

Sample Interagency Agreement Format for CBCAP State Leads

INTERDEPARTMENTAL AGREEMENT AMONG

THE

(Identify all the Agencies Involved)

FOR

(Identify the Program or Initiatives)

1. Purpose

Identify the purpose of this agreement, goals and a description of the program or initiative.

2. Period of Agreement

Identify when the terms of this agreement takes effect and when it ends, including caveats such as “provided funding continues” or “based on the availability of funding”.

3. Program Budget and Agreement Amounts

Clearly delineate the amount of funding each agency will contribute, sources of funding to be provided and the fiscal year.

Example: The following funding agencies, sources of funds and amounts will be provided for fiscal year 20XX:

- *Department of Education (State School Aid Act) \$ 2,000,000*
- *Department of Social Services (Federal TANF) \$ 4,000,000*
- *Children’s Trust Fund \$ 1,000,000*

4. Methodology and Program Content (Statement of Work)

Clearly identify the work to be conducted; how it is to be conducted; the agency designated as the lead responsible for administering the funds; how funding decisions will be made; when this begins; if this is a multi-year agreement, or other key pieces of information.

5. Method of Payments and Financial Reports

Clearly delineate how the money will be disbursed, financial reports required, and any other requirements the various funding agencies need for accountability. If other non- funding, but tangible supports (e.g. staffing, space, etc.) are given these should also be listed in the agreement. (However, they cannot be leverage on the CBCAP Leverage Form.)

6. Responsibilities

Clearly identify the roles and responsibilities of each party to this agreement. These may range from providing a specified amount of funding to day to day operations or oversight and advisory roles. However, be VERY specific for each partner so there will not be misunderstandings later.

7. Performance/Progress Reports

Clearly state the type of reports required, frequency of such and any other reporting requirements (e.g. written quarterly report, annual presentation to Department heads, etc.).

8. Modifications

Clearly state the conditions for modifications of this agreement.

Example: Any changes, amendments or revisions to this agreement shall only be effective with the written concurrence of all parties.

9. Termination

Clearly state the conditions for termination of this agreement.

Example: This agreement shall be in full force and effective for the period specified in this agreement. Any of the parties may terminate their involvement in this agreement by giving at least a 60-day written notice. Upon the failure of any party to carry out the terms of this agreement, termination of the party's involvement in this agreement may be requested by the remaining parties by giving 30-days written notice stating the cause and the effective date.

10. Special Condition

Delineate any other conditions not covered or that you wish to emphasize. For Example: *This agreement is conditionally approved subject to and contingent upon the availability of funds.*

11. Special Certification

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the responsible governing board, official, or agency.

12. Signature Section

Date

Department Director's Signature

Date

Director's Signature

Date

Director's Signature

13. Copies

Copies of this agreement with original signatures will be provided to each party of the agreement.