

SCOPE OF WORK
OUTSIDE LEGAL COUNSEL SERVICES

Services include, but are not limited to, the following:

5.1 General Legal Counseling

5.1.1 Board and Organizational Governance

Review of Board of Commissioners meeting agendas; compliance with the State of Texas Open Meeting Law; governance requirements contained in the relevant Code of Federal Regulations (CFR), LHA policies and procedures and By-laws and actions that will put the LHA at risk for liability exposure;

Regulations pertaining to Federal, State and local government, including housing, real estate, procurement and contractual issues;

Civil rights and fair housing requirements, including claims involving violation of the Civil Rights Act of 1964, the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA);

5.1.2 Human Resources and Labor Law

Employment issues, including personnel rules; collective bargaining agreements; discrimination and wrongful termination claims; worker's compensation and compliance with OSHA requirements;

5.1.3 Accounting, Finance and related audits;

5.1.4 Operations, including Tenant/Landlord Law;

5.1.5 Maintenance;

5.1.6 Development and Modernization;

5.1.7 Information Technology;

5.1.8 Housing Programs;

- 5.1.9 Section 8 (Housing Choice Voucher);
- 5.1.10 U.S. Department of Housing and Urban Development (HUD)
- 5.1.11 USDA Rural Development;
- 5.1.12 Inter-local Agreement and Payment in Lieu of Tax Agreements;
- 5.1.13 Tenant-related issues, including non-payment and evictions;
- 5.1.14 Worker's Compensation claims;
- 5.1.15 Texas Local Government Code, Public Information Act and Open Meeting Act;
- 5.1.16 Procurement Law (State; Federal; HUD);
- 5.1.17 TDHCA: Homeless Specialized Housing Programs; and

5.2 Specialized Legal Services and Potential Service Areas.

LHA may, on an as-needed basis, require providing services pertaining to HA-related matters within the following areas, each pertaining to the applicable Federal, State and local regulations, statutes, laws and codes:

- 5.2.1 Property acquisition;
- 5.2.2 Real Estate Development;
- 5.2.3 Review of title issues and real property encumbrances;
- 5.2.4 Eminent Domain issues;
- 5.2.5 Environmental issues;
- 5.2.6 Disposition/sale of real property;
- 5.2.7 Demolition regulations;
- 5.2.8 Review applicable construction contracts and related payment and performance bonds;

- 5.2.9 Assist and advise LHA's Board of Commissioners, Executive Director and staff concerning contracts, contract provisions and negotiations of such contracts and other related documents;
- 5.2.10 Represent LHA, and its affiliate entities, in negotiations, arbitration, mediation, court Proceedings and actions on other such matters as required;
- 5.2.11 Rental Assistance Demonstration Project or similar;
- 5.2.12 Tax Credit (Low income and new market) and Bonds;
- 5.2.13 LHA Instrumentality and Subsidiary organizations, Community Housing Development Organization, Community Based Development Organization and similars;
- 5.2.14 Staff trainings in specialized areas, including those under General Legal Counsel;

5.3 Other Legal Matters

- 5.3.1 Any other matter the LHA needs services for, including advice (written and/or verbal) to the Board of Commissioners.