**Partner Letter Code:**

Upload proposal documents to the PA SNAP-Ed Portal on or before February 28, 2018. Provide documents according to the following information. Codes 1, 2, 3, and 4 are defined in the footer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Form**  | **Format** | **Status** | **Proposal** | **Final** |
| **General** |
| Applicant Information/ Assurances | Microsoft Word | Required | [ ]  | **[[1]](#footnote-1)**,3 | [ ]  | 3 |
| Partner Project Director Responsibilities | Microsoft Word | Required | [ ]  | 1,3 | [ ]  | 3 |
| **Programming** |
| Statement of Work  | Microsoft Word | Required | [ ]  | 1 | [ ]  | **[[2]](#footnote-2)** |
| Emerging Intervention Statement of Work | Microsoft Word | Required if proposing work outside the scope of previously approved PA SNAP-Ed interventions, e.g. untested interventions, social marketing campaigns, other special projects | [ ]  | 1 | [ ]  | 2 |
| Program Delivery Sites Report | \* | Required | [ ]  | 1 | [ ]  | 2 |
| Memorandum of Understanding  | \* | Required if programming in coordination with another organization | [ ]  | 1 | [ ]  | 2,**[[3]](#footnote-3)** |
| Letter of Agreement | Microsoft Word | Required if providing SNAP-Ed programming in same location as another LP | [ ]  | 1 | [ ]  | 2,3 |
| **Fiscal** |
| Budget/Staffing Chart  | Microsoft Excel | Required | [ ]  | 1 | [ ]  | 3 |
| Budget Narrative  | Microsoft Word | Required | [ ]  | 1 | [ ]  | 3 |
| Indirect Cost Rate Agreement |  | Required if indirect costs are included on Budget | [ ]  | **[[4]](#footnote-4)** | N/A |  |
| Audit Report |  | Required for non-federal entities that expend $750,000 or more in a year in total federal awards. | [ ]  | 4 | N/A |  |

\* Returning applicants will use the STARtracks system to prepare the Program Delivery Sites Report and new/renewal Memoranda of Understanding (MOU). New applicants will receive a Microsoft Excel form for the Program Delivery Sites Report and a Microsoft Word form for the MOU.

1. Prepare and submit document via the Portal using the appropriate RFP form. Submit unsigned new/renewal MOU and LOA in Microsoft Word format with proposal; do not obtain signatures until after content is reviewed by the ME. [↑](#footnote-ref-1)
2. Submit revised document via the Portal within one week of proposal conference. [↑](#footnote-ref-2)
3. Submit scanned copy of signed document within one week of proposal conference. Exception: Submit scanned copy of signed MOU and LOA no later than September 30, 2018. Do not send signed originals to the ME. [↑](#footnote-ref-3)
4. Document internal to your organization, submit as paper document or scanned file as appropriate. [↑](#footnote-ref-4)