MEMORANDUM OF UNDERSTANDING BETWEEN
Asylum Seekers Housing Network (ASHN)
AND
Asylee Women's Enterprise (AWE)

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between Asylum Seekers Housing Network (ASHN) and Asylee Women's Enterprise (AWE).

A. PURPOSE of this MOU:
The purpose of this memo of understanding or partnership agreement is to coordinate services for asylum seekers who are clients of both ASHN and AWE, and to have a mutual understanding of which benefits are provided by each agency. This is to avoid overlap or conflict of services and to provide the asylum seekers with the best service possible.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:
Both ASHN and AWE have an interest in providing services to asylum seekers. The goal of both agencies is to advocate on behalf of the client and to serve their mutual clients efficiently while recognizing and supporting the asylum seeker's positive mental health and social development.

C. ASHN will provide the following services to AWE clients living in ASHN residency:
   1. Make referrals to AWE of potential new clients.
   2. Housing at the Reservoir Hill House of Peace (RHHP) Rental expenses for each client are paid by ASHN, but administered and paid to the clients through AWE.
   3. Identify an ASHN point person who will serve as primary contact with AWE on behalf of each client. This point person will inform AWE of the client’s monthly participation in the residential policies, and household meetings.
   4. Inform the ASHN client of the RHHP household's community policies, and expect them to abide by these policies, including monthly house meetings for community collaboration.
   5. Informal social support within the context of the housing community. This will include a monthly potluck meal at ASHN; ASHN clients may invite other AWE clients and friends as they may wish.
   6. Provide monthly monetary support to cover transportation, food and personal expenses for ASHN clients, according to AWE’s fee schedule. Support is paid to AWE for distribution to the ASHN resident. Monthly stipend, paid the first Monday of every month, if the client has attended monthly house meetings and attended AWE co-op 2 days/week, includes the following:
      a. Food - $125
      b. Bus pass, phone, additional earnings by attending the AWE co-op 2 days/week — $175
      c. Utilities - $150 (paid to the ASHN client who will pay it to RHHP). Clients will be expected to pay monthly utility bills at to RHHP based on costs for each given month, which may range from $100-200/mo/person)
7. ASHN clients will continue to receive full stipends (as described in #6 above) for three months (counting from the first full month after work authorization is received). Beginning with the fourth full month after work authorization, ASHN clients will be responsible to pay rent and utilities to RHHP from their own earnings or other personal resources. In the event that asylum and work authorization are received at the same time, the ASHN client will be responsible to pay rent and utilities to RHHP as described above beginning one full month after receiving the authorization. (This is consistent with AWE’s policies.)

8. ASHN clients will have the option of staying in ASHN housing for up to six months after work authorization has been received (paying rent/utilities as described above) and may be considered for an additional six months (12 months total) at the discretion of the ASHN Committee and director of AWE.

D. AWE will provide the following services to ASHN clients:

1. AWE will be the entry point for any asylum seekers’ applications. Referrals of potential new ASHN clients will be offered by AWE to the ASHN Committee for consideration. ASHN prefers clients who already have legal representation.

2. Case management services and referrals on behalf of the client as needed, including referrals for social, educational, psychological and/or medical services.

3. Training in the Baltimore transportation system.

4. Volunteer opportunities at the AWE service center

5. Employment and Education Program which include ESL (Beginner to Advanced Level Classes), Resume Writing, Online Application Assistance, Interviewing Skills, Basic Driver Education and Special Guest Speakers.

6. Keep the AWE/ASHN client accountable to AWE’s program policies including mandatory attendance at the AWE co-op, and AWE’s transition out policy. Living in ASHN housing is considered to be one of AWE’s housing options.

7. Asylee Advocate will keep the ASHN point person informed monthly of the client’s progress through the AWE program, and of total stipend earned.

8. Assist mutual client with finding adequate housing when they’ve completed the AWE program.

E. EFFECTIVE DATES AND SIGNATURES

This MOU is executed as of ______________, and will be reviewed at least annually by the ASHN Committee and the Executive Director of AWE.

Chair, ASHN  
Date

Director, AWE  
Date

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