



**Court Services and Offender Supervision Agency  
for the District of Columbia**  
Office of the General Counsel

# **POLICY STATEMENT**

Title: Management of Agency Agreements  
Number: 1120  
Effective Date: 5/24/2021  
Recertification Date: 12/20/2025  
Review Due Date: 12/20/2027

**X**

---

Marcus Hodges  
Interim Director, CSOSA

## Table of Contents

---

|                                  |   |
|----------------------------------|---|
| Overview .....                   | 2 |
| Policy .....                     | 4 |
| Definitions .....                | 5 |
| Roles and Responsibilities ..... | 7 |

---

## Overview

---

### Background

The mission of the Court Services and Offender Supervision Agency (CSOSA or the Agency) is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community.

Partnering effectively with other criminal justice agencies and community organizations is one of the operational strategies that CSOSA uses to fulfill its mission. One method CSOSA uses to build partnerships is managing and developing agreements (Agency Agreements) with federal, state, local agencies, and community-based organizations. Agency Agreements include a wide range of formalized financial and non-financial arrangements with external entities, typically with specific stipulations and terms.

CSOSA enters into various types of Agency Agreements with its partners, which include, but are not limited to:

- Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU);
- Cooperative Agreement;
- Interagency Agreement (IAA);
- Interstate Compact; and
- Grants.

These agreements may have different processes and are managed by the responsible Initiating Agency Component (IAC) in accordance with Agency policies and procedures and any applicable laws, rules, and regulations.

The purpose of this Policy Statement (PS) is to outline the roles and responsibilities of Agency components, programs, and personnel involved in the management, development, and reporting of Agency Agreements.

---

### General Disclaimer

This policy does not impact contractual agreements involving goods and/or services acquired by the Office of Administration—Procurement (OP-A) with contractors and/or vendors. For further information, please refer to PS 5600, Doing Business with CSOSA.

---

*Continued on next page*

## Overview, Continued

---

**Summary of Changes**

- Updated Authorities.
  - Added Disclaimer.
- 

**Coverage**

This Policy Statement applies to all CSOSA staff who engage in the development and management of Agency Agreements.

---

**Authorities**

- US Constitution, article I, § 10, clause 3.
  - 31 United States Code (USC) § 1535, Agency Agreements
  - [5 USC § 301](#) Departmental Regulations
  - [Section 11233\(b\)\(2\) of the National Capital Revitalization and Self-Government Improvement Act of 1997, Pub. Law 105-33, 111 Stat. 712](#)
  - [District of Columbia \(DC\) Statute § 24-133](#)
- 

**Disclaimer**

This guidance does not have the force and effect of law and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

---

**Supersedes**

This Policy Statement recertifies PS 1120 dated May 24, 2021, and is in effect until the next recertification date of 11/15/2027

---

**References**

[PS 1111– Records Management](#)

---

**Administrator**

The Office of General Counsel (OGC) is responsible for the administration and contents of this Policy Statement.

---

## Policy

---

### Principles

- The authority to execute, modify, or terminate Agency Agreements is limited to the Agency Director or an authorized designee.
  - Agreements must be aligned with the Agency's mission, priorities and authorities.
  - Agency Agreements are reviewed every two (2) years with the partnering agency or entity.
- 

### Development of an Agency Agreement

CSOSA develops an Agency Agreement with a partnering agency or entity in situations that include, but are not limited to:

- Use or access to Agency equipment, facilities, or data (electronic or otherwise) by a non-Agency representative(s);
  - Temporary assignment of Agency staff to a partner location or non-Agency staff to assist CSOSA;
  - Use or access by Agency representatives to external experts, intelligence, services, equipment, and other resources to advance the mission of the Agency;
  - Establishment of a structured process to facilitate the Agency's access to resources or services from a government agency, non-profit, or community organization; or
  - Establishment of a formal agreement and reimbursement process to/from another federal, state, or local government agency or private sector entity for any goods or services:
    - An agreement involving the Agency and the District of Columbia (D.C.) government and including an exchange of funds require advance approval by the Office of Management and Budget (OMB) Director and the Mayor of D.C.; and
    - The Director of OMB or the Mayor of D.C may designate and/or authorize a representative of their office, on their behalf, to sign off on the agreement.
-

## Definitions

---

**Cooperative Agreement**

A legal instrument that facilitates the transfer of something of value from federal executive agencies to states, local governments, and private recipients for a public purpose or benefit.

---

**Grant**

A financial assistance support mechanism providing funds or other direct assistance to the Agency or its employee(s) to carry out an approved project or activity in support of the mission of the Agency.

**NOTE:** CSOSA does not currently have the authority to issue financial assistance grants.

---

**Impacted Agency Component**

The component office(s) or program(s) within CSOSA that may be affected by the IAC entering into an agreement.

---

**Initiating Agency Component (IAC)**

The component office or program within CSOSA proposing to enter into an agreement.

---

**Interagency Agreement (IAA)**

A written agreement entered into between two (2) federal agencies, or major organizational units within an agency, which specifies the goods and/or services to be furnished or tasks to be accomplished by one agency (the servicing agency) in support of the other (the requesting agency). IAAs involve funding and are typically documented using Treasury Form 7600 A/B.

**NOTE:** IAAs can be supported by MOUs.

---

**Interstate Compact**

A contract between two or more states creating an agreement involving common issues that include, but are not limited to, policy issues or adopting certain standards or procedures concerning regional or national matters.

---

*Continued on next page*

## Definitions, Continued

---

|   |  |
|---|--|
| <b>Lead Developer</b>   | The entity and/or Agency responsible for initiating and/or coordinating the preparation of an agreement. This could be CSOSA or another entity.  |
| <hr/>   |  |
| <b>Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU)</b> | <p>Formal written agreements signed by the Agency Director or a designee and the authorized agent of each party that define the parameters of the partnership, including terms, responsibilities, legal issues, duration, and termination of the partnership. Generally, these agreements are between agencies or departments of the same government (i.e., United States). MOUs may also be formed between the Agency and local agencies or community organizations.</p> <p><b>NOTE:</b> MOUs do not involve payment or transfer of funding. If the agreement between two (2) involves funding, an IAA is required.</p> |
| <hr/>   |  |
| <b>Prospective Partner</b>  | An organization, entity, or agency considering, negotiating, and/or entering into an agreement or partnership with CSOSA.  |
| <hr/>   |  |

## Roles and Responsibilities

---

**Agency Staff**

Submits a written request to the appropriate Associate Director for determination of whether an Agency Agreement is required.

---

**Senior  
Executive  
Service (SES)  
Members**

- For an agreement initiated or led by a partnering agency to which CSOSA is a party, the SES member of the impacted Agency component ensures that the agreement aligns with the Agency's interests and priorities.
  - Determine whether an agreement is required and the best method to accomplish the Agency's mission within seven (7) business days of receiving a request on whether to enter into an agreement.
  - Notify and consult with the Office of the Director (OD) of the intent to pursue an agreement.
  - Ensure funds are available to support agreements where the Agency is receiving goods and/or services from another entity.
  - Assign appropriate staff as the Lead Developer to prepare an initial draft agreement once the Office of the Director decides to pursue an agreement and funds are determined to be available.
  - Assign staff to serve as the Agency's Representative or Point of Contact when the Agency is not the lead developer.
  - Ensure a completed and approved agreement is in place before participating in applicable actions with external partner organizations.
  - Ensures that all terms and conditions of the agreement are followed by the Agency.
- 

**Records  
Manager**

- Disposes of the agreements in accordance with records management rules, regulations, and Agency policy and procedures.
- 

*Continued on next page*

## Roles and Responsibilities, Continued

---

**Initiating  
Agency  
Component  
(IAC)**

- Forwards the agreement to the partner(s) for their review and approval.
  - Incorporates any approved revisions made by the potential partner(s).
  - Manages the development, review, data entry, and approval process, including reviews by Office of Financial Management (OFM), OA-P, Office of Human Resources - Employee and Labor Relations (OHR-ELR), and OGC.
  - Delivers the appropriate number of copies of the agreement to the partner(s) for signature and subsequent implementation.
  - Ensures approved agreements with financial impact to the Agency (e.g., IAAs) are recorded and recognized in the Agency's financial management system in a timely manner.
  - Delivers the original signed MOA, MOU, Cooperative Agreement, or Grant agreement to OD and sends a copy to the Records Manager and Office of Legislative, Intergovernmental, and Public Affairs (OLIPA).
  - Forwards a fully executed copy of an MOA, MOU, Cooperative Agreement, or Grant agreement to the Office of Information Technology (OIT) for posting on the Agency intranet.
  - Receives notification from OLIPA ninety (90) days prior to the agreement expiration or within the timeframe established by the MOA, MOU, Cooperative Agreements, or Grant agreement of the desire to terminate, modify, or continue the agreement.
- 

**Prospective  
Partner**

Provides resources or services beneficial to CSOSA's work. This includes a federal or local agency or community organization that may also provide or contribute to the development of the initial draft of the agreement.

---

**Employee Labor  
Relations (ELR)**

- Determines if the proposed agreement impacts the Bargaining Unit and provides the required notice.
  - Serves as the central point of contact for all Union correspondence and engagement.
- 

*Continued on next page*



## Roles and Responsibilities, Continued

---

**Office of the  
General Counsel  
(OGC)**

- Apart from Interagency Agreements (IAA), reviews all agreements for legal sufficiency, which includes interacting with all parties involved in the development of the terms of the agreement.
  - Responds to legal inquiries or questions at any stage of the developmental process. Parties are encouraged to direct legal questions to OGC prior to the legal sufficiency stage.
  - Completes a legal sufficiency review at the end of the developmental process.
  - Facilitates the resolution of all legal issues with all interested parties and forwards the agreement to the initiating Agency component electronically.
  - Maintains a centralized repository of all Agency Agreements.
- 

**Office of  
Administration  
(OA) and Office  
of Financial  
Management  
(OFM)**

- Review all agreements to determine whether they affect the Agency's security, facilities, budget, finance, or procurement functions.
  - Obtain advance OMB approval for financial agreements where CSOSA is a grant recipient or the provider of goods/services to another entity.
  - Maintain a repository of signed Interagency Agreements.
- 

**Office of  
Legislative,  
Intergovernmen-  
tal, and Public  
Affairs (OLIPA)**

- Maintains a repository concerning the following signed agreements: MOAs or MOUs, Cooperative Agreements, and Grants.
  - Notifies IAC ninety (90) days prior to the agreement expiration or within the timeframes established by the agreement of the desire to terminate, modify, or continue MOA, MOUs, Cooperative Agreements, or Grants.
- 

**Agency Director**

- Reviews the final agreement and edits it, if warranted.
  - Signs the agreement or authorizes a designee to sign such an agreement on behalf of the Agency Director.
-