

EFNEP Program Procedure – *County Programs*

Securing a Memorandum of Understanding

Background

A Memorandum of Understanding (MOU) is a statement between two or more parties that establishes a mutually beneficial exchange of services and/or resources. The purpose is to establish a collaboration, in writing, outlining responsibilities for each party and addressing risk concerns. For more information regarding MOUs, refer to the [UC ANR Policies, Compliance, and Programmatic Agreements \(PCPA\) MOU page](#).

California EFNEP provides lessons at many sites that require an MOU prior to the start of program provision. The following program procedure sets forth steps to secure a mutually acceptable MOU between the site, school district, agency or other location and the University of California Agriculture and Natural Resources (UC ANR).

Associated Documents and Links

[UC ANR Policy and Procedure Manual \(PPM\)](#). Select “Policy and Procedure Manual (PPM)” then “400 Series: Laws and Operations.” Relevant sections include:

- [401 Programmatic Memorandum of Understanding](#)
- [401 Appendix I Deciding When an MOU is Needed](#)
- [401 Appendix V Nutrition Education MOU Template](#) (Explanation of template)

On the [UC ANR PCPA MOU page](#), a [Nutrition MOU Template](#) is located on the right side of the page in a blue box marked “Templates.”

Submit drafts and questions to newagreement@ucanr.edu

Procedure

1. EFNEP County Supervisors or Advisors determine whether the other party (usually a school district) will accept UC ANR’s standard [Nutrition MOU](#) or use their own form.
 - a. If the UC ANR Nutrition MOU is acceptable to the other party, email the completed draft MOU to newagreement@ucanr.edu
 - i. Signatures should **not** be acquired until PCPA has reviewed.
 - ii. **Only people with a delegation of authority from the ANR Vice President can sign documents for ANR, (i.e., AVP, AVP-BO, Controller).** This does **not** include County Directors, Advisors, or Program Supervisors.
 - b. If the other party has a required MOU/form of their own, email it to PCPA at newagreement@ucanr.edu
2. PCPA will review the submitted MOU to approve or modify for compliance with UC policy and state and federal law.
3. Revised MOU shall be returned to the County Supervisors or Advisors to present to the other party for approval.
 - a. This process repeats until the MOU is approved by both parties.
4. Once approved by both parties, **PCPA will arrange for the appropriate signatures** for both parties via DocuSign.