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.
- 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.
- 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.
- 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,

Dr. Oran B. Hesterman
President and CEO

Grantee Signature

ORGANIZATION / MARKET

Double Up Food Bucks Program

This section to be completed by the individual responsible for DUFB operations at market (Administration and Reporting):

Signature

Name and Title (Please Print or Type)

Email address

Phone Number

Date

This section to be completed by individual responsible for handling DUFB funds (Use and Handling of Funds):

Signature

Name and Title (Please Print or Type)

Email address

Phone Number

Date

Payment check should be sent to:

Name and Title (Please Print or Type)

Telephone

Address

City, State, Zip Code

Payment will be sent upon receipt of the entire Grant Agreement document with original signatures. Attach a copy of Organization's IRS Determination Document (for nonprofits) or Form W-9 (for other entities).

Grantee Signature

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

Payment will be sent upon receipt of the entire Grant Agreement document with original signatures. Attach a copy of Organization's IRS Determination Document (for nonprofits) or Form W-9 (for other entities).