

# Double Up Oklahoma

## FARMERS MARKET CONTRACT 2026

3/16/2026

Noble Farm Market  
Charles Hamilton  
210 James Garner Ave  
Norman, OK 73069  
chamilton@clevelandcountyok.com  
405-366-0674

Contract Reference Number: HFOK-260107-37  
EIN: 76-6006354  
Farmers Market/s: Noble Farm Market

Dear Noble Farm Market

HUNGER FREE OKLAHOMA, INC, hereafter referred to as "Hunger Free Oklahoma", is pleased to contract in the amount of \$500 to the Noble Farm Market, for the *Double Up Oklahoma Program*.

Noble Farm Market, hereafter called "the Contractor Organization," will receive funds, hereafter referred to as "Contract Funds", from Hunger Free Oklahoma for the Double Up Oklahoma program, hereafter called "the Program" at the Noble Farm Market, hereafter called "the Market".

**Contractor Organization:**  
Noble Farm Market

**Market Cycle:**  
Seasonal

**Contract Number:**  
HFOK-260107-37

**Contract Period Start Date:**  
Sunday, March 1, 2026

**Contract Period End Date:**  
Thursday, December 31,  
2026

**Funds Disbursement Method:**  
No disbursement will be made; Market to bill monthly for actual DUO redeemed

**Contract Funds Amount:**  
\$500

**Initial Disbursement:**  
\$0

**New Tokens Disbursed:**  
500

# Contract Terms and Conditions

## I. Use and Handling of Contract Funds

- A. Contract Funds are to be used by the Contractor Organization to reimburse eligible, participating produce vendors at the Farmers Market for Double Up Oklahoma Incentives spent by customers at their stalls at the Market in exchange for eligible products.
- B. Products eligible for Double Up Oklahoma Incentive redemption include: fruits and vegetables, including fresh, frozen, dried, and canned fruits and vegetables without additives (sugar, sodium, oil, and fat), plants and seeds that produce food, fresh and dried herbs and herb plants, and mushrooms. Nuts are not eligible. Dried herbs used for teas are not eligible.
- C. Double Up Oklahoma tokens, discounts, scrip, and other approved substitutes for Incentive tender can be used as currency proxy for Incentive distribution and redemption at the Market, hereafter called "the Incentive." Grocery store DUO incentive coupons or loyalty cards may not be accepted at farmers markets.
- D. Altering Double Up Oklahoma tokens is strictly prohibited.
- E. Contract Funds should not be used to reimburse a participating vendor if that vendor provided a customer with ineligible products in exchange for incentives.
- F. Contract Funds may only be used to reimburse a vendor who is participating in the Double Up Oklahoma Program and has signed a Vendor Agreement.
- G. In some cases, a percentage of the Contract Funds may be released to the Contractor Organization at the beginning of this contract. These funds will be referred to as "Disbursement Funds." Any portion of the Disbursement Funds not used within the Contract period or not used for the purposes stated above must be returned to Hunger Free Oklahoma within one month of when both the Contractor Organization and Hunger Free Oklahoma have agreed upon a reconciliation statement, unless the Contractor Organization receives express written consent from Hunger Free Oklahoma.
- H. Contract Funds shall be kept separately on the Contractor Organization's books of account as Contract funds from Hunger Free Oklahoma; and accurate records of the funds received, and expenses incurred under the Contract should be kept in accordance with generally accepted accounting principles.
- I. Financial and program-based records related to the Contract will be retained for at least seven years after the completion of the Contractor Organization's use of the Contract funds.
- J. Hunger Free Oklahoma, at its request, shall have reasonable access to the Contractor 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 Contract.
- K. No part of the Contract Funds may be used to carry on propaganda, or otherwise attempt to influence legislation or to influence or to participate in or to intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
- L. This agreement becomes null and void, and Contract Funds must be returned if the terms and conditions of the Contract are not met by the Contractor Organization.
- M. The Contractor Organization should have the correct number of Incentive tokens at the end of the Contract period based on reporting provided. The calculation used to determine the number of Incentive tokens which the Contractor Organization should have on hand at the end of the

season is: the number of tokens on-hand at the start of the season, plus any additional tokens received from HFO throughout the season (based on the contract amount), minus the number of tokens distributed to customers, plus the number of tokens redeemed by vendors. In the instance that the Contractor Organization does not have the correct number of Incentive tokens at the end of the season, the records of the Contractor Organization may be under review. Hunger Free Oklahoma may, at its discretion, waive any financial penalty if there is a small margin of error (a variance equal to or less than 5%) with the reconciliation of Incentive tokens.

1. In the event of a token shortage, the Contractor Organization may be penalized at a cost equal to the replacement value of the token shortage.
2. In the event of a token overage, the Contractor Organization will be penalized at a cost equal to the cash value of the token overage. This can happen in two ways:
  - i. If the Contractor Organization does not finalize a new contract with Hunger Free Oklahoma, Contract Funds must be returned to Hunger Free Oklahoma within one month of when both the Contractor Organization and Hunger Free Oklahoma have agreed upon a reconciliation statement.
  - ii. If the Contractor Organization finalizes a new contract with Hunger Free Oklahoma, Contract Funds will be subtracted from the current contract's rollover amount.

## **II. Program Guidelines and Standards**

The Contractor Organization is responsible for ensuring Hunger Free Oklahoma Program guidelines are followed at the Market and agrees to administer the Program as directed by Hunger Free Oklahoma. The Contractor Organization will:

- A. Notify Hunger Free Oklahoma immediately if and when any organization changes are made, including market locations, fiduciary updates, FNS updates, personnel changes.
- B. Vendor Education**
  1. Provide Program information to all vendors at the Market, including those vendors who sell eligible products and those who do not sell eligible products.
  2. Emphasize that Double Up incentives can only be accepted for produce that has been grown in Oklahoma or within 100 miles of Market location (including AR, KS, MO, TX.)
  3. Distribute a Double Up Oklahoma sign to each participating vendor and ensure the signs are visibly posted for customers during the Market's hours of operation.
  4. Communicate a defined process and schedule for Double Up Oklahoma Incentive redemption and reimbursement with participating vendors at the Market.
- C. Incentive Redemption and Reimbursement to Vendors for Incentives**
  1. Make reimbursement payments to participating vendors for the cash value of the Incentive redeemed at the Market for eligible product within two weeks, or other agreed upon timeline per market vendor agreement, of when the sales are properly reported by the vendor to the market.
  2. Prior to reimbursement, the Market must have a signed Double Up Oklahoma Vendor Agreement on file for each vendor for each year of this Contract. The Contractor

Organization must provide a copy of this Agreement to Hunger Free Oklahoma when the agreement is signed.

3. To determine the cash value of Double Up Oklahoma redeemed by participating vendors, the Contractor Organization must:
  - i. *If the Market accepts Supplemental Nutrition Assistance Program ("SNAP") payments using an electronic model, monitor all electronic reports.*
  - ii. *If the Market accepts SNAP via a token-based system, collect Incentive tokens from participating vendors and maintain and submit to Hunger Free Oklahoma written records of Incentive tokens redeemed by participating vendors using a form provided by Hunger Free Oklahoma or a similar form with Hunger Free Oklahoma's permission. Records must indicate the name of the vendor who redeemed the token, the date of redemption, the dollar value of token submitted and the Market name.*
4. *In seasonal markets, the last day for vendors to accept Incentive in exchange for eligible product is the Market's closing day, and the last day for the Contractor Organization to reimburse vendors for redeemed Incentive is one month after the Market's closing day.*

#### **D. Incentive Distribution to Customer**

- A. The Contractor Organization will oversee Incentive distribution to customers using SNAP at the Market.
- B. A customer at the Market will receive a value of Incentive token equal to the amount of SNAP dollars spent, up to \$20 per market day.
  1. *If SNAP benefits are accepted using an electronic model by each vendor, the Contractor Organization will monitor vendors' SNAP and Incentive transactions to ensure SNAP sales are always greater than or equal to Incentive credits awarded.*
  2. *If SNAP benefits are accepted at a central terminal and distributed via a token-based system, the Contractor Organization will maintain records of daily distribution of tokens using a standardized report form provided by Hunger Free Oklahoma or a similar form with Hunger Free Oklahoma permission. This form must provide a record of each SNAP transaction and Incentive distribution.*
- C. *In seasonal markets, the last day to distribute the Incentive to customers is the last day of the Market's season.*

### **III. Record-Keeping and Reporting**

#### **A. Monthly Transaction Report**

The contractor organization will submit monthly totals, through a process defined by Hunger Free Oklahoma, by the 2<sup>nd</sup> Monday of the month following the reporting period. Reported information is final upon submission and will be used to reconcile incentive funds. Reported information might include but is not limited to:

1. Cash value of SNAP tokens issued at the Market Booth.
2. Cash value of DUO tokens issued at the Market Booth.

3. Cash value of SNAP redeemed by SNAP participants at participating SNAP/DUO vendors.
4. Cash value of DUO Incentives redeemed by SNAP participants at participating DUO vendors.
5. Number of SNAP transactions
6. Number of DUO transactions
7. Number of unique SNAP customers
8. Number of unique DUO customers
9. *If SNAP benefits are accepted at a central terminal and distributed via a token-based system, number of new customers as indicated by the number of SNAP customers who respond yes to the question "Is this your first time using your EBT card at this market?"*
10. Attachment of backup documentation including Customer Transaction Records, Vendor Payment Records, and Batch EBT receipts
11. Hunger Free Oklahoma may consider requests to adjust reports made by the Contractor Organization within one month of submission.

#### **B. Annual Report**

The contractor organizations will submit a report to Hunger Free Oklahoma for USDA GusNIP reporting purposes by September 30<sup>th</sup> annually, through a process defined by Hunger Free Oklahoma. Reported information is final upon submission and will be used for official record keeping by USDA NIFA.

#### **C. Record Keeping**

The Contractor Organization will maintain and keep on file the following records and provide a copy to Hunger Free Oklahoma upon request:

1. Customer Transaction Records for each market day when SNAP benefits are accepted at a central terminal and distributed via a token-based system.
2. Verification of SNAP sales. Hunger Free Oklahoma may request third party verification of monthly SNAP sales as demonstrated by either:
  - i. Copy of a daily batch report from the Market's point-of-sale device for each market day
  - ii. Monthly statement from EBT merchant processor
3. Report from a SNAP processing application.
4. Vendor Records indicating the cash value of Incentives redeemed by each vendor each market day. Excel or spreadsheet document with required elements of Vendor Record Sheet is allowable.
5. Signed Vendor Agreement for all vendors participating in the Double Up Oklahoma program.

#### **D. Vendor Reimbursement Records**

The Contractor Organization must maintain and provide records of reimbursement payments made to participating vendors for Incentives redeemed as demonstrated by either:

1. Completed payment record column on Vendor Record Sheet provided by Hunger Free Oklahoma with date, check number, and total dollar value of check. Hunger Free Oklahoma only requires payment record for Incentive reimbursements. The Vendor Record sheet must indicate the portion allocated to each market currency if the Contractor Organization includes multiple market currencies (e.g., SNAP, Senior Farmers Market Nutrition Program, WIC Farmers Market Nutrition Program, credit/debit) in a single reimbursement payment.
2. Report from the Organization’s accounting software verifying each Incentive reimbursement payment made to vendors, aligned with Incentive redemption documentation.
3. If the Contractor Organization makes cash reimbursement payments for Incentive redemption by vendors, the Contractor Organization must be able to verify to Hunger Free Oklahoma that these payments were made by providing a receipt to each vendor or obtaining vendor’s signature at time of reimbursement.
4. With Hunger Free Oklahoma’s permission, alternative forms of documentation may be acceptable.

**IV. Evaluation**

- A. The Contractor Organization shall coordinate with Hunger Free OK to allow Hunger Free OK staff, and/or its independent evaluation firm, to distribute a questionnaire to customers at point of sale. The primary form of survey will be digital. However, paper copies will be available as back up and the Contractor Organization will return completed surveys within one month of collection. Postage charges will be reimbursable.
- B. The Contractor Organization will survey market vendors including DUO eligible vendors and DUO ineligible vendors once per year with a survey provided by Hunger Free Oklahoma.
- C. The Contractor Organization will complete a year-end market manager evaluation survey.
- D. The Contractor Organization will allow for additional evaluation methods at the Market as requested by Hunger Free Oklahoma, an independent evaluation firm, or the United States Department of Agriculture (USDA).

**V. Trademark**

- A. Fair Food Network owns the trademarked name “Double Up” and the apple/carrot logo. As a Contractor of the Program, the Contractor Organization may use, on a non-exclusive basis, the licensed mark in Market promotional materials for the duration of the Contract period.

**VI. Report Schedule**

Report Name	Due Date	Report Format
Monthly Transaction Report	Second Monday of each month	Smartsheet Form

Vendor Reimbursement Records, Customer Transaction Reports, batch EBT summaries	Monthly, as an attachment to Monthly Transaction Report	Digital and Hard Copy
Customer and Vendor Surveys	Annually, May 1 – August 31	Onsite evaluation conducted by Hunger Free Oklahoma Staff
Market Manager Survey	Annually, December	Digital
Annual Report	Annually, September	Smartsheet Form

**VII. Disbursement of Funds**

Hunger Free Oklahoma will disburse funds following the receipt of counter-signed contract, an invoice, a W-9, and any other documentation requested from the Contractor Organization, and confirmation of completion of required training.

Unless otherwise requested and agreed upon by both parties, Contract Funds will be dispersed in monthly reimbursement payments. To be eligible for monthly reimbursement payment, the Contractor Organization shall submit an invoice along with all required complete and accurate reports by the 2<sup>nd</sup> Monday of the following month. Hunger Free Oklahoma will process invoices and disburse Contract Funds for the cash value of incentives redeemed by customers at the Market the previous month. Invoices will be processed on the Monday following submission to Hunger Free Oklahoma.

At the end of the season a collective funding review by both parties will determine necessary reconciliation. Contractor Organizations will either be reimbursed for outstanding incentive redemptions or return excess Contract Funds.

**VIII. Violation of Agreement**

If Contractor Organization violates any of its duties, as described herein, Hunger Free Oklahoma could require a refund from Contractor Organization of part of the Contract that relates to or is impacted by the breach by the Contractor Organization. Hunger Free Oklahoma reserves the right to discontinue, modify, or withhold any payment due under the Contract, to require repayment of expended Contract funds, or a refund of unexpended Contract 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 Contract. If any of the conditions of the Contract are violated by Contractor Organization, in addition to requiring a refund of the amount giving rise to the violation, Hunger Free Oklahoma will have no further obligation to continue to fund the Contract.

The foregoing conditions comply with Hunger Free Oklahoma’s obligation under U.S. law to make reasonable efforts and establish adequate procedures to see that the Contract funds are spent solely for the purposes for which they have been contracted and to obtain full and complete records on how the Contract funds have been expended. Changes in the U.S. laws or regulations may require Hunger Free Oklahoma to ask that more detailed reports be submitted, or other steps be taken. Hunger Free Oklahoma will inform the Contractor Organization of any such changes. If the Contractor Organization accepts the above stated conditions, please have a duly authorized representative of the Contractor Organization sign below and make a copy for the Organization’s files. Electronic signatures are acceptable.

Contractor Organization represents that neither it nor any of its principals has been debarred, suspended, or determined ineligible to participate in federal assistance awards or contracts as defined in regulations implementing Office of Management and Budget Guidelines on Government-wide Debarment and Suspension (Nonprocurement) in Executive Order 12549. Contractor Organization further agrees that it will notify Hunger Free Oklahoma immediately if it or any of its principals is placed on the list of parties excluded from federal procurement or Nonprocurement programs available at [www.sam.gov](http://www.sam.gov).

**IX. Termination**

Either party may terminate this Agreement at any time with or without causes by giving the other party thirty (30) days advance written notice of such termination. In the event of such termination, Hunger Free Oklahoma will instruct the firm with all necessary reporting and other requirements to end the partnership.

**X. Signatures**

Contractor Organization acknowledges that the electronic signature has the same legal force and effect as a written or manual signature.

76-6006354  
(Market EIN)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name, Title)

\_\_\_\_\_  
(Date)



\_\_\_\_\_  
(Signature of Authorized Representative for Hunger Free Oklahoma)

Chris Bernard, President/CEO  
(Printed Name)

3/16/2026  
(Date)

Save a copy of the signed contract and email, along with a copy of a current W9, and an invoice for an initial disbursement if approved. Email to:

DoubleUpOK@HungerFreeOKk.org | Subject: Signed agreement for Double Up Oklahoma

**March 16, 2026**

United States Department of Agriculture  
Food and Nutrition Services

To Whom it May Concern:

Please find the GusNIP Grantee-Firm MOU attached.

GusNIP grantee: Hunger Free Oklahoma  
GusNIP award number: **Award No. 2022-70415-41628**  
Firm: **Noble Farm Market**  
Firm FNS number: **0998651**

Sincerely,

**Richard Comeau**  
GusNIP Project Director

## Memorandum of Understanding

This Memorandum of Understanding is entered into on **March 16, 2026** by **Hunger Free Oklahoma (HFO)** herein referred to as “the Grantee”, and **Noble Farm Market** herein referred to as “the Firm”, to ensure compliance with USDA FNS rules for the purpose of participation in a GusNIP grant project.

### I.) Firm Contact Information

- A. *Firm Name:* **Noble Farm Market**
- B. *Street Address:* **304 S Main St, Noble, OK 73068**
- C. *Mailing Address:* **210 James Garner Ave, Norman, OK 73069**
- D. *Firm FNS number:* **0998651**
- E. *Firm hours and days of operation:* **Saturdays 8am-1pm**

### II.) GusNIP Grant Project Participation

- A. *Time period:* The Firm’s participation in **HFO’s** GusNIP grant project will occur during a time period defined as beginning **March 16, 2026**, and ending on **August 31, 2026**.
- B. *Incentives offered at firm:* customers of the Firm who participate in the federal Supplemental Nutrition Assistance Program (SNAP) will be eligible to use SNAP to purchase **qualifying SNAP-eligible products** and will receive a **\$1 for \$1 incentive match up to \$20 per day** to spend on **eligible produce**.
- C. *Other waivers:* **No additional waivers requested or pending at this time.**
- D. *Data collection:* the Firm will provide the Grantee with all incentive transaction-related data necessary for a robust evaluation of the GusNIP grant project with the mutual understanding that this data will be furnished to USDA NIFA, FNS, and GusNIP evaluators. These data include:

#### *Site and Project Information*

- Management or organizational structure of the program
- Financial instrument used for SNAP and incentive purchases (tokens, scrip, electronic, etc.)
- Retail or market locations, mobile routes, or other pertinent information to understand how the project improves access to healthy food for underserved, low-income consumers
- Months of operation and operating days and hours
- Whether it is a new SNAP incentive program or the continuation, expansion, or modification of an existing program
- Whether program sites accept other nutrition assistance program benefits
- Whether program sites collaborate with nutrition education programs or offer other experiential nutrition education activities
- Expenses associated with establishment and operations of the program

### *Incentive Program Information*

- Fruit and vegetable products eligible for incentives
- Incentive level (ratio and maximum)
- Incentive delivery mechanism
- Dollar value of SNAP purchases (per site/per year)
- Number of SNAP transactions (per site/per year)
- Dollar value of incentives issued (per site/per year)
- Dollar value of incentives redeemed (per site/per year)
- Average incentive value redeemed per recipient (weekly/monthly/annually)

A. *Firm Regulations:* The Firm will follow all relevant GusNIP and SNAP rules including, but not limited to, the following:

- The Firm will only accept incentives for GusNIP qualifying fruits or vegetables;
- The Firm will never accept incentives for ineligible products (i.e., non-food, alcohol, tobacco, or hot food products);
- The Firm will never exchange incentives for cash (i.e., trafficking);
- The Firm will never provide cash or SNAP EBT change for incentives;
- The Firm will never provide cash or SNAP EBT refunds for incentives;
- The Firm will never accept incentives from individuals known not to be legally entitled to possess incentives;
- The Firm will never accept incentives to pay credit accounts; and,
- The Firm will never knowingly provide false information of a substantive nature regarding their participation in the grant project.

The Firm acknowledges that failure to abide by GusNIP and SNAP rules, at any firm location, may result in SNAP disqualification, civil money penalties, and/or criminal penalties.

B. *Grantee Regulations:* The Grantee acknowledges that failure of the Grantee to abide by GusNIP grant program rules may result in rescission, in whole or in part, of grant funds.

C. *Grantee Responsibility for Firm:* The Grantee acknowledges that they are responsible for overseeing firms participating in their grant project to ensure that SNAP and GusNIP rules are followed; and that they will be held responsible for instances of noncompliance that occur at any of their participating firms.

### III.) Confidentiality Obligations

- A. As used in this Memorandum of Understanding, the term “Confidential Information” means all information furnished to the Grantee by or on behalf of the Firm, whether in written, recorded, electronic, oral or other form, including, but not limited to, accounting, financial, operational, engineering, manufacturing, marketing, sales, pricing, performance, and other business information, proprietary information, trade secrets, inventions, formulas, works of authorship, know how, improvements, designs, patents and copyrights and all applications and documents regarding the same, software, product information, research, processes, designs, customer lists,

vendor lists, employee and consultant information, invoices, volume of business information, methods and systems, plans, analyses, compilations, and other operational documents and information. "Confidential Information" does not include information that is or becomes available to the public other than as a result of an unauthorized disclosure by Grantee or its representatives.

- A. In consideration of the Grantee receiving Confidential Information, Grantee will: (a) use the Confidential Information solely for the purpose of the Firm's participation in a GusNIP grant project (the "Authorized Use"); (b) not, without the prior written consent of the Firm, disclose the Confidential Information to any person other than its representatives who need to know the Confidential Information in connection with the Authorized Use; (c) advise its representatives to which the Confidential Information is disclosed of the confidentiality obligations in this Agreement; (d) be responsible for any breach of this Agreement by any of its representatives, including any representatives who after the disclosure of Confidential Information cease to be its representatives; and (e) take reasonable measures to prevent the unauthorized disclosure and misuse of the Confidential Information.

The Grantee and the Firm hereby acknowledge the above regulations and agreements and commit to uphold them throughout the duration of the GusNIP grant program, or until this agreement is superseded by a future memorandum of understanding to ensure continued compliance with USDA FNS guidelines.

Hunger Free Oklahoma

Noble Farm Market, "Firm"



By: \_\_\_\_\_  
**Chris Bernard, President/CEO**  
Hunger Free Oklahoma

By: \_\_\_\_\_  
**Charles Hamilton**  
Noble Farm Market

Date: 3/16/2026

Date: \_\_\_\_\_