

# Memorandum of Understanding Instructions

## FY 2013 Request for Partners

### General Information

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

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 one MOU covers more than one location, each site must be identified separately with address information.**

A generic Memorandum of Understanding (MOU) template is provided; Applicants may use this template or create an MOU that meets the same requirements. Duties and responsibilities of each party, as they related to SNAP-Ed provision, must be clearly defined in simple language. Be specific about any financial or other resource obligations of each party and include dates of when actions are to be taken or completed. For examples of appropriate language, refer to the [Sample MOU](#). A third party with no other knowledge of the project must be able to easily read and understand the MOU.

### Instructions

*Submit all MOU effective during FY2013 with your proposal. This includes resubmitting 2-year MOU originally submitted with the FY2012 proposal.*

- Data can be entered only in 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 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.
- You may submit either a one or a two-year MOU. Ensure the appropriate end date is used in section IX. Effective Date and Signature.
- The form may be saved before completion and returned to later for editing.
- When the form is complete, print 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.

## **Memorandum of Understanding Instructions FY 2013 Request for Partners**

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

*Returning Partners who have followed these instructions for creating MOU reference codes can retain codes previously created. Make sure the Reference Code for each MOU matches the MOU Code assigned to the corresponding programming site(s) in STARtracks.*

- Each site included on the Exclusivity Waiver form should list an MOU reference code to allow verification 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 FY12 partners, use the three-letter abbreviation that is already assigned in STARtracks as the first three letters of your MOU reference code. Contact the ME if you do not know the three-letter abbreviation from STARtracks. The ME will assign a three-letter abbreviation for new applicants after receiving their intent to apply.
- The three-letter abbreviation should be followed by a unique identifier for the 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, if needed.
- Please separate the partner 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 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.