

MOU Reference Code

ABC-XYZ SC

MEMORANDUM OF UNDERSTANDING (MOU)

between

Party A: ABC Community Services

and

Party B: XYZ Senior Center
56 Pleasant Street
Richland, PA 15044

This is an agreement between Party A, hereinafter called ABC and Party B, hereinafter called XYZ .

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to delivering SNAP-Ed to clients at the XYZ.

II. SNAP-Ed LOCATIONS

SNAP-Ed activities described herein will occur at the sites below. (NOTE: Sites listed here must also appear, with address and eligibility criteria, on the TRACKS Exclusivity Waiver).

- XYZ Senior Center, 56 Pleasant Street, Richland, PA 15044

III. BACKGROUND

- A. ABC is: A non-profit organization committed to educating low income Pennsylvanians about healthful food choices.
- B. XYZ is: A senior center providing programs and services to the senior population in the greater Richland area

IV. RESPONSIBILITIES UNDER THIS MOU

A. ABC shall:

- Provide approved curricula and materials to be used by staff for the purpose of providing SNAP-Ed, if needed
- Share updated nutrition information with staff
- Support staff in their delivery of SNAP-Ed
- Review comments and feedback from staff

B. XYZ shall:

- Promote SNAP-Ed efforts to their clients
- Support staff in integrating nutrition education into the into the schedule of senior center events and programs
- Allow staff to document time spent on approved SNAP-Ed activities
- Provide documentation of staff salaries for the purpose of calculating in-kind match
- Provide documentation on funding sources for staff salaries to determine the allowability of those sources for in-kind match

V. TERMS OF AGREEMENT

With mutual consent, either party may modify the terms of this agreement. Either party may void this Agreement for any reason with 60 days notice.

VI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

VII. OTHER TERMS & CONDITIONS

Not applicable.

VIII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of authorized officials of ABC and North End. It shall be in force from October 1, 2010 to September 30, 2012. Both parties indicate agreement with this MOU by their signatures.

For ABC:

For XYZ:

Signature

Fred Flagstone
Printed Name

Director
Title

3/6/09
Date

Signature

Betty Bop
Printed Name

Senior Center Director
Title

3/4/09
Date