Memo

To: All First 5 LA Policy Grantees

From: Stacy Lee and Josh Kruskol, First 5 LA

Date: July 10, 2012

Subject: GUIDANCE ON MEMORANDUMS OF UNDERSTANDING (MOU)

As you know the fiscal year began July 1, 2012 and your new contracts have started. The First 5 LA contract requires you submit a Memorandum of Understanding (MOU) for all subcontractors/partners and evaluators you will be paying with First 5 LA funds before invoicing First 5 LA for work done by that subcontractor.

While there is no specific form we ask you to fill out for the MOUs between you and your subcontractor or evaluator, there are some guidelines we would like you to follow when submitting an MOU:

- The MOU must specify the time period which it is covering;
- The MOU must include the dollar amount for the subcontractor for the period covered, payment schedule and requirements for payment (i.e. deliverable based or based on schedule);
- MOU must specify the services and/or deliverables expected by all parties to the Memorandum;
- All parties’ assigned responsibility in the MOU must be a signatory to the Memorandum.

**Please email all MOUs to Stacy Lee (PAF) or Josh Kruskol (COF) before sending them to the contracts department; we will review the documents and submit them to contracts upon review.

We sincerely appreciate your cooperation in ensuring each of our grantees are able to meet the requirements of the contract. We understand it takes some time and coordination to align your internal practices with those requested by First 5 LA. Please do not hesitate to contact either of us to discuss this issue further. We are grateful for the important work you do on behalf of young children and families in LA County. Thank you.