

MEMORANDUM OF AGREEMENT

between

(hereinafter the Referring Organization (RO))
and

ANCHOR ARMS, INC.
(hereinafter AAI)

- PURPOSE** To provide affordable, decent, safe hotel units for clients of the RO
- AGREEMENT** The RO will refer its clients to the Safe Harbor Inn, subject to the following conditions:
- The client(s) is/are currently receiving services from the RO, is/are homeless, and cannot afford another place to stay.
 - The client is not on the Alaska Sex Offender Registry list and has no history of arson or attempted arson.
 - The client(s) meet(s) the HUD definition of “very low income” (i.e., below 50% of median income for Anchorage as defined by HUD).
 - The RO believes that the client(s) will be (a) responsible guest(s), will comply with the house rules, and will benefit from staying at Safe Harbor Inn.
 - The RO has informed the client(s) of the hotel services, charges, and house rules before making the referral, and the client(s) has/have signed and understood the Agreement to Abide by the House Rules.
 - The client(s) has/have a housing plan in place for moving from homelessness to permanent housing.
 - If payment for the room will be made by the RO, the RO agrees to pay AAI within 15 days of receipt of an invoice for hotel charges.

The RO will use the newest versions of the Referral Form, House Rules, House Rules for Parents with Children, and Housing Plan form (all located on the Document Library of the Safe Harbor website, www.safeharborinn.org) when making referrals to the hotel. With each referral, the RO will provide the names and numbers of contact persons to serve as 24-hour contacts.

In order for a client to continue lodging at the hotel, the RO must continue to provide services for the client(s) and renew the referral every 30 days, at least 24 hours before the previous referral term has expired.

AAI will provide hotel units for clients of the RO at the rate of \$400 for each 30-day period (\$450 for supersize rooms).

These unit rates for the Safe Harbor Inn include all charges for rooms, utilities, parking, cable TV, and local phone. A laundromat is available for guests' use and at guests' expense. Guests are responsible for doing their own laundry and housekeeping during their stay.

Admission is on a first-come, first-served, space-available basis. Referrals will be honored in the order in which they are received. Hotel staff will notify the RO when a unit is likely to become available.

AAI will preserve and protect the confidentiality of referred clients.

No case management, social services, or support services are provided by AAI. The RO's case manager must have a face-to-face meeting with each referred guest at least once every 30 days.

If a guest referred by the RO violates the house rules, AAI will contact the contact person(s) named in the Referral Form immediately. A client who violates house rules may be required to leave Safe Harbor immediately, depending on the severity of the violation.

AAI may terminate this Memorandum of Agreement with thirty (30) days' notice to the RO if any of the following occur:

- The RO consistently refers clients who violate the hotel house rules.
- The RO's designated contact persons are consistently unavailable when called.
- The RO fails consistently to pay hotel charges within 15 days of receipt of invoices.

This Memorandum of Agreement may not be amended or revoked without the written consent of both the RO and AAI.

Signature of RO Representative

Title

Print name of RO Representative

Date

Signature of AAI Representative

Title

Print name of AAI Representative

Date