

## Exhibit A



# GLOBAL PHILANTHROPY PARTNERSHIP

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Mr. Michael Armstrong  
 Senior Sustainability Manager  
 Bureau of Planning and Sustainability  
 1900 SW 4th Ave, Suite 7100  
 Portland, OR 97201

March 29, 2012

Dear Michael:

Global Philanthropy Partnership is pleased to proceed with a USDN Innovation Opportunity Fund grant for \$18,400 to Baltimore, Boston, Los Angeles, Louisville, Minneapolis, Portland, San Francisco, Seattle and Vancouver to research and organize current practices in cities for structuring food systems infrastructure, including municipal functions, to assist cities interested in building their own programs, and to advance the creation of a peer-to-peer network of municipal food system managers to share best practices, advocate for common issues, and facilitate professional development.

The products of the grant will include:

- A scan of bureaucratic structure and organizational design options for municipal food programs, as well as their primary focus areas, based upon interviews of 9 city food policy programs with dedicated staff. The scan will include:
  - Reporting structure and relationship to other departments, elected officials, interdepartmental staff teams, food policy councils, and other community advisory groups.
  - Impetus for program establishing, policy documents that reinforce its mission and institutionalize food system work in city infrastructure and planning.
  - Number of staff positions and position descriptions and funding sources.
  - Missions and work plans, including areas of focus, metrics to track program success with sources of data.
- A blueprint for an ongoing peer-to-peer network to foster continued dialogue, research, advocacy, and professional advancement in the nascent field of urban food policy and programs, including potential funding sources.
- A final report that outlines:
  - Organizational design options for municipal food programs, including models for institutionalizing the work and potential areas of focus.
  - Best practices and case studies that draw lessons from experiences of municipal food programs across the nation.
  - A blueprint for a peer-to-peer network that fosters professional growth, provides assistance to nascent programs, and establishes easy avenues for collaboration among municipal food programs. Potential funding sources will also be addressed.

**USDN Urban Sustainability Directors Network**

The grant funding must support completion of the activities in your grant proposal.

Here are the terms of the grant:

- The grant funds cannot be used for lobbying.
- The grant funds must be expended per the proposed budget.
- The project must be a collaboration with Baltimore, Boston, Los Angeles, Louisville, Minneapolis, Portland, San Francisco, Seattle and Vancouver, but can include other cities.
- The participating cities must be active in shaping and implementing the project.
- The grant products described above will be delivered by the end of September 2012.
- Steve Cohen, Manager, Food Policy and Programs, City of Portland will provide project management and coordination with oversight from Michael Armstrong.
- The project manager will provide a final report on expenditures of the funds compared to the budget.
- The participating cities will consult with participants in the food sector and economic development grant (San Francisco, Vancouver, Seattle, Portland and Minneapolis) before beginning research or interviews to coordinate to the degree possible.
- The participating cities will share their products with USDN members and create a 2 to 3 page lessons learned document to share with all USDN members at the end of the grant term.
- The participating cities will participate in an annual debriefing call with Innovation Network for Communities.

Please sign this letter indicating that you agree with the terms. Once Global Philanthropy Partnership receives your signed letter, we will disburse the grant funds.

Sincerely,



April K. Donnellan  
Executive Director

## Acceptance of Grant Terms

The City of Portland accepts the grant conditions of this letter.

Name: Sam Adams

Title: Mayor, City of Portland

Signature:

How the Check Should Be Issued: City of Portland

Tax ID Number: 93-6002236

Project Manager (name and e-mail): Michael Armstrong, michael.armstrong@portlandoregon.gov

APPROVED AS TO FORM

James H. Van Dyke  
CITY ATTORNEY 4/30/12