



Partnership and Community  
Collaboration Academy

## **Best Practices for Managing Agency Agreements**

1. Review the ten best practices for managing agency agreements.
2. Determine your current and new practices for managing agency agreements.
3. Add a note regarding next steps for follow up with your agreement responsibilities.
4. Share your takeaway on the [Self-Study Form](#).

## Best Practices for Managing Agency Agreements: Gap Assessment

Practice	Current Practice	New Practice	N/A	Next Steps
1. Seek advice from a G&A specialist early in the concept phase of the partnership. Identify the responsibilities and boundaries of your agency's proposed role. Pursue the development or use of an existing or amended formal agreement(s).				
2. Build an internal team to support agreements that includes a G&A specialist and/or a contract officer, budget officer, supervisor, and the agency's signing authority. Include as needed: a public affairs officer, the solicitor or general counsel, and specialists associated with the agency's responsibilities, as defined in the agreement.				
3. Educate partners regarding your agency's agreement process. Manage timeline expectations for the development, review, signature or execution of the agreement, and data processing of the agreement linked to the transfer of federal funding.				
4. Learn about the partner's agreement review process, timeline, and past experience with Federal agreements.				
5. Identify your agency's authority(ies) associated with the roles and responsibilities of your agency under this agreement. Understand and communicate to partners "what you/your agency can and cannot do" related to the agreement.				

## Best Practices for Managing Agency Agreements: Gap Assessment

Practice	Current Practice	New Practice	N/A	Next Steps
6. Pay attention to an agreement's research and development timeline. Adjust the project timeline, as needed. Align the availability of revenue sources from a partner(s) associated with the agreement with the availability of federal funds. Confirm decision-making authority and contact information of the partner(s).				
7. Advise the partner(s) to review the agreement with their financial advisor(s), legal counsel, and senior executives and/or Board of Directors, as applicable.				
8. Recognize the value of a formal agreement to the partner(s) in sharing news of the formal agreement with their members, volunteers, funders, and leadership.				
9. Accept responsibility for monitoring agreements, regarding the transfer of federal funds, reporting requirements, roles and responsibilities and the life-span of the agreement.				
10. Include managing agreements in succession planning responsibilities of your position.				