

**REQUEST FOR PROPOSALS (RFP) COUNTY HOUSING-RFP-26-P-02, ON-CALL AFFORDABLE
HOUSING DEVELOPEMENT AND LIHTC CONSULTING SERVICES**

**Sample Task Order
(RFP Attachment L)**

Task Order Number: _____

Housing Authority of St. Louis County

Consultant / Development Partner:
[Firm Name]

Master Agreement Date: _____

1. Project Name

[Project Name]

2. Project Location

[City, Missouri]

3. Project Description

The Housing Authority intends to pursue development of an affordable housing project utilizing the Low-Income Housing Tax Credit program administered by the Missouri Housing Development Commission.

Proposed Development

Item	Description
Project Type	New Construction / Acquisition Rehab
Total Units	
Unit Mix	
Estimated Development Cost	
LIHTC Type	9% / 4%
Target Population	

4. Scope of Services

The Consultant shall provide services including:

Phase 1 – Feasibility

- Site feasibility analysis
- Preliminary development budget
- Sources and uses analysis
- LIHTC competitiveness evaluation

Phase 2 – Development Structuring

- Financial modeling
- Identification of funding sources
- Coordination of development team

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Phase 3 – LIHTC Application Preparation

- Preparation of LIHTC application
- Assembly of supporting documentation
- Coordination of required third-party reports
- Submission to MHDC

Phase 4 – Post-Award (If Applicable)

- Carryover allocation documentation
- Equity closing support
- Cost certification support

5. Deliverables

Consultant shall deliver:

- Development budget
- Financial pro forma
- Sources and uses statement
- Complete LIHTC application package
- MHDC scoring analysis

6. Compensation

Compensation under this Task Order shall be:

- ☐ Fixed Fee: \$_____
- ☐ Hourly Not-to-Exceed: \$_____
- ☐ Development Fee Participation: _____%

Payment schedule:

Milestone	Payment
Feasibility Completion	
Application Submission	
Tax Credit Award	

All fees must comply with developer fee limitations established by the Missouri Housing Development Commission.

7. Term

This Task Order shall remain in effect until:

- Completion of the LIHTC application cycle, or
- Termination by County Housing.