**Appendix G: Sample Operational Agreement**

*\*Sample only\**

*To be used for subcontractors, consultants and/or community-based organizations*

*identified in the budget pages*

*Draft only – signatures not required at time of proposal submission*

This Operational Agreement stands as evidence that the ***(Applicant Agency)*** and the ***(Partner Agency)*** intend to work together toward the goals outlined in the Project Work Plan. Both agencies believe that implementation of the ***(Name of JAG Program),*** as described within this proposal, will further these goals. Each agency agrees to participate in the JAG Program, if selected for funding, as outlined herein.

The ***(Applicant Agency)*** project will closely coordinate JAG services and activities with the **(*Partner Agency*)** through:

* Project staff being readily available to *(Partner Agency)* for service provision through *describe arrangements with the Agency.*
* Regularly scheduled meetings (*how often*) between (*persons/positions*) to discuss strategies, timetables and implementation of mandated services. Specifically:
  + *(List specific activities that will be undertaken between the two agencies or other specifics of the agreement.)*
  + *xxx*
  + *xxx*
* Effective grant performance period dates.
* Amount of JAG state funds designated to the Partner Agency.

We the undersigned, as authorized representatives of **(*Applicant Agency*)** and ***(Partner Agency*)** do hereby approve this document.

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*Name and Title* Date

*Agency Name*

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*Name and Title* Date

*Partner Name*