

## TRACKS FY 2011 RFP

### MEMORANDUM OF UNDERSTANDING INSTRUCTIONS

#### **General Information:**

FNS requires that every site where SNAP-Ed programming be covered by a Memorandum of Understanding (MOU) between the SNAP-Ed partner and school, school district, agency or organization that owns or operates the site. An MOU is not required for sites owned or operated by the SNAP-Ed partner. In addition, MOU are not required for County Assistance Offices where programming is proposed. A state-level or region-level agreement may be submitted for projects where a state or region-level agency exists.

Partners are encouraged to execute MOU at the highest level possible within the entity that owns or operates the proposed programming site. For example, an MOU with a school district that covers all participating schools is preferable to several MOU with each individual school building. However MOU at the local or building level are acceptable. **If an MOU covers more than one location, each site must be identified separately with address information.**

A generic template for a Memorandum of Understanding (MOU) is provided. Duties and responsibilities of each party, as they relate to the provision of SNAP-Ed, must be clearly defined. Please state responsibilities in clear, simple language. Be specific about any financial or other resource obligations of each party and include dates of when the actions are to be taken or completed. For examples of appropriate language, please refer to the Sample MOU available from the FY 2011 RFP web page. A third party with no other knowledge of the project must be able to easily read and understand the MOU. Applicants may use this template or create an MOU that meets the same requirements.

#### **Detailed Instructions:**

- Data can be entered only in the form fields; these are the shaded areas of the form.
- Default text is contained in each field to assist applicants in completing the form quickly and easily. Replace the default text with actual text after reviewing each instruction.
- Use the TAB key to move most efficiently to the next field; use shift-TAB to move to the previous field. If using the TAB key to move to the next field, the default text will be highlighted and will disappear when actual text is typed into the field.
- After a shortened name for each party is entered in the first paragraph, those names will automatically appear throughout the document. If the names need to be changed, edit the first paragraph and changes will be reflected throughout. To view the shortened name in the page header, click on the *Print Preview* button or select *File-Print Preview* from the main menu.
- The form may be saved before completion and returned to later for final editing.
- When the form is complete, print it out and obtain original handwritten signatures where indicated.
- Scan the form and submit the PDF document with your proposal. *Signed original paper copies do not need to be submitted to the ME. Please keep the paper copies for your files.*
- Prepare and submit a separate PDF document for each MOU.

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### **Creating the MOU Reference Code:**

- Each site included on the Exclusivity Waiver form must list an MOU reference code to allow the ME to efficiently verify that all planned programming sites are covered under MOU.
- Start the reference code for each MOU with a three letter abbreviation for your partner name. For current FY 10 partners, assign the three letter name abbreviation that is already assigned in STAR as the first three letters of your MOU reference code. Please contact the ME if you do not know your three letter name abbreviation from STAR. The ME will assign a three letter name abbreviation for new applicants after receiving the fully completed intent to apply form.
- The three letter partner abbreviation should be followed by a unique identifier for the specific school, school district, agency or organization executed by the MOU. Applicants may assign up to five characters for the unique site identifier. Numbers may also be used in the site identifier if needed.
- Please separate the partner name abbreviation from the unique site identifier with a dash. Do not include spaces between the dash and the identifiers. For example, if The Health Matters Council plans to deliver programming at schools in the Hancock School District, a suitable reference code for this MOU might be “HMC-HSD.” That code would then appear on the Exclusivity Waiver for every school building in that district where programming is planned.
- Partners who have followed these instructions for creating MOU reference codes in FY 10 can retain codes previously created.