

## Memorandum of Understanding

**To:** Ellen Esch, Senior Data Scientist, Metropolitan Council Community Development  
**From:** Mike Greco, RCP Program Director  
**Date:** 8.31.2022

This memorandum of understanding (MOU) outlines the project lead roles and responsibilities, as well as the timeline for partnering with the Resilient Communities Project (RCP).

### Project Lead Roles and Responsibilities:

- Participate in a two-hour Project Lead Orientation session (date TBD).
- Commit an average of 3–5 hours per week to the project each semester the project is actively matched with a U of MN course or student team.
- Convene all agency staff, external partners, and stakeholders necessary to facilitate and support project development and completion.
- Maintain regular communication and collaboration with students, course instructor, and RCP staff throughout the project using the project management tool [Basecamp](#) (provided by RCP).
- Make available to participating course instructors and students, in a timely fashion, any data, reports, or other documents relevant to the project and scope of work.
- Respond in a timely manner (ideally within 2 business days) to project-related inquiries from course instructors, students, and RCP staff.
- Participate in initial project scoping meeting, mid-project check-in meeting, and regular project check-in meetings.
- Help to facilitate student field trips and site visits, as needed.
- Ensure at least one staff member familiar with the project (ideally, the project lead) is present at the final student presentation to provide feedback on student work.
- Schedule and coordinate final presentation(s) to non-University audiences (if applicable).
- Identify another staff member who will be able to serve as project lead if for any reason the project lead is not able to fulfill their duties

### Partnership Timeline:

- **Finalizing projects:** Once a project is selected as a feasible project, RCP staff will meet with the project lead to finalize the project details, including specific research questions to be addressed, desired deliverables, and data or other information necessary to complete the project. This information will be included in a written project brief that will be used to recruit course instructors and students to the project.

- **Matching projects:** RCP will begin the matching process once this MOU is signed. Projects may be matched with courses/students during fall term (September–December), spring term (January–May), and/or summer term (June–August). Matches will vary in timing and scope, and may address only a portion of your project needs.
- **Scoping Projects:** For each successful match, a signed Scope of Work agreement is required that outlines the nature of the work students will undertake, as well as the roles and responsibilities of the project lead (as listed above), course instructor or faculty mentor, and RCP.
- **Final Deliverables:** RCP will provide final deliverables in January/February for fall-term matches, May/June for spring-term matches, and August/September for summer-term matches. If these timeframes cannot be met due to unforeseen circumstances, RCP will communicate this to project leads as soon as possible.

**By signing this MOU, I acknowledge that:**

- I understand my project has been selected by RCP as a feasible project.
- I will serve as the staff lead for this project on behalf of my agency, and understand the roles and responsibilities of the project lead.
- I commit to moving forward and beginning the matching and scoping process for my project.

**Signed by:**

\_\_\_\_\_  
Project Lead (PRINT name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mike Greco

\_\_\_\_\_  
RCP Program Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please return this signed document to  
Mike Greco, RCP Program Director, [mgreco@umn.edu](mailto:mgreco@umn.edu)*