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SAMPLE

OPERATIONAL AGREEMENT

(see Recipient Handbook Section 4000)

This Operational Agreement stands as evidence that the *(Applicant Agency)* and the *(Agency)* intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in *(Jurisdiction)*. Both agencies believe that implementation of the *(Program)* application, as describe herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The *(Applicant Agency)* project will closely coordinate the following services with the *(Agency)* through:

- Project staff being readily available to *(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.

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

For _____ Date _____

For _____ Date _____