

MEMORANDUM OF UNDERSTANDING

Between

Partners for Rural Washington (PRWA)

And

City of Sumas (Sumas)

This Memorandum of Understanding (MOU) is made and entered into by and between **Partners for Rural Washington (PRWA)**, a nonprofit organization dedicated to assisting rural communities in building capacity for a prosperous and sustainable future, and **Sumas**, a participating community seeking support in addressing priority infrastructure and development needs.

Purpose

The purpose of this MOU is to establish a mutual understanding of the roles and responsibilities of PRWA and Sumas in working together to achieve the community's development objectives. This agreement outlines the expectations for both parties to ensure the success of the collaboration. PRWA will not be providing funds toward any of the projects outlined in the Scope of Work, nor is there a guarantee any funding applications prepared/submitted will result in funding.

Responsibilities of Sumas

Sumas agrees to undertake the following responsibilities:

1. Maintain up-to-date contact lists of key stakeholders.
2. Coordinate and organize project meetings.
3. Cover any meeting and printing costs.
4. Dedicate staff support, including a primary point of contact responsible for project management.
5. Respond to PRWA's requests/messages in a timely manner. Emails and phone calls should be acknowledged within 2 working days, with responses/updates provided weekly until issues are resolved.
6. Provide requested information, answers to questions, and approvals of applications/documents as needed.
7. Notify PRWA of any major changes to personnel, project scope, or any related event that will impact the Scope of Work ("project").
8. Track spending, manage budgets, receive/disburse funds, and prepare financial reports related to the project from planning through completion.
9. Coordinate and lead site visits for community stakeholders, engineers, contractors, funders, PRWA staff, and others as needed.

10. Ensure the timely submission of grant applications in accordance with posted deadlines.
11. Participate in virtual or in-person funder conversations, as requested, to answer questions and help program managers better understand the project.
12. Ensure compliance with grant terms and submit reports by stated deadlines.
13. Share project successes and experiences with PRWA and other stakeholders.
14. Provide at least 30 days' notice if opting out of the agreement.

Responsibilities of PRWA

PRWA agrees to undertake the following responsibilities:

1. Provide a primary point of contact or project manager and appropriate grant writing support at no cost to the community for time or travel.
2. Assign dedicated staff resources to the project.
3. Respond to community requests and questions in a timely manner. Emails and phone calls should be acknowledged within 2 working days, with responses/updates provided weekly until issues are resolved.
4. Conduct grant research and writing, utilizing available external resources when possible.
5. Prepare deliverables related to the mutually agreed-upon scope of services.
6. Assist with grant reports, as requested.
7. Serve as a liaison with other entities, as needed.
8. Connect the community with key project resources such as engineering and cultural review specialists.
9. Develop a project communications plan to promote projects to stakeholders and the general public.
10. Hold progress meetings at mutually agreed-upon intervals.
11. Complete annual/progress reports and a final project summary.
12. Provide at least 30 days' notice if opting out of the agreement.

Duration and Termination

This MOU shall become effective upon the date of the last signature below and shall remain in effect until the completion of the agreed-upon project or until either party provides at least 30 days' written notice of termination.

Amendments

This MOU may be amended in writing upon mutual agreement by both parties.

Signatures

By signing below, the parties acknowledge their understanding of and agreement to the terms of this Memorandum of Understanding.

Partners for Rural Washington (PRWA)

By: _____

Jody Opheim
Executive Director, PRWA
Date: _____

City of Sumas

By: _____

Name: _____

Title: _____

Date: _____

Nooksack Valley

Prospective Projects

NWRIS Pilot Community Project

March 11, 2025

FLOOD MITIGATION AND RESILIENCE IS/SHOULD BE A COMPONENT OF EVERY PROJECT	
Everson	Community Center* Park Improvements (including stormwater drainage for all of downtown (\$2M secured from state) New fire hall (Fire District #1) \$13M estimate includes maintenance and operations funding Utility service to newly annexed 100 acres (this is the area for the new fire hall as well)
Sumas	New fire hall (need to relocate out of flood plain) Sewer system upgrades Water system upgrades Update electric grid in industrial zone 2 bridge replacements
Nooksack	Water infrastructure pipe replacement and expansion Major arterial road needs widening and curbs, gutters, sidewalks, and rain ponds added Road to school needs emergency repairs Need to clear a section of slough through town and at entry point to Sumas river Utility connections to recently annexed 33 acres (light industrial complex) Community Center*

*may be able to do one event and community center for all three communities