

Sample Partnership Agreement between a CBO and BOCES

1. Terms of Agreement

As part of the continuing partnership between [CBO] and BOCES, this agreement shall begin on [date] and conclude with the end of the current Even Start fiscal year, [date].

2. Services to be Provided

Breakdown of Grant Funding

Four Family Educators (specific salary multiplied by benefits) = Grant Amount
Coordinator (specific salary multiplied by benefits) = Grant Amount
Clerical Support (specific salary multiplied by benefits) = Grant Amount
Project Director (specific salary multiplied by benefits) = Grant Amount

Total: Specific Amount

Breakdown of In-kind Funding (each of the items below should be listed with a specific amount)

Rent/Space [\$]	Telephones [\$]
Van maintenance and gas [\$]	Photocopier [\$]
Supplies [\$]	Adult Literacy Instructor [\$]
Data entry clerk [\$]	Project Director [\$]
Computer Technical Support [\$]	Mail Service [\$]
Cross Training [\$]	

It is further agreed that:

- BOCES will include all Even Start Family Literacy (ESFL) staff in appropriate staff training opportunities as they are provided for BOCES staff. They will count, and be recorded, as in-kind.
- BOCES will include ESFL information in materials provided to parents and other potential participants during recruitment and during the school year.
- ESFL will include BOCES information in materials provided to parents and other potential participants during recruitment and during the school year.
- ESFL will refer families who have out-of-school youth and adults not enrolled in ABE or GED preparation to an appropriate BOCES program/class.
- ESFL will include all BOCES staff in appropriate staff training opportunities as they are provided for ESFL staff.

3. Staff Supervision

Evaluations of staff will be done in accordance with their personnel policies and will use a modification of ESFL and BOCES forms. When completed, evaluations will be forwarded to the appropriate human resources individual at BOCES.

Professional development for all ESFL staff and BOCES staff associated with Even Start Family Literacy will be the joint responsibility of BOCES and ESFL. Funding for all professional development activities will be made available from Even Start Family Literacy funds for staff identified as providing direct services to Even Start Family Literacy clients under this contract. All training is subject to the approval of BOCES.

4. Files and Documentation

All program files and documentation of services and activities will be completed and shared by staff as defined in the attached job descriptions. Program files will be reviewed by the Even Start Family Literacy Coordinator to ensure compliance of services as indicated in Even Start Family Literacy federal statute and guidance and state policies and procedures. This documentation will be reflected in the evaluation of the staff completing the information.

5. Monitoring

Meetings with program staff to plan and review activities and to implement corrective measures for completion of goals and objectives in the event they are not being met will be held on a bimonthly basis.

6. Reporting

Staff is required to submit monthly reports to the director and the data entry clerk.

7. Contract Amount, In-Kind Reporting, and Billing

BOCES will provide in-kind documentation on the appropriate forms in accordance with the schedule.

Modifications to this agreement may be made based upon funding received by the Even Start Family Literacy program and agreed to by the BOCES director and the Even Start Family Literacy director.

8. Computers and Supplies

Computers and related equipment purchased for program implementation and used by BOCES administration and staff will remain the property of Even Start Family Literacy. BOCES is also exclusively responsible for repairs and maintenance.

Signatures:

Even Start Family Literacy Director

BOCES Director