

**Memorandum of Agreement Sample**

This agreement is by and between [domestic violence program/sexual assault crisis center]and [family planning program]to enhance the response to individuals and families experiencing sexual and intimate partner violence in the [locality/region] area.

The parties listed above and whose designated agents have signed this document agree that:

1. The [domestic violence program/sexual assault crisis center] and [the family planning program] agree to work collaboratively on increasing reproductive and sexual coercion screening and health related referrals to enhance our response to those experiencing intimate partner violence.
2. The [domestic violence program/sexual assault crisis center] will provide training and ongoing technical assistance on identifying and responding to intimate partner violence for all staff of [the family planning program].
3. The [family planning program] will provide training and ongoing technical assistance on reproductive health and family planning to all staff of [domestic violence program/ sexual assault crisis center].
4. The [family planning program] agrees to use model interventions identified for screening for intimate partner violence and participate in training and evaluation activities.
5. When intimate partner violence is identified by [the family planning program], staff will review advocacy services available in the community and provide referral to the [domestic violence program/sexual assault crisis center] or other appropriate sexual or domestic violence services.
6. The [domestic violence program/sexual assault crisis center] agrees to provide each individual seeking services as a result of a referral from the [family planning program] with appropriate safety planning and support services to address sexual or intimate partner violence.
7. The [domestic violence program/sexual assault crisis center] agrees to provide materials to the [family planning program] in support of ongoing training and consultation efforts, as well as awareness materials to distribute to the [family planning program’s] clients.
8. The [domestic violence program/sexual assault crisis center] agrees to develop and maintain up-to-date referral and resource materials and to make those materials available to the [family planning program].
9. Representatives of the [domestic violence program/sexual assault crisis center] and the [family planning program] will meet at least once annually to ensure an understanding of the scope of services provided by their respective programs, review referral policies between agencies, and revisit the terms of this agreement.

We, the undersigned, approve and agree to the terms and conditions as outlined in the Memorandum of Agreement.

\_\_\_\_\_

**Executive Director (SDVA)**   **Family Planning Program Representative**

**Date Date**

Developed by the Haven Shelter & Services, Inc. in Warsaw, Virginia and adapted by the Virginia Sexual and Domestic Violence Action Alliance