Memorandum of Understanding Addendum Sample

Equity Focused Audits

Agency leadership that is less involved with your Audit may have concerns about providing agency data for the purpose of uncovering inequities. It might be helpful to negotiate an addendum to your existing Audit Team MOU to identify common goals, roles and responsibilities for the equity-focused Audit with your local agencies. Use the sample addendum developed for use in a Blueprint community as a guide for developing an MOU for your equity-focused audit.

# Sample Equity Assessment Addendum to Blueprint MOU

Excerpted from *The Blueprint for Safety Equity Assessment Toolkit*

## Background

(Name of community) has developed and implemented the *Blueprint for Safety*, an interagency response to domestic violence-related crimes, originally developed by the City of Saint Paul, Praxis International, and the Saint Paul and Ramsey County Domestic Abuse Intervention Project (a local advocacy program), and is the first comprehensive inter-agency guide for criminal justice practitioners who process cases of domestic violence.

The *Blueprint for Safety* is guided by a set of principles that includes eliminating the harmful disparity of impact and inequities produced by the criminal legal system response to domestic violence crimes. A unique aspect of the *Blueprint for Safety* is its ability for communities to question, study, and assess the larger context, historical and current, of the criminal legal system response to specific communities facing intersecting social issues. Conducting a Blueprint Equity Assessment as a part of interagency monitoring promotes equity in the criminal legal system response. It requires specific information-sharing that may not have been included in the initial *Blueprint for Safety* *MOU* that permits the sharing of data, records, forms, and other information useful to assess the system’s response to domestic violence in general.

(Name of community) previously executed a MOU to guide the implementation of the Blueprint. The undersigned parties agree to this addendum to the MOU to guide their participation in the Equity Assessment.

The following agencies or individuals are parties to this MOU Addendum. (Adapt or add to this portion of the MOU Addendum to fit local needs.)

1. (Agency) is (function) and is represented by (name of practitioner).
2. (Agency) is (function) and is represented by (name of practitioner).
3. (Agency) is (function) and is represented by (name of practitioner).
4. (Agency) is (function) and is represented by (name of practitioner).

## Goals of the Equity Assessment

1. To promote equity and address disparate impact by improving our community’s response to domestic violence crimes;
2. To closely examine the experiences of marginalized communities with the criminal legal system and create changes to reduce inequitable outcomes for those communities;
3. To examine the nature of some survivors’ reluctance to turn to the criminal legal system as an option for reducing the violence in their lives, and to increase understanding among practitioners about the complexity of living with battering;
4. To increase attention to the harmful inequities produced by the criminal legal system;
5. To take positive and actionable steps towards addressing and reducing inequity in the criminal legal system;
6. To enhance the (city/county) criminal legal system’s response to domestic violence and as a part of our commitment to an equitable response.

## Roles and Responsibilities of Equity Assessment Team Members

1. The signatories agree to assign one or more staff members to participate in the planning and execution of equity assessment plans.
2. The criminal justice agencies agree to make available to the assessment team:
	1. Data relevant to the inquiry;
	2. Agency policies, protocols, tools, or other documents that direct the actions of workers;
	3. Agency files and records as negotiated by the Audit Coordinator and assessment team, redacted if deemed necessary;
	4. Opportunities for the assessment team members to interview agency practitioners and observe them at work.
3. The Equity Assessment Team members will follow the Equity Assessment Working Agreements, including how to conduct themselves in the assessment and adhere to confidentiality requirements regarding confidentiality of records, details about the experiences of survivors, and deliberations of the team.
4. The partners will formulate a plan for the further use and dissemination of the collected data (annual report to community, press conference, newsletter, email, etc.) and compiled statistics within an agreed-upon time period to finalize the equity assessment.

## Authorized Signatures

We, the undersigned, have read and agree with this MOU Addendum. Signatures of agency directors or designees (adjust as appropriate for the community)

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| (Agency) |
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| Authorized Representative (print name) | Title |
|  |  |
| Signature | Date |
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| (Agency) |
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| Authorized Representative (print name) | Title |
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| Signature | Date |
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