



MOA Development Guide

What is a Memorandum of Agreement (MOA)?

Commonly known as Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU), this document clearly outlines what each party in the partnership will provide and receive from one another.

An MOA is not a compliance checklist. All activities and expectations in the document should be discussed, supported, and agreed upon by both parties.

Important: Before beginning the agreement process, be sure you have assessed the readiness of your partner to engage in this partnership. Your MOA will be most successful if you have determined that your partner is ready to implement Triple P, and that this readiness can be sustained throughout your partnership.

More resources on [understanding and assessing readiness can be found here](#).

How should I use this resource?

- Use this resource to guide the development of an agreement between any set of partnering individuals, teams, and agencies. This specific resource focuses on the partnership agreements between Lead Implementing Agencies (LIAs) and Triple P service delivery partners.
- Consider who needs to be included in the MOA development process, and how your team can foster community support for the activities outlined in the MOA. Which partners and collaborators should be included for brainstorming, co-creation, and review? (For example, having your Community Coalition members review the MOA content or templates can help promote community-wide understanding and accountability for the exchange of services and supports listed in the MOA.)
- When your team agrees that the partner agency has shown sufficient readiness to move forward with an MOA, utilize the MOA Building Questions below.

MOA Building Questions¹ (adapted from [NIRN's Give-Get Partnership Agreement Template](#))

1. **What will we call this document?** (MOU, MOA, Charter, Terms of Reference, etc.)
2. **What is our shared vision or goal for this partnership?** This should reflect the broad goal(s) we want to achieve in our community by working together.
3. **What will the LIA offer to the service delivery agency/practitioner? How will this be provided?**
 - a. Consider including details that help agencies understand the costs and efforts invested by the LIAs, such as training prices, cost of materials provided, coaching and accreditation supports and expectations, data support and sharing, etc.
 - b. Consider supporting agencies in thinking through sustainability planning for training and material costs.
4. **What will the service delivery agency/practitioner offer to the LIA? How will this be provided?**
 - a. Consider including details related to agency/practitioner participation in training and coaching, referral processes, service provision, data submission, peer support, representation in Community Coalitions, etc.
5. **Are there communication practices that should be included to ensure both parties engage in open and regular communication?**
 - a. Consider including language about designated team member contacts, preferred communication methods (email/Zoom, etc.), and frequency of scheduled check-ins. This can help normalize consistent communication and may be beneficial in situations of staff turnover.
6. **Are there other agreements that need to be included or drafted separately (based on agency requirements) such as data sharing agreements, etc.?**

¹ McLean J. E., Behringer B. A. (2008). Establishing and evaluating equitable partnerships. *Journal of Community Engagement and Scholarship*, 1, 66-71.