

INSTRUCTIONS FOR MOU OR MOA COMPLETION

The following is an example of a generic template for Memorandums of Understanding (MOU). Please note that other sections may need to be added depending on the nature of the agreement and the parties involved. Duties and responsibilities of each party as they relate to the provision of Supplemental Nutrition Assistance Program, Nutrition Education (SNAP-Ed) should be clearly defined.

Please state what is to be done or what is expected in plain, 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. A third party with no other knowledge of the project should be able to easily read and understand the MOU.

Fillable templates are available on the website for both the MOU and MOA. Please verify the title of the appropriate form before completion.

An example of an MOU is also available on line for your review.

MEMORANDUM OF UNDERSTANDING (MOU) *or* MEMORANDUM OF AGREEMENT (MOA)

between

_____ *[insert name of Party A](Contributing Partner)*

and

_____ *[insert name of Party B] (Supporting Partner)*

This is an agreement between “Party A”, hereinafter called _____ and

“Party B”, hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to....

Include the Key Educational Messages from the LIA application in this section and be sure to reference the target population i.e., SNAP participants.

Examples of descriptive terms include: enhance, increase, reduce costs and/or establish.

II. BACKGROUND

Brief description of agencies involved in the MOU with mention of any current/historical ties to FSP nutrition education.

III. [PARTY A] RESPONSIBILITIES UNDER THIS MOU

[Party A] shall undertake the following activities:

Examples of descriptive terms include: Develop, Deliver, Provide, Train, and Evaluate

IV. [PARTY B] RESPONSIBILITIES UNDER THIS MOU

[Party B] shall undertake the following activities:

Examples of descriptive terms include: Deliver, Support, Provide, Comply, Train, and Maintain records

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

Discuss any contingencies or modifications to this understanding/agreement and terms to terminate.

VI. FUNDING

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

- Approximately \$_____ is being leveraged from _____ (Party B) for the _____ (Party A) State Match budget.
- None of the funds used in this MOU are federal funds or funds being used to match other federal funds.
- No portion of the proposed Local Share funds is being counted more than once, or for another LIA Contract.
- _____ (Party B) will provide documentation as requested by _____ (Party A.)

(FOR MOA'S ONLY)

- *Program activities do not supplant existing nutrition education programs, and where operating in conjunction with existing programs, enhance and supplement them. This applies to all activities and costs under both Federal and State budget shares.*

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2____ to September 30, 2____. Parties A and B indicate agreement with this MOU by their signatures.

(Dates must not exceed three years)

Signatures and dates

[insert name of Party A] [insert name of Party B]
