

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

AGREEMENT FOR PROFESSIONAL SERVICES

WITH

EPS, INC.

THIS AGREEMENT is made and entered into as of the **1st day of January, 2019**, by and between the **MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**, a public body corporate and politic, located at 735 E. Michigan Avenue, Lansing, MI 48912 ("**Authority**") and **EPS, INC.**, a Vermont for-profit company, located at 19 Gregory Drive, STE 200, South Burlington, VT 05403 ("**Contractor**") to perform monthly reviews of Project-Based Section 8, Section 236, and Section 811 vouchers. All voucher reviews will be done using tenant and voucher information received and transmitted through the HUD Multifamily Housing Tenant Rental Assistance Certification System ("TRACS"). (The Authority and the Contractor are collectively referred to as the "Parties").

WITNESSETH THAT:

The Authority and the Contractor do mutually agree as follows:

1. **Services Rendered/Scope of Work.** The Contractor shall, in a satisfactory and proper manner as determined by the Authority, render the services described in Exhibit A, which is attached and made a part of this Agreement.
2. **Term.** TIME IS OF THE ESSENCE to this Agreement in connection with the delivery of the products or services or both ("Products and Services") described in the Scope of Work attached and incorporated into this Agreement as Exhibit A. The performance of Products and Services shall begin on or after the execution of this Agreement by the Authority and shall be completed no later than **December 31, 2021**. *At its discretion, the Authority may extend this Agreement for up to two one-year periods.*

3. **Contract. Price and Payment.**
 - a. The total amount to be paid by the Authority to the Contractor under this Agreement shall not exceed **One Million Three Hundred Thousand Dollars (\$1,300,000)**.
 - b. Billings for Products and Services shall not exceed those as outlined here:
 - i. Monthly Voucher Reviews: **\$1.61 / unit-month**; and
 - ii. Unpaid Rent and Tenant Damages Special Claims: *additional* **\$0.08 / unit-month** (ie. total of i. & ii. equals \$1.69 / unit month).
 - c. Payment will be made upon presentation of invoices submitted periodically for work performed. Final payment shall be made upon the satisfactory completion and submission of all required work and documents.
 - d. WORK PERFORMED OR PROVIDED PRIOR TO THE TERMS OF THIS AGREEMENT SHALL NOT BE ELIGIBLE FOR PAYMENT UNDER THIS AGREEMENT.

4. **Permits and Licenses.** The Contractor shall be responsible for obtaining any and all permits, licenses, and other proper authorization or permission-related documents required for the performance of this Agreement.

5. **Insurance.** The Contractor shall maintain professional liability or self-insurance sufficient in the amount to provide coverage for any errors or omissions arising out of the performance of this Agreement. If, during the term of this Agreement, changed conditions should, in the judgment of the Authority, render inadequate the Contractor's current insurance or self-insurance limits, the Contractor will furnish to the Authority proof of additional insurance or self-insurance as may be required. All insurance or self-insurance required under this Agreement shall be acquired at the Contractor's expense, under valid and enforceable policies, issued by insurers of recognized responsibility. The Authority reserves the right to reject as unacceptable any insurer.

6. **Record Keeping.** The Contractor and the Authority shall maintain such personnel records as are deemed necessary by the Authority to assure a proper account for all engagement costs. These records will be made available for audit purposes to the Authority and the Auditor General of the State of Michigan, or any authorized representative, and will be retained for seven years after the expiration of the Agreement unless permission to destroy them is granted by both the Authority and the State of Michigan.

7. **Reports.** The Contractor shall promptly submit to the Authority's Contract Administrator (see Section 11) any monthly reports prescribed in Exhibit A, attached and incorporated into this Agreement.

8. **Nondiscrimination.** In accordance with Acts No. 220 and 453 of the Public Acts of 1976, as amended, the Contractor hereby agrees in connection with the performance of Products and Services under this Agreement not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status, or disability. Breach of this covenant may be regarded as a material breach of this Agreement.

9. **Failure to Perform.** In the event the Contractor fails to perform Products and Services required under this Agreement, further described in Exhibit A attached and incorporated in this Agreement, or performs Products and Services in an improper manner, the Parties agree that the damage that the Authority will sustain as a result thereof will be substantial and difficult, if not impossible, to ascertain. Therefore, the Parties agree that in the event the Contractor either fails to completely perform Products and Services or performs

Products and Services in an improper manner, the Parties agree that the Authority will provide notice to the Contractor that the Contractor has 30 days to cure its performance / defect. In the event the Contractor fails to cure its performance / defect, the Authority shall be entitled to a credit against the Contractor's current unpaid billings for amounts previously paid to the Contractor after the Contractor's non-performance or improper performance. For the purposes of the foregoing, the Parties agree that the Authority shall have sole discretion in determining the adequacy of the Contractor's performance and the amount of credit to be taken. The damages for the Contractor's inadequate or improper performance, as provided in this Agreement, shall not be exclusive but shall be in addition to any other damages which the Authority may be entitled to for the Contractor's default under this Agreement.

10. **Assigned Personnel.** The Contractor warrants that the personnel it will assign to perform the Products and Services under this Agreement shall possess the requisite education, competence and experience. The Contractor further acknowledges and agrees that such personnel may be subject to the evaluation and approval of the Authority, who shall retain the right to determine the sufficiency of the education, competence and experience of the personnel assigned to perform the Products and Services identified in Exhibit A attached and incorporated into this Agreement.

11. **Project Representatives.** The Contractor designates the following individual as project representative for all matters concerning this Agreement:

Frederick J. Hutchins
Owner
19 Gregory Drive, STE 200
South Burlington, VT 05403
Phone: [REDACTED]
E [REDACTED]

The Authority designates the following individual as **Contract Administrator**/project representative to be the initial point of contact for all matters concerning this Agreement:

Dace Koenigs knecht
Authority Buyer
735 East Michigan Avenue
Lansing, MI 48912
E [REDACTED]

The Contractor shall contact only the designated Contract Administrator with any Authority-related questions, work requests, etc., as described in this Agreement, as well as any Authority-related questions, work requests, etc., falling outside the scope of this Agreement.

Except for changes to the performance schedule (not including the project's completion date), the designated project representatives shall have no authority to make promises or binding obligations on behalf of the Authority, as such authority rests with the duly authorized persons executing this Agreement.

12. Employees of Contractor or Project Persons.

- a. Definition of Project Persons. “**Project Persons**” shall be defined in this Agreement as individuals performing the Products and Services pursuant to this Agreement, and/or signed this Agreement on behalf of the Contractor. Project Persons include the names of all employees, agents and independent contractors of the Contractor who perform or render Products and Services pursuant to this Agreement.
- b. Performance of Products and Services. The Contractor acknowledges that only Project Persons shall perform the Products and Services under this Agreement.
- c. Exhibit B - Project Personnel. If the Contractor (or Subcontractor) wishes to add

an agent, employee, or independent contractor as Project Persons during the term of this Agreement, the Contractor shall complete and submit to the Authority an additional or revised Certificate Verifying Project Personnel of the Contractor / Subcontractor ("Certificate"), attached to this Agreement as Exhibit B, for that employee, agent, or independent contractor.

- d. 2007 PA 95, MCL 38.68c. The Contractor and its employees, agents, and independent contractors acknowledge 2007 PA 95, MCL 38.68c, as amended, requires retirees of the State Employees Retirement System (i.e., former state employees who have pensions with the State of Michigan) ("Pensioned Retirees") who become employed by the State, either directly or indirectly through a contractual arrangement with another party, on or after October 1, 2007, to forfeit their state pension for the duration of their reemployment. Effective October 2, 2010, "employed by the state" includes engagements of pensioned retirees as independent contractors.

Pensioned retirees who provide or render Products and Services under this Agreement as Project Persons must forfeit their pensions during the term of this Agreement if the pensioned retiree (a) is employed by the State, (b) is employed by the Contractor, (c) is a holder of an ownership interest in the Contractor, (d) is a subcontractor of the Contractor, or (e) is an employee of a subcontractor.

The Contractor acknowledges and agrees to secure the Authority's prior written consent before retaining, employing or subcontracting with a pensioned retiree to perform Products and Services under this Agreement. Retaining, employing or subcontracting with a pensioned retiree to perform Products and Services under this Agreement without the Authority's prior written consent shall be (a) a material

breach of this Agreement and (b) grounds for the Authority to terminate this Agreement and provide notice to the Office of Retirement Services that the retiree has received pension payments and payments directly or indirectly through this Agreement.

If the Contractor employs or retains a pensioned retiree as Project Persons or subcontracts with a pensioned retiree, the Contractor must submit a copy of the pensioned retiree's directions to the Office of Retirement Services ("ORS") to withhold the retiree's pension payments during the term of this Agreement. Find more information on the ORS website: <http://michigan.gov/ORS>.

The Contractor and the pensioned retirees it employs acknowledge and agree that neither the State, nor the Authority, nor its employees, directors, agents nor board shall be liable to the Contractor or pensioned retiree for the forfeiture of the retiree's pension payments during or after the term of this Agreement. The Contractor and pensioned retiree acknowledge that the Authority has no responsibility to confirm whether the ORS has or will forfeit the retiree's pension.

13. **Conflicts of Interest.** The Contractor acknowledges that its employees, members, shareholders, agents, or independent contractors, or subcontractors and their employees, members, shareholders and agents, prior to or during the term of this Agreement are not employees of the State of Michigan or its units. Prior to the execution of this Agreement, the Contractor acknowledges and confirms that it has delivered to the Authority a written list of all interests of the Contractor, or its officers and employees, which may create conflicts between the interests of those entities or parties and the interests of the Authority.

Should a constructive or actual conflict of interest arise during the term of this Agreement, the Contractor shall contact the Authority's Director of Legal Affairs immediately and describe in detail the conflict of interest.

14. **Prohibited Methods and Procedures.** The Contractor and its agents, subcontractors, employees, and representatives, in the course of the performance of Products and Services under this Agreement, shall not specify, recommend, use, or permit the use of any system, method, plan, design, process, procedure, patent, or copyright which, if used, infringes upon a proprietary interest or necessitates the payment of any royalty, fee, or commission. The Contractor shall not use or permit the solicitation for or securing of any agreement or employment in connection with this Agreement upon an agreement or arrangement for payment, either directly or indirectly, of a commission, percentage, brokerage, or contingent fee.

If Federal funds are used to pay the Contractor under this Agreement, no part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to members of Congress on the request of any member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business. 18 U.S.C. § 1913 (2002).

15. **Participation in Other Authority Programs.** With the exception of providing Products and Services to the Authority as described in Exhibit A of this Agreement, neither the Contractor nor the Contractor's employees, agents, officers, directors, shareholders, members or subcontractors will participate in Authority housing programs or do business with the Authority under any program in which the Authority has a direct or indirect relationship without securing approval from the Authority's Director of Legal Affairs.
16. **Indemnity and Non-Limitation. Mich. Const. art. IX, § 18.** Each party to this Agreement will remain responsible for any claims arising out of that party's performance of this Agreement as provided by this Agreement or law. This Agreement is not intended to increase or decrease either party's liability for or immunity from tort claims. This Agreement is not intended to give, nor will it be interpreted as giving, either party a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
17. **Nonassignability and Delegation.**
- a. The Contractor shall not assign or otherwise transfer any interest in this Agreement or in the project in any manner not provided for in this Agreement.
 - b. The Contractor shall not delegate any duties or obligations under this Agreement to a subcontractor or independent contractor unless the Authority's Contract Administrator and Director of Legal Affairs has given written consent to the delegation. When submitting the request to subcontract, the Contractor shall include the following information about the subcontractor:
 - i. Name of Subcontracting Firm;
 - ii. Work that will be subcontracted;
 - iii. Names of individuals who will perform the subcontracted work;
 - iv. Subcontractors project representative and/or Project Person (See

- Section 12); and
- v. List any and all Authority programs through which the subcontractor or the subcontractor's employees, officers, directors, members, shareholders or officeholders participate.
- c. In the event the Contractor retains a subcontractor in accordance with Section 17b above, the Contractor shall insert into each subcontract executed in connection with this Agreement appropriate and enforceable provisions requiring compliance with this Agreement by the subcontractor and the persons acting for it. Throughout the performance of any subcontracts, the Contractor shall monitor and verify the compliance of all subcontractors and persons acting for them and shall immediately take any affirmative or remedial measures prescribed by the Authority or otherwise deemed necessary in the opinion of the Contractor for enforcing compliance under such subcontracts.
- d. **Delegation of duties or obligations under this Agreement to a subcontractor or independent contractor without the prior written consent of the Authority's Contract Administrator or Director of Legal Affairs shall be a material breach of this Agreement.** In the event a subcontractor is approved by the Authority's Contract Administrator and Director of Legal Affairs, the Project Persons for the subcontractor shall be subject to the requirements set forth in Section 12 (Employees of Contractor or Project Persons) of this Agreement, including, but not limited to, the restrictions on pension payments if a pensioned retiree is a Project Person of the subcontractor or an independent contractor retained by the Contractor.

Subcontracting work to be performed under this Agreement without the prior written consent of the Authority's Contract Administrator and Director of Legal Affairs shall be a material breach of this Agreement.

18. **Suspension and Debarment.** Pursuant to 1980 PA 278; MCL 423.322 *et seq.*, the Contractor, in performing this Agreement, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name has been listed in the register maintained by the State of Michigan, Department of Licensing and Regulatory Affairs, of employees who have been found in contempt of court by a federal court of appeals, on not less than three occasions involving different violations during the preceding seven years, for failing to correct an unfair labor practice as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 U.S.C § 158.

The Authority may void this Agreement if the name of the Contractor or the name of a subcontractor, manufacturer, or supplier used by the Contractor in performing this Agreement subsequently appears in the register during the period of this Agreement.

The Contractor certifies, by signing this Agreement, that it possesses business integrity and that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in grants or contracts by any federal, state, or local department or agency.

The suspension of the Contractor by the State of Michigan, an agency of the State, or a department of the Federal Government, shall be at the option of the Authority, a material breach and grounds for the immediate termination of this Agreement.

19. **Independence of Contractors.** The Authority shall retain the Contractor as an independent contractor, and the Contractor hereby accepts such independent contractor

relationship, upon the terms and conditions set forth in this Agreement. Nothing in this Agreement shall be construed to create the relationship of employer and employee between the Authority and the Contractor or any of its employees or agents. **The Contractor, its employees and subcontractors, shall be deemed at all times and for all purposes to be independent contractors.** The Contractor acknowledges and agrees that all payments by the Authority to the Contractor shall be made without deduction for federal, state or local income taxes, social security taxes and similar items, and that the Contractor shall be solely responsible to report income under this Agreement to the Internal Revenue Service and other appropriate taxing authorities and to pay such taxes (including, without limitation, being solely responsible to make periodic estimated payments of such taxes in accordance with applicable law). The Contractor further acknowledges and agrees that all payments under this Agreement to the Contractor by the Authority shall be reported to the Internal Revenue Service and other appropriate taxing authorities on Form 1099 (or equivalent or replacement forms). Finally, the Authority acknowledges that the manner and means of producing the Products and Services described in Exhibit A are under the control and at the discretion of the Contractor.

20. **Ownership of Documents, Reports and Other Products.** All documents, reports and any other products developed and/or delivered to the Authority under this Agreement shall become and be the property of the Authority.

21. **Disclosure of Information.** Other than as contemplated by this Agreement, the Contractor, its agents, and subcontractors, without the prior consent of the Authority shall not:
 - a. disclose information or documents created or maintained in connection with this Agreement to anyone;

- b. use information or documents created or maintained in connection with this Agreement to further any private interest.

Use or disclosure of documents or information without the prior written consent of an authorized officer of the Authority shall be a material breach of this Agreement.

22. **Modifications.** The Authority or the Contractor may request modification of the scope of work, products, budget, or project work schedule to be performed by the Contractor. Modifications shall comport with the intent and purpose of this Agreement and shall be consistent with applicable state and federal regulations, limitations, guidelines, policies, and interpretations prescribed by the Authority pursuant to law. All requests for modification shall be submitted in written form by the duly authorized representative, as specified in Section 11, of the party requesting modification prior to modification implementation. Failure to obtain prior approval will result in the disallowance of expenditures.

No verbal representation, understanding, agreement, or interpretation of any officer, agent, employee of the Authority or Contractor, either before or after execution of this Agreement, shall modify any of the terms of this Agreement, unless such representation, understanding, agreement, or interpretation is expressly stated in this Agreement or an amendment to this Agreement executed by both parties.

23. **Termination of Agreement.** Termination is the cancellation of this Agreement, in whole or in part, at any time prior to the date of completion.
 - a. Termination for cause. The Authority may terminate this Agreement, in whole or in part, at any time before the date of completion, whenever it is determined that the

Contractor has failed to comply with the terms and conditions of this Agreement. The Authority will promptly notify the Contractor in writing of the termination and the reasons for the termination, together with the effective date. Payments made to the Contractor or recoveries by the Authority under this Agreement when it is terminated for cause will be in accordance with the legal rights and liabilities of the parties.

- b. Termination for convenience. The Authority or the Contractor may terminate this Agreement in whole or in part when the Parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The Parties will agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated. An amendment of the terms of this Agreement is required for all terminations for convenience.
- c. Termination by Contractor. At any time prior to the first payment on the Agreement, the Contractor may, with written notification to the Authority, unilaterally cancel this Agreement. Once initiated, no Product or Services financed with Authority assistance shall be terminated by the Contractor prior to satisfactory completion without approval of the Authority. After the first payment, the Product or Services may be terminated, modified, or amended by the Contractor only by mutual agreement of the Parties. Termination requests prior to completion of the Product or Services must fully explain the reasons for the action and detail the proposed disposition of the uncompleted Product or Services.
- d. Termination of Agreement for Unavailability of Authority or Federal Funds.

It is the intent and understanding of the Parties that this Agreement is contingent upon the availability of Authority or Federal funds or the receipt by the Authority of Federal funds. If Authority funds or Federal funds approved or obligated by the Authority in connection with this Agreement are at any time rendered unavailable,

the Authority shall then have the right to terminate this Agreement by the giving of a written notice, the basis, and the effective date of the termination to the Contractor. Should this Agreement be terminated by reason of the unavailability of Authority or Federal funds for the purposes of this Agreement, all finished or unfinished documents, data, studies, reports, and other materials prepared by the Contractor under this Agreement prior to the effective date of the termination shall be delivered in a format specified by the Authority.

In the event of termination under this section for lack of Authority or Federal funds, the Contractor shall be entitled to receive payment for Products and Services incurred under this Agreement prior to the effective date of termination.

- e. Commitments. If this Agreement is terminated, the Contractor will not incur new obligations for the terminated portion after the effective termination date. The Contractor will at its own expense cancel any outstanding obligations. Costs incurred after the effective date of the termination will be disallowed. In the event of termination, all finished or unfinished documents, data, studies, reports, and other materials prepared by the Contractor under this Agreement prior to the effective date of termination shall become the property of the Authority. The Contractor will provide all finished and unfinished material as previously described within 60 days of terminating, in accordance with principles articulated in the PBCA Work Group Transition Guidebook (document available on the HUD website). However, the Contractor will be entitled to retain copies. The Contractor, in the event of termination under this provision, is entitled to receive reimbursement for Products and Services satisfactorily performed under this Agreement prior to the effective date of such termination. Notwithstanding the foregoing, the Contractor shall not be relieved of its liability to the Authority for the damages sustained by the Authority

as the result of any breach of this Agreement until the Authority so releases the Contractor and has determined for the purpose of set-off the exact amount of damages due the Authority.

24. **Severability of Provisions.** It is declared to be the intent of the parties that if any provision of this Agreement executed by both parties or its application to any persons or circumstances is adjudged by any court of competent jurisdiction to be invalid, the court's judgment shall not affect or invalidate the remainder of this Agreement nor its application to other persons or circumstances, unless so provided by the court or unless the severance of the invalid provision alters the basic intent or purpose of this Agreement, would cause an increase of the Authority's financial obligation, or renders impossible the compliance with any applicable statute, regulation, limitation, guideline, policy.
25. **Michigan Law.** This Agreement shall be governed by the laws of the State of Michigan and shall be binding upon the Contractor's successors, assigns, and legal representatives. All records pertinent to this Agreement are subject to public disclosure under the Michigan Freedom of Information Act; 1976 PA 442; MCL 15.231 *et seq.* The Contractor shall insert the provisions of this section into any subcontract entered into to accomplish the terms of this Agreement.

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IN WITNESS WHEREOF the Authority and the Contractor have executed this Agreement as of the date first above written.

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

By: _____



Earl Poleski
Executive Director
OR
Brian Mills
Chief of Staff

EPS, INC.

By: _____



Frederick J. Hutchins
Owner

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

EXHIBIT A

Scope of Work

I. Overview

- A. The Authority is contracting for monthly reviews of Project-Based Section 8, Section 236, and Section 811 vouchers as required under the "Automation Rule" (24 CFR Part 208-Electronic Transmission of Required Data for Certification and Recertification and Subsidy Billing Procedures for Multifamily Subsidized Projects). While the Contractor will perform monthly voucher reviews, the Authority will retain the process of making monthly payments to Owners.
- B. To fulfill the requirements of the U.S. Department of Housing & Urban Development ("HUD"), all voucher reviews will be done using tenant and voucher information received and transmitted through the HUD Multifamily Housing Tenant Rental Assistance Certification System (TRACS). The scope and nature of the reviews are guided by HUD Handbook 4350.3, the TRACS Monthly Activity Transmission (MAT) Guide, the Contract Administration Guidebook and Authority policy.

II. Service Requirements

A. **Objectives.** The Contractor shall adhere to the following:

- 1. Verify accuracy of monthly Section 8, Section 236, and Section 811 vouchers for all properties assigned to the Authority's Traditional Contract Administration portfolio.
- 2. Monitor Owner compliance with all HUD reporting requirements set forth in the HUD 4350.3 Handbook, the TRACS MAT Guide and the Rental Housing Integrity Improvements Project (RHIP) Tenant Optimum Compliance requirements, both current and as amended in the future, governing and administration of Section 8, Section 236, and Section 811 contracts.
- 3. Submit required information to HUD TRACS accurately and on time.
- 4. Realize disincentives for IBPS #6 at a rate lower than .01% (higher than 99.95%).

B. **Services.** The Contractor shall do the following:

- 1. Review monthly HUD-52670 and 52670A Part 1 Housing Assistance Payment vouchers to ensure Owners receive the correct amount of subsidy.
- 2. Monitor accuracy of all required data fields on the HUD 50059 Tenant Certification for compliance with HUD 4350.3 Handbook.

3. Monitor accuracy of all fields on the HUD 52670 and 52670A part 1 Housing Assistance Payment vouchers.
4. Monitor Owner compliance with the HUD Tenant Optimum Compliance (RHIIP) reporting requirement to minimize the number of properties missing monthly payments due to inadequate tenant information on the HUD TRACS system.
5. Receive TRACS files submitted by Owners, using the HUD integrated Multifamily Access eXchange (iMAX) system. Once received, Contractor will:
 - a. Evaluate files received;
 - b. Submit acceptable files to the HUD TRACS system; and
 - c. Return informational and error messages generated by the reviewer and by TRACS electronic format acceptable for receipt by Owner software. Return of informational and error messages shall be done using iMAX, per the TRACS MAT guide, and will use identifiers originated by Owner software ensuring that Owner software has the information necessary to link TRACS responses to files generated by the Owner.
6. Recommend payments to the Authority before transmitting MAT30 HAP vouchers to the TRACS system.
7. Provide Owners with written monthly review summaries including information on:
 - a. Amounts recommended for payment by the Authority;
 - b. Any discrepancies and unresolved issues; and
 - c. Any other information consistent with review objectives.
8. Track all unresolved issues noted on Owner vouchers through to resolution.
9. Maintain auditable information for the period specified by the Authority.
10. Provide the Authority real-time online access to voucher review process, contacts with Owners, voucher review progress and voucher review results.
11. Provide progress reporting to the Authority no less than twice weekly. Progress reporting will include, for each contract in the Authority's portfolio:
 - a. Dates which TRACS tenant files, TRACS voucher files and paper HUD52670 and 52670A part 1 vouchers are received;
 - b. Identification of individual performing monthly voucher review status and progress of monthly review, including date which review is started and completed;
 - c. Date the Authority approves transmission of MAT30 electronic HAP voucher to HUD;
 - d. Date MAT30 electronic HAP voucher is transmitted to HUD;
 - e. Voucher status returned by the HUD TRACS system, updated daily; and
 - f. Comments on property status.
12. Monitor Owner's compliance with entry of all resident certification and recertification data in TRACS.

13. Verify that the amount of HAP paid on behalf of each resident is accurate.
14. Verify that all re-certifications are completed by the Owner agent in a timely manner and entered into TRACS.
15. Verify that payment request does not include any units where housing assistance has been abated.
16. Analyze adjustments required to prior month's vouchers to determine accuracy and validity.
17. Determine if authorized rent or utility allowance adjustments have been implemented timely and accurately.
18. Verify that project Owners are complying with current HUD rules and regulations.
19. Verify pre-approval of Section 8 Special Claims.
20. Complete Regular Vacancy Special Claims.
21. Complete Unpaid Rent and Tenant Damages Special Claims (*RFP Alternate #1*).
22. Participate in the HUD/MSHDA Annual Conference, the HUD Compliance Review, and other HUD meetings as required.
23. Monitor Owner's follow-up efforts on discrepancies identified as a result of any future income matching initiatives by HUD.
24. Coordinate with the Office of Asset Management and provide Asset Management information on Owner's ability to effectively perform the voucher billing function using TRACS.
25. Mirror all TRACS files sent to HUD and the Authority's iMAX address for Quality Control purposes.
26. Provide tenant data to the Authority.
27. Effectively establish and maintain close integration with the client with an emphasis on teamwork with Authority staff and Owner/agent.
28. Maintain an accurate list of properties in the Authority's Traditional Contract Administration portfolio.
29. Participate in monthly conference calls with Authority staff.

C. Service Deadlines. Contractor shall complete services within the following deadlines:

1. Verify Owner submitted vouchers via TRACS system by the 10th day of the month preceding the month for which the Owner is requesting payment.

2. Verify and provide written documentation of the accuracy of payment requests by the last day of each month before the Authority issues payments for the verified request.
3. If applicable, the Contractor must have all properties base-lined within the contract by January 1, 2019.

III. Standards for Performance

The Contractor shall perform the services, as outlined in Section II above, in accordance with the following standards:

- A. Maintain voucher payment Incentive Based Performance Standards of 99.9% or better.
- B. Provide a superior, detailed Quality Control Plan that is built into daily processing, and includes the following:
 1. Ensure that the contract performance requirements are met.
 2. Ensure separation of duties and implement specific internal controls for the detection and prevention of potential fraud, waste, and abuse of funds to guarantee accountability.
 3. Identify processes and procedures to prevent, detect and resolve actual or perceived conflicts of interest of any staff working with the contract or associated with the entity.
 4. Provide the names and qualifications of the individuals responsible for performing the quality control reviews and the specific areas/services these individuals will inspect.
 5. Identify performance deficiencies and take corrective action to ensure against unsatisfactory performance.
- C. Document all quality control reviews and any required corrective action.
- D. Establish and maintain files for such documentation through the term of the contract. The files shall be the property of the Authority/HUD and be made available to the Authority/HUD upon demand during the contractor's regular business hours. The files shall be turned over the Authority within 10 business days after completion or termination of the contract.

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MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

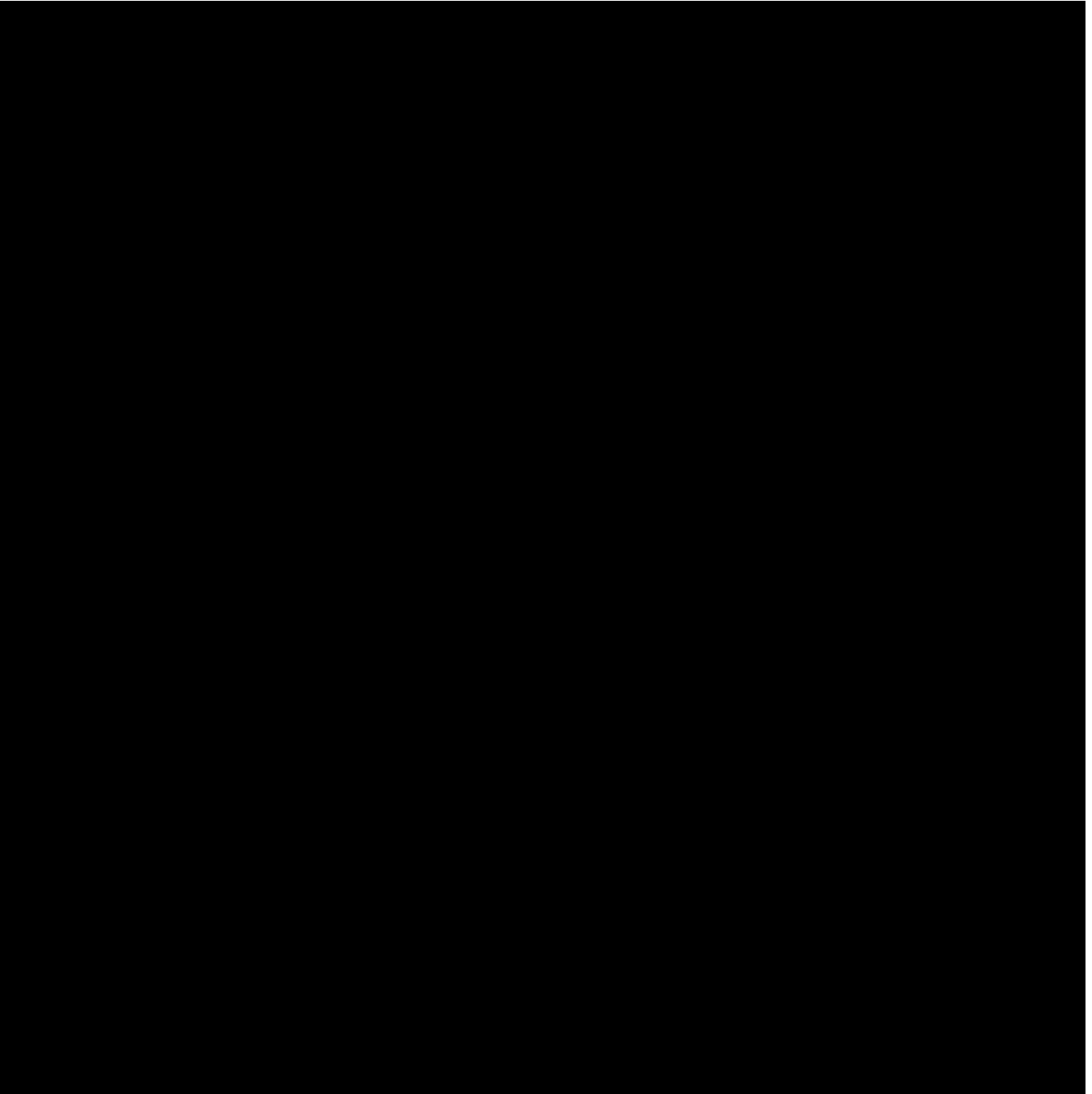
EXHIBIT B

PROJECT PERSONNEL

EPS EXHIBIT B

PROJECT PERSONNEL

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:



**CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE
CONTRACTOR/SUBCONTRACTOR**

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:

(1) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is this person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

(2) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

(3) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

Name of Signatory for Contractor/Subcontractor:

Printed Name: _____
(Print or type name above line)

Its: _____

Signature: _____

Federal Identification Number: _____