

RFP - EXHIBIT A

SCOPE OF WORK

I. **Overview:** Appraisal Review of Rent Comparability Studies submitted as a result of HUD Section 8 Contract Rent Renewal/Adjustment/Contract Expiration.

The Office of Asset Management of the Michigan State Housing Development Authority ("Authority") is seeking an individual/firm to perform a review of Rent Comparability Studies submitted as a result of HUD Section 8 Contract Renewal/Adjustment/Contract Expiration.

The Authority seeks the services to assist with the review of Rent Comparability Studies. The service will help/enable CORE staff by providing review of RCS's submitted as a result of HUD Section 8 Contract Rent Renewal/Adjustment/Contract Expiration.

II. **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. Review submitted RCS's for compliance with HUD Requirements per Chapter 9 of the Section 8 Renewal Policy Guidelines.
2. Perform these reviews within established MSHDA timeframes.
3. Be licensed to perform such reviews.
4. Perform these reviews within USPAP requirements.

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

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

1. Perform review of Rent Comparability as forwarded by MSHDA staff.
2. Perform these reviews within established MSHDA timeframes.
3. Perform these reviews for compliance with HUD Requirements per Chapter 9 of the Section 8 Renewal Policy Guidelines.
4. Complete review of RCS per MSHDA checklist attached.
5. Maintain appropriate staff to complete reviews within established MSHDA timeframes.
6. Be licensed to perform Appraisal Reviews within the State of Michigan.
7. Perform these reviews within USPAP requirements.
8. Provide training for owners/agents regarding the completion and submission of RCS's.
9. Handle owner/agent RCS appeal process according to Chapter 9 of the Section 8 Renewal Policy Guidelines.

C. Deadlines for Completing Objectives.

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

As established below.

III. Standards for Performance:

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

Review each RCS per HUD Requirements in Chapter 9 of the Section 8 Renewal Policy Guidelines (attached) and adhere to MSHDA-established timeframes as outlined below:

1. If the RCS is **not complete** contact the owner's appraiser with any questions, issues, concerns, clarifications within 7 calendar days of the receipt of the RCS.
2. If the RCS is **complete** the review of the rent comparability study is due to MSHDA within 14 calendar days of the date that a complete RCS is received in MSHDA's office.
3. Once the reviewer has completed their review they should communicate their results to MSHDA immediately.
 - a. If the reviewer agrees with the appraiser's market rent conclusions, the reviewer should document that agreement in their desk review and forward a copy of the desk review to this office and provide a table listing the concluded market rents for each Section 8 unit type.
 - b. If aspects of the RCS are unclear or unconvincing, the reviewer should ask the appraiser for additional information or explanations. If the issues are minor and the reviewer expects an easy resolution, the reviewer may call the appraiser. If concerns are many, more significant or complicated, the reviewer should send the appraiser an email / fax/ hard copy letter stating the concerns and giving the appraiser 7 calendar days to respond. The reviewer must copy the owner/agent on any written correspondence. The RCS appraiser should send the information back to the reviewer and copy this office and the owner/agent.
 - c. If the appraiser's response does not resolve the reviewer's concern, the reviewer should talk with or write the appraiser/owner a second time. Again, the reviewer must copy the owner contact on any written correspondence. Please respond to the owner's appraiser within 10 calendar days of receipt of response, with a copy of the response to the owner and MSHDA should additional questions arise.
 - d. Within 10 calendar days after final information is received from the owner/appraiser, the reviewer must either: 1) accept the RCS; or 2) draft a decision letter challenging the RCS. This letter or email will be sent to MSHDA.

If the reviewer challenges the RCS, the decision letter must clearly state the reasons the RCS is challenged. If possible, the RCS reviewer should provide alternate rents that can be offered to the owner. Any alternate rents must be developed by the reviewer and be consistent with Chapter 9 of the Section 8 Renewal Policy Guidebook's procedures and USPAP. The letter must indicate how the reviewer arrived at the suggested market rent.

NOTE: The reviewer must copy this office on all communications with the appraiser and/or owner/agent. If communication was made by telephone, the reviewer must inform MSHDA by email of the date of the call and what was discussed.