

## UPDATED HousingINC Scope of Work & Rate Sheet

<b>HousingINC FY 24-25 Tasks</b>	<b>Schedule</b>
Orientation/Education <ol style="list-style-type: none"> <li>1. Buyer Workshops</li> <li>2. Lender/Realtor Workshops</li> <li>3. Seller Support</li> <li>4. Tenant Support</li> <li>5. Translation (Spanish)</li> </ol>	Bi-Monthly Quarterly As needed As needed As needed
THAP Program Development	20 hours/year
Program Outreach & Marketing	24 hours/year (2 hours/month)
Deed Restriction Monitoring Program & Technology Development	40 hours/year
THAP & Deed Restriction Monitoring Admin	7-10 hours/week
<b>Monthly Administration Fee- Includes 11 closings</b>	<b>\$7,250/month</b>
<b>PLHA Funded Down Payment Assistance Program Administration for Two Loans*</b>	<b>\$175.00/hour, not to exceed \$6,924</b>
<b>HousingINC Total FY 24/25 Amended Budget Not to Exceed</b>	<b>\$93,924</b>
<b>Up to 4 additional THAP closings</b>	<b>\$2,500/closing</b>

\*Additional task