MEMORANDUM OF UNDERSTANDING

BETWEEN

(AGENCY NAME(S))

AND

THE CHICAGO COOK WORKFORCE PARTNERSHIP

This Memorandum of Understanding, hereafter referred to as (“MOU”) by and between the Chicago Cook Workforce Partnership (“The Partnership”) and (AGENCY NAME(s)) is an agreement to collaborate designed to leverage resources and relationships to advance both organizations’ common goals and missions in relation to the (NAME THE GRANT) funding opportunity. All parties hereto agree to abide by the terms and provisions of this MOU throughout the duration of the Agreement.

**Part I**

**Purpose of Agreement**

TEXT

What is the purpose of this MOU?

**Part II**

**The Partnership Responsibilities**

The Partnership will:

TEXT

**Part III**

**(AGENCY NAME(S)) Responsibilities**

1. (AGENCY NAME(S)) will: TEXT
2. ADD OTHER MOU PARTNERS AS NECESSARY will:

**Part IV**

**Responsibilities of All Parties**

**All** Agree to:

* The Chicago Cook Partnership and (AGENCY NAME(S)) will mutually provide information regarding services provided within the guidelines of confidentiality as specified by state and federal laws and regulations.
* OTHER BULLETED TEXT

**Part V**

**Customizable Scope**

TEXT

**Part VI**

**General Contract Provisions**

Amendment Provisions

This Agreement may be amended at any time through consensus of both parties and must be in writing. Such amendments will require the signature of all parties affected by such amendment. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties.

Consistency with Authorizing Laws and Regulations

Both parties agree to provide services consistent with federal, state, and local laws and regulations.

Administrative and Operational Procedures

Both parties consent to share confidential information between the parties as relating to this Agreement that will be helpful in job creation and procedures set forth in this Agreement.

Mutual Indemnification/ No Agency Relationship

The collaborating parties agree to indemnify, defend, and hold harmless, each other and their officers, agents, and employee from any, and all claims, actions or proceedings arising solely out of the acts or omissions of the indemnifying party of this Memorandum of Understanding. The collaborating parties agree that each is acting in and independent capacity and not as officers, employee or agents of the other party.

No Funding Obligations

Nothing in this MOU shall obligate either The Partnership or XXX to transfer or pay any funds to each other. Any agreement that involves payment from one party to the other requires execution of a separate agreement and will be contingent upon funding availability. Such activities must be independent and appropriately authorized and negotiated, executed and administered separately and independent of this MOU.

Duration of Agreement (Term)

The Term of this MOU is coincidental and coterminous to the requested grant funding and will take effect upon the date of the grant award. In the event there is no grant award for this specific program, this MOU will be immediately null and void.

This MOU is at-will and may be modified only by mutual consent in writing of authorized officials from The Partnership and (AGENCY NAME(S)). This MOU shall become effective [upon full execution by the authorized officials from all parties] **OR** [on XXXX, XX, 20XX] and (AGENCY NAME(S)) and will remain in effect until the end of the relevant grant period.

Entire Agreement

This Agreement sets forth the entire understanding of both parties with respect to the transactions contemplated hereby and supersedes all previous arrangements and understanding relating to the subject matter hereof.

**VII**

**Authority and Signatures**

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing below.

(AGENCY NAME(S))

By:

Its:

Date:

Chicago Cook Workforce Partnership

By: Karin M. Norington-Reaves

Its: Chief Executive Officer

Date: