

# **Scope of Work**

## **General Requirements:**

- **Assists the Board of Commissioners and LHA staff with consulting services in the research, analysis, and development of a strategic housing plan throughout the City of Laredo for a period of up to (5) years commencing from the date the plan is completed.**
- **Identify, analyze and provide recommendations to address affordable housing needs, problems, and housing availability gaps in the City of Laredo, and in the City-defined “inner-city”.**
- **Review and analyze state and local housing plans and studies, including the City of Laredo’s Viva Laredo Plan, City of Laredo latest HUD-approved housing consolidated and annual plan.**
- **Provide specific goals and objectives for housing programs including but not limited to public housing, Section 8 Housing, Rental Assistance Demonstration (RAD), rural development, rental, homeownership, emergency shelters, transitional housing, temporary and permanent supportive housing.**
- **Evaluate and provide recommendations for redeveloping public housing stock, or acquiring real estate to develop or redevelop with the objective of increasing the availability of assisted housing or responding to a housing need or problem.**
- **Develop housing development strategies, goals, and objectives for**  
1) **addressing housing needs, problems, and housing availability gaps and**  
2) **future development or growth targets by income bracket including zero-income, 30%, 50%, 60%, 80%, 100%, 120% and market.**
- **Style and implement financing programs including but not limited to low income housing tax credit, new market tax credit, tax exempt bonds, and other financing mechanisms.**

- Advise on initiatives to increasing housing for special needs populations, including emergency housing for the homeless, transitional housing and supportive housing.
- Develop specific acquisition and partnership strategic goals and objectives.
- Analyze and recommend proposed housing development projects for feasibility.
- Develop current public housing, tax credit and Section 8 Housing stock and growth maps to complement the strategic housing plan.

#### **Technical Requirements:**

- Communicates effective and promptly using various mediums, as may be required by the LHA – including by phone, email, working group applications, etc.
- Is available, and is responsive, to work during hours outside a regular 8 am – 5 pm work-day, and is willing to travel, as may be required; if so, less than 5 percent of the time.

#### **Required Documents:**

Detailed Statement of Qualifications that includes a 1) cover letter, 2) resume detailing the last 10 years of work experience, 3) copies of educational and professional credentials, 4) monthly and hourly fee schedule, and 5) listing 3 work references with telephone contact numbers. 6) Submit a listing of jobs where similar work was performed. 7) Submit a copy of sealed criminal record dated within the last 45 days.