

RFP - EXHIBIT A

SCOPE OF WORK

I. Overview:

The Office of Program Policy and Market Research of the Michigan State Housing Development Authority ("Authority") is seeking an individual/firm to conduct market analysis for the Authority's various affordable housing programs, including Direct Lending and the 9% Low Income Housing Tax Credit Programs.

The Authority seeks the services to assist MSHDA marketing staff in measuring the need for affordable housing in Michigan's housing markets. This will enable MSHDA staff to make decisions utilizing impartial data generated by experienced market analysts in the private sector.

Objectives, Tasks & Activities, and Deadlines:

A. Objectives. To successfully perform the services described in Section I above, the contractor ("Contractor") must satisfy the following objectives:

1. Conduct timely market analyses using MSHDA guidelines
2. Work closely with MSHDA staff throughout the market analysis process
3. Employ data and research to support the development of marketable housing units that serve the need for affordable housing in Michigan's communities

B. Activities/Responsibilities Necessary to Complete Scope of Work.

To achieve the objectives, the contractor ("Contractor") shall perform the following activities/tasks:

1. Perform analyses of markets as directed by MSHDA staff
2. Conduct site visits as necessary
3. Create market studies using new MSHDA market study guidelines
4. Estimate the effect of new development on existing MSHDA portfolio projects in the same market
5. Meet with developers and MSHDA staff to share research results

C. Deadlines for Completing Objectives.

The Contractor shall complete/satisfy the objectives by the following dates:

1. Market studies, utilizing specific market guidelines, completed within four to six weeks of assignment
2. Communication between analysts and MSHDA to be held shortly after the completion of market analysis

III. Standards for Performance:

The Contractor shall perform the tasks/activities and complete the objectives in accordance with the following standards.

1. Work on studies should be completed within the given time frames
- 2.. Conclusions reached in the study should reflect the analyst's professional opinion on the market need and performance of the subject property
3. Studies must conform to MSHDA market analysis guidelines