



2021 Summer Associate

## MEMORANDUM OF UNDERSTANDING (MOU)

Between

### Summer Associate Host Site

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Organization:

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
Email:

&

### Project Sponsor

Rural Dynamics

410 Central Ave, Suite 401 & 402

Great Falls, MT 59401-3128

(406) 403-8154

The purpose of this agreement is to delineate the terms, conditions, and responsibilities regarding the participation of the Host Site in the Rural Dynamics AmeriCorps Summer Associate program.

### I. Missions

Rural Dynamics, Inc. (RDI) has a mission to provide programs and develop partnerships that help individuals and families become financially secure. RDI envisions communities where everyone is empowered to make sound choices about their personal finances and access equitable economic opportunities.

VISTA Summer Associate Program: The VISTA Summer Associate program is a short-term service opportunity. This program enhances new and existing VISTA projects by providing individuals that will participate for 10 weeks. During service, Summer Associates are available to the community on a full-time basis, which is described by Congress as “24 hours a day, 7 days a week.” This means that a Summer Associate VISTA member should be available as necessary by the host site, for the project. Typical work days and weeks should mirror expectations of paid staff, but occasionally there is weekend and night work required for VISTA Summer Associates.

## **II. Duration**

This Memorandum of Understanding (MOU) will go into effect June 1 - August 31, 2021.

## **III. Responsibilities**

As the statewide Project Sponsor, RDI is responsible for the following:

- a. Recruiting grantees to serve at project Host Sites
- b. Providing training and technical assistance to Summer Associate
- c. Ensuring priority focus and grant compliance among local grantees
- d. Serving as the liaison to the federal sponsor, ensuring compliance with provisions, regulations and Summer Associate's receipt of appropriate benefits
- e. Recruiting and retaining a qualified individual to serve as a Summer Associate for approved projects, for a term of no less than 10-weeks from program start-up
- f. Submitting reports and other documentation to the federal sponsor
- g. Securing necessary financial contributions from the Host Site
- h. Ensuring progress toward the mission, goals, and objectives written in the assignment description

As the Host Site, the organization is responsible for the following:

- a. Recruiting and retaining a qualified individual to serve a full, uninterrupted term as the Summer Associate(s) for approved projects, for a term of 10-weeks
- b. Supporting, through direction of the local project, the missions of AmeriCorps and Rural Dynamics
- c. Ensuring compliance with the applicable sponsor guidance, supervisor's manual and provisions
- d. Designating a Site Supervisor to oversee the Summer Associate(s) and serve as the primary site liaison to RDI (see attached Site Supervisor Agreement)
- e. Providing the necessary resources for the Summer Associate(s) to accomplish all project tasks
- f. Ensuring progress toward the Assignment Description assigned to the member
- g. Supporting service members in completing all reporting requirements by assigned deadlines
- h. Completing an end-of-summer assessment and allow the member to attend a recognition event
- i. Utilizing the words "Rural Dynamics" and "AmeriCorps Summer Associate" exclusively in referencing this partnership and the member and utilizing logos, verbiage and other branding materials and to explain the programs and participants at least once per summer term on the organization's website, newsletter and in correspondence with partners

Joint Responsibilities, both parties of the MOU will:

- a. Make every reasonable effort to ensure that the health and safety of the members are protected during the performance of their assigned duties. Neither the Sponsor nor the Host Site shall assign or require members to perform duties which would jeopardize their safety or cause them to sustain injuries.
- b. No person with responsibilities in the operation of the project shall discriminate against any member, member of the staff of, or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.

#### **IV. Prohibited Activities**

The Host Site and the AmeriCorps member understand that under no circumstances may the Summer Associate participate in the following activities.

- a. Partisan and nonpartisan political activities, including voter registration
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition
- c. Labor or anti-labor organization or related activities
- d. Religious instruction, worship services, proselytizing, or any other specifically religious activity as an official part of their duties
- e. Any project or activity where the involvement of the AmeriCorps member will result in the displacement of employed workers or impair existing contracts for service
- f. Using any title other than “AmeriCorps Summer Associate” to describe the member, and the title: “Rural Dynamics” and VISTA to refer to the funders providing AmeriCorps VISTA resources.

Further information about prohibited activities is online at [www.vistacampus.org](http://www.vistacampus.org) by searching for keywords “prohibited activities.”

#### **V. Term of Service for Summer Associates**

Service Orientation will be sometime during the first week of June. The service term spans ten weeks from the first week of June 7 through mid-August, 2021.

Due to the short-term nature of this opportunity, there is no paid annual or sick leave. Once selected and enrolled, the Summer Associate cannot be replaced for any reason, including if the member is released for cause or resigns for personal reasons. As such, it is incumbent on both parties to ensure they are invested in recruiting qualified individuals; as well as training and providing high quality ongoing support for the Summer Associate placed with their organization.

**VI. Work Plan/Assignment Description**

Rural Dynamics has an assignment description that has been approved by the federal sponsor. Each Host Site is expected to further develop the assignment description to reflect the specific tasks and activities that will result in the stated goals and objectives of the overall priority programming.

**VII. Accessibility and Reasonable Accommodation**

The Host Site will maintain programs and activities to which Summer Associates are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

**VIII. Attachments**

The following items must be adhered to by both parties:

- a. Attachment A: Supervisor Agreement
- b. Attachment B: Host Site Fee Agreement

**IX. Modifications**

This Memorandum of Understanding may be amended at any time, by an agreement in Writing, executed by authorized representatives of Rural Dynamics or AmeriCorps (CNCS).

**X. Termination or Suspension**

- a. The Sponsor will use the above provisions to determine continued eligibility of the Host Site. Failure to comply with any of the roles and responsibilities as outlined in this MOU will result in responsive and corrective action to include removal of the member placed at the site. In this case, the Rural Dynamics will provide 14 days' notice of termination of and/or member removal/transfer from the project.
- b. Material Failure or Threatened Material Failure: RDI may terminate or suspend this MOU in accordance with applicable terms and procedures set forth at [45 CFR Part 1206](#) or [42 U.S.C. § 4953](#).

**XI. Endorsements**

After reading all of the above, please sign below to demonstrate that you understand the terms, conditions, and responsibilities for participation in this project.

**Signature:**

**Signature:**

**Name/Title:**

**Name/Title:**

**Date:** , 2021

**Date:**

## Attachment A: Site Supervisor Agreement

As Site Supervisor for the Summer Associate placed with your agency or organization, (NAME/TITLE) agrees to undertake the following responsibilities.

Please read and check each box:

- Complete an assignment description to be approved by AmeriCorps.
- Complete the On-Site Orientation Training (OSOT) Plan with the Summer Associate and provide on-site orientation, ongoing support, and training / professional development to the Summer Associate(s) related to project goals.
- Meet at least weekly with the Summer Associate(s) to discuss progress, goals, challenges and accomplishments.
- Communicate regularly (e.g. monthly) with the Project Partner/Co-Sponsor to discuss project goals.
- Meet reporting requirements within deadlines, including: review and approve reports produced by the Summer Associate; complete required Site Supervisor reporting; co-author End-of-Summer Service Summary with Summer Associate.

I agree to act as a direct supervisor for the Summer Associate(s) placed at my site during their Term of Service, providing guidance, support & help while complying with the terms set forth in this MOU.

I agree to monitor the member's compliance with the AmeriCorps provisions regarding prohibited activities.

I also agree to monitor the member's timely completion of required program paperwork, including quarterly and year-end reporting.

I have reviewed the VISTA Supervisor Handbook located online at [www.vistacampus.org](http://www.vistacampus.org). I understand and agree to its contents.

**Signature:**

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**Name/Title:**

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**Date:**

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## Attachment B: Host Site Participation Cost Share Agreement

### Host Site Cost Share – Summer 2021 Class

Rural Dynamics is the recipient of an AmeriCorps grant that provides funding for a portion of costs for the program. The remainder of the budgeted expenses for recruitment and the member is the responsibility of the Sponsor and Host Site as a shared cost, referred to as the cost-share. As a result, Host Sites are required to pay a non-refundable participation and administration fee that is also matched by the Sponsor.

These shared costs directly support the program via member living allowances, relocation assistance, training/professional development, recruiting / onboarding, and administration.

Please check boxes indicating you have read the following fee requirements and stipulations:

Host Site Fee and Due Date: Host sites are required to support the placement of each Summer Associate to assist with administrative costs and provide local investment in this valuable program. The Host Site will receive an invoice from RDI prior to the payment due date.

- The administrative fee per member for the entire 10-week project period is **\$1,000**.
- All host sites must submit payment by **June 10, 2021**.

Reimbursement protocol if member service is terminated: Should the member terminate service, up to half of cost share fees are refundable. Within the first half of service, refunds will follow a prorated system whereby if up to 50% of service is completed, half of the Host Site Fee may be returned. After half of the term is completed, 100% of cost share will be retained by the AmeriCorps Sponsor.

I agree to pay, in-full, the cost share associated with hosting an AmeriCorps member by the due date. I understand that early termination does not guarantee a reduction in the overall fee assessed.

**Signature:**

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**Name/Title:**

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**Date:**

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