Sample Memorandum of Understanding

**GUIDELINES FOR A MEMORANDUM OF UNDERSTANDING[[1]](#footnote-1)**

A Memorandum of Understanding (MOU) is required when a project includes an explicit non-financial collaboration with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated their activities.

The following elements should be considered when constructing an MOU:

* Describe each partner agency;
* State the purpose of the MOU;
* Clearly describe the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs;
* Identify the staff responsible for completing the specific responsibilities;
* Describe how the collaboration/partnership benefits the project;
* Describe the resources each partner would contribute to the project. This can be contributing staff time, making in-kind contributions, delivering services, offering training or expertise, etc.;
* Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
* The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

**SAMPLE FORMAT AND CONTENT**

**All *italicized* sentences are considered instructions and should be deleted prior to the submission of the final MOU.**

This Memorandum of Understanding (MOU) is entered into by and between County *(specify)* Criminal Justice Coordinating Council and the (*State or other agency that is a party in the MOU*): *Provide a brief description of the Council and the (State or other agency that is a party in the MOU).*

* 1. **Purpose.** *State the purpose of the MOU. Include statements that explain how the collaborative relationship enhances or benefits the Criminal Justice Coordinating Council’s criminal justice reform plan;*
  2. **Roles and Responsibilities***. Clearly describe and delineate the agreed upon roles and responsibilities of the Council and (*the partnering organization*) will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.*

The Council agrees to:

|  |  |
| --- | --- |
| **Responsibility/Activity** | **Responsibility/Activity** |
| Assign one point of contact for all matters related to criminal justice planning and program implementation. (mandatory) |  |
| Establish a non-revocable schedule of monthly meetings with (*partnering organization*) staff. (mandatory) |  |
| Provide information about opportunities for the (*state or partnering organization*) to support your work (barriers, policy issues, technical assistance needed) |  |
|  |  |

The ICJIA agrees to:

|  |  |
| --- | --- |
| **Responsibility/Activity** | **Responsibility/Activity** |
| Assign one point of contact for all matters related to criminal justice planning and program implementation (mandatory) |  |
| Participate in monthly meetings of CJCC for the purpose of pursuing planning and implementation of evidence based reform. (Mandatory) |  |
|  |  |
|  |  |

* 1. **Reporting Requirements (if applicable).** *Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.*
  2. **Timeframe.** *Clearly state the time period that this MOU will be in effect.*

This MOU will commence on *(insert date)* and will dissolve at the end of the grant funding period on ***(Insert date)*** .

**E**. **Confidentiality.**

The parties agree that disclosure of meeting proceedings and discussions will be disclosed only by mutual consent.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies.

This Memorandum of Understanding is the complete agreement between  and and may be amended only by written agreement signed by each of the parties involved.

*The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.*

**County Criminal Justice Coordinating Council**

Authorized Official:

Signature Printed Name and Title

Address:

Telephone(s):

E-Mail Address:

**Illinois Criminal Justice Information Authority**

Authorized Official:

Signature Printed Name and Title

Address:

Telephone(s):

E-Mail Address:

1. Adapted from Oregon Department of Justice, Victim Services Division - [**www.doj.state.or.us/victims/doc/mou\_sample\_guidelines.do**](http://www.doj.state.or.us/victims/doc/mou_sample_guidelines.do) [↑](#footnote-ref-1)