FY 2019 Applicant Information

Pennsylvania SNAP-Ed

Agency/Organization:

Local Partner Project Title:

Name and Title of Local Partner Project Director:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Mailing Address:

Telephone:       Fax:

Email:

County/counties where SNAP-Ed programming is/will be conducted:

Federal tax ID number:

Budget Period: October 1, 2018 to September 30, 2019

**Binding Authority** (individual authorized to legally bind the applicant organization):

Name and Title of Binding Authority:

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| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Mailing Address:

Telephone:       Fax:

Email:

**FY 2019 Assurances Form**

**Pennsylvania SNAP-Ed**

Agency/Organization:

Local Partner Project Title:

Name and Title of Local Partner Project Director:

Name/Title of Binding Authority:

In signing this form, the authorized person commits the agency/organization to be bound by each of the following points:

* The agency/organization is fiscally responsible for nutrition education activities funded with Supplemental Nutrition Assistance Program (SNAP) funds and is liable for repayment of unallowable costs.
* Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* governing cost issues.
* Supplemental Nutrition Assistance Program Education (SNAP-Ed) activities are conducted exclusively for the benefit of SNAP participants. (If fewer than 100% of anticipated SNAP-Ed participants are from the SNAP target audience, eligibility criteria that identify the SNAP-Ed participants as a low-income audience must be provided on the Program Delivery Sites Report.)
* SNAP-Ed activities must be coordinated with Expanded Food and Nutrition Education Program (EFNEP) activities. EFNEP is a federally funded program, run by Cooperative Extension, serving clients at 125% poverty level with children.
* SNAP-Ed activities do not supplant existing nutrition education programs. When operating in conjunction with existing programs, SNAP-Ed activities enhance and supplement them. For example, the cost for a home economics teacher to conduct an extracurricular cooking club for teenaged SNAP recipients could be allowable supplementation, while paying for a teacher to conduct routine nutrition school classes from SNAP funds would constitute inappropriate supplanting of ongoing school curricula.
* Program activities are reasonable and necessary to accomplish SNAP-Ed objectives and goals.
* SNAP-Ed messages are consistent with the *Dietary Guidelines for Americans*, *MyPlate*, and RFP Statement of Work Instructions.
* The SNAP-Ed project does not endorse or recommend any private sponsor’s products or services.
* Copies of education materials and evaluation materials developed with SNAP-Ed funds or used for SNAP-Ed must be sent to the Management Entity at Penn State University for review and approval or upon request.
* Presentations, professional and lay articles, and materials developed or reprinted with SNAP-Ed funds include the appropriate non-discrimination statement, and credit to SNAP as a funding source.
* FNS reserves a royalty-free, non-exclusive right to reproduce, publish, use, or authorize others to use videos, photocopies, illustrations, computer programs such as DVDs, CD-ROMs, and related source codes, literature, or other products produced with SNAP funds for Government purposes. No new materials may be developed without prior approval.
* Weekly and other time interval reporting records will be maintained for all partially funded SNAP-Ed staff and will be available for audit.
* Supplies and equipment purchased for the SNAP-Ed project will be used 100% of the time for SNAP-Ed, or prorated accordingly.
* The SNAP-Ed project will be available for at least one site visit every 24 months by Management Entity staff. Newly approved SNAP-Ed projects will have their first site review within six months of operation.
* SNAP-Ed regulations require that all records be retained for three years from fiscal closure. This requirement applies to fiscal records, reports, and client information.
* The agency/organization will adhere to Pennsylvania SNAP-Ed policies and procedures.

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Printed Name

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Signature of Authorized Person

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Date