

### **Completion of Memorandum of Understanding during COVID-19 National Emergency**

OVW has received several inquiries regarding signatures on the Memorandum of Understanding (MOU). Due to school and business closures, along with an increase in the number of employees who are teleworking, and guidance to practice social distancing, obtaining the required signatures on the MOU may be challenging or impossible. To address this, OVW will accept MOUs as part of the application without all of the required signatures. Applicants submitting an MOU without all of the required signatures will not be penalized for this during the review process. Applicants should follow all of the other requirements listed in the solicitation for developing and submitting an MOU as part of their application. Prior to issuing awards, OVW will require applicants without fully signed MOUs at the time of application submission to obtain any missing signatures.

Although OVW will accept applications without fully signed MOUs, OVW strongly encourages applicants to explore alternate methods for obtaining the necessary signatures. Alternate methods may include the use of electronic signatures, fillable pdfs, fax transmission, scanners, snail mail, or mobile apps that allow users to scan documents on their mobile devices. MOU partners could use their mobile devices to take a picture of the signed signature page and send the photo to the applicant, or MOU partners could submit emails to the applicant indicating their approval of the proposed project and budget and their intention to sign the MOU at a later date. In both cases, the applicant should include the photos or emails as part of the MOU when submitting the application.

If none of the aforementioned alternatives is possible, the applicant must, at the very least, submit a letter with the application attesting that the partners identified in the application and in the draft MOU indicated their support for the project prior to the national emergency.

In addition, the solicitation currently allows applicants to submit multiple signature pages as described below:

- Applicant creates a master signature page that includes a signature line for each required entity.
- Applicant forwards a copy of the master signature page to each MOU partner required to sign.
- The MOU partner signs on their designated line and returns their copy of the signature page to the applicant.
- The applicant collects each of the signed signature pages and then submits all of them as part of the MOU.

For example, based on the sample MOU master signature page provided on the next page, this applicant would submit four signature pages with the MOU. Each page would show one signature line signed by an MOU partner and the other three signature lines would be blank. This is what the solicitation means when it says, "If necessary, an MOU can include multiple signature pages so long as each page includes the names and titles of all signatories to the MOU."

**SAMPLE MOU MASTER SIGNATURE PAGE**

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Ms. Jane Doe  
Superintendent, ABC School District

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Date

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Mr. Alexander Smith  
Sheriff, ABC County

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Date

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Ms. Barbara Landers  
Executive Director, ABC Rape Crisis Center

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Date

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Mr. John Worth  
Executive Director, Boys & Girls Club

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Date