**Administration**

Administer plan as accepted and approved by USDA Food and Nutrition Service (FNS).

Adhere to Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan Guidance for all SNAP-Ed activities and expenditures.

**Communication**

Inform all sub-contractors, partners and other affected parties of communication from the Pennsylvania (PA) SNAP-Ed Management Entity (ME).

Provide a timely response to ME requests for action or information.

Participate in conference calls and/or meetings conducted by the ME to provide updates to Local Partners (LPs.)

Maintain communication with contracts and research offices of agency/organization regarding such issues as sub-awards, invoices and payments.

Provide an up-to-date PA SNAP-Ed Policy Manual or information on Policy Manual availability, such as website link, to all affected parties, including staff, educators, and partners. Provide timely updates on policy changes to the same parties.

Communicate directly with the ME about all SNAP-Ed activities and expenditures. The ME will correspond with state, regional, or national SNAP-Ed offices as needed.

**Training**

Participate, or designate a participant, for PA SNAP-Ed LP trainings. These trainings may be face to face, by phone, by webinar or online.

**Reporting**

Adhere to all reporting requirements outlined in the PA SNAP-Ed sub-award, PA SNAP-Ed Policy Manual, and SNAP-Ed Plan Guidance.

My signature below indicates that I have read, understand and agree to the Local Partner Project Director Responsibilities outlined above.

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| --- | --- | --- |
|  | | |
| Agency/Organization Name |  |  |
|  |  |  |
| Printed Name of Local Partner Project Director |  | Title |
|  |  |  |
| Signature |  | Date |