

Sample Memorandum of Understanding

Memorandum of Understanding
Between
NSP Grantee _____
And
Community Partners

Regarding the Neighborhood Stabilization Program in _____ City/County/State.

This Memorandum of Understanding (MOU) establishes a *joint partnership* between (NSP Grantee) and (List All Community Partners).

I. BACKGROUND

(Write a brief description of NSP activities and goals in the specified community.)

II. PURPOSE

This MOU defines the relationship between the (NSP Grantee) and (List all Community Partners) and the roles each Party is expected to play. The goal of this partnership is to address the effects of declining neighborhoods created by foreclosures, blight and abandonment and their negative impact on the stability of the respective communities.

(list specific goals of the program)

III. STATEMENT OF MUTUAL BENEFIT AND INTEREST

The parties to this MOU have separate missions for which they are committed; however, each party's individual mission hinges together with shared responsibility. These responsibilities include but are not limited to: (Details of services to be provided by each group)

- I. As the NSP Grantee, (organization name) will provide the following services and resources _____
- II. Community Partner A will provide the following services _____
- III. Community Partner B will provide the following services _____
- IV. Community Partner C will provide the following services _____

The above parties agree that it is to their mutual benefit and interest to work cooperatively to achieve this collective mission and their individual mission.

IV. DESCRIPTION OF PARTNERS

Description of NSP Grantee Organization and its skill sets:

Description of Community Partner A and its skill sets:

Description of Community Partner B and its skill sets:

Description of Community Partner C and its skill sets:

(List all other identified organizations)

V. RESPONSIBILITIES

EACH PARTY SHALL:

- A. Agree to the formation of a (Steering Committee) to provide expertise and oversight to activities for the Neighborhood Stabilization Program.
- B. Designate a key contact or a representative to serve on the Steering Committee.
- C. Work through their Steering Committee representative to provide necessary information to achieve agreed upon goals.
- D. Agree that the Neighborhood Stabilization Program will have goals, objectives, and actions that are aligned with each organization's mission.
- E. Agree to coordinate priorities, actions, and resources for the greater good of the _____ communities.
- F. Recognize that other organizations may be involved, but are not listed as partners, and maybe required to assist in endeavors critical to the purposes of this MOU under separate formal arrangements. Such assistance may include but not be limited to: managing funds, writing grant applications, professional services, providing consultation, education, and facilitation.

VI. TERMS OF UNDERSTANDING

The term of this MOU is for a period of 1 year from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either party may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

VII. AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

NSP Grantee _____

_____ signature _____

(Name of Executive Director)

(Organization Name) _____

_____ signature _____

(Name of Executive Director)

(Organization Name) _____

_____ signature _____

(Name of Executive Director)

(Organization Name) _____

_____ signature _____

(Name of Executive Director)