

How Do We Create an Agreement for Working Together?

Memorandum of Agreement/Understanding Components and Template

A memorandum of agreement (MOA) or cooperative agreement is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective. The purpose of an MOA is to have a written understanding of the agreement between parties. The MOA can also be a legal document that is binding and hold the parties responsible to their commitment or just a partnership agreement. The terms MOA and MOU (memorandum of understanding) are often used interchangeably.

Purpose of the Agreement

This should convey the 'big picture' as to why and how the parties came together for this work. This is a good place to create a unified mission or vision statement to assist in defining the primary purpose of your partnership, and the differences your mission will make within your community. Other basic components of this section include:

1. Name of parties involved
2. Brief description of the scope of work
3. Financial obligations of each party, if applicable
4. Dates agreement is in effect
5. Key contacts for each party involved

OPTION: Desired Outcomes/Logic Model

You can outline the goals and objectives that the partnership hopes to achieve. A [logic model](#) is an excellent way to express the relationship between the work and what you are trying to accomplish.

A Description of Partner Responsibilities, Commitment, and Support

This brief description should highlight the proposed programs, activities, committees, etc. that each partner will develop, administer, participate in. This information could also include the frequency of meetings and other communications and a description of the management and decision-making processes that will be employed.

OPTION: Information Sharing

This section would address the policies/procedures, type, and the extent to which information will be shared between the partnering agencies. This section could also include articulation of the responsibility of the partner agencies' representatives to share project information within their own organizations.

OPTION: Evaluation/Data

This section would describe the partner's responsibility regarding evaluation, data collection and reporting.

OPTION: Supervision Responsibility/Chain of Command

This section would clearly establish a definitive chain of command for partner agency staff members including the individual(s) responsible for the supervision of partner agency staff.

OPTION: Decision-Making Authority

For MOA with law enforcement agency partners and/or school districts: outline the mutual understanding between the law enforcement agency and school or school district partner(s) with regard to the scope of authority of law enforcement staff to enforce state, local, and federal laws.

Financial Responsibility/Reporting

Financial reports should outline the total amount of monies spent. Can be helpful to detail each partner's fiscal duties and tie them to the 'desired outcomes/logic model' section for accountability and easy tracking. This section should also detail a 'schedule of payment' that includes any deliverables and an associated timeline to trigger payments.

Duration of the Agreement

Identify the effective date the agreement begins and how long it will be in effect. Also identify how the agreement can be modified or terminated.

Signators

Create signature blocks for the lead representative/official from each partnering entity. The MOA is not regarded in effect until all parties have signed. Each party should keep an *original* signed copy.

MOA/MOU Template

Generic template for a Memorandum of Agreement /Understanding (MOA/MOU).

Please note that other sections may need to be added depending on the nature of the agreement and the parties involved. Clearly define the duties and responsibilities of each party as they relate to the goals and outcomes of the partnership. Use plain, simple language to describe what is to be done or what is expected. Be specific about any financial or other resource obligations of each party and include dates of when the actions are to be taken/completed. A person with no other knowledge of the project should be able to easily read and understand the memorandum.

MOA/ MOU Template

MEMORANDUM OF AGREEMENT/UNDERSTANDING (MOA/MOU)

between

and

This is an agreement between “Party A”, hereinafter called

and “Party B”, hereinafter called

I. PURPOSE & SCOPE

The purpose of this MOA/MOU is to clearly identify the roles and responsibilities of each party as they relate to:

In particular, this MOA/MOU is intended to:

II. BACKGROUND

Brief description of agencies involved in the MOA/MOU with mention of any current/historical ties to project/partnership.

III. (PARTY A) RESPONSIBILITIES UNDER THIS MOA/MOU

(Party A) shall undertake the following activities:

IV. (PARTY B) RESPONSIBILITIES UNDER THIS MOA/MOU

(Party B) shall undertake the following activities:

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Describe the terms of modification

2. Describe the terms of termination

VI. FUNDING

This MOA/MOU does (does not) include the reimbursement of funds between the two parties.
(clearly outline details of funding agreement/reimbursement)

VII. EFFECTIVE DATE AND SIGNATURE

This MOA/MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from _____ to _____

Parties A and B indicate agreement with this MOA/MOU by their signatures.

Name

Name

Title

Title

Party A

Party B

Date

Date