

Appendix 4.1  
**Memorandum of Understanding (MOU)**

Between:

**Cornerstone Advocacy Services  
Asian Women United of Minnesota  
Tubman  
Women’s Advocates  
Casa de Esperanza  
Missions, Inc.  
Sojourner Project  
Women of Nations  
360 Communities  
and  
Praxis International**

April 2020

This MOU sets forth the terms and understanding between and among the above project partners to successfully implement the proposed activities of the Joint Shelter Hotel Project (hereinafter referred to as JSHP) in a time of national and statewide pandemic emergency due to the COVID-19 infection. The project is funded by the State of Minnesota to provide an Emergency Services Program (ESP) response to COVID-19.

**I. Background**

Governor Tim Walz of Minnesota declared a state of emergency and issued a state-wide stay-at-home order on March 25, 2020 to combat the spread of the deadly virus COVID-19. Included in that order was guidance for all Minnesota residents to maintain physical distancing of at least 6 feet, the use of masks when interacting with others and to take other protective measures to limit the spread of the virus. Most businesses in Minnesota were closed but essential services were permitted to remain open. Shelters that provide protection for survivors or domestic violence were deemed essential and have continued to operate, although within the governor’s restrictions. Thus, many shelters have had to limit the number of people they can house. The above-named agencies have agreed to

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join together to create overflow housing in two hotels in the Minneapolis-St. Paul Metropolitan area that will provide safe housing outside of a congregate setting for a) those who are considered to be medically vulnerable and b) those who are ill or who may be infected with COVID-19.

### **II. Metro Area Shelter Partners Duties and Responsibilities**

10 metro area shelters have agreed to participate in the project: Cornerstone Advocacy Services; Asian Women United of Minnesota; Tubman; Women's Advocates; Casa de Esperanza; Missions Inc., which includes Home Free Shelter; Sojourner Project; Women of Nations and 360 Communities. They agree to provide support to the project as follows:

- Provide onsite staffing at two metro area hotels as agency staffing levels permit
- Refer homeless individuals and families experiencing violence who meet the criteria according to agreed-upon protocol
- Provide primary advocacy for individuals or families referred into the program
- Coordinate services with the onsite advocate and the JSHP coordinator
- Contribute supplies, transportation and other services as agency resources permit

The programs will receive compensation at the rate of up to \$15 per hour for onsite work as supplemental pay for those who might be exposed to people who are ill.

Cornerstone Advocacy Services will provide fiscal management and oversight and will be compensated at an agreed-upon amount if additional funding is secured for this purpose.

### **III. Praxis International**

Praxis International agrees to provide a staff person to oversee and coordinate the project, including:

- Coordinate administrative aspects of partnership
- Establish protocols at each hotel

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- Coordinate referral systems and communication with partnering shelter programs
- Set up and coordinate schedules of at-hotel advocates
- Provide immediate supervision of hotel advocates and
- Contribute to project design and development, including handling immediate on-site issues, problem-solving and review of project materials.

Praxis International will be compensated according to the terms set forth in its contract with Cornerstone Advocacy Services.

### **IV. Timeframe of the Project**

As an emergency service during a pandemic, the need for the project will be assessed and funding applied for if needed on a monthly basis. The signatories agree that this agreement remains valid for the duration of the project. Any signatory can withdraw by providing written notification to other participating agencies and the project coordinator. Any agency that withdraws from the program agrees to make arrangements for any residents it has housed in the hotel and will make no further referrals into the program.

We, the undersigned, agree to enter into this Memorandum of Understanding and participate as outlined above.

By \_\_\_\_\_  
Meg Schnabel, Executive Director  
Cornerstone Advocacy Services

\_\_\_\_\_  
Date

By \_\_\_\_\_  
Claudia Waring, Executive Director  
Asian Women United of Minnesota

\_\_\_\_\_  
Date

By \_\_\_\_\_  
Jennifer Polzin, Executive Director  
Tubman

\_\_\_\_\_  
Date

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By \_\_\_\_\_  
Estelle Brouwer, Executive Director  
Women’s Advocates  
Date \_\_\_\_\_

By \_\_\_\_\_  
Patti Totozintle, Executive Director  
Casa de Esperanza  
Date \_\_\_\_\_

By \_\_\_\_\_  
Jim Steinhagen, Chief Executive Officer  
Missions, Inc.  
Date \_\_\_\_\_

By \_\_\_\_\_  
Helen Chargo, Executive Director  
Sojourner Project  
Date \_\_\_\_\_

By \_\_\_\_\_  
Della Plume, Executive Director  
Women of Nations  
Date \_\_\_\_\_

By \_\_\_\_\_  
Jeffery Mortensen, Executive Director  
360 Communities  
Date \_\_\_\_\_

By \_\_\_\_\_  
Kata Isaari, Executive Director  
Praxis International  
Date \_\_\_\_\_