

(SAMPLE)

MEMORANDUM OF UNDERSTANDING

TO: (LSTA Grant Project Evaluator)
FROM: (LSTA Grantee)
DATE:
SUBJECT: Terms and Conditions of LSTA Grant Project Evaluation

The undersigned LSTA Grant Project Evaluator (Evaluator) and the LSTA Grantee (Grantee) do hereby agree to the following terms and conditions for the evaluation of the Grantee's LSTA grant project:

1. The evaluation will be conducted by the Evaluator in accordance with the Oregon State Library's "Specifications for LSTA Grant Project Evaluations" hereafter referred to as "Specifications".
2. The Evaluator will conduct whatever investigations are necessary to produce an evaluation report in accordance with the Oregon State Library's "Specifications", including at least one visit to the project site on a date to be mutually agreed upon by the Grantee and the Evaluator.
3. The Evaluator will mail to the Grantee an evaluation report meeting the "Specifications". The report should be mailed within a reasonable time period after the site visit, and before the ending date of the grant.
4. The Evaluator will mail, along with the report, an invoice in the amount of \$_____. The invoice will be dated before the last day of the grant period and will be paid promptly by the Grantee from grant funds.
5. The Evaluator will also mail a copy of the evaluation report to Library Development Services, Oregon State Library, 250 Winter St. NE, Salem, Oregon 97301-3950. An electronic version sent by e-mail, in addition to a paper copy, is requested.
6. The evaluation report will become the joint property of the Evaluator, the Grantee, and the Oregon State Library and may be reproduced, in whole or in part, by any of these parties without permission.

(Grantee Signature)

(Evaluator Signature)

(Date)

(Date)