**Good Neighbor Agreement**

The [elected official/neighborhood association] and [organization] have developed a Good Neighbor Agreement (“Agreement”) to demonstrate the proposed program’s commitment to be a good neighbor. [Org] agrees to use good faith efforts to operate [program] in accordance with the following provisions:

1. **Plan of Operation**
2. Standard of Care
3. [Org] will operate a [type of program] on the first floor of the property located at [address]. [Org] agrees to comply with all federal, state, and local laws governing the [program] including, but not limited to, all regulations issued by the [funding or municipal authority]. Number of Occupants
4. Admission Criteria
5. Hours of Operation
6. Staffing
7. Visitors
8. Smoking
9. **Loitering**

Loitering around the perimeter of the building and surrounding areas will not be permitted. Staff will monitor the grounds and the surrounding area for loitering as needed. Individuals viewed to be loitering will be asked to leave the area by staff.

1. **Safety**

Firearms, other weapons, alcohol, and non-prescribed drugs will not be permitted on site. Any person found to be in possession of any such items will be asked to surrender the items or required to leave. The perimeter grounds will be assessed daily for potential safety concerns and litter.

1. **Security**

Closed circuit TV cameras will be installed on the perimeter of the building and will monitor the sidewalks, alley, and parking areas on the property. Prior to admission, potential clients will be thoroughly debriefed on client expectations.

1. **Code of Conduct**

Clients at [program] are expected to abide by a code of conduct. Staff review the code of conduct with each client during the intake process. Clients who fail to abide by the code of conduct are subject to a progressive disciplinary process that can range from a verbal warning through a temporary or permanent suspension from services.

1. **Amendment to Plan**

[Org] maintains a right to amend this Agreement, if required, in order to comply with local, state, and federal laws and regulations. Any other proposed amendments must be approved by the [elected official] with jurisdiction over [address] at the time of the proposed amendment.

1. **Complaint Procedure**
2. Any concerns related to the operation of the [program] should be directed to:

[contact info]

or the senior executive in charge of program services.

1. [Org] will immediately investigate any reported complaint and determine if it is linked to [program] and/or one of its clients. [Org] will maintain a written log documenting all complaints raised by a member of the community or the [elected official] about [program], as well as any police reports and internal incident reports. This record will include a description of the incident, the name of the person making the complaint, the date the complaint was made, a statement of the complaint, an overview of the action of concern, and a written plan of action to address any legitimate, substantiated concern that is raised.
2. Digital copies of the current written log of community concerns maintained by [Org] will be made available to [elected official] upon request. Internal incident reports shall remain confidential within [Org]. Nothing containing names or identifying information about clients served will be shared externally.
3. **Dispute Resolution**
4. The parties agree to work cooperatively in good faith to resolve any dispute that may arise between the parties regarding the terms of the Agreement.
5. If, after written notice of the dispute, a reasonable opportunity to cure by [org], and consideration of the unresolved issue by the [elected official], the parties are unable to resolve a dispute, [org] agrees to follow existing complaint procedures administered by the [funder or other local authority].
6. **Community Resource**

A. [Org] will commit, as in all communities in which it operates, to build ongoing meaningful relationships in the surrounding community including, but not limited to, area schools, faith communities, civic groups, justice systems, police and fire departments, hospital and health systems, and neighborhood organizations to advance evidence-based best practices for the education/awareness, prevention, and intervention benefitting [issue addressed by program].

1. **Miscellaneous Provisions**
2. Term: The Agreement will take effect immediately and will be renewed annually upon its anniversary for five years. [Org] agrees to participate in an annual review and assessment of its compliance with this agreement in collaboration with the [elected official’s] office. After the initial five years, the [elected official] retains the right to renew the Agreement annually for up to an additional five years. If [org] ceases operating the [program] at [address], this agreement will terminate on the date operations cease.

1. The Parties reaffirm that no provision of this Agreement is intended to discriminate against applicants to, or clients of, the [program]. No provision of this Agreement shall be implemented in a fashion that amounts to discrimination against such applicants or clients. Any provision of this Agreement that is later found, by a court or agency of competent jurisdiction, to be discriminatory, shall be rendered void and severable from this Agreement.
2. The terms of this Agreement constitute the entire Agreement and no other provisions will govern the communication between the parties or the commitments made herein. This Agreement can only be amended in writing with the agreement of both [Org] and [elected official]. The parties have caused this Agreement to be executed by their duly authorized representatives, and this Agreement shall be effective as of the latest date written below.

[ORG]

 1/3/2023

(Signature) (Date)

[Elected Official or Neighborhood Association]

 1/3/2023

(Signature) (Date)