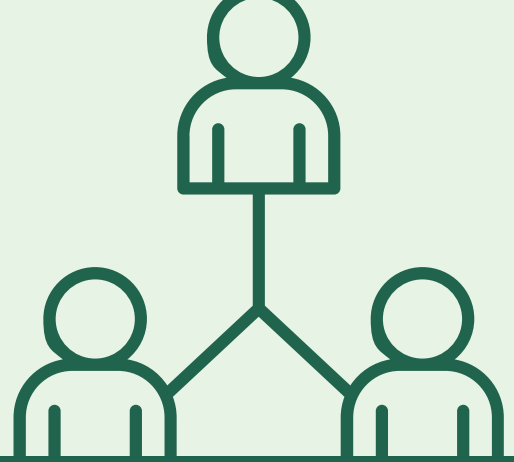




Community Partnerships

Memorandum of Understanding (MOU) Template



Purpose

This document contains a template for partners to identify shared goals, expectations and responsibilities for a partnership between an economic empowerment program and local organizations that can meet programmatic and participant goals.

Who is this resource for?

This document contains a template for partners to identify shared goals, expectations and responsibilities for a partnership between an economic empowerment program and local organizations that can meet programmatic and participant goals.



Memorandum of Understanding (MOU)

[Requesting Organization] and [Partnering Organization]

Purpose:

This Memorandum of Understanding ("MOU") is entered into by *[Requesting Organization]* and *[Partnering Organization]* to establish a collaborative partnership that supports survivors of *[insert domestic violence, sexual assault, stalking, harassment and/or human trafficking]* in achieving safety and long-term economic security. The parties share the goals of *[insert goals, e.g.: 1) providing comprehensive education, training and/or employment opportunities and (2) ensuring that services are coordinated, trauma-informed and maintain the confidentiality of participants who are seeking vocational training and employment opportunities.]*

This MOU clarifies the primary roles and responsibilities of the organizations that are partners on this project.

I. Background and History of Collaboration

Describe the challenges the partnership is seeking to address.

The partnership recognizes the high prevalence of domestic violence, sexual assault, harassment, stalking and human trafficking in the *[insert location/region]* and the impacts

these crimes have on economic stability and retention in the workforce. With stable education, professional development, and employment being critical for program participants, the *[Requesting Organization]* seeks to address these needs by connecting participants to stable education and employment opportunities. *[Partnering Organization]* seeks to meet recruitment targets and skill shortages within *[insert industries]*. A partnership between *[Requesting Organization]* and *[Partnering Organization]* will create a talent pipeline that will increase economic stability and opportunities for individuals and communities within *[location/region]*.

II. Terminology

The terms of agreement, collaboration, and partnership will be used to reflect the understanding between *[Requesting Organization]* and *[Partnering Organization]*. For this MOU, the following terms shall be defined as specified:

Clearly define all terms, titles and acronyms used in the MOU.

III. Scope of Work

Overview: *[Requesting Organization]* and *[Partnering Organization]* have mutually developed the *[Project Initiative Title]* to deliver services related to recruitment, enrollment, basic education, career exploration, supportive services, occupational training, financial education, entrepreneurship, job placement and work experiences for survivors of domestic violence, sexual assault, stalking, harassment, and human trafficking in the *[insert location]*. *[Requesting Organization]* and *[Partnering Organization]* will leverage existing processes, curriculum, services, and plans to help the success of this partnership.

The specific expectations and obligations of each organization are as follows:

***[Requesting Organization]* Expectations and Obligations**

Insert the specific role that the will play in partnership with who will be responsible within the organization to carry out the role.

Sample list of common roles:

- d. Identify eligible clients who may benefit from the [employment opportunity, vocational training program, or workforce development services];*
- e. Provide ongoing trauma-informed case management, counseling, and advocacy to support client stability throughout the workforce/vocational opportunity;*
- f. Offer immediate crisis response and safety planning to clients as needed;*
- g. Coordinate with workforce partner to ensure the safety of clients participating in the program;*
- h. Assist clients in addressing barriers to employment, such as housing, childcare, transportation, and safety planning;*
- i. Ensure all shared information complies with confidentiality laws, including VAWA, HIPPA, and other relevant regulations;*



- j. *Provide training and resources to workforce development staff on trauma-informed care and best practices for working with survivors;*
- k. *Track referrals and outcomes for continuous improvement of partnership efforts; and/or*
- l. *Attend regular meetings with the workforce development partner to discuss partnership progress and jointly serve shared clients.*

[Partnering Organization] Expectations and Obligations

- a. *Insert the specific role that the partner organization will have in the partnership and who will be responsible within the organization to carry out the role.*
- b. *Sample list of common roles:*
- c. *Assess referred clients for eligibility and fit for vocational training or employment opportunity;*
- d. *Enroll eligible survivors into job readiness, training, or employment programs;*
- e. *Deliver workforce services (i.e. job readiness training, skills development, career counseling and job placement) using a trauma informed approach;*
- f. *Adapt service delivery to accommodate survivors' needs, including flexible scheduling, safety consideration and emotional readiness;*
- g. *Safeguard all client information received from the victim service agency to protect confidentiality of survivors;*
- h. *Provide individualized support to help clients overcome employment barriers (e.g., lack of education, transportation, childcare);*
- i. *Maintain regular communication with the referring agency to ensure holistic client support when consent is granted;*
- j. *Prepare survivors for the workforce through resume building, interview preparation, and soft skills development;*
- k. *Connect survivors to job opportunities and employer partners who understand and support trauma-informed practices;*
- l. *Attend regular meetings with the victim service agency to discuss partnership progress and jointly serve shared clients;*
- m. *Participate in cross-training and staff development opportunities related to working with trauma survivors; and/or*
- n. *Track client progress and employment outcomes in accordance with confidentiality requirements.*

IV. Communication, Data Sharing and Record Keeping

[Requesting Organization] and [Partnering Organization] will meet once every ____ to review the progress on the project and discuss any concerns that arise. [Requesting Organization] and [Partnering Organization] will review the activities and time frames for the remainder of the Project and determine if any changes need to be made to the Project's activities, time frames, or goals



V. Confidentiality

Both parties agree to protect the confidentiality and privacy of individuals served through this partnership. Any client information shared between *[Requesting Organization]* and *[Partnering Organization]* will be limited to what is necessary to coordinate services and only with the informed, written consent of the client, in accordance with applicable federal, state, and local privacy laws and regulations. Both parties will explore guidelines under the Violence Against Women Act (VAWA), the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA), as applicable.

Each party agrees to:

- Maintain strict confidentiality of all personally identifiable information (PII) and sensitive data shared during the course of this collaboration.
- Use client information solely for the purpose of providing coordinated services.
- Store and transmit any shared information securely.
- Ensure that all staff involved in this partnership are trained in confidentiality protocols and understand their responsibilities under this agreement.

Both parties will maintain this agreement through the following:

[Insert specific actions both parties will take/implement]

VI. Termination

Either party may terminate this agreement by a 30-day notification in writing to the other party.

VII. General Provisions

- a. Agents and Agency. The parties agree that their relationship to each other shall be that of independent contractors. Employees supplied by either party to the performance of this MOU shall not for any purpose be considered employees or agents of the other party. Each party shall be solely responsible for supervision, daily direction and control of its employees in the performance of this MOU.
- b. Choice of Law. This agreement shall be governed and construed in accordance with the laws of _____ *[State]*, without regard to choice-of-law principles, and all claims relating to or arising out of this agreement, or the breach thereof, whether sounding in contract, tort or otherwise, shall likewise be governed by the laws of _____ *[State]*.

IN WITNESS THEREOF TO THIS MEMORANDUM OF UNDERSTANDING has been executed on the _____ day of _____, 20_____.



[REQUESTING ORGANIZATION]

By: _____

Name: _____

Title: _____

[Requesting Organization]

Date: _____

[PARTNERING ORGANIZATION]

By: _____

Name: _____

Title: _____

[Partnering Organization]

Date: _____



This website is supported by the Office on Violence Against Women, U.S. Department of Justice (15JOVW-23-GK-05479-STOP). The opinions, findings, conclusions, and recommendations expressed are those of the authors and do not necessarily reflect those of the U.S. Department of Justice.