III. GUIDELINES FOR A MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) is required of an agency when they have applied for funds with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.

The following elements should be considered when constructing an MOU:

- Describe each partner agency;
- State the purpose of the MOU;
- Clearly describe 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;
- Identify the staff responsible for completing the specific responsibilities, this should include meeting CVSD reporting requirements;
- Describe how the collaboration/partnership benefits the project;
- Describe the resources each partner would contribute to the project. This can be a time commitment, in-kind contributions, or grant funds (e.g., office space, staff, training, etc.);
- Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
- 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.

See Appendix J for a sample format of a Memorandum of Understanding.

WHEN DO I NEED A MEMORANDUM OF UNDERSTANDING?

A MEMORANDUM OF UNDERSTANDING should be used when you submit a request for application involving a collaborative partner(s) that agree to provide a non-financial exchange that will enhance the project. Examples include: a work station for an out-stationed advocate and training for staff/volunteers

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 lame and a brief description of each agency i.e. non-profit Description.	•
A. Purpose. (State the purpose of the MOU) A. Roles and Responsibilities. Clearly describe and describe and responsibilities each organization or agency will success. The roles and responsibilities should align and target outputs. This may be time commitment, in funds and could include but is not limited to the follow volunteer hours,	Il be providing to ensure project with project goals, objectives n-kind contributions or grant
Agency A agrees to: Responsibility/Activity	Responsible Staff
Agency B agrees to:	
Responsibility/Activity	Responsible Staff

and submitting data as per the project target outputs and outcomes.

B. Reporting Requirements. Describe who will be responsible for collecting, collating

C. Funding. Clearly describe any grant fund, the amount and category (personnel, office supplies, contracted services, etc.) that will be provided to the non lead agency(s).

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 Grant 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. AGENCY A Authorized Official: Printed Name and Title Address: BAGENCY B Authorized Official: Printed Name and Title Address: Printed Name and Title	Timeframe. Clearly state the time period that This MOU will commence on	33
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 Grant 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. AGENCY A Authorized Official:		
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AGENCY A Authorized Official: Printed Name and Title Address: E-Mail Address: Signature Authorized Official: Printed Name and Title AGENCY B Authorized Official: Printed Name and Title Address: Printed Name and Title Address: Printed Name and Title Address: Printed Name and Title	and	and may be amended only by
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Signature Printed Name and Title Address: Telephone(s): E-Mail Address: AGENCY B Authorized Official: Signature Printed Name and Title Printed Name and Title Address:	AGEN	CY A
Telephone(s): E-Mail Address: AGENCY B Authorized Official: Signature Printed Name and Title Address: Telephone(s):	orized Official:	Printed Name and Title
Address: Authorized Official: Signature	ress:	
Authorized Official:	phone(s):	
Authorized Official: Printed Name and Title Address: Telephone(s):	ail Address:	
Signature Printed Name and Title Address: Telephone(s):	<u>AGEN</u>	CY B
Address: Telephone(s):		
	Signature	
E-Mail Address:	Č	
	ress:	

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