*\*The following is a template for a Memorandum of Understanding (MOU). Please note that other programs involved should be added if necessary. Duties and responsibilities of each party as they relate to the provision of 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.*

**Memorandum of Understanding (“MOU”)**

between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of Party A]*

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of Party B]*

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 of the parties to this MOU as they relate to implementation of SNAP-Ed and reporting of SNAP-Ed programming in the state of Michigan, in accordance with state, federal, and other applicable laws and regulations.

This Memorandum of Understanding (MOU) is made and entered into by the *Party A,* including and on behalf of its subprogram partners; and *Party B,* including and on behalf of its subprogram partners. Throughout this MOU, these parties, including their subprogram partners, may be referred to as the “Parties." Any reference to a party, subpartner or constituent component of a Party shall not be deemed to exclude application to any appropriate subpartner of that Party.

In particular, this MOU is intended to:

*Examples:*

* *Coordinate*
* *Improve*
* *Simplify*
* *Delineate*
* *Unduplicate*

**II. Background**

*Brief description of the Parties with specific descriptions of any current/ historical ties to SNAP-Ed and nutrition education. Specific reference to the programming represented and/or performed by each party (including location, time, purpose of programming, etc.) must be included.*

**III. *[Party A]* Responsibilities Under this MOU**

*[Party A]* shall undertake the following activities:

*Examples:*

* *Develop*
* *Deliver*
* *Coordinate*
* *Support*
* *Provide*
* *Review*
* *Refer*
* *Train*
* *Maintain records*

**IV. *[Party B]* Responsibilities Under this MOU**

*[Party B]* shall undertake the following activities:

*Examples:*

* *Develop*
* *Deliver*
* *Coordinate*
* *Support*
* *Provide*
* *Review*
* *Refer*
* *Train*
* *Maintain records*

**V. It Is Mutually Understood and Agreed by and Between the Parties that:**

1. The Parties will develop and consistently utilize an efficient communication protocol respecting the chain of command for each of the Parties that will result in the consistent application of the goals, policies, and principles articulated in this MOU, adhere to applicable laws and SNAP-Ed guidance, and provide a mechanism that will, if necessary, facilitate the resolution of any conflicts among the Parties. If resolution of conflict between the Parties does not occur at the local level, then the issue will be elevated to the Implementing Agency (Michigan State University Extension or Michigan Fitness Foundation) level for resolution.
2. Grant reporting of EARS reach data will not be duplicative, the Parties’ provision of programming and services under SNAP-Ed will supplement and not supplant, and programming and evaluation will be coordinated and complementary between the Parties.

**VI. Funding**

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

**VII. Effective Date and Signature**

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

Agreed and Acknowledged by:

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

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VIII. SUBMITTED TO IMPLEMENTING AGENCY:**

Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_