

[SAMPLE FORMAT AND CONTENT]

MEMORANDUM OF UNDERSTANDING

All italicized sentences are considered instructions and should be deleted prior to the submission of the final MOU.

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency i.e. non-profit Domestic Violence non-shelter provider.*

- A. Purpose.** *State the purpose of the MOU. Include statements that explain how the sub-contracting and/or the collaborative relationship enhances or benefits the Applicant’s program;*

- B. Roles and Responsibilities.** *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be time commitment, in-kind contributions or subaward funds and could include but is not limited to the following: training, workspace, volunteer hours,*

Agency A agrees to:

Responsibility/Activity	Responsible Staff

Agency B agrees to:

Responsibility/Activity	Responsible Staff

- C. Reporting Requirements.** *Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.*

- D. Funding.** *Clearly describe any subaward funds, the amount and category (personnel, office supplies, contracted services, etc.) that will be provided to the non-lead agency(s). If this question is not applicable, please respond “NA” to this question.*

- E. Timeframe.** *Clearly state the time period that this MOU will be in effect.*
This MOU will commence on _____ and will dissolve at the end of the VOCA subaward funding period on _____.

F. Confidentiality. (REQUIRED)¹

In order to ensure the safety of clients, all parties to the memorandum of understanding agree to adhere to the confidentiality expectations as outlined in the VOCA Subaward Agreement.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies. **(REQUIRED)**

This Memorandum of Understanding is the complete agreement between _____ and _____ and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

<u>AGENCY A</u>	
Authorized Official:	_____
	Printed Name and Title

	Signature
Address:	_____
Telephone(s):	_____
E-Mail Address:	_____
<u>AGENCY B</u>	
Authorized Official:	_____
	Printed Name and Title

	Signature
Address:	_____
Telephone(s):	_____
E-Mail Address:	_____

***This form is included for your reference
and is not intended for use***

¹ All items marked "required" must be included in the memorandum of understanding.