

FY 2020 DE SNAP-ED Partner PI Responsibilities

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.

Oversee the submission of complete and proper invoices in alignment with directions outlined in contract.

Communication

Provide a timely response to implementing agency (IA) requests for action or information. (Within 24 hours)

Participate in conference calls and/or meetings conducted by the IA to provide updates. These will be held less than 3 times per year.

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

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

Training

Participate in DE SNAP-Ed trainings. Specifically on reporting and civil rights, which will occur one time per year.

Reporting

Adhere to all reporting requirements outlined in the DE SNAP-Ed sub-award and SNAP-Ed Plan Guidance.

My signature below indicates that I have read, understand, and agree to the DE SNAP-Ed PI Responsibilities outlined above.

Agency/Organization Name

Printed Name of Partner PI

Title

Signature

Date

Should the PI be unavailable to meet any of the above, the below person should be contacted and will be responsible for delivering documents to the implementing agency.

Printed Name of Partner PI Designee

Title