

**Partnership Agreement
Memorandum of Understanding**

**Insert Lead Agency/Fiscal Agent
AND
Insert Name of Organization/Agency¹**

This In-Kind Memorandum of Understanding is hereby entered into for the purpose of participating in the planning process for the **Insert Lead Agency/Fiscal Agent's** Byrne Criminal Justice Innovation project. The success of the **Insert Lead Agency/Fiscal Agent** Planning process is greatly dependent on strong collaboration and highly engaged partnerships with local stakeholders, community members and project partners. As such, **Insert Lead Agency/Fiscal Agent** is convening a Leadership Council to help guide the project, inform the process and help finalize the **Insert Lead Agency/Fiscal Agent** plan for the **Target Area/Neighborhood**. As a prominent member of the community and key partner to the project we would like to invite you to participate in this **Insert Lead Agency/Fiscal Agent** Leadership Council.

RESPONSIBILITIES AND EXPECTATIONS

For this project **Insert Lead Agency/Fiscal Agent** serves as the “lead” organization. As the lead organization, **Insert Lead Agency/Fiscal Agent** is responsible for the following:

- Convening the **Insert Lead Agency/Fiscal Agent** Leadership Council
- Coordinating planning activities for the **Insert Lead Agency/Fiscal Agent** project, including but not limited to organizing focus groups, interviews of key stakeholders, etc.
- Facilitating communications and information sharing with the **Insert Lead Agency/Fiscal Agent** Leadership Council
- Drafting and completing the **Insert Lead Agency/Fiscal Agent** project implementation plan
- Measuring key outcomes and indicators for **Insert Lead Agency/Fiscal Agent** implementation
- Overseeing the implementation of the **Insert Lead Agency/Fiscal Agent** project over the three year grant period

Under this Agreement, (Insert agency/organization name) agrees to:

- Participate in quarterly meetings over the grant period (**Start Date** – **End Date**)
- Support outreach efforts for community meetings and planning activities such as focus groups, community survey days, etc.

¹ Each MOU should be completed and signed by each individual, organization, or agency involved (e.g. Fiscal agent, local law enforcement agency, cross-sector partner, community leader). See page 21 of [BCJI solicitation](#)

- Participate in at least one (1) community meeting in **Target Area/Neighborhood** to engage with and listen to community members as they provide input into the **Insert Lead Agency/Fiscal Agent** planning process
- Share data as needed to support the planning and implementation efforts of the **Insert Lead Agency/Fiscal Agent** project
- Track and report your in-kind staffing hours and amounts for the purpose of **Insert Lead Agency/Fiscal Agent** reporting.

TIME PERIOD

This Memorandum of Understanding shall follow the grant time period, beginning upon signing this document and remaining in place through **End Date**.

TERMINATION

This Agreement may be terminated in whole or in part by either party without cause. Written notice of termination shall be given in writing to both the **Insert Lead Agency/Fiscal Agent** and **(INSERT AGENCY/ORGANIZATION NAME)**, and shall be sent via certified or registered mail with return receipt requested. Failure to honor any of the obligations stated above may also result in the termination of this Agreement

In Witness Whereof, parties have executed this Memorandum of Understanding as of the date first written above.

INSERT LEAD AGENCY/FISCAL AGENT

NAME OF ORG/AGENCY HERE

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____