

## MEMORANDUM OF UNDERSTANDING

Minnesota Chippewa Tribe (MCT), Gender Violence Institute (GVI), Minnesota Coalition for Battered Women (MCBW), Minnesota Indian Women's Sexual Assault Coalition (MIWSAC)

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Leech Lake Band of Ojibwe, Leech Lake Family Violence Prevention and Intervention Program (LLFVIP), Leech Lake Band of Ojibwe Tribal Police Department, Cass Lake Police Department, Pike Bay Township Police Department, Cass County Sheriff's Department, Cass County Attorney's Office,

### **History of Collaboration**

This is the first collaborative effort involving all of the partners named above. However, the partners have a rich history of working together on a variety of projects in various configurations.

The Minnesota Chippewa Tribe is a consortium of eight Chippewa Tribes in Minnesota. As such, they have worked in numerous collaborations with each of the Tribal Chairs and Representatives of the Tribal Councils and governments of each Tribe. This is their first collaboration with the remaining grant partners.

Each of the participating tribal battered women's programs and the Gender Violence Institute are members of MCBW and as such have been active in coalition activities and benefited from MCBW legislative and other programming efforts. Delrita Rudnitski, the interim executive director of the MCBW, was past director of PEARL Battered Women's Resource Center in Milaca Minnesota from 1996 to 2002. During that time, Delrita developed sexual assault services in Mille Lacs county and wrote a grant to develop the first sexual assault services on the Mille Lacs Reservation in all three districts. Those services continue today. Through her work as the director of PEARL, Delrita had an on-going working relationship with the Mille Lacs Band of Ojibwe Women's Project and the tribal government.

GVI has been a member program of the Coalition since 1994. GVI has provided training and technical assistance to the Coalition including participation in the current OJP-funded project, "Collaborating for Woman and Child Safety: A Statewide Project to Develop and Enhance the Capacity of Rural and Tribal Programs". In 01/02, GVI also implemented a MCBW- MS. Foundation grant to develop action committees among member programs of the coalition and their male allies to support legislation put forward or supported by the Minnesota Coalition for battered Women (MCBW) and the Minnesota Coalition Against Sexual Assault (MCASA). GVI also has provided training for Praxis International and Battered Women's Justice Project, OJP-designated technical assistance providers, and has recently become technical assistance consultants, through Praxis

International, for rural projects receiving OJP funding to implement coordinated community response efforts in rural areas nationwide.

GVI has implemented VAWA Formula grants throughout the state of Minnesota to enhance local coordinated community responses between law enforcement, criminal justice and battered women's advocacy agencies. Through these efforts, GVI has worked with each of the three reservation battered women's project applicants collaborating on this project. In 2000 GVI worked with the Leech Lake Family Violence Prevention and Intervention Project and the Mille Lacs Band of Ojibwe Women's Project to install and train staff on the utilization of a computer tracking and monitoring software GVI helped develop to track and monitor the law enforcement and criminal and civil justice system responses to domestic violence-related crimes. In 2001, GVI and Equay Be Mah De Zee Win (Women Alive) Crisis Center collaborated on a similar project. Both projects included meetings with, and some training of, local law enforcement personnel.

Each of the battered women's programs have varying levels of collaborative experiences with law enforcement and prosecuting attorneys in their area. Each of them have been working with tribal, county and state police as well as county and city prosecutors for several years in an effort to make the system more accessible to indigenous women and children both on and off the reservation.

Nicole Matthews, the Coalition Coordinator of the Minnesota Indian Women's Sexual Assault Coalition, has previously worked in a rural battered women's and sexual assault program serving parts of the Mille Lacs Band of Ojibwe Reservation and through her current role as coalition coordinator has been working with advocates from each of the programs partnering on this grant.

### **Development of the Application**

All of the above collaborators were consulted and their feedback was incorporated into the development of all aspects of the proposal. Discussions regarding the collaborative effort proposed in the application and detailed in this memorandum began at a number of meetings between the Gender Violence Institute, Minnesota Coalition for Battered Women, and the Minnesota Indian Women's Resource Center. The involved non-profit battered women's projects from the involved reservations were then contacted for their input and guidance. At that point the Minnesota Chippewa Tribe and the remaining reservation, city and county agency collaborators were consulted to elicit their input and interest in participation in the project.

### **Roles and Responsibilities**

**The Minnesota Chippewa Tribe ( MCT)** is the applicant and fiscal agent for the project. They will:

- Submit the application to the Violence Against Women Office;
- Keep the collaborators informed of the status of the application and program;
- Distribute funds to the MCBW to facilitate the implementation of the grant;
- Upon receipt of administrative and non-administrative reports from MCBW and GVI, review and submit all required reports to the Office on Violence Against Women;

- Facilitate a presentation by project collaborators to MCT member tribes on the outcomes of the project and the potential for replication in their area.

MCT will contribute office space, copying, and phone costs to the project.

**The Minnesota Coalition for Battered Women (MCBW)** is the statewide membership organization for battered women's programs, including the programs participating in this collaboration. MCBW will assume the necessary administrative tasks related to the ongoing implementation of the grant project. MCBW will also collaborate with the Gender Violence Institute to implement the grant activities. In collaboration with the GVI, MCBW will:

- Develop, distribute and analyze a preliminary written assessment, conduct a follow up preliminary onsite assessment, and collect preliminary statistical data and law enforcement reports to identify practices at the project's inception;
- Research and compile best practices for advocacy programs, law enforcement, prosecution and other systems responding to American Indian battered women;
- Arrange and facilitate contacts, including: on-site technical assistance; meetings for policy, protocol, procedure development, trainings and in-services, and other contacts as needed, with project collaborators;
- Develop all forms and texts as needed for standardizing practices, tracking data, grant reporting requirements, etc;
- Monitor and track results of the project, responding to problems as needed;
- Develop, administer, and compile pre- and post-assessment tools for the project;
- Create a final report manual outlining the process used and the results of the project;
- Make manual available for tribes and other interested parties for replication of this project.

MCBW will contribute office space, copying, phone and staff time to the project.

**The Minnesota Indian Women's Sexual Assault Coalition (MIWSAC)** is a newly formed membership coalition. Although their specific area of concern is sexual assault, there is considerable (and often overlooked) overlap between sexual assault and domestic violence. MIWSAC has agreed to:

- Review and enhance project design and products (policies, protocols, procedures, training, technical assistance) with an emphasis on meeting the specific needs of American Indian battered women who have been the victims of sexual assault;
- Provide input at inter-and intra-agency policy, protocol, and procedure development meetings to include provisions regarding sexual assault, as needed;
- Provide materials and facilitate sessions at the law enforcement and prosecution trainings regarding sexual assault.

MIWSAC will contribute office space and copying to the project.

**The Gender Violence Institute (GVI)** provides training, technical assistance, and program development for agencies and communities seeking to implement more effective coordinated community responses to domestic violence. GVI is the grant project

coordinator for all non-administrative project duties. In collaboration with the MCBW, GVI will:

- Develop, distribute and analyze a preliminary written assessment, conduct a follow up preliminary onsite assessment, and collect preliminary statistical data and law enforcement reports to identify practices at the project's inception;
- Research and compile best practices for advocacy programs, law enforcement, prosecution and other systems responding to American Indian battered women;
- Arrange and facilitate contacts, including: on-site technical assistance; meetings for policy, protocol, procedure development, trainings and in-services, and other contacts as needed, with project collaborators;
- Develop all forms and texts as needed for standardizing practices, tracking data, grant reporting requirements, etc;
- Monitor and track results of the project, responding to problems as needed;
- Develop, administer, and compile pre- and post-assessment tools for the project;
- Create a final report manual outlining the process used and the results of the project;
- Make manual available for tribes and other interested parties for replication of this project

GVI will contribute office space and copying to the project.

**The Leech Lake Band of Ojibwe Tribal Government.** As the administrative entity for the tribe, it is their function to approve the involvement of reservation agencies participating in the project. In addition they are involved in jurisdictional issues involving the reservation and surrounding areas. As a grant partner they agree to:

- Support the Tribal Police Department and the Battered Women's Program's involvement in the project;
- Support the hiring of a battered women's advocate to be paid for by this grant;
- Appoint a tribal representative to attend 4-6 meetings with relevant grant partners and assume related responsibilities to review and revise tribal codes on domestic violence and resolve jurisdictional questions regarding criminal and civil enforcement on tribal lands.

The Leech Lake Band of Ojibwe Tribal Government will contribute staff time to the project.

**The Leech Lake Band of Ojibwe Tribal Police Department, Cass Lake Police Department, Pike Bay Township Police Department, and the Cass County Sheriff's Department.** As collaborators in this project they agree to:

- Utilize the funding that they receive from this project to purchase equipment or provide overtime compensation (for attendance at training sponsored by this grant) to enhance their investigative and reporting capabilities in domestic violence cases;
- Provide Gender Violence Institute with 10-20 domestic assault investigative reports at the start of the project for initial analysis of the law enforcement response;
- Appoint a representative to participate in 8 – 10 meetings (2-3 hours each) over the two year grant period with other project collaborators in their area to assess current responses and develop policies, protocols, procedures, and forms which will enhance

individual agency (domestic violence program, law enforcement, and prosecution) and reciprocal responses to domestic violence-related cases;

- Contact the battered women's project and provide arrest and non-arrest data after each domestic violence-related call;
- Send patrol officers, investigators, jailors, and dispatch to attend 2 – 3 one-day trainings, sponsored through this project, over the two year grant period;
- Send a representative to technical assistance events sponsored by the Office of Justice Program staff and technical assistance providers as required in the grant guidelines. (Travel expenses are provided for in the grant budget);
- Identify additional training and in-service needs and work with project collaborators
- Participate in project evaluation at end of project.

The Leech Lake Band of Ojibwe Tribal Police Department, Cass Lake Police Department, Pike Bay Township Police Department, and the Cass County Sheriff's Department will contribute staff time to the project.

**The Leech Lake Family Violence Prevention and Intervention Program.** With funding provided through this project, they agree to hire additional personnel (1.0 FTE) to assist in meeting the individual and systems advocacy enhancement goals of the project. They will receive onsite technical assistance throughout the two year grant period, as well as phone support and training from GVI and MCBW staff to:

- Assess agency and interagency practices before, during and at project's end;
- Enhance their individual and reciprocal roles in a collaborative law enforcement, prosecution, and advocacy response;
- Develop best practices and written intra- and inter agency practices (policies, protocols, procedures), including procedures and protocols for: responding to victims after arrests and non-arrests; communicating victims' needs to law enforcement and prosecution; gathering, reviewing and using arrest and non arrest reports for multiple individual and systems advocacy purposes; types of information that will be shared, confidentiality issues, and documenting and responding to problems relative to systems response;
- Develop a tracking and monitoring system utilizing DAIN data tracking system and analyze data collected;
- Define and enhance their systems advocacy role with all components of the system, including their role in negotiating policies and protocols, representing the potential impact any change will have on victim's life, holding interagency meetings, identifying and responding to trends and gaps, developing consistent collaborative responses, providing positive feedback; translating obstacles that victims face into opportunities to enhance the system's response.

The LLFVPIP also agrees to:

- Attend 2 – 3 one-day trainings, sponsored through this project, over the two year grant period;
- Send a representative to technical assistance events sponsored by the Office of Justice Program staff and technical assistance providers as required in the grant guidelines. (Travel expenses are provided for in the grant budget);
- Identify additional training and in-service needs and work with project collaborators;

- Participate in the project evaluation at the end of project.

The Leech Lake Family Violence Prevention and Intervention Program will contribute office space, copying, phone and staff time to the project.

**The Cass County Attorneys Office.** As grant partner, they agree to:

- Attend 4-6 meetings (2-3 hours each) during the two year grant period with project collaborators from your area to assess current responses and develop protocols, policies, procedures, and forms which will enhance individual agency (law enforcement, prosecution, battered women's program) and reciprocal responses to domestic violence-related cases;
- Attend 2 to 3 one-day trainings sponsored through this project, over the two year grant period, on developing a coordinated community response, evidence-based prosecution strategies, law enforcement investigations;
- Send a representative to technical assistance events sponsored by the Office of Justice Program staff and technical assistance providers as required in the grant guidelines. (Travel expenses are provided for in the grant budget);
- Identify additional training and in-service needs and work with project collaborators;
- Provide evaluative data before, during, and at the end of the project.

The Cass County Attorneys Office will contribute staff time to this project.

We, the undersigned have read and agreed with this MOU. Further, we have reviewed the portion of the budget pertaining to the collaborative effort described here, and approve it.

By \_\_\_\_\_  
Gary S. Frazer, Executive Director  
Minnesota Chippewa Tribe

Date \_\_\_\_\_

By Delrita Rudnitski  
Delrita Rudnitski, Interim Director  
Minnesota Coalition for Battered Women

Date 1-17-03

By Nicole Matthews  
Nicole Matthews, Coordinator  
Minnesota Indian Women's  
Sexual Assault Coalition

Date 1-17-03

By Charles Derry  
Charles Derry  
Gender Violence Institute

Date 1-17-03

By Gerald White  
Gerald White, Executive Director  
Tribal Council  
Leech Lake Band of Ojibwe

Date 1/23/03

By Samuel Papasadora  
Samuel Papasadora, Director  
Department of Public Safety  
Leech Lake Band of Ojibwe

Date 1-22-03

By Lillian Reese  
Lillian Reese, Director  
Social Services  
Leech Lake Family Violence  
Prevention and Intervention Project  
Leech Lake Band of Ojibwe

Date 1/22/03

By Larry Johnson  
Larry Johnson, Chief  
Cass Lake Police Department

Date 01-22-03

By Randy Fisher  
Randy Fisher  
Cass County Sheriff

Date 1-22-03

By Robert Karbowski  
Robert Karbowski, Chief  
Pike Bay Township Police Department

Date 1-22-03

By Earl C. Maus  
Earl Maus  
Cass County Attorney

Date 1-22-03

**BUDGET**

<b>Personnel</b>	<b>Time</b>	<b>Rate/yr/1FTE Year 1</b>	<b>Rate/yr/1FTE Year 2 with 3% cost of living increase</b>	<b>Project— 2 years</b>
<b>GVI</b>				
Project Coordinator	.8 FTE	54,080	55,702	87,826
Project Specialist	.8	50,000	51,500	81,200
Office Manager	.5	30,000	30,900	30,450
<b>GVI Total Salary</b>				199,476
<b>Fringe: GVI @ 30%</b>				59,843
<b>GVI Salary/Fringe</b>				<b>259,319</b>
<b>MCBW</b>				
Project Specialist	.5	37,325	38,445	37,885
Fringe@30%, MCBW				11,366
Total Salary: MCBW				<b>49,251</b>
<b>Total: GVI/ MCBW w. fringe</b>				<b>308,570</b>
<b>BW Programs</b>				
Advocates	.75 FTE @20,800	20,800	21,424	29,029 for 22 months
Coordinators	2.25 FTE @ 30,680	69,030	71,101	128,453 for 22 months
Fringe@30%				47,245
<b>Total BW:</b>				<b>204,727</b>
<b>Total GVI/MCBW/ BW Program</b>				<b>513,297</b>

<b>Budget</b>				
Law Enforcement	9 Dept. @ 8,000/Dept.			72,000
OJP Sponsored TA				30,000
MCT				10,000
Admin				30,000
Consultants				25,600
Training Costs	Food/ snacks,etc			6,900
<b>Travel</b>				
Mileage: MCBW/ GVI/Consultants	Project specialists and trainers			20,341
Food/ per diems MCBW/GVI/Consultant	345 days @ \$35			12,075
Lodging/ MCBW	194 days @ \$50			9,700
Mileage Advocates	Bi-monthly to cty. seat			3,194
Advocate per diems	78 mtgs			936
<b>Supplies</b>				
Final Manual	50 X 200 pages	@.10 each		1,000
Handouts trg	375 X 100	@.10		3,750
2 surveys	20 X 5 each	@.10		20
Initial Ass't	20 X 10	@.10		20
Final Ass't	20 X 10	@.10		20
Phone				1,500
Rent	@ 134/month			3,264
Postage				240
Misc supplies				240
2 Lap top computers				3,100
2 Cell phones				203
Desk top computer				1,700
<b>Total</b>				<b>\$750,000</b>