

MOU Review Sheet

Grantees will submit draft MOUs to the Office of Family Assistance, *before third-party signature*, in accordance with the Cooperative Agreement.

Elements needed for a quality MOU:

Date of Effectiveness

- Corresponds to the grant period (five-years or annual)
- Include that it may be amended by agreement of both parties at any time

Objectives, Roles, Responsibilities expressly written

- Scope of Work – Expectations
 - o Needs to be clearly outlined with substantive work for each party
- Work Schedule
- Remuneration
 - o *If* money is changing hands, then refer to the necessary items to include from the contract checklist

Communication

- Who is going to communicate on a daily basis?
- Between Project Director and partner organization

Reporting

- *If* information is needed from the partner, is there a means of reporting?

Draft MOUs will be uploaded to GrantSolutions as a Grant Note using the following naming convention: MOU NAME MM YYYY Draft (e.g. MOU Community Action 10 2015 Draft). The HPOG Program Specialist will then note approval for that MOU or provide feedback for edits.

After OFA approval, the grantee can execute the MOU.

Parties have signed document and the signed MOU is uploaded to GrantSolutions as a Grant Note using the following naming convention: MOU NAME MM YYYY Signed (e.g. MOU Community Action 10 2015 Signed).