

## **Letter of Agreement Instructions FY 2018 Request for Partners**

USDA Food and Nutrition Service (FNS) requires coordination of efforts with other local nutrition education and health promotion initiatives and interventions, especially those receiving support from USDA (FY 2017 SNAP-Ed Guidance page 33-39).

The TRACKS FY 2018 Request for Partners uses terminology “Letter of Agreement” to refer to an agreement between two TRACKS Partners that are providing SNAP-Ed programming at the same location.

Those TRACKS Partners must document that programming targets different audiences or is, in some other way, not duplicative. Coordination of efforts and avoiding duplication of services is noted in FY 2017 SNAP-Ed Guidance (pages 51, 105). Page 51 includes the following statement: “Having information about the work of others that serve a similar population may help to identify potential partners for collaboration and avoid duplication of existing services.”

Additionally, those TRACKS Partners must determine a coordinated plan for reporting unduplicated participants (individuals) so counts are not overestimated. For example, the TRACKS Partner with the most comprehensive audience at, or recruited from, the location will report the unduplicated participant counts through the STARtracks reporting system. The other TRACKS Partner will report only duplicated (repeat) participants for that location in STARtracks.

If a Letter of Agreement covers more than one location, each location must be identified separately with address information. Also, indicate the STARtracks MID number for the TRACKS Partner obtaining the Letter of Agreement. Shared locations will not be approved for the agency obtaining the Letter of Agreement until a signed, scanned copy is submitted to the Management Entity.

Unsigned Letters of Agreement may be submitted with the FY 2018 proposal. **Signed Letters of Agreement are due by September 30, 2017.**

A generic Letter of Agreement (LOA) template is provided with the FY 2018 Request for Partners; applicants may use this template or create an agreement that meets the same requirements. A third party with no other knowledge of the project must be able to easily read and understand the LOA.