**LEAD ENTITY MOU TEMPLATE**

**Preamble**

* Chicago CoC, HUD requirements, governing plans
* “Big picture” goals

**Purpose**

**Background**

* Entities that are party to the agreement
* Explanation of lead entity role

**Term of the Agreement**

* Four-year term with automatic renewal unless there is a competitive process
* Termination with cause requires 60-day notice
* CoC may open competitive process with one-year notice
* Lead entity may terminate without cause with one-year notice
* CoC has no right to terminate without cause
* Decision to open competitive process made by Board of Directors, with recommendations from the SOCP.
* Lead entity will responsibly support transition at the end of competitive process

**General Understandings**

* Governance
	+ Role of Board of Directors
	+ Oversight by System Operation and Performance Committee
	+ Relevant CoC working groups (e.g., CAC, HMIS Committee)
* Designation of Lead Entity
* Operational Policies
* Funding

**Responsibilities**

* Strategic goals/primary objectives of lead articulated in MOU
	+ Use of exhibits to update annual SOW
* Verbal reports required at each working group meetings
* Written reports to be submitted to SOPC no less frequently than semi-annually
	+ All written reports to be co-authored by lead entity, working group
	+ Includes retrospective assessment of what went well and what did not
	+ The year-end report recommends changes to SOW for next year
	+ Template included as exhibit
* Requirements for public transparency

**General Provisions**

* Amendments
* Entirety of Agreement
* Severability
* Compliance with Applicable Laws
* Indemnification
* Liability
* Governing Law and Disputes

**Exhibits**

* Scope of work listing prioritized goals for the year, sample activities (annual)
* Written report template