

Memorandum of Understanding (MOU) Between the Moab Free Health Clinic
& San Juan County Economic Development Department

This Memorandum of Understanding (MOU) establishes a collaborative partnership between the above entities from August 24, 2025 through August 8, 2026.

This document defines the responsibilities of Moab Free Health Clinic as the Canyonlands Volunteers in Service to America (VISTA) Project Sponsor and San Juan County Economic Development Department as the Project Host Subsite with respect to the assignment of one AmeriCorps VISTA member to perform services as referred to in the VISTA Assignment Description in eGrants.

Community needs and project-related tasks are outlined in the Performance Measures section of the Project 2024 Continuation. The obligations of the parties hereto are subject to and governed by the terms and conditions of the Memorandum of Agreement between the Corporation for National & Community Service (CNCS) and Moab Free Health Clinic/Canyonlands VISTA Project; CNCS Project Number 15VSPUT002, which is incorporated herein by reference, and federal laws and regulations and CNCS policies applicable to the project, or which may become applicable to it subsequent to the execution of this Memorandum of Understanding (MOU).

1. As the Canyonlands VISTA Project Sponsor, Moab Free Health Clinic will:

- a. Serve as the Fiscal Agent and overall administrator for the grant and provide overall supervision of the grant, provide assistance to the Project Host Sites and VISTA members in support of grant implementation, and be the liaison between Project Host Sites, VISTA members and the Corporation for National & Community Service (CNCS) Regional Mountain office, or national office as necessary.
- b. Comply with the provisions of the Memorandum of Agreement between the CNCS and Moab Free Health Clinic.
- c. Assign VISTA placements to the Project Host Site for the duration of this Memorandum of Understanding subject to the availability of funding and recruitment/training deadlines for VISTA Virtual Member Orientations (VMO) set forth by the CNCS.
- d. Assist the Project Host Site with the development of VISTA member work plans and assignment descriptions. Provide final approval of all VISTA work plans and assignment descriptions prior to VISTA candidates attending Pre-Service Orientation and beginning their term of VISTA service.
- e. Assist with the recruitment, screening, interviewing, and selection of VISTA candidates when requested by the Project Host Site.
- f. Transfer VISTA member(s) from one placement to another to comply with terms and provisions of the grant or upon the request of the VISTA member with the approval of CNCS. Project Host Sites will be given 14 days' notice.

2. The Project Host Subsite will:

- a. Provide a Site Supervisor to provide day-to-day supervision of the activities of the VISTA members.
- b. In the case that the project host subsite supervisor has to leave the site, the site should designate an alternative supervisor.
- c. Recruit, screen, interview, select, and submit VISTA candidates to the Project Sponsor for approval and placement at the Pre-service Orientation (PSO). The Project Sponsor will assist with candidate recruitment and selection upon request. VISTA candidate applications must be submitted to the Moab Free Health Clinic for approval by the Moab Free Health Clinic recruitment deadline, which is one week before the CNCS deadline. Final approval for all VISTA candidates to attend PSO is subject to review and selection by the Regional CNCS office.
- d. Submit a VISTA work plan for approval prior to the VISTA member's start date. This will align with member VAD and On-Site Orientation and Training (OSOT) plan to outline when tasks in the VISTA Assignment Description (VAD) will be completed.
- e. Submit a proposed budget detailing member mileage reimbursement, professional development, the project participation fee, and in-kind assistance if requesting reimbursement from the support grant.
- f. Provide the VISTA members individualized On-Site Orientation and Training at the beginning of their term of service.
- g. Use the approved VISTA work plan as the source of tasks and responsibilities for the VISTA member to empower the capacity building activities of the member.
- h. Ensure that VISTA members dedicate an average of 40 hours per week to their approved VISTA work plans and member descriptions to address the community needs identified in the approved Project Sponsor Application. Moab Free Health Clinic will track VISTA member's personal and sick leave on the Canyonlands VISTA project google sheets. Project Host Sites should use their existing policies and procedures to account for a VISTA member's actual work schedule and hours served.
- i. Schedule regular meetings (preferably weekly) with the VISTA members to discuss their projects and/or other concerns, if any.
- j. Provide adequate working space, materials, supplies, and access to a phone and computer to permit the VISTA member to perform his/her assigned duties.
- k. Ensure that the VISTA member is reimbursed for all local travel associated with the project. Mileage reimbursement should be done in accordance with the Project Host Site's existing policies and procedures.
- l. Allow the VISTA member to participate in scheduled professional development and training opportunities, site visits, conference calls, and community service projects throughout their term of

service. It is recommended that Project Host Sites budget \$750 in professional development and training funds for their VISTA member. The VISTA member will be required to attend a training identified by the Moab Free Health Clinic Project Director for the purposes of completing In-Service Training (IST) requirements as set forth by CNCS. Any mileage reimbursements for out-of-town travel to trainings requested from the Canyonlands VISTA Support Grant must be approved prior to VISTA member travel by Moab Free Health Clinic. Mileage reimbursements to trainings will be paid out at the standard federal level for 2024, which is 67 cents per mile. Mileage reimbursements must include starting and ending odometer readings, as well as starting and ending locations. VISTA members will submit mileage reimbursement requests to MFHC after successful completion of their training(s).

m. Allow the VISTA member to participate in disaster relief/emergency response efforts as directed by CNCS.

n. Allow the VISTA member to participate in Days of Service (e.g., MLK Day of Service, National Volunteer Week, Make A Difference Day) should activities be in the community where the VISTA member is serving.

o. Inform the Director of Moab Free Health Clinic of any changes in status of the VISTA and other concerns related to the VISTA Project.

p. The Project Host Site agrees to provide project updates via either quarterly or biannual Project Progress Reports (PPR) with VISTA member input per the Canyonlands Project Program Officer.

q. The Project Host Site agrees to make a payment in the amount of \$8,500 to the Moab Free Health Clinic no later than October 15, 2024 for their contribution to the project cost share.

r. All cost share fees are paid for by the Moab Free Health Clinic at the beginning of the grant, therefore the cost share contribution by each Project Host Site is non-refundable regardless of whether the site recruits a VISTA or not.

3. Joint Responsibilities

Both parties to the Memorandum of Understanding shall:

a. Make every reasonable effort to ensure that the health and safety of the VISTA members are protected during the performance of their assigned duties. Neither the Project Sponsor nor the Project Host Site shall assign or require VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.

b. Ensure that persons selected as VISTA members are not related by blood or marriage to Project Host Site staff, Project Sponsor staff, officers or members of the Project Host Site's or the Project Sponsor Site's boards of directors, or responsible program staff at CNCS.

c. Neither the Project Sponsor nor the Project Host Site has the discretion or authority to dismiss or separate a VISTA member from service; CNCS is the sole authority that can terminate a VISTA

member's term of service. The Project Site should document any performance or behavior issues and immediately report them to Moab Free Health Clinic. The Canyonlands VISTA Project Director, hired by Moab Free Health Clinic, will report such incidents to the state CNCS office and resolve them in accordance with rules governing the grant. This is necessary to provide VISTA members due process.

4. Non-Discrimination & Sexual Harassment

a. No person with responsibilities in the operation of the project shall discriminate against any VISTA 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.

b. Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. As a recipient of federal financial assistance from CNCS, the Project Sponsor and Project Host Site are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:

i. Acts of "quid pro quo," sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Project Sponsor or Project Host Site, their agents, or supervisory employees should have known of the acts.

ii. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile, or offensive service environment.

iii. Acts of sexual harassment toward fellow AmeriCorps VISTA members or non-employees, where the Project Sponsor or Project Host Site, their agents, or supervisory employees knew or should have known of the conduct, unless they took immediate and appropriate corrective action.

5. Legal Restrictions

VISTA members should work to emphasize the mobilization of local human, financial, and material resources, the transference of skills to community residents, and the expansion of the capacity of the low-income community to solve its own problems. VISTA members should NOT perform administrative duties except for those related to the goals and objectives identified in their work plan.

The Project Host Site agrees that no VISTA member assigned under this MOU shall participate in the following activities:

a. Partisan and non-partisan 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, proselytization, or any other religious activity as an official part of their duties.

The Project Host Site further agrees not to:

e. Carry out projects (related to VISTA) resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities or providing voters transportation to the polls.

f. Assign VISTA members to activities that would result in the hiring or displacement of employed workers, filling-in for absent employees or supervisors, or impairing existing contracts for services.

g. Approve the involvement of any VISTA member assigned to it in planning, initiating, participating in, or otherwise siding or assisting in any demonstrations whatsoever.

h. Accept, or permit the acceptance of, compensation from the VISTA members or from beneficiaries for the service of the VISTA members.

6. Modifications

This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of the Project Sponsor and Project Host Site.

7. Termination

a. The Moab Free Health Clinic will use the above provisions to determine continued eligibility of Our Village Community Center to be a Project 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 VISTA member placed at your site. In this case, the Moab Free Health Clinic will provide 14 days' notice of termination of and/or VISTA removal/transfer from the project.

b. Any termination of the Memorandum of Agreement between Moab Free Health Clinic as the Project Sponsor and the Corporation for National & Community Service will result in the termination of all provisions of this Memorandum of Understanding.

Signatures for MEMORANDUM OF UNDERSTANDING between the Moab Free Health Clinic and San Juan County Economic Development Department.

Signature:  Date: September 4, 2025

David Olsen, Canyonlands VISTA Project Director
Moab Free Health Clinic, Canyonlands VISTA Project Sponsor

Signature_____ Date:_____

San Juan County Commission Chair

Signature_____ Date:_____

Project Host Subsite: San Juan County Economic Development Department