

MEMORANDUM OF UNDERSTANDING (MOU)

between

Party A: ABC Community Services

and

Party B: XYZ Public Housing
14 Fordham Boulevard
Sewickley, PA 15143

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 residents of housing units managed by 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).

- Harrison Acres, 96 Peach Pike, Sewickley, PA 15143
- Bucknell Towers, 670 Pennsylvania Ave., Coraopolis, PA 15108

III. BACKGROUND

- A. ABC is: A non-profit organization committed to educating low income Pennsylvanians about healthful food choices.
- B. XYZ is: a local housing authority that provides low income housing to eligible audiences.

IV. RESPONSIBILITIES UNDER THIS MOU

- A. ABC shall:
 - Deliver nutrition education to residents of the programming sites identified above
- B. XYZ shall:
 - Allow ABC staff access to XYZ properties for the purpose of

delivering SNAP-Ed programming or materials

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. CONFIDENTIALITY

As a partner with Pennsylvania Nutrition Education TRACKS and/or ABC Community Services, I understand that some of my work may involve access to information/records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of SNAP-Ed participants and to follow the rules of confidentiality as required by Pennsylvania Nutrition Education TRACKS and/or ABC Community Services, the Pennsylvania Department of Public Welfare and Federal regulations at 7CFR 272.1(c) to protect privacy and to act in a professional manner.

VIII. OTHER TERMS & CONDITIONS

Not applicable.

IX. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of authorized officials of ABC and XYZ. It shall be in force from October 1, 2012 to September 30, 2013.

Both parties indicate agreement with this MOU by their signatures.

For ABC:

For XYZ:

Fred Flagstone
Signature

Betty Bop
Signature

Fred Flagstone
Printed Name

Betty Bop
Printed Name

Director
Title

Operations Manager
Title

3/6/12
Date

3/4/12
Date