

DP17-1701

Memorandum of Understanding and Memorandum of Agreement Requirements

The purpose of each Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) is to clearly define the mutual goals and the working relationship between partners. Further, it outlines the responsibilities of the grantee and each participating health system partner, or other entity, to conduct work directly funded by this funding opportunity announcement. The MOU/MOA must be between the grantee and the partner. A separate, additional agreement or contract is required between the grantee and any intermediaries. The MOU/MOA must be detailed, specific, and binding and outline who, what, and when.

The MOU/MOA must include:

- Names of parties/agencies/organizations entering the agreement.
- An effective **date range** that spans the length of the proposed project.
- Commitment of the participating partner to work with the grantee and other collaborative partners to address program requirements and implement project activities. **Must delineate specific roles of partner in achieving the goals of the FOA.**
- Commitment to collaboratively
 - **assess the needs and existing capacity** to achieve goals
 - **select and implement activities** described in the FOA
 - **monitor implementation progress**
 - **evaluate outcomes and success** of the partnership
 - **participate in data reporting and evaluation activities** required by CDC
- Commitment of the grantee to work with the partner and other collaborative partners to address project requirements, including the **designation of point(s) of contact** within the grantee organization and the partner **with authority to make program-related decisions** and dedicated to the implementation of the proposed applicant activities.
- While this is not a contract, if an exchange of funds is involved, the budget and justification should be outlined here along with deliverables/services to be provided. (Do not insert the contract.)
- Counter-signatures for both parties by authorized representatives

The MOU outline might include Purpose, Background and Objectives, Terms of the Memorandum including dates, Responsibilities of the (grantee), Responsibilities of the (partner health system), Funding, Authorized Representatives, Amending/Terminating the Agreement.