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**MEMORANDUM OF UNDERSTANDING**

**Version 11/11/2022**

This document describes the agreed-upon responsibilities and expectations between the State of Colorado Department of Local Affairs (DOLA) and [Name of the lead jurisdiction] (henceforth, “COMMUNITY TEAM”) for the technical assistance services to be provided under the Affordable Housing Toolkit for Local Officials (henceforth, “PROJECT”).

Whereas DOLA has partnered with the nonprofit Enterprise Community Partners (henceforth, “TOOLKIT CONSULTANT”) in order to execute awarded funds from HB21-1271 to provide technical assistance to communities in Colorado to take steps towards addressing their affordable housing needs. Each technical assistance plan will be developed with the TOOLKIT CONSULTANT that is paired with the COMMUNITY TEAM to develop the plan at the start of the project.

**SCOPE OF WORK**

The COMMUNITY TEAM applied to the PROJECT by the deadline of **DATE** and was selected to participate in the PROJECT on **DATE**. As a project participant, the COMMUNITY TEAM agrees to actively engage in the PROJECT, and participate through completion.

During this PROJECT, relevant COMMUNITY TEAM staff, local officials, and other key stakeholders will participate in the following major phases of the PROJECT:

1. Development of technical assistance plan specific to each COMMUNITY TEAM
2. Kickoff led by the TOOLKIT CONSULTANT
3. Technical assistance implementation and reporting

**DELIVERABLES**

Successful completion of the PROJECT will result in deliverables outlined in Attachment A, “Technical Assistance Plan.”

By undertaking this project, the COMMUNITY TEAM acknowledges that the project process, results, and any work product developed may be included on the Toolkit website to inform the work of other Colorado communities.

**DOLA ROLES AND RESPONSIBILITIES**

Under this agreement, DOLA serves as the Affordable Housing Toolkit project administrator and fiscal sponsor. DOLA is responsible for the following:

1. Work with TOOLKIT CONSULTANT and PROJECT to set the COMMUNITY TEAMS up for success.
2. Manage the payment of TOOLKIT CONSULTANT that will work with each COMMUNITY TEAM.
3. Provide materials and communications with and for the COMMUNITY TEAM as needed to support overall project implementation.
4. Clearly communicate the reporting needs and assist the COMMUNITY TEAM in timely reporting requirements.

**COMMUNITY TEAM ROLES AND RESPONSIBILITIES**

Under this Agreement, the COMMUNITY TEAM LEAD is responsible for the following:

1. Serve as the primary point of contact for facilitating communication between the TOOLKIT CONSULTANT, partners, and the COMMUNITY TEAM.
2. Actively participate in all phases of the PROJECT, as well as required reporting, for the full time period as detailed in the “Time Period” section below.

To maintain the project budget and schedule, the Affordable Housing Toolkit Program Manager shall be included in all communication with the COMMUNITY TEAM. The COMMUNITY TEAM shall not direct the TOOLKIT CONSULTANT to carry out tasks or expend hours without the prior approval of the Affordable Housing Toolkit Program Manager.

**FUNDING**

This PROJECT is funded by HB21-1271. Such funds have been allocated to this PROJECT to promote the development of innovative affordable housing strategies. The COMMUNITY TEAM is not required to provide any match funding to participate in this program.

DOLA manages the funds related to this project. All activities in the project shall be conducted in accordance with State of Colorado rules and regulations. No funds shall be paid to the COMMUNITY TEAM for participation in the PROJECT.

**TIME PERIOD**

This Agreement shall remain in effect from the date of signature by all parties through completion of the PROJECT, unless modified in writing before that date.

**COMPLIANCE WITH LAW**

In connection with the activities rendered under this Agreement, DOLA and the COMMUNITY TEAM agree to abide by all federal, state and local laws, ordinances, and regulations.

**CONFLICT RESOLUTION**

If DOLA and the COMMUNITY TEAM cannot reach agreement under any dispute, they agree to use senior management from both parties to settle the dispute and to make final decisions.

**TERMINATION**

By signing this Agreement, the COMMUNITY TEAM commits to participating, in good faith, in the entirety of this PROJECT. Completion of the PROJECT is defined as approving, adopting, or operationalizing the strategies developed as part of the PROJECT.

Termination of participation in this project can be initiated by the COMMUNITY TEAM or by DOLA if the other party has breached their responsibilities under this Agreement (see Roles and Responsibilities sections above). Termination must be made in writing to or by the DOLA Affordable Housing Toolkit Program Manager or the COMMUNITY TEAM LEAD and must specify the breach in responsibilities made by the other party.

**GOVERNING LAW**

This Agreement will be construed in accordance with, and all actions arising hereunder will be governed by the laws of the State of Colorado.

**SIGNATURES**

[COMMUNITY TEAM LEAD JURISDICTION]

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[Full name, Title] Date

STATE OF COLORADO DEPARTMENT OF LOCAL AFFAIRS

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[Andrew Atchley, Affordable Housing Date

Toolkit Program Manager]