



## Linking Systems of Care: Memorandum of Understanding Template

### MEMORANDUM OF UNDERSTANDING

{LEAD PARTNER}

And

{AGENCY, PROVIDER, ORGANIZATION, ETC}

{DATE}

The {LEAD AGENCY} is the lead partner in a project designed to {DESCRIBE PROJECT}. {LEAD AGENCY} will partner with the {AGENCY, PROVIDER, ORGANIZATION, ETC} to {DESCRIBE ROLE OF AGENCY, PROVIDER, ETC}.

This Memorandum of Understanding (MOU) describes the roles and responsibilities agreed upon by {LEAD PARTNER} and {AGENCY, PROVIDER, ORGANIZATION, ETC} for the {TIME PERIOD} period beginning {START DATE}.

#### **I. Shared Mission and Vision**

In this section of the MOU provided a brief overview of the project and the shared mission and vision.

#### **II. Key Partners**

This section describes the key partners participating in the MOU. For the Linking Systems of Care project, the project should be led by one or two primary organizations or agency. MOUs will generally be between these organizations or agencies and all other stakeholders.

#### **III. History of Involvement**

This section can be included if agencies or organizations have worked together in the past on projects.



#### **IV. Roles and Responsibilities**

This is one of the most important parts of an MOU. It should be detailed and specific about the roles and responsibilities of each party.

#### **V. Commitment to Partnership**

This section describes each party's commitment to the partnership and may include allocation of funding, space, time and other resources to support the collaborative.

#### **VI. Time Period**

MOUs should be designed for a specific period of time and reviewed and renewed periodically for on-going projects.

#### **VII. Financial Requirements**

If any party to the MOU is receiving or providing funding this section should detail the funding and reimbursement plan.

#### **VIII. Review and Monitoring**

Depending on the nature of the collaboration and coordination between agencies or organizations participating in the project it may be necessary to conduct review and monitoring of deliverables. This is particularly necessary for any subcontractors.

### **Special Considerations for Service Providers**

In addition to the above elements of an MOU, an MOU for and between service providers should incorporate several additional elements.



## **IX. Protocols**

If service providers will be working with the same tools or populations it may be useful to include notations regarding shared protocols within the MOU. For example, if all providers will be using the same screening instrument, this is the section to describe that.

## **X. Information Sharing**

This section of the MOU will describe the type of information shared and the mechanisms for sharing. It is important to note that depending on agency or organizational policies, the information sharing portion of the MOU and the project may vary widely depending on the party. In addition, depending on the level of information sharing, Linking Systems of Care stakeholder groups may need to consider implementing separate “information sharing agreements.”

## **XI. Disclaimers**

If for some reason you need disclaimers when working with service providers this section should be included. For example, if a service provider agrees to be part of a directory, a disclaimer may be included indicating that participation in the directory does not guarantee client referral.

## **XII. Signatures**

While MOUs are not binding legal documents, it is important to have signatures from the heads of the principles involved in the MOU.

We, the undersigned, have read and agree with this MOU, {FUNDING CLAUSE – we have reviewed the budget, and are aware of the total amount being requested and the funding being requested for each project partner.}

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{NAME}, Chief Executive Officer  
{LEAD PARTNER}

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Date

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{NAME} {TITLE}  
{AGENCY, PROVIDER, ORGANIZATION}

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Date