

## Essential Elements of an Interagency Agreement

Elements of an Interagency Agreement	
<b>Essential Elements</b>	<ul style="list-style-type: none"> <li>• Purpose of agreement</li> <li>• Detailed description of roles and responsibilities of each partner</li> <li>• Duration of the agreement</li> <li>• How the agreement can be terminated before the proposed period ends</li> <li>• How the agreement can be modified or amended</li> <li>• Administering or coordinating agency</li> <li>• Designation of representatives</li> <li>• Signatures of parties' principals</li> <li>• Contact information for representatives and signatories</li> </ul>
<b>Optional Elements</b> <i>(include only if applicable)</i>	<ul style="list-style-type: none"> <li>• Payment</li> <li>• Dedicated resources provided by each party and the value thereof</li> <li>• Return of funds</li> <li>• Confidentiality agreements</li> <li>• Property rights</li> <li>• Liability</li> <li>• Outcomes</li> <li>• Reporting</li> </ul>