

**ATTACHMENT A**

**RESOLUTION NO. 2016-08-048R**

**A RESOLUTION AUTHORIZING ENTERING INTO AND EXECUTION OF A LINK UP ILLINOIS “DOUBLE VALUE COUPON PROGRAM” GRANT AGREEMENT**

(Double Value Coupons for Purchases of LINK-Approved Locally Grown or Produced Foods from Vendors at Urbana’s Market at the Square)

**WHEREAS**, the City of Urbana (hereinafter, the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, including the power to regulate for the protection of the public health, safety, and welfare; and

**WHEREAS**, the City operates the Urbana Market at the Square farmers market where vendors offer for sale locally grown or produced foods; and

**WHEREAS**, the City recognizes that not all patrons of the Urbana Market at the Square can afford to pay full price for locally grown or produced foods offered for sale at the Urbana Market at the Square; and

**WHEREBY**, the City seeks to provide a means where by those patrons of the Urbana Market at the Square who otherwise cannot afford to pay full price for locally grown or produced foods offered at the Urbana Market at the Square may be able to purchase such foods; and

**WHEREAS**, LINK UP Illinois, a program of Experimental Station (an Illinois not-for-profit charitable corporation which is exempt under Section 501(c)(3) of the Internal Revenue Code), in partnership with Wholesome Wave and the Illinois Farmers Market Association (hereinafter, the “LINK UP Grant Program”), makes available to local municipally operated farmers market a program whereby the dollar value of coupons used for purchases of LINK-approved locally grown or produced food from vendors at such farmers markets is double; and

**WHEREAS**, the City applied for a grant from the LINK UP Grant Program and the LINK UP Grant Program approved the City’s application for a grant in the amount of \$4,862; and

**WHEREAS**, the said grant will allow the City to double the value of coupons made available to qualified patrons of the Urbana Market at the Square so that qualified patrons of the Urbana Market at the Square may purchase locally grown or produced fruits and vegetables from vendors at the Urbana Market at the Square; and

**WHEREAS**, the City Council deems it appropriate for the City to accept, enter into and execute the LINK UP Illinois “Double Value Coupon Program” Grant Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Urbana, Champaign County, Illinois, as follows:

**Section 1.** The Mayor shall be and hereby is authorized to enter into and execute on behalf of the City of Urbana the LINK UP Illinois “Double Value Coupon Program” Grant Agreement in form and substance substantially similar to Exhibit A appended to and incorporated into this Resolution.

**Section 2.** The Mayor shall be and hereby is authorized to undertake such other actions as are or may be necessary in order to carry out the purpose and intent of this Resolution.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSENT:

ABSTAINED:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor



06 July 2016

Elizabeth Hannan  
Finance Director  
City of Urbana  
400 S. Vine St.  
Urbana, IL 61801

Dear Elizabeth,

**LINK UP ILLINOIS “DOUBLE VALUE COUPON PROGRAM” GRANT AGREEMENT**

LINK Up Illinois, a program of Experimental Station (an Illinois nonprofit charitable corporation which is exempt under Section 501(c) 3), in partnership with Wholesome Wave and the Illinois Farmers Market Association, is pleased to announce formal approval of your grant application for **\$4,862.00** to **City of Urbana** (“Program Partner”). The awarded funds are to be used to provide a monetary incentive in the form of Double Value Coupons (DVCs) for purchases of LINK-approved locally grown **fruits and vegetables only** from vendors at the farmers markets listed in the attached APPENDIX A.

Based on your application to LINK Up Illinois, LINK Up Illinois’ grant is made on the following conditions:

1. Program Partner’s management and staff, working closely with the management team of the Farmers Market, will ensure that the Farmers Market has obtained FNS approval to accept LINK and that an EBT system will be in place on each day of operation of the project’s Farmers Market(s);
2. A minimum of 80% of grant funds will be spent on DVC reimbursements to farmers and vendors for purchases of LINK-approved, locally grown fruits and vegetables by eligible program recipients;
3. A maximum of 20% of grant funds will be spent to cover costs of DVC program training, travel to trainings, program set up and production of alternative program currency, program outreach and publicity, data collection, program evaluation and reporting;
4. DVC grant funds will be used to double the value of LINK benefits by LINK recipients using their EBT cards at the POS terminal at the Farmers Market;
5. DVC grant funds may be used to double the value of WIC Farmers Market Nutrition Program and Senior Farmers Market Nutrition Program coupons at the Farmers Market;

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6. DVC grant funds will only be used to reimburse farmers and vendors for purchases of LINK, and WIC / Senior FMNP for locally grown fruits and vegetables;
7. Program Partner will abide by the record keeping, reporting, evaluation and acknowledgement requirements described in further detail below;
8. **100%** of grant funds will be made upon receipt of grant agreement signed by the Program Partner.
9. Program Partner agrees that LINK Up Illinois reserves the right to require the return of any grant monies not expended in the 2016 Farmers Market season for supporting direct purchases of locally grown fruits and vegetables by LINK, WIC FMNP and Senior FMNP benefits unless otherwise previously agreed to by LINK Up Illinois. Remaining funds may be requested for use in the subsequent season, but may not be utilized for administration without prior approval.
10. Program Partner agrees to use the LINK Up Illinois Double Value Coupon template to produce Healthy Food Incentive currency. Template, and template guidelines, will be provided by LINK Up Illinois. Program Partner agrees to provide a sample of the Healthy Food Incentive currency for approval prior to use for Partner market's LINK Up Illinois Double Value Coupon Program. This template must be used unless written permission is given by LINK Up Illinois to use an alternative currency system.
11. Program Partner must include the LINK Up Illinois logo on all DVCP promotional materials which include, flyers, website, brochures, and banners. Program Partner must use LINK Up Illinois logo (embedded with a link to the Experimental Station website) on all electronic media such as websites, e-flyers, and social media.
12. LINK Up Illinois will provide an 8.5x11 inch sign describing overall program and bearing the logos of funding sources. Program Partner agrees to post sign at EBT/LINK processing station in plain view of the public each market day at the markets EBT processing station.
13. Program partner will gather anecdotal accounts from its SNAP customer base and relay these stories back to LINK Up Illinois. Program partner will also take photos during the market showcasing the SNAP redemption system and send them to LINK Up Illinois.

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**Record Keeping and Reporting:** LINK Up Illinois requires that Program Partner, by itself and through its Farmers Market management partners, generate and maintain records of weekly use of the proceeds of the grant, using a standardized report form provided by LINK Up Illinois. Program Partner agrees to submit reports twice yearly as outlined in the process that will be provided to Program Partners by LINK Up Illinois. Program Partner will continue to report even if the funding for the Double Value Coupon Program is exhausted prematurely. Program Partner agrees to update the Wholesome Wave online data collection portal with aggregate market data on a weekly basis. Program partner will gather anecdotal accounts from its SNAP/DVCP customer base and relay these stories back to LINK Up Illinois.

Included in the final report, Program Partner shall provide LINK Up Illinois with an accounting of total grant monies expended and remaining. Upon receipt of the accounting, LINK Up Illinois shall determine whether unused grant monies shall be returned to LINK Up Illinois or shall be used by Program Partner in the 2017 Farmers Market season.

Program Partner staff agrees to provide names and email addresses (or alternatively, mailing addresses) of market managers within 30 days of the start of the markets, as well as a count of the number of vendors and farmers by market.

**Evaluation:** LINK Up Illinois requires that Program Partner staff complete a final narrative report using a standardized final narrative report form provided by LINK Up Illinois no later than 30 days following the end of the 2016 season of the Farmers Market, or by December 31, 2016, whichever is earlier. The final report should be five pages or less and will cover topics including: lessons learned from the program, and reaction from participating farmers and vendors.

**Budget:** The budget outlined below is the budget agreed upon by Program Partner and LINK Up Illinois. Reporting against this budget should be included in an end of year report.

<i>Line Item</i>	<i>Amount</i>
Permissible administration cost (personnel, program outreach, publicity, creation of SNAP redemption currency)	\$972.00
Incentive ("coupons" provided to clients)	\$3,890.00
TOTAL	\$4862.00

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**Acknowledgement:** As applicable, Program Partner shall post and distribute promotional materials bearing the LINK Up Illinois logo and other sources of granted funds, as described above, at the Farmers Market, and agrees to acknowledge LINK Up Illinois' grant in any public statements or publicity relating to the Double Value Coupon Program.

LINK Up Illinois understands that Program Partner will be seeking additional local and regional funding. We request information and confirmation of additional leveraged funds in support of your innovative programs to widen access to locally grown, raised and produced food products for EBT and other named federal and state nutrition benefit program clients.

This agreement shall remain in effect (1) throughout the market season or (2) so long as grant funds provided to Program Partner remain unexpended or (3) so long as Program Partner has not returned to LINK Up Illinois an amount equal to any grant funds it has misused.

Sincerely,

Connie Spreen  
Co-Founder / Executive Director  
Experimental Station

Accepted and Agreed by:

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

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## APPENDIX A

Market Name	City, State
Urbana's Market at the Square	Urbana, IL

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