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**AGREEMENT**

BETWEEN

**Insert Lead Agency/Fiscal Agent**  
**Lead Agency’s Full Address**

AND SUBRECIPIENT:

**Insert Research Partner**  
**Research Partner’s Full Address**

This Agreement sets forth work to be undertaken by the Subrecipient in accordance with the attached Scope of Work (Appendix I) and in consideration of compensation to be made by the **Insert Lead Agency/Fiscal Agent** in accordance with the attached Budget (Appendix II); such compensation to be paid from the federally-sponsored project identified below:

Project Title: **Full project title**

Federal Agency: Department of Justice - Byrne Criminal Justice Innovation  
Agency Award/Project Number: BJA **YEAR-Project Number**

**AGREEMENT AMOUNT NOT TO EXCEED: \$XXXX**

**ACCEPTED BY:**

**Insert Lead Agency/Fiscal Agent**

**Insert Research Partner**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**General Terms and Conditions**

**ARTICLE 1. PARTIES TO THE AGREEMENT**

This Agreement is made by and between **Insert Lead Agency/Fiscal Agent** and the subrecipient, **Insert Research Partner**.

**ARTICLE 2. PERIOD OF PERFORMANCE**

This Agreement commences **Date Agreement is Effective**, extending through the Planning Period of the project, which is expected to end in **End Date**. Upon completion of the Planning Period, the MOU will be modified and extended to align with the Implementation Period of the project.

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### ARTICLE 3. MODIFICATION OF AGREEMENT

This Agreement may be amended or extended by mutual written consent.

### ARTICLE 4. TERMINATION OF AGREEMENT

This Agreement may be terminated by either **Insert Lead Agency/Fiscal Agent** or **Insert Research Partner** by giving thirty (30) days written notice to the other party. Upon the recipient of the notice of termination, Subrecipient shall not make any new commitments and shall, to the extent possible, cancel all outstanding commitments that relate to the Agreement. **Insert Research Partner** shall be reimbursed by **Insert Lead Agency/Fiscal Agent** for all uncancellable commitments that can not be cancelled made under the terms of this Agreement; such reimbursement not to exceed the total estimated project cost.

### ARTICLE 5. CHANGES IN SCOPE OF WORK

**Insert Lead Agency/Fiscal Agent** and **Insert Research Partner** shall not modify, alter, delete or substitute any element in the Scope of Work as set forth in Appendix I without mutual written consent.

### ARTICLE 6. PAYMENT

In consideration of work and services performed by **Insert Research Partner** in accordance with Appendix I of this Agreement. **Insert Research Partner** will submit a quarterly report to **Insert Lead Agency/Fiscal Agent** designating work completed, by whom, hours spent completing this work, and rate of pay for these hours worked. Quarterly reports are due every three months, commencing April 1. This is a cost-reimbursement contract; **Insert Research Partner** will be paid after **Insert Lead Agency/Fiscal Agent** receive payment from the Department of Justice.

In executing this Agreement, **Insert Research Partner** is serving as subcontractor under a federal grant or contract from the federal government to **Insert Lead Agency/Fiscal Agent**. Subrecipient specifically agrees to abide by all applicable federal requirements for sub-grantees and subcontractors, including, but not limited to, those requirements set forth or referenced in the master grant or contract relating to this Agreement.

### ARTICLE 7. ACCOUNTS, AUDITS AND RECORDS

Subrecipient shall maintain books, records, documents and other evidence, accounting procedures, and practices, sufficient to meet federal requirements and to reflect properly all direct and indirect costs of whatever nature it claims to have been incurred for the performance of this Agreement. The foregoing constitutes "records" for the purpose of this Article.

Subrecipient shall preserve and make available its records until the expiration of three (3) years after the end of the project period.

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#### ARTICLE 8. INDEMNIFICATION

Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers or directors, to the extent allowed by law.

#### ARTICLE 9. EQUAL OPPORTUNITY AND CIVIL RIGHTS

Subrecipient agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, handicap, age, sex or national origin. Subrecipient will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, color, religion, handicap, age, sex or national origin. Subrecipient agrees to comply with all provisions of Executive Order No. 112246, as amended, 1965; Titles VI and VII of the Civil Rights Act of 1964; and the rules, regulations and relevant orders of the Secretary of Labor; and all other applicable and relevant federal laws.

#### ARTICLE 10. SUBCONTRACTS

It is understood that Subrecipient shall not subcontract any of the work under this Agreement without prior written approval of **Insert Lead Agency/Fiscal Agent**.

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## APPENDIX I

### PLANNING PERIOD SCOPE OF WORK

**Insert Research Partner** will serve as the research and evaluation partner for **Insert Lead Agency/Fiscal Agent's** Byrne Criminal Justice Innovation (BCJI) project. In this capacity, **Insert Research Partner** will appoint a lead researcher (**Insert Name of Lead Researcher from Research Partner team**) to the project team.

**Insert Name of Lead Researcher**, with support from **Insert Research Partner**, will perform the following activities so that the project team may produce an exceptional BCJI Plan for submission to the Department of Justice at the conclusion of the Planning Period.

- Closely collaborate with the **Police Department and/or and other key agencies** (e.g. **State Department of Corrections Agency, City's Solicitor's Office, City's Housing Authority, etc.**) to ensure relevant data is provided according to project team needs.
- Identify all data point indicators and collect information to ascertain baseline indicators. Where there are indicator and/or data gaps, develop mechanisms to close gaps to ensure all necessary information is secured.
- Analyze data and present findings in a manner that allows project team to discern trends, develop strategies, and identify qualitative and quantitative goals for the project's implementation period.
- Conduct research on "evidence-based" interventions as stipulated by the Department of Justice and identify specific interventions that the project team might want to implement in **Target Area/Neighborhood**.
- Suggest modifications/enhancements to existing community policing strategies being utilized in **Target Area/Neighborhood** to align with BCJI project.
- Serve as primary author for the culminating Plan to be submitted to the Department of Justice at the conclusion of the Planning Period.
- If required, assist with refining/editing the Plan according to feedback from the Department of Justice.

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## APPENDIX II

### PLANNING PERIOD BUDGET

Upon collection of invoice and necessary back-up documentation indicating Scope of Work deliverables, **Insert Research Partner** will be paid a total of \$XXXX which will be disbursed in five equal installments.