

Instructions: Drafting a Memorandum of Understanding

*The following instructions refer to the sample Memorandum of Understanding (MOU) that can be found on the last page of this document. The highlighted numbers correspond with the numbers and instructions listed below.

**The highlighted numbers on the sample MOU are for instructional use only, and should not be included in your own MOU final draft.

*** **(B)** indicates that a line should be bolded in your MOU. (Bulleted lists should not be bolded.)

Every MOU should:

- 1 - Begin with this heading **(B)**
- 2 - List another agency/organization's name **(B)**
- 3 - List the effective dates of the agreement **(B)**
- 4 - State the purpose of the agreement
 - a. Feel free to use the exact wording from the sample MOU, simply changing the parts that relate to your specific agreement
- 5 - Indicate that the partner agency/organization agrees to provide a bulleted list of items **(B)**
- 6 - Indicate that CEO agrees to provide a bulleted list of items **(B)**
- 7 - Include additional aspects of the agreement that were not part of the bulleted lists
 - a. Include as many or as few of these points as necessary to fully describe your agreement
- 8 - Indicate the process by which one or both organizations may end the agreement
- 9 - Contain the name, title and signature of CEO's President or Vice President
- 10 - Contain the name, title and signature of the partner organization's authorizing agent
- 11 - Include a shorter line (or lines) for appropriate program managers'/directors' initials.

If you have any questions regarding the drafting of your MOU, please contact the Program Development Specialist.



1 - Memorandum of Understanding

Between

The Commission on Economic Opportunity (CEO)

and

2 - The Rensselaer County Department of Aging

3 - Effective: 07/01/2013 – 07/26/2013

4 - The purpose of this Memorandum of Understanding is to acknowledge the collaborative relationship that exists between, and to outline the cooperative efforts of, the above-named entities to provide a more cost-effective alternative for the provision of Early Head Start services to families in Hoosick Falls.

5 - The Rensselaer County Department of Aging agrees to provide:

- A quiet room within the John A. Murphy Regional County Building, located at 69 Church Street in Hoosick Falls, New York;
- Access to a fax machine for daily use; and
- A key to the front door of the building.

6 - The Commission on Economic Opportunity agrees to provide:

- Access to wireless internet;
- Laptop computers for use during sessions; and
- Cell phones for teachers' professional use.

7 - Upon signing this document, CEO acknowledges that a key has been given to its representative, for the explicit use of the John A. Murphy Regional County Building's library, Monday through Friday, 8am to 3:30pm, from July 1, 2013 to July 26, 2013. If the library is occupied, another area will be made available.

7 - CEO Staff has agreed to lock the building's doors upon departure each day and will return the key to the Department of Aging at 69 Church Street, Hoosick Falls, New York, after July 26, 2013, when it is no longer needed.

7 - CEO has committed to providing routine supervision of its program and also a lead contact person with whom the Department of Aging may discuss any concerns that arise during the time covered by this agreement.

8 - This agreement is effective upon the signatures of the authorizing official of each agency and shall remain in effect through July 26, 2013. Either of the participating parties may provide written notice of termination prior to the end date, by giving notice to the other party at least 30 days in advance of the termination date. This agreement may be modified by written approval of the officials signing the agreement.

9 - Katherine Maciol, LCSW Date
President/CEO
Commission on Economic Opportunity

10 - Carol Rosbozom Date
Commissioner, Department of Aging
Rensselaer County, New York

11 - _____