

## **GOVERNMENT MOU TEMPLATE INSTRUCTION SHEET**

### Title

- Insert the name of the applicable government agency and the acronym

### Section I, Introduction

- Insert the name of the applicable government agency and the acronym

### Section II, Overview of Program Goals and Objectives

- a. Insert the name of the applicable government agency and acronym
- b. Insert the purpose of the MOU
- c. Insert a description of the applicable UDC department or college that is performing or receiving services under the MOU
- d. Insert a description of the government agency

### Section III, Scope of Services

- a. List the agreed responsibilities for UDC
- b. Insert the name of the applicable government agency
- c. List the agreed responsibilities for the government agency

### Section IV, Relationship Points of Contact

- a. Insert the name of the UDC point of contact
- b. Insert the name of the government agency point of contact
- c. Insert the name of the applicable government agency

### Section V, Duration of the MOU

- a. Insert the start date and end date – NOTE: This must be within the same fiscal year if there will be any funds expended.
- b. Determine if there will be additional option years –maximum of four

### Section VII, Consistent with Law

- Insert the name of the applicable government agency

### Section VIII, Termination

- Standard termination for convenience time period of ninety days is included. Confirm if more or less time is appropriate based on the specific activities

### Section IX, Anti-Deficiency Clause

- Standard Clause for government agency MOUs

### Section X, Notices

- a. Insert contact name, address, email and phone number for the point person for the government agency
- b. Insert contact name, address, email and phone number for UDC's point person

### Section XI, Confidential Information

- Standard clause. May be expanded if the services implicate data sharing

### Section XII, Legal Authority

- Insert the relevant DC Code that authorizes the activities under the MOU – typically D.C. Official Code 1-301.01(k)<sup>1</sup>

### Section XIII, Fiscal Impact or Cost of Services

- Determine whether there is no cost associated with the MOU or insert the actual dollar amount and the payment mechanism. NOTE: UDC does not participate in the intra-district transfer, so has to be invoice and payment.

### Signature Page

- Insert name of government agency, name of signatory and title

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<sup>1</sup> (k) Placement of orders with departments, offices, or agencies of the District; payment of cost; obligations upon appropriations. —

(1) The Mayor may authorize the heads of District departments, offices, and agencies to place orders with any other department, office, or agency of the District for materials, supplies, equipment, work, or services of any kind that the requisitioned department, office, or agency may be in a position to supply or equipped to render; provided, that the Chief Financial Officer shall submit quarterly to the Council and the Mayor the summary required by D.C. Official Code [§ 47-355.05\(e\)](#), along with all Memoranda of Understanding between District agencies involving an exchange of materials, supplies, equipment, work, or services of any kind. The department, office, or agency placing any such orders shall either advance, subject to proper adjustment on the basis of actual cost, or reimburse, such department, office or agency the actual cost of materials, supplies, or equipment furnished or work or services performed as determined by such department, office, or agency as may be requisitioned. Orders placed as provided in this subsection shall be considered as obligations upon appropriations in the same manner as orders or contracts placed with private contractors.