

Attachment A – Letter of Agreement

As an applicant for a FY 2019 Team Nutrition Training Grant: E-STAR Program,
_____ (insert State agency) understands its responsibility to participate fully in the Team Nutrition Training Grant program's evaluation and to cooperate fully with the FNS staff and evaluation contractor and its designated agents in all aspects of the evaluation, including but not limited to:

- Developing and implementing, in cooperation with FNS's evaluation staff, procedures and materials to ensure legally effective and prospectively obtained informed consent from participants in the evaluation sample.
- Implementing a random assignment process to create treatment and control groups, designed by and supported with technical assistance from FNS's evaluation staff.
- Providing data on participants (managers, mentors, frontline staff, teachers/staff, providers, and students from FSAs); completed evaluation tools, when appropriate; and outcomes.
- Providing access (including all necessary approvals) to administrative records maintained by the State agency.
- Facilitating access (including updated contact information) for FNS's staff and evaluation contractor for interviews or site visits with evaluation sample participants, agency staff, and other partners or stakeholders.
- Providing copies of relevant grant program documents, such as meeting notes, memoranda, and procedural manuals.
- Working in cooperation with FNS's staff and evaluation contractor to troubleshoot; resolve issues; and, refine procedures to the extent feasible.
- Making all efforts to maintain the integrity of the evaluation and ensure the quality of the data provided to FNS's staff and evaluation contractor.

(Signature of representative with authority to
Obligate the State Agency to this agreement)

(Printed name)