



## **Operational Agreement Summary**

### Information and Instructions

Operational Agreements (OA) (also referred to as a Memorandum of Understanding (MOU)) are a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency(ies)/organization(s). The OA reflects the roles each agency/organization will play in achieving the goals and objectives of the Grant Subaward.

Many programs require OAs. In such instances, the RFA or RFP will provide instructions concerning the agencies/organizations for which the Subrecipient must have an OA. In addition to any programmatic OA requirements, Subrecipients are encouraged to establish an OA with any agency/organization that will be an active participant in the implementation of the Grant Subaward.

The Operational Agreement Summary is a list of active OAs, meeting the requirements of Subrecipient Handbook Section 7.005, that a Subrecipient has with participating agencies/organizations.

Complete all sections of the form and include, at a minimum, all OAs required by the RFA or RFP. If necessary, use additional forms to show all OAs.

This form must be submitted as part of the Grant Subaward Application when required by the RFA or RFP and/or with a Grant Subaward Modification (Cal OES Form 2-223), if changes are requested during the Grant Subaward performance period.



## Operational Agreement Summary

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____	_____	_____ to _____
2. _____	_____	_____ to _____
3. _____	_____	_____ to _____
4. _____	_____	_____ to _____
5. _____	_____	_____ to _____
6. _____	_____	_____ to _____
7. _____	_____	_____ to _____
8. _____	_____	_____ to _____
9. _____	_____	_____ to _____
10. _____	_____	_____ to _____
11. _____	_____	_____ to _____
12. _____	_____	_____ to _____
13. _____	_____	_____ to _____
14. _____	_____	_____ to _____
15. _____	_____	_____ to _____
16. _____	_____	_____ to _____
17. _____	_____	_____ to _____
18. _____	_____	_____ to _____
19. _____	_____	_____ to _____
20. _____	_____	_____ to _____