



201 Chatham Street, LaGrange, GA 30240
Phone: 706-882-6416 | Fax: 706-882-0781 | HACOL@Phalagrangene.net

Request for Qualifications

For Rental Assistance Demonstration (RAD) Consulting Services

For

The City of LaGrange Housing Authority

The City Of LaGrange Housing Authority
CONSULTANT FOR TAX CREDIT PROPERTIES

Consultant will provide its expertise in affordable housing programs to assist the Client in certifying applicants and existing residents for eligibility as low-income residents under guidelines established by the Low-Income Housing Tax Credit program, the IRS, and the State of Georgia. The Consultant will not be responsible for any HUD certifications or recertifications.

QUALIFICATION REQUIREMENTS

Five years managing qualifying affordable properties in any state. The qualifying affordable properties must be funded by HTC HOME or USDA's Rural Development program. These qualifying properties must be under a management contract at the time of request submission.

Each management company must always have at least one compliance specialist or responsible manager with at least one of the following nationally recognized credentials: HCCP, SCHM, NPCC, C3P or higher. These credentials/certifications must be current and valid.

SERVICES PROVIDED

1. The Client hereby agrees to engage the Consultant to provide the Client with the following consulting services (the "Services"):
 - a) Provide training for the Client's employees for the Phoenix Way Redevelopment.
 - b) Assist the Client's employees to complete the unit questionnaires, review files, complete LaGrange Housing Authority (LHA) intake packets and prequalify residents for LIHTC.
 - c) Work with the Client in requesting income verifications from third parties.
 - d) Lead efforts and work on preparing income certification forms.
 - e) Review each file for qualification as a low-income household.
 - f) Review each file for completeness to determine if all necessary forms and verifications have been provided and filled out correctly.
 - g) Review each file for accuracy to determine if the information provided is current and assimilated correctly into the required forms and certifications.
 - h) Provide a compliance spreadsheet and summary certification.
 - i) Work with the residents in conjunction with the LHA to complete the questionnaire for each unit that will be used as a part of the process to qualify the unit.
 - j) Communicate with residents regarding the project and any upcoming events/requirements.
 - k) Send notices to residents as needed
 - l) Attend resident meetings when possible

2. **Consultant will not be responsible for managing/overseeing any of the day-to-day operations at the properties related to property management.**
Consultant's duties during the time of this agreement will only involve those items listed above.
3. The Services may also include any other consulting tasks only if the Parties mutually agree. Any other duties or consulting tasks will be defined in an addendum to this consulting agreement.
4. The Consultant has permission throughout the life of this agreement to contact residents of the property to obtain information and will have access to all resident files.
5. Consultant shall be entitled to reimbursement of all customary and reasonable expenses incurred on behalf of the Client, provided Consultant makes proper substantiation to the Client.
6. Client will provide/make available office space with equipment including laptop computer, printer/copier and any other office equipment as needed for the Consultant.

PROCEDURES AND TIMELINES

7. Consultant will review all documentation provided by Client and to be used during the application and certification process to ensure completeness.
8. Consultant will instruct the current site staff regarding proper processing of the applications and certifications and how to submit this information electronically for compliance review.
9. Electronic monitoring of each application and verification package will be done. All documentation including lease information will be reviewed before approval is given for move-in. The process will be utilized until completion and occupancy of all units has been done.
10. Consultant will periodically, during this initial certification, provide onsite review of all electronically submitted information and provide additional on-site training to the staff as needed.

WARRANTIES

Consultant warrants that it will complete this engagement using its professional training and experience in household certifications, as more fully described herein. No other warranties are conferred.

Client acknowledges that the role of the Consultant is to assist the Client in certifying residents for income eligibility for the Low-Income Housing Tax Credit program and approving the files and records for each unit certification. Consultant will not be held responsible for any previous, current and future areas

of noncompliance regarding household or project eligibility except those that result from or are related to Consultant's negligence or failure to provide its professional services in conformance with the standard of care and skill which prevails among competent and qualified persons engaged in the same or similar work.

INSURANCE/BONDED

Consultant agrees to purchase and maintain, at its sole cost, professional services and/or errors and omissions insurance of at least One Million Dollars (\$1,000,000) for claims arising out of Consultant's failure to provide services in accordance with the standards set forth in this agreement. Consultant shall provide Client with a Certificate of Insurance confirming such coverage. Consultant will provide Client 30 days' notice of cancellation, or any material change in coverage. Consultant will also provide evidence of ongoing coverage upon request.