

Memorandum of Understanding Economic Recovery Corps Fellowship

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into between the International Economic Development Council, Inc. (“IEDC”), **Mick Thornton** (the “Fellow”), and **San Juan County Utah** (the “Host Organization”) collectively referred to herein as the “Parties.” The purpose of this MOU is to establish a framework for collaboration between the Parties to achieve the mutual goals, principles, scope, roles, and responsibilities outlined below.

This Agreement sets out the Parties’ shared commitments and responsibilities within the Economic Recovery Corps (“ERC”) Fellowship program (the “Fellowship”). The Fellow has entered or will enter into a Professional Services Agreement with IEDC (“PSA”), and the terms and conditions of the PSA are incorporated herein by reference. Should any of the terms of this MOU conflict with the terms and conditions in the PSA, the terms and conditions in the PSA will govern.

1. Purpose

The Economic Recovery Corps supports 30-month fellowships for community and economic development professionals to serve in underserved urban, rural, and Tribal areas across the United States.

The ERC Fellowship program is funded by the Economic Development Administration (EDA) under the CARES Act and led by the International Economic Development Council in partnership with six leading national organizations: Center on Rural Innovation, International City/County Management Association, National Association of Counties Research Foundation, National Association of Development Organizations Research Foundation, National League of Cities Institute, and RAIN Catalysts (collectively, the “ERC Partners”).

ERC Fellows provide technical assistance, planning, and capacity-building support to host organizations and communities. Fellows will also receive specialized training and cohort learning support throughout the Fellowship.

2. Term of Agreement

This Memorandum of Understanding Agreement shall be in effect from the date signed until July 31, 2026 or as designated by IEDC, unless terminated or extended subject to all parties’ agreement in writing pursuant to Section 5 below.

3. Fellowship Project

The Scope of Services (Exhibit A) from the PSA is attached to this Agreement. This Scope of Services describes the Fellow's primary responsibilities and deliverables related to the Host Organization's project. The Parties agree that supporting successful completion of this project is a key aim of this Agreement.

4. Compensation

Per the terms of the ERC program and the PSA, IEDC will provide the Fellow with compensation of \$90,000 per year (\$225,000 total over the 30-month Fellowship), a post-Fellowship payment of \$10,000 upon successful completion of the Fellowship, up to \$5,000 for reimbursement of eligible relocation, housing, or local travel expenses annually (not to exceed \$12,500 over the Fellowship) and up to \$27,500 for reimbursement of eligible travel expenses.

5. Agreement Modification and Termination

This Agreement may be amended by mutual, written agreement of the Parties. At IEDC's sole discretion, it may terminate this Agreement at any time, for any reason, upon 30 days' written notice to the other parties, or for any other reason permitted under the PSA. This Agreement will automatically terminate if the PSA is terminated.

6. Incorporation of the ERC Program Handbook

In signing this Agreement, the Parties acknowledge that they have read and understood the **ERC Program Handbook** and agree to follow the processes and procedures included in it.

7. Shared Principles and Goals

In their work and professional relationships, the Parties signing this Agreement commit to pursue and uphold the following shared principles and goals:

- 1) **Locally-driven economic development and equitable economic outcomes.** We will work together to advance innovative, locally-driven initiatives to build stronger, more resilient, and inclusive economies.
- 2) **Collaboration, shared learning and mutual support.** Recognizing that innovation requires experimentation, adaptation, and risk of failure, we will work together respectfully, cooperatively, and with a commitment to learning and iterating to meet the needs and supporting the aspirations of the communities we work in.
- 3) **Sustained impact.** We will prioritize professional and organizational development and capacity-building to sustain the benefits of the collaboration and the Fellow

project after the fellowship ends, and to advance the practice of economic development.

- 4) **Diversity, equity and inclusion.** We commit to carrying out our professional interactions and structuring our work together in ways that have sustained impact, foster equity, and expand diversity and inclusion in community and economic development.
- 5) **Open communication.** As a new program with multiple partners and program participants located across diverse geographies and contexts, we commit to open and transparent communication. We will convey any concerns, questions, or feedback in a constructive, respectful, and timely manner to the relevant party to identify, avoid and resolve potential problems before they become intractable.

8. Roles and Commitments

The Parties will play different, complementary roles to conduct and carry out the Fellowship and associated project work and to support these shared commitments and the overall aims of the ERC initiative. **The ERC Program Handbook** provides supporting processes and procedures for the responsibilities outlined below.

8a. Hosts

The Host Organization has specified a local or regional economic development strategy or catalytic transformative project to advance with assistance from the Fellow. The Host Organization supports project implementation through regular interaction with the Fellow; participates in peer learning, networking and training aimed at building their organization's and community's capacity for equitable, inclusive, and sustainable economic development; and supports the Fellow's professional development and learning.

The Host Organization's responsibilities include:

Mentorship and Guidance

Provide a primary contact for the Fellow who is able to commit 5-7 hours per week to supporting the Fellow through check-ins, consultation, and ongoing mentorship.

Project Support

Identify and scope a specific community-based economic development project to focus the Fellow's work, including developing the Scope of Services, project deliverables and required activities for the Fellow. Partner with the Fellow to coordinate, build connections, plan and implement the project and ERC program activities throughout the 30-month

fellowship. Assist the Fellow in navigating the context, assets and issues that might enable or constrain the Fellow's work in the community or region.

Regular Feedback and Evaluation

Structure and participate in regular project reviews with the Fellow to track progress and make needed adjustments to project approaches, deliverables and timelines. Engage with the Fellow in applying a learning process that feeds insights generated from actions taken into ongoing planning and execution.

Participate in regular check-ins (minimum quarterly) with IEDC to provide feedback and information that will assist IEDC in fulfilling its obligations under the PSA. Complete surveys and reports as required to support program evaluation and research led by IEDC and ERC Partners.

Inclusive and Collaborative Environment:

The Host Organization commits to fostering an inclusive and collaborative work environment, where the Fellow feels welcomed, valued, and encouraged to actively participate in team activities and discussions.

Capacity Building, Training and Networking

Participate in and take advantage of the opportunities the ERC initiative offers to strengthen the Host Organization's capacity and resources, e.g., peer learning exchanges, networking gatherings, and IEDC membership benefits. Attend annual fellowship training events in person if possible, and virtually if not.

Professional Conduct

Maintain the highest standards of professionalism, ethics, and integrity. This includes respectful, timely communication with the Fellow, IEDC, ERC Partner staff, and other project partners, community members, Host Organizations, and Fellows.

Supporting the Fellow's Work

The Host Organization acknowledges that the Fellow is an independent contractor, and not an employee, of the Host Organization, IEDC, or the ERC Partners. The Host Organization does not control how and when the Fellow performs Fellowship-related work. The Fellow may have work or clients outside the Fellow's ERC program. If there are specific requirements related to the Fellow's successful implementation of activities in the Host Organization's community, these must be clearly communicated in the Fellow's Scope of Services and the Project-Specific Requirements and Expectations in Section 8b below. The Host Organization may establish deadlines for deliverables, and is encouraged to create project schedules in collaboration with the Fellow.

Post-Fellowship Engagement

Upon completion of the Fellowship, the Host Organization commits to staying engaged with IEDC and the ERC Partners through periodic updates and feedback. The Host Organization may also be invited to contribute insights or participate in alumni activities.

Indemnification by Host Organization

Host Organization agrees to indemnify, hold harmless, reimburse and defend IEDC and ERC Partners, their officers, directors, partners, members, employees, agents, contractors, and subcontractors, and the successors in interest of the foregoing, from, for and against all suits, actions, claims, damages, penalties, liabilities, losses and expenses (including reasonable attorneys' fees) (collectively, "Losses") asserted by a third party (including, but not limited to, Losses asserted by Fellow) arising out of or resulting from Host Organization's, or its officers' or employees' (a) breach of any representation, warranty, or obligation under this Agreement, or (b) violation of any applicable state, federal or local laws.

8b. Fellows

The Fellow is an experienced community and economic development professional who will provide technical assistance, planning and capacity-building support to the Host Organization with a project focus in the Scope of Services in the PSA. The Fellow acts as a community builder and connector who accelerates the project through relationship-building, collaboration, and focused attention. The Fellow works closely with the Host Organization on project planning, implementation and adaptation; participates in peer learning, networking and training, and supports the Host Organization's organizational development.

The Fellow's responsibilities include:

Field Immersion

The Fellow agrees to be based in a location within a 1–2-hour drive of the Host Organization's community or region for a fellowship period of 2.5 years (30 months), unless otherwise agreed with the Host Organization and IEDC. As independent contractors, Fellows may choose where they conduct their work to meet the deliverables outlined in their Scope of Services. This may be from a home office, a co-working space, at the Host Organization's offices, or other flexible work locations.

Project Scope of Services

Complete the Scope of Services using a collaborative, community-driven approach that supports the Host Organization's organizational development, innovative practice, and the Fellow's professional development. Help to structure and participate in regular project

reviews with the Host Organization to track progress and make needed adjustments to project approaches, deliverables and timelines.

Active Participation

Actively participate in all aspects of the ERC Fellowship program, including but not limited to project work, monitoring and evaluation, opportunities the ERC initiative offers for training, professional development, networking, peer learning and coaching and mentoring support. The Fellow should anticipate committing 35-40 hours per week throughout the duration of the Fellowship to fellowship-related activities and performing the Scope of Services.

Timely and High-Quality Performance

Meet the project requirements, expectations and performance measures specified in this Agreement and in the PSA, or later established by or in collaboration with IEDC or the Host Organization, including meeting schedules and deliverable dates. Coordinate work schedules and time off with the Host Organization and IEDC to ensure that project momentum is maintained and deliverables are produced on time.

Interference with Performance

Fellow will notify IEDC and the Host Organization immediately of any factor, occurrence or event that would be reasonably expected to affect Fellow's ability to perform the Services on the schedule set forth in the Scope of Services.

Professional Conduct

Maintain the highest standards of professionalism, ethics, and integrity. This includes respectful, timely communication with the Host Organization staff, community partners and members, other fellowship participants, mentors, and ERC program staff. The Fellow agrees to adhere to all policies and guidelines established by the Host Organization and IEDC, including those related to conduct, diversity, equity, and inclusion. ERC Program policies and guidelines are detailed in the ERC Program Handbook and relevant Host Organization policies and guidelines may also be attached as Exhibits to this Agreement.

Independent Contractor Status

The Fellow acknowledges that as an independent contractor, they are responsible for all federal, state and local taxes as required by law in the state or territory in which the Fellowship work is performed. This includes the cost of health insurance and/or healthcare, including but not limited to the payment of required tax payments and filings (including disability and FICA). The Fellow is also responsible for maintaining business liability insurance and licensing as required by law in the state or territory in which the Fellowship work is performed. The Fellow must maintain authorization to work in the

United States for the entire duration of the 30-month ERC Fellowship (currently anticipated to be February 2024 through July 2026; this may be subject to change).

Other Clients

Fellow is free to engage in other independent contracting activities, provided that Fellow does not engage in any such activities that are inconsistent with or conflict with this Agreement. Fellow may perform services for entities other than IEDC and the Host Organization, provided that Fellow will not undertake to perform services for entities other than IEDC and the Host Organization if those services would impair timely performance of Fellow's obligations to IEDC, the Host Organization, and the ERC Fellowship Program.

Representing the ERC Fellowship Program

The Fellow acknowledges that they may act as a representative of the Host Organization, IEDC, and the ERC Partners during the Fellowship period and commits to upholding the values and reputation of these entities in all professional interactions.

The Host Organization's requirements relating to personal conduct and representation of the Host Organization are attached to this Agreement as Exhibit B and incorporated into this Agreement by reference.

Confidentiality

The Fellow acknowledges the sensitivity of information that may be shared during the fellowship program and commits to maintaining the confidentiality of all proprietary and confidential information disclosed by IEDC and the Host Organization, as further outlined in the PSA.

Post-Fellowship Engagement

Upon completion of the Fellowship, the Fellow commits to staying engaged with IEDC and ERC Partners through periodic updates and feedback. The Fellow may also be invited to contribute insights or participate in alumni activities.

Project-Specific Requirements and Expectations

The attached Scope of Services (Exhibit A) describes the Fellow's primary responsibilities and deliverables related to the Host Organization's project.

Indemnification by Fellow

Fellow agrees to indemnify, hold harmless, reimburse and defend IEDC, the Host Organization, and ERC Partners, their officers, directors, partners, members, employees, agents, contractors, and subcontractors, and the successors in interest of the foregoing, from, for and against all suits, actions, claims, damages, penalties, liabilities, losses and expenses (including reasonable attorneys' fees) (collectively, "Losses") asserted by a

third party (including, but not limited to, Losses asserted by Fellow) arising out of or resulting from (a) Fellow's performance of the Scope of Services or other work under this Agreement and the PSA, including but not limited to claims relating to Fellow's status as an independent contractor, (b) Fellow's breach of any representation, warranty, or obligation under this Agreement or the PSA, (c) a material defect in any of Fellow's deliverables, (d) the intentional misconduct of Fellow, (e) Fellow's violation of any discrimination, harassment, or retaliation policies of IEDC or the Host Organization, or (f) Fellow's violation of any applicable state, federal or local law.

8c. IEDC (Representing the ERC Partners)

IEDC and the other six ERC Partners manage the fellowship program and support the Fellows and Host Organizations in achieving their individual and organizational goals consistent with the principles and aims of the ERC program.

IEDC responsibilities include:

Fellow Contract and Oversight

Enter into a contract for services with the Fellow as an independent contractor engaged to work on a specified project for the Host Organization. Pay the Fellows' compensation, and reimburse their reasonable expenses, as identified in Section 4 above and in the PSA.

Provide assistance with fellowship-related travel arrangements, arrangements for training and professional development and other fellowship-related logistics.

Provide the Fellow with a laptop, software and collaboration tools to support work related to the Fellowship.

Project-Focused Training and Support

Provide training, coaching, mentoring and communications support to assist the Fellow in completing the specified project work, designing and executing a capstone action research project in collaboration with the Host Organization, and sharing what is learned within the ERC program with the broader economic development field.

Fellow Professional Development

Provide peer learning and networking opportunities, training, coaching, mentoring and other support mechanisms for the Fellow focused on professional development. Facilitate Fellow professional development opportunities including conferences, memberships, certifications and connections with ERC Partners' nationwide network of industry leaders, partner organizations and affinity groups.

Host Organizational Development

Facilitate networking, peer learning, training and organizational development opportunities for Host Organizations.

Project and Performance Review

Assist the Host Organizations and Fellow as needed to facilitate project and performance review, adapting or changing project scope and Fellow activities and deliverables if needed, resolution of disagreements and problem-solving related to the Fellowship.

Fellowship Support

Maintain clear processes, structures and points of contact for Host Organizations and Fellows to support successful completion of the Fellowship. Hold sole and final decision-making authority over contractual questions, including termination per the terms of the PSA. Decisions will be informed by consultations with the Host Organization.

Professional Conduct

Maintain the highest standards of professionalism, ethics, and integrity. This includes respectful and timely communication with the Fellow, the Host Organization, ERC Partners and their staff, and community members.

Indemnification by IEDC

IEDC agrees to indemnify, hold harmless, reimburse and defend Host Organization, its officers, directors, partners, members, employees, agents, contractors, and subcontractors, and the successors in interest of the foregoing, from, for and against all Losses asserted by a third party (including, but not limited to, Losses asserted by Fellow) arising out of or resulting from IEDC's, or its officers' or employees' (a) breach of any representation, warranty, or obligation under this Agreement, or (b) violation of any applicable state, federal or local laws.

9. Joint Commitments

In addition to the separate roles and commitments detailed above, the Parties agree to the following mutual commitments.

9a) Project and Performance Evaluation and Project Adaptation

The Parties acknowledge that research, monitoring and evaluation will be critical to the success of the Fellowship over time, and agree to support the ERC research and learning agenda with active participation, project-related contributions, and timely responses to requests for information and input.

Over the course of the 30-month Fellowship, changing conditions, new opportunities, and experience gained may necessitate changes to the strategy and tactics employed in the project the Fellow is completing for the Host Organization. The Parties agree to work together to evaluate progress and to use what is learned to make mid-course adjustments to the Fellow's Scope of Services as needed, following the guidance provided in the ERC Program Handbook.

9b) Navigating Grievances and Disputes

The Parties will maintain working relationships characterized by open and forthright communication, good will, and mutual commitment to the aims and principles of this Agreement. These practices can help to identify, avoid and resolve potential problems before they become intractable.

The Parties agree that, in the event of any grievance or dispute between or among them relating to this Agreement, they will follow the processes and procedures detailed in the ERC Program Handbook.

9c) Confidentiality and Nondisclosure

The PSA requires protection of confidential and proprietary information that may be disclosed by IEDC or the Host Organization to the Fellow during the term of the Fellowship. In a similar spirit of respect, the Parties agree not to disclose any Confidential Information related to the business, products, services or affairs of another Party to this agreement or its affiliates or clients without that Party's express permission. "Confidential Information" means without limitation (a) information that derives actual or potential independent economic value from not being generally known to the public or other persons who can obtain value from its disclosure or use, and is the subject of reasonable efforts under the circumstances to maintain its secrecy; and (b) information belonging to a Party that was disclosed to or known by another Party as a consequence of the Fellowship. Confidential Information can be in any form, such as verbal, written, or electronically stored information, and may be tangible or merely remembered.

9d) Intellectual Property

The Parties anticipate that during the performance of this Agreement, each may create, contribute to, or develop certain intellectual property ("IP") relevant to the subject matter of this Agreement. In accordance with IEDC's Cooperative Agreement with the Economic Development Administration (the "Funder") and 2 C.F.R. § 200.316, IEDC will hold all property created, acquired, or improved under this Agreement in trust for the beneficiaries of the project or program under which the property was acquired or improved. In addition, IEDC's ownership of any work produced or purchased under this Award is subject to the

Funder's royalty-free, nonexclusive, and irrevocable right to obtain, reproduce, publish, or otherwise use the work or authorize others to receive, reproduce, publish, or otherwise use the work for government purposes. To the extent any provision of this Agreement contradicts or conflicts with any provision of the Cooperative Agreement with the Funder, the terms and conditions of the Cooperative Agreement will govern.

Each Party acknowledges and agrees that any pre-existing IP brought into the collaboration by any Party shall remain the sole property of the originating Party. The Parties agree to treat all jointly owned IP as Confidential Information and shall take reasonable steps to prevent its unauthorized disclosure or use pursuant to Section 9c above.

9e) Ownership

Fellow shall retain all of their rights in any pre-existing IP brought into the collaboration by Fellow ("Fellow's Property"); provided however, that Fellow hereby grants to IEDC, the Host Organization, and Funder a non-exclusive, royalty-free, perpetual, irrevocable, world-wide license (with right to sublicense) to make, use, sell, copy, distribute, modify, and otherwise to practice and exploit any and all Fellow's Property in connection with the Rights and Property, and all versions and derivatives in which the Rights and Property is incorporated at any time. For the purposes of this Agreement, "Rights and Property" means ownership, copyright, trade secrecy, and all other rights in written information, drawings, documents, designs, programs, works, inventions, improvements, discoveries, processes, or other properties prepared or conceived by Fellow in the course of performing the Scope of Services, or which make use of any of IEDC's or the Host Organization's Confidential Information.

9f) Conflict of Interest

The Parties will not engage, either directly or indirectly, in any activity which could reasonably be expected to adversely affect or interfere with the impartial and objective execution of their obligations under this Agreement (a "Conflict of Interest"). Each Party shall promptly disclose in writing to the other Parties any potential or actual Conflict of Interest that may arise during the term of this Agreement. The disclosing Party shall provide sufficient detail regarding the nature of the Conflict of Interest, allowing the other Parties to assess its impact on the Agreement.

9g) Choice of Law; Jurisdiction; Venue

This Agreement and all rights, obligations and disputes arising out of or related to the Agreement shall be governed by, and construed in accordance with, the laws of the state in which the Fellow performs the Scope of Services. For any dispute arising under this Agreement, the Parties consent to the exercise of personal jurisdiction by a court of competent jurisdiction in the District of Columbia and agree that venue shall be in the District of Columbia. The Parties hereby waive any right to argue to the contrary.

10. Signatures

The Parties acknowledge that failure to adhere to the commitments outlined in this document may result in the termination of this Agreement. By their signatures, the Parties agree to the terms of this Agreement as of the last date indicated below. For the convenience of the Parties, this Agreement may be executed in any number of counterparts, including by scanned email copy or electronic signature, all of which when taken together shall constitute one and the same agreement. If any Party signs this Agreement with an electronic signature, the Parties agree that electronic signatures are intended to have the same force and effect as if they were hand-written and signed in ink.

[The remainder of this page is intentionally left blank. The Parties' signatures are contained on the next page.]

The Parties have duly executed this Agreement on the dates below their respective signatures below.

Agreed by:
San Juan County Utah

Mick Thornton

Signature

Signature

Name

Date: _____

Title

Date: _____

**INTERNATIONAL ECONOMIC
DEVELOPMENT COUNCIL, INC.**

Nathan Ohle
President & CEO

Date: _____

EXHIBIT A

SCOPE OF SERVICES FROM PROFESSIONAL SERVICES AGREEMENT

Please note that this is not a complete list of services Fellow will provide under this Agreement. Additional services may be requested by the Host Organization or by IEDC. Material amendments to this Scope of Services may be made in a writing signed by Fellow and the Host Organization.

START DATE: FEBRUARY 1, 2024

[ATTACHED EXPANDED PROJECT DESCRIPTION]

**Post-Assessment Strategic Planning for Affordable & Inclusive Housing in
San Juan County, UT**



Project Theme
Inclusive Housing Development

Location
San Juan County, Utah

Context:

San Juan County, Utah, is the largest county in the state by land mass, the most poverty-stricken, and the most ethnically diverse. With these qualities come many challenges and opportunities. As the San Juan County Economic Development Department, our mission is to find methods to uplift our community in unique ways that reflect our diverse population. Unfortunately, many strategies are overshadowed due to a lack of affordable housing. Many businesses cannot find employees to fill positions desperately needed for success, as employees have nowhere to live. Younger generations cannot afford housing and must leave the County to find other suitable possibilities. The communities within San Juan County are simply unsustainable without affordable, accessible, inclusive, and equitable housing opportunities.

San Juan County Economic Development has recently partnered with a consulting firm that will conduct a county-wide housing assessment. This assessment covers the entire county, including 7 Chapters of the Navajo Nation and the Ute Mountain Ute Community of White Mesa. We hope this assessment will provide the data and suggestions needed to draft a strategic plan that will uplift San Juan County. The fellow will be instrumental in implementing these recommendations within the different communities.

Position Description:

The fellow will work closely with the San Juan County Housing Committee, the Navajo Nation, Ute Mountain Ute Tribe, and City and County officials in identifying strategies for inclusive housing based on the Housing Assessment findings. They will help create short-term goals and longitudinal, comprehensive plans for each community. They will be instrumental in securing funding sources to aid the communities in implementing their plans. The fellow will ensure that the suggested approaches are sustainable, inclusive, equitable, and measurable. The fellow will be the primary contact and will have a lead role in the entire process.

Geographic Scope & Travel Requirements:

San Juan County, Utah, is the largest county in the State by land mass. The fellow will travel throughout the county, including to the Navajo Nation Chapter Houses and the Ute Mountain Ute Community of White Mesa. Access to reliable transportation is required. If a County employee is also attending the same meeting, they can carpool in a County vehicle. The fellow can live anywhere within San Juan County, where they are able to secure desired housing. Keep in mind travel may be difficult in winter months.

Ideal Fellow Description:

Our ideal fellow will possess excellent written and verbal communication skills, grant writing knowledge, experience working with Indigenous populations, and a background in Economic Development. Due to the nature of the project, the ability to analyze statistical data is imperative. The capacity to develop relationships with Indigenous populations and Government agencies will be a significant part of this fellowship, so it is best if the fellow feels comfortable doing so. Previous participation in strategic community planning is also a plus. Because of our diverse county, a sense of cultural competence or sensitivity is crucial.

Fellow Responsibilities:

To collaborate with the chosen consulting firm to obtain critical data that will aid in securing future funding sources for inclusive housing initiatives. Provide technical assistance to all communities within San Juan County to create an inclusive strategic housing plan.

Scope of Services:

1. Housing Assessment Consulting Firm Liaison
 - a. Be the main point of contact between Points Consulting, the San Juan County Economic Development Department, and the San Juan County Housing Committee.
 - b. Act as an extension of San Juan County Economic Development and provide necessary assistance.
 - c. Assist in the data collection process in any way necessary to obtain the desired information.
 - d. Update community leaders, County Commissioners, Indigenous leaders, and the general public on the progress of the housing assessment process.
2. Inclusive Housing Development
 - a. Lead communities in developing strategic plans to develop more inclusive and affordable housing throughout San Juan County.
 - b. Spearhead community involvement in this process and provide valuable input.
 - c. Incorporate findings from the Housing Assessment in all plans.
 - d. Research and identify available, applicable funding sources to cover the cost of the strategic plans.
3. Partnerships
 - a. Build strong and sustainable relationships with all San Juan County Communities.
 - i. Monticello City
 - ii. Blanding City
 - iii. Bluff City
 - iv. Navajo Nation
 - v. Ute Mountain Ute
 - vi. San Juan County Unincorporated
 - b. Attend City Council, County Commission, Planning and Zoning, and Chapter meetings regularly as a representative of the Economic Development department and give updates on the housing project.
4. Measurables & Deliverables
 - a. Develop a Work Plan in partnership with the SJC Economic Development Department.
 - b. Create a SWOT/Overview Analysis for community leaders to complete to better understand their needs and desires.

- c. Presentation to key leaders of Housing Assessment results.
- d. Check in regularly, at least weekly, with the Economic Development department and provide updates on the project's progress.
- e. Strategic Planning for Inclusive Housing with San Juan County Communities.
- f. Create a succession plan for the San Juan County Economic Development Department for how to proceed after the fellowship is complete.

EXHIBIT B
HOST ORGANIZATION'S SITE-SPECIFIC REQUIREMENTS