

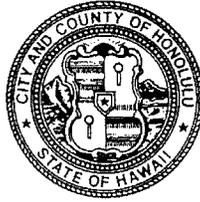
DEPARTMENT OF PARKS & RECREATION
CITY AND COUNTY OF HONOLULU

1000 Uluohia Street, Suite 309, Kapolei, Hawaii 96707
Phone: (808) 768-3003 • Fax: (808) 768-3053
Website: www.honolulu.gov

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KIRK CALDWELL
MAYOR



TONI P. ROBINSON
DIRECTOR DESIGNATE

JEANNE C. ISHIKAWA
DEPUTY DIRECTOR

December 31, 2013

Ms. Bernice K.N. Mau
City Clerk
530 South King Street, 2nd Floor
Honolulu, Hawaii 96813

Dear Ms. Mau:

SUBJECT: Certification of No Expenditure of City Funds for an Agreement Between the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) and the City and County of Honolulu, Department of Parks and Recreation (DPR), People's Open Market (POM) Regarding Operation of Multiple Farmers' Markets to Participate in the Supplemental Nutrition Assistance Program (SNAP)

This certification is issued pursuant to Section 1-8.2(c), Revised Ordinances of Honolulu to invoke the authorization of the City Council to execute an Agreement between the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) and the City and County of Honolulu, Department of Parks and Recreation (DPR), People's Open Market (POM) regarding operation of multiple farmers' markets to participate in the Supplemental Nutrition Assistance Program (SNAP). This certification confirms that no City funds will be expended for the implementation of the agreement between the City and the USDA, FNS, for SNAP.

Please feel free to speak with me at 768-3001, if you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "Toni P. Robinson". The signature is written in a cursive, flowing style.

Toni P. Robinson
Director

TPR:st

cc: The Honorable Ernest Y. Martin
and Councilmembers



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

Agreement Between: The United States Department of Agriculture's (USDA)
Food and Nutrition Service (FNS) and the City & County of Honolulu,
Department of Parks and Recreation, People's Open Market
Regarding Operation of Multiple Farmers' Markets

This agreement pertains to FNS' authorization and reauthorization of City & County of Honolulu, Department of Parks and Recreation, People's Open Market and farmers' markets operating under authority of City & County of Honolulu, Department of Parks and Recreation, People's Open Market to participate in the Supplemental Nutrition Assistance Program (SNAP). This agreement binds FNS; City & County of Honolulu, Department of Parks and Recreation, People's Open Market; and all City & County of Honolulu, Department of Parks and Recreation, People's Open Market approved for SNAP participation.

This agreement is effective when signed by principals of both parties. For FNS, principal is the Section Chief of Retail Operations Branch, Team One. For City & County of Honolulu, Department of Parks and Recreation, People's Open Market and its farmers' markets, the principal is Toni P. Robinson, Director, Department of Parks and Recreation City of Honolulu, Hawaii.

The parties named above agree to the following:

1. City & County of Honolulu, Department of Parks and Recreation, People's Open Market must complete an FNS Form 252 (see Attachment #1).
 - a. This document serves as the "master" application for City & County of Honolulu, Department of Parks and Recreation, People's Open Market and its SNAP-authorized farmers' markets.
 - b. By completing the FNS 252, Model City & County of Honolulu affirms its understanding and adherence to SNAP program requirements.
 - c. The responsible official(s) identified on the FNS 252 is accountable for program integrity issues at Model City & County of Honolulu and its SNAP-authorized farmers' markets.
2. City & County of Honolulu, Department of Parks and Recreation, People's Open Market will complete an Excel worksheet, based on FNS Form 252-C (see Attachment #2), which will include required data for all Model Neighborhood Program's farmers' markets seeking to participate in SNAP.
 - a. Inclusion of farmers' markets on the worksheet constitutes affirmation by City & County of Honolulu, Department of Parks and Recreation, People's Open Market that those markets meet eligibility requirements to participate in SNAP.
 - b. All programmatic requirements and penalties apply individually to each

farmers' market and City & County of Honolulu, Department of Parks and Recreation, People's Open Market.

- c. A violation of SNAP program requirements at *any* participating farmers' markets, or within City & County of Honolulu, and People's Open Market, *may* result in sanctions and/or corrective action on City & County of Honolulu, Department of Parks and Recreation, People's Open Market and/or *all* of its farmers' markets.

3. City & County of Honolulu, Department of Parks and Recreation, People's Open Market will submit the completed FNS Form 252 and worksheet to *Robin Masters* (312) 350-0034 or Robin.Masters@fns.usda.gov
4. FNS will inform City & County of Honolulu, Department of Parks and Recreation, People's Open Market of approval or denial of SNAP authorization for itself and its farmers' markets.
5. FNS will assign a SNAP authorization number to City & County of Honolulu, Department of Parks and Recreation, People's Open Market for each approved farmers' market.
6. City & County of Honolulu, Department of Parks and Recreation, People's Open Market must review and update the list of markets operating under its purview at least annually, by March 15th of each calendar year; and whenever it permanently (i.e., not seasonally) initiates or terminates SNAP participation for a farmers' market.

Signatures:

Toni P. Robinson, Director
With authority to act on behalf of:
The City & County of Honolulu
Department of Parks & Recreation
People's Open Market
1000 Uluohia Street, Suite 309
Kapolei, Hawaii 96707

Kent Wells, Section Chief
USDA, Food & Nutrition Service
77 W. Jackson Blvd., 20th Floor
Chicago, Illinois 60604

Date:

Date:

Approved as to form and legality:

Dawn D. M. Spurlin, Deputy Corporation Counsel
Department of the Corporation Counsel