

SAMPLE

MEMORANDUM OF UNDERSTANDING

Organization I and Organization II agree to collaborate to address the reduction and impact of xxxxxxxxxxxxxxxx.

Organization I agrees to:

- Participate in the one-year comprehensive planning for xxxxxxxxx.
- Provide administrative and fiduciary oversight for the project.
- Assist in the design of programs and services which will xxxxxxxx; and
- Cooperate with the evaluation and research efforts to ensure that effective modes are well documented and replicable.

Organization II agrees to:

- Provide the structure, information, data, and staff to implement goals and objectives of the one-year planning process.
- Provide the day-to-day management and implementation of the project.
- Share the data and strategies derived from the process with all members of the project team.
- Evaluate the community collaborative effort.
- Develop all required reports for the funding agency.
- Serve as primary community liaison.

The period of this collaboration will be September 1, 2XX to August 31, 2XXX.

Agreed to this _____ day of June, 2XXX

X X, M.D.
Organization I

X X, Project Director
Organization II