

PDG B-5 THIRD PARTY AGREEMENTS: Suggested Approach and Templates

In the FOA on page 32, Third Party Agreements are defined as:

Definition: Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are not considered to be third-party agreements.

Required Elements: Third-party agreements must clearly describe-

- Project Activities -- reference briefly the specific activities that the partner will contribute
- Support to which the third party is committing -- reference specific support (both dollars and resources), including staff, space, other materials or services, and include any match if relevant
- Signatures - Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

If you are applying as a Collaboration/consortia applicants then you **must provide letters of commitment or MOU** identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and **describe in detail their roles and responsibilities as partners** in the collaboration/consortia.

Format: Third Party Agreements may be single spaced (see page 17 of FOA). *“The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced.”*

General Tips to Approach/Format:

- Third Party Agreements from “major” partners, specifically state agencies and large partner agencies that are making a significant match and/or have major responsibilities for specific activities.
- One state had the other state agencies sign the letter from the Governor. Others are creating a short MOU/Letter of Commitment type document with the elements required (e.g. bullets of key commitments and/or role on specific Activities; if they are contributing any match, or you are intending to sub-award to them). You can also say that upon receipt of funds a more detailed agreement would be signed.

Resources: Here are some sample templates that may be useful to states.

- Sample MOU Template - <https://www.cdc.gov/cancer/ncccp/doc/samplemoatemplate.doc>
- Third Party Agreement Template - https://www.hta.gov.uk/sites/default/files/Third_party_agreement_submission_form.doc
- MOU Guidelines - http://www.doj.state.or.us/wp-content/uploads/2017/08/mou_sample_guidelines.pdf