

**Memorandum of Understanding
among
(Enter Partner Names Here)**

I. PARTIES

The Parties of this Memorandum of Understanding (MOU) are (Enter Party Names Here)

II. PURPOSE

To create a partnership between (Enter Party Names Here) to build relationships and connections with small socially disadvantaged and underserved growers within (Enter State/Region). Work together as partners to provide education and outreach on USDA GAP Programs.

USDA GAP Programs provide an opportunity for small produce growers to access wider markets by ensuring their production system prioritizes safety and carries a certification recognized by distributors and buyers.

This MOU does not guarantee funding.

III. OBJECTIVES

The goals of this MOU are 1) to develop stronger relationships with underserved and socially disadvantaged growers, and 2) to provide education and outreach on USDA GAP Programs. These goals will guide the parties in pursuit of the following objectives:

- a. Increase the number of opportunities for small, socially disadvantaged, and/or underserved growers to access resources (financial, technical) to obtain GAP certification.
- b. Create cohesive and collaborative messaging around GAP across partners to better serve and educate socially disadvantaged and underserved growers.
- c. Increase awareness around USDA GAP Programs utilizing a mentorship model in which growers are shown how to navigate the certification process by (Enter Party Name(s) Here) personnel.
- d. Provide educational resources for target populations on developing food safety plans and quality management systems.

- e. Create a "culture of food safety" in the state by promoting GAP certification as both a way to reduce food safety risks and increase market access of safe, wholesome produce.

IV. PLAN FOR IMPLEMENTATION

(Enter Partner Names Here) will establish a plan for implementation of this partnership. This plan will be developed by a working Steering Committee comprised of representatives from **(x), (x), and (x)**.

(Enter Partner Names Here) shall jointly establish a **(Enter Partner Names Here)** Steering Committee to serve as a governing body for all MOU initiatives. The Steering Committee shall implement this MOU by providing guidance, direction, and coordination to ensure that mutual benefits and interests are served. This body shall consist of members from **(Partner 1), (Partner 2), and (Partner 3)**. The Steering Committee shall meet on a scheduled basis as determined by the members. The Steering Committee shall serve in a management capacity, rather than an advisory capacity.

VI. RESPONSIBILITIES

In fulfilling the objectives of this MOU, the parties agree to participate in and be responsible for the activities as follows:

Partner 1 (State Department of Ag) will conduct one or more of the following, subject to the availability of resources:

- a. Inform **x** state departments of agriculture of this MOU and disseminate copies of it appropriately.
- b. Contribute a monetary amount toward salaries and benefits for personnel and subsequent costs associated with education and outreach efforts. (Set specific parameters for the utilization of funds and the amount available per duration of agreement.)
- c. Provide training or facilitate training from another entity (federal, state programs).
- d. Provide information and materials to assist in outreach activities.
- e. Present a united front with partners during education and outreach efforts, including the delivery of consistent messaging.

Partner 2 (University Cooperative Extension) will conduct one or more of the following, subject to the availability of resources:

NASDA Foundation
MOU Template

- a. Mentor growers on USDA GAP programs – provide a comprehensive overview and deep dive into the technical components for growers seeking GAP certification.
- b. Be responsible for monitoring performance to ensure project goals are met and progress is shared with partners in a timely manner.
- c. Be responsible for the technical assistance provided under this agreement.
- d. Foster and present a united front with partners during education and outreach efforts, including the delivery of consistent messaging.
- e. If financial aid is provided: submit invoices to **x** organization for reimbursement in a pre-determined timeframe.

Partner 3 (Non-Government Organization) will conduct one or more of the following, subject to the availability of resources:

- a. Represent the socially disadvantaged and underserved growers to facilitate better relationships with SDA by fostering and presenting a united front with partners during education and outreach efforts, including the delivery of consistent messaging.
- b. Provide technical assistance in collaboration with Extension.
- c. Be responsible for monitoring performance to ensure project goals are met and progress is shared with partners in a timely manner.
- d. Be responsible for the technical assistance provided under this agreement.

VII. COSTS

Nothing herein shall be construed as obligating **(Enter Partner Names)** to expend funds or devote a certain amount of personnel time and effort in furtherance of the purposes and responsibilities set forth in this MOU, except as agreed to in writing by the parties.

All expenditures by **(Enter Partner Names Here)** are subject to the availability of appropriated funds.

(Enter funding details, cost allocation here, if applicable).

VIII. PUBLICATIONS, INTELLECTUAL PROSPECTS

(Enter Partner Names Here) shall not unilaterally issue a publication pertaining to its relationship or its work under this MOU without consulting the key **(Enter Partner Names**

Here) officials identified in Article X. In all cases, proper credit will be given to the efforts of those parties contributing to the publication.

IX. EFFECTIVE DATE

This MOU shall become effective upon the date that the last signature is affixed here to. It shall remain in effect for a period of **x years** or until modified or terminated. This MOU may be modified or amended upon written consent of all parties or may be terminated at any time by any party upon 60 days written notice to the other parties.

The parties agree to review and evaluate the efficacy of this MOU annually.

X. ADMINISTRATIVE CONTACTS

<u>Partner (1)</u>	<u>Partner (2)</u>	<u>Partner (3)</u>
Name:		
Email:		
Address:		
Phone:		

XI. KEY OFFICIALS

The key persons responsible for implementation of this MOU shall be as follows or their designated representatives. These persons may delegate their authority and responsibility hereafter.

(Enter Partner Names Here)

XII. SIGNATURES

_____	_____
Enter Partner Name Here	Date
_____	_____
Enter Partner Name Here	Date
_____	_____
Enter Partner Name Here	Date