

RFP - EXHIBIT A

SCOPE OF WORK

I. Overview:

The Rental Development – Low Income Housing Tax Credit Allocation unit ("LIHTC unit") of the Michigan State Housing Development Authority ("Authority") is seeking an individual/firm to provide technical assistance and advice regarding the development and ongoing modification of policies related to MSHDA's implementation of the LIHTC Program which includes, but is not limited to, the Qualified Allocation Plan ("QAP"). This provider would assist LIHTC Allocations Staff in developing policy that aligns with constantly changing market conditions, investor demands, and the housing needs of the state of Michigan.

The Authority seeks the services to assist MSHDA's LIHTC Allocations unit in accordance with Federal requirements and industry best practices. By providing accurate, unbiased information as well as carefully considered professional expertise, the approved individual/firm can aid MSHDA with the administration of this program.

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. Provide guidance when needed, based on the Contractor's knowledge and experience, to LIHTC Allocation staff on various policy-related issues that may arise, including the development of the QAP.
2. Provide timely responses to project or program related questions that may be time sensitive.
3. Employ careful analysis of housing policies and the impact these policies may have on potential LIHTC project applications.
4. Be available to review housing policy drafted by LIHTC Allocation staff and provide comment regarding its practicality and compliance with Federal Regulations.
5. Gather and review data as requested by LIHTC Allocation staff, and provide analysis of the data where necessary to aid in shaping policy recommendations and decisions.

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

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

1. Stay abreast of current market trends for LIHTC.
2. Remain up-to-date on industry best practices, which are constantly changing.
3. Stay abreast of various federal programs used in conjunction with LIHTC

4. Remain knowledgeable of LIHTC policies being developed by other State Housing Finance Agencies, which could be applicable to Michigan.
5. Remain actively informed of legislative and regulatory changes in the LIHTC industry and the LIHTC Program to provide appropriate guidance when necessary.
6. The contractor must have substantial knowledge and experience in the following areas:
 - Practical experience working with or advising LIHTC programs administered by State HFA
 - Experience advising State Housing Authorities on Public Policy Matters
 - Experience gathering and interpreting significant amounts of data from various sources and presenting in clear fashion
 - Industry knowledge or expertise with LIHTC
 - Experience advising or participating in QAP Development Process
 - Adequacy of personnel necessary to perform services
 - National Perspective on LIHTC Program
 - Knowledge of Federal Housing Programs used in conjunction with the LIHTC Program

III. Standards for Performance: The Contractor shall perform the tasks/activities and complete the objectives in accordance with the following standards. Failure to do so will lead to their removal as the Low Income Housing Tax Credit Program's consultant relating to policy and QAP development:

1. Responses to specific and detailed questions should be given within the timeframe requested by the Authority. If it will take longer than the allotted timeframe to appropriately respond, the individual/firm must notify the Authority of how much additional time is needed.
2. Conclusions reached in the guidance given to the Authority should reflect the individual's or firm's objective, professional opinion on the subject that is being addressed.