

SAMPLE TEMPLATE

Agency
Organization Name/Title
City, State, and Zip Code

MEMORANDUM of UNDERSTANDING BETWEEN THE AGENCY AND SERVICE PROVIDER

SUBJECT: Format and Use of a Memorandum of Understanding

1. Purpose. This paragraph defines, in as few words as possible, the purpose of the memorandum of understanding and outlines the terms of the contract.
2. Reference. This paragraph will list the references that are directly related to the MOU.
3. Problem. Present a clear, concise statement of the problem, to include a brief background.
4. Scope. Add a succinct statement specifying the area of the MOU.
5. Understandings, agreements, support and resource needs. List the understandings, agreements, support and resource needs, and responsibilities of and between each of the parties or agencies involved in the MOU.
6. Specify a certain contracting period. (Example: The ending date of an MOU cannot exceed the end of the current fiscal year).
7. Specify monetary and performance terms. Explain payment rates with all rates agreed to by both parties. Designate specific time frames and dollar amounts to be paid upon completion of each identifiable task.
8. Include a monitoring component to determine contract compliance. If the terms of the MOU are not being fulfilled, allow for a termination clause.
9. Effective date. Enter the date the agreement will become effective.

SIGNATURE BLOCK
XXXXXXXX, XXXX
XXXXXXXX, XXXXXX

(Date)

SIGNATURE BLOCK
XXXXXXXX, XXXX
XXXXXXXX, XXXXXX

(Date)