*The following is an example of a generic template for Memorandum of Understanding (MOU) mutual aid agreements. This template can be used as a basic structure for your own MOUs.*

**MEMORANDUM OF UNDERSTANDING (MOU)**

Between

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***[insert name of Party A]*

and

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***[insert name of Party B]*

This is an agreement between “*Party A*”, hereinafter called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and “Party B”, hereinafter called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**I. PURPOSE & SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to [*...summary of activities, goals, etc.…* *Ex. Goals: Support Clients in getting appropriate, quality and timely care, Activities:*

In particular, this MOU is intended to:

*Examples: Clarify the expectations and requirements of party to ensure quality, timely and accurate services and information sharing amongst Parties*

• *Enhance cooperation amongst the Parties and the services provided to clients*

• *Provide a clear number of {list services}that will be provided and at what cost to clients and/or agencies*

• *Increase the number of clients that gain access to quality and timely services*

• *Reduce costs and resources for both parties*

• *Establish an agreement between both parties about their responsibilities and requirements*

• *Ensure the Sharing of information in timely*

• *Clarify how, why and what manner information and services will be provided and shared amongst agencies*

• *Outline any boundaries or limitations of parties*

**II. BACKGROUND**

*Brief description of agencies involved in the MOU*

*[Party A]* shall undertake the following activities:

*Examples:*

• *Develop*

• *Deliver*

• *Share*

• *Support*

• *Provide*

• *Promote*

• *Refer*

• *Review*

• *Comply*

• *Train*

• *Maintain records*

• *Sponsor*

• *Evaluate*

**IV.** *[PARTY B]* **RESPONSIBILITIES UNDER THIS MOU**

*[Party B]* shall undertake the following activities:

*Examples:*

• *Develop*

• *Deliver*

• *Share*

• *Support*

• *Provide*

• *Promote*

• *Refer*

• *Review*

• *Comply*

• *Train*

• *Maintain records*

• *Sponsor*

• *Evaluate*

**V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND**

**BETWEEN THE PARTIES THAT:**

1. *Modification clause: how agreement can be modified*

2. *Termination clause: under what conditions agreement terminates automatically*

**VI. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be in effect upon the signature of Party A’s and Party B’s authorized officials. It shall be in force from \_\_\_\_\_ to \_\_\_\_\_.

Parties A and B indicate agreement with this MOU by their signatures.

*Signatures and dates*

[*insert name of Party A*] [*insert name of Party B*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date