

FY 2021 RFP Letter of Agreement Instructions Pennsylvania SNAP-Ed

The FY 2021 Request for Partners uses terminology “Letter of Agreement” to refer to an agreement between two PA SNAP-Ed Partners that are providing SNAP-Ed programming at the same location. The letter of agreement can only span one fiscal year. It has historically been the responsibility of the partner most recently proposing programming at the shared location to initiate the Letter of Agreement.

It is not permissible to share audiences with another PA SNAP-Ed partner at the same location. In other words, only one PA SNAP-Ed partner is permitted to serve the preschool intervention setting at George Washington Elementary. It may be acceptable for one PA SNAP-Ed partner to serve preschool intervention setting and a different PA SNAP-Ed partner to serve school intervention setting at George Washington Elementary. The PA SNAP-Ed Management Entity will make the final determination regarding allowability of a shared location where partners are serving different audiences.

A generic Letter of Agreement (LOA) template is provided with the FY 2021 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.

Section 1. Each shared location must be identified on a separate row with address information and STARtracks MID for Partner A and Partner B.

Section 2 & Section 3. Partner A and Partner B must document that programming targets different audiences (intervention settings). Provide a brief description of proposed SNAP-Ed programming. Indicate the STARtracks MID number and intervention setting(s) for each partner.

Section 4. Partner A and Partner B must determine a coordinated plan for reporting unduplicated participants (individuals) so counts are not overestimated within each of the six statewide interventions (K-12 Schools, Early Childhood, Food Assistance, Food Retail, Community, and Social Marketing).

Intervention	Intervention Settings
K-12 Schools	School, School Garden
Early Childhood	Child Care Center & Daycare Home, Head Start, Preschool
Food Assistance	Food Pantry or Food Assistance Site, Soup Kitchen, USDA Summer Meals Site
Food Retail	Farmers Market, Food Store-Large, Food Store-Small
Community	Adult Education & Job Training, Afterschool Program Site, Community Center, Community Garden, County Fairgrounds, Extension Office, Faith-based Center, Family Resource Center, Health Care Sites, Individual Home, Library, Park or Open Spaces, Public Housing, Recreation Center, Residential Treatment Center, Restaurant, Senior Center, Shelter or Temporary Housing, SNAP Office, Summer Program Site, Web-based, WIC Clinic, Worksite
Social Marketing	NEN Only

For example, if Partner A is serving the Public Housing Site (Community) and Partner B is serving the Food Pantry or Food Assistance Site (Food Assistance), specify how each partner will collect unduplicated and duplicated participant counts for each Intervention. If Partner A is serving the Senior Center (Community) and Partner B is serving the Community Center (Community), specify that both

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partners are serving the Community Intervention and describe how each partner will collect unduplicated and duplicated participant counts.

Signatures. Submit unsigned Letters of Agreement with the FY 2021 proposal. ME will review and provide revision requests. Signed Letters of Agreement are due by September 30, 2020. The Partner initiating the Letter of Agreement (Partner B) is not permitted to provide SNAP-Ed at the shared location until a signed, scanned copy is submitted to the PA SNAP-Ed Management Entity.