

**Memorandum of Understanding Development Checklist**

This checklist captures the process flow for a Memorandum of Understanding (MOU). The Office of General Counsel (OGC) can provide technical assistance for any employee with questions about the proper execution of an MOU. If the MOU is a renewal, the DC Health point-of-contact will begin revising the content a minimum of 60 days prior to the term date of the existing agreement.

*Table 1: Content Development. To be a legally sufficient MOU, all elements in the following table must be included in the text*

<b>Content Element</b>	<b>Complete?</b>
All parties (DC Health and all other participating agencies) are named with points of contact identified	
The reason for the MOU is stated	
The seller’s specific responsibilities are clearly stated	
The buyer’s specific responsibilities are clearly stated	
The statutory authority of the seller agency to perform the services is clearly stated	
The buyer agency’s budget authority to obligate the funds to be used to fund the MOU is listed	
The term of the MOU is listed. If the term extends beyond the end of the current fiscal year, language is present making the agreement contingent upon the availability of funds.	
The cost of the goods/services are clearly listed	
The total amount that shall not be exceeded under the MOU is clearly stated	
Payments by the buyer are restricted to the actual costs of goods/services incurred by the seller	

*Table 2: Approvals*

<b>Approval</b>	<b>Date of Approval</b>
DC Health General Counsel (formal legal sufficiency and signature)	
Partner agency General Counsel (formal legal sufficiency and signature), if applicable	
Buyer agency AFO (certification of funds and signature)	
Seller agency AFO (certification of funds and signature)	
Buyer agency Director, or designee (signature)	
Seller agency Director or designee (signature)	