



## **MOA Components\***

### **Mission Statement**

This statement may already exist within your on-going partnership, or may need to be developed jointly to assist in defining the primary purpose of your partnership, and the differences your mission will make within your community.

### **Desired Outcomes/Logic Model**

This information should outline the goals and objectives that the partnership hopes to achieve.

*Must include a final logic model that identifies needs or gaps and connects those needs or gaps with corresponding project goals, objectives, activities, partners' roles, outcomes, and outcome measures for each of the SS/HS elements; must include a description of the process for involving multiple and diverse sectors of the community, including parents and students in the implementation, and continuous improvement of the project.*

### **Description of Partner Responsibilities, Commitment, and Support**

This brief description should highlight the proposed programs, activities, committees, etc. that the partner will develop, administer, participate in. This information could also include the frequency of meetings and other communications and a description of the management and decision-making processes that will be employed.

*Must include a final roster of the core management team of senior representatives from the required SS/HS partners that clearly defines how each member of the team will support the project director in the day-to-day management of the project; must demonstrate the support and commitment of the required SS/HS partners to implement and sustain the project.*

### **Programmatic Reporting**

This section should describe the expectations for submitting reports progress reports/updates on the status of the grant activities performed by partner agency staff. (Minimum reporting expectations should mirror the Project Director's need to provide this information for required reports to funders).

### **Financial Responsibility/Reporting**

Financial reports should outline the total amount of monies spent, including federal expenditures and any local matching contributions (if required/applicable).

*Must include a description of each partner's financial responsibility for the services that it will provide along with the conditions and terms of responsibility for those services, including the quality, accountability (e.g. financial reporting expectations), and coordination of services as they relate to achieving the goals, objectives, and outcomes of the project.*

### **Information Sharing**

This section should address the policies/procedures, type, and the extent to which information on children and families served will be shared between the partnering agency and the school district partner(s) throughout the course of the grant. This section could also include articulation of the responsibility of the partner agencies' representatives to share project information back in their organizations.

**Evaluation/Data**

This section should describe the partner’s responsibility regarding evaluation, data collection and reporting.

**Supervision Responsibility/Chain of Command**

This section should clearly establish a definitive chain of command for partner agency staff members including the individual(s) responsible for the supervision of partner agency staff).

**Decision-Making Authority**

For MOA with law enforcement agency partners: outline the mutual understanding between the law enforcement agency and school or school district partner(s) with regard to the scope of authority of law enforcement staff to enforce state, local, and federal laws.

**Mental Health Services**

For Mental Health Partner MOA: *Must include a description of the procedures to be used for referral, treatment, and follow-up for children and adolescents in need of mental health services and an assurance that the local public mental health authority will provide administrative control and/or oversight of the delivery of mental health services.*

**Signators**

*The MOU must be signed by the authorized representatives of the LEA, the local juvenile justice agency, the local law enforcement agency, and the local public mental health authority—the required SS/HS partners. For consortium applicants, be signed by the authorized representatives of each member LEA and by the authorized representative of each corresponding required SS/HS partner for each member LEA. Include information that supports the selection of each identified SS/HS required partner that has signed the final MOA.*

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Partnering Agency**

*\*Note: italicized portions are required in the final MOA for 2009 SSHS grantees*