

**April 1, 2025**

**To:**

**Ms. Deborah Story**

Executive Director

Lanett Housing Authority

506 1st Street

Lanett, AL 36863

RE: Quote for Scope of Work

**Subject: Engagement to Prepare Annual and 5-Year PHA Plan**

This letter confirms our understanding of the terms under which I, \_\_\_\_\_, will provide consulting services to the **Lanett Housing Authority (LHA)** to prepare the **Annual PHA Plan** and **5-Year PHA Plan** in accordance with U.S. Department of Housing and Urban Development (HUD) requirements.

### **Scope of Services**

1. **Preparation of PHA Plans** – I will assist LHA in drafting and finalizing the **Annual PHA Plan** and **5-Year PHA Plan**, ensuring full compliance with HUD regulations and submission deadlines.
2. **Required Documents** – To facilitate this engagement, LHA shall provide the following:
  - The most recent **HUD-approved PHA Plans**
  - All **policies and procedures** adopted by LHA in the last 12 months
  - **SEMAP & PHAS reports** for review and incorporation into the draft plans
  - **Capital Action Plan** for proposed capital improvements
  - Most recent independently **audited financial statements**
3. **Public Input Process** – LHA will be responsible for:
  - **Advertising costs** to solicit public input (e.g., newspapers, flyers, digital notices)
  - Coordinating and hosting **public meetings** to discuss, revise, and approve the plans

### **Compensation**

- My fee for these services will be \$\_\_\_\_\_ **per hour**, billed monthly with itemized time records.

- LHA agrees to reimburse **pre-approved** out-of-pocket expenses (e.g., travel, printing) incurred for this engagement.

### **Additional Services**

In addition to PHA Plan preparation, I offer other PHA consulting, some of which include.

- **Compliance reviews** (e.g., SEMAP, HOTMA Compliance etc.)
  - **Policy documentation updates** (administrative plans, procurement policies)
  - **Asset repositioning** (mixed-finance, RAD, Section 18 approvals)
- Any additional services requested will require a separate written agreement.

### **Terms & Conditions**

1. **Commencement of Work** – Services will begin upon receipt of the required documents listed above.
2. **Scope Limitations** – Services outside this engagement (e.g., grant writing, board training) will require a separate agreement.
3. **Termination** – Either party may terminate this agreement with **30 days' written notice**. In the event of termination, LHA will pay for all services rendered up to the termination date.

This engagement will conclude upon the submission of the final approved plans to HUD. Please sign below to acknowledge your acceptance of these terms. I look forward to collaborating with the Lanett Housing Authority.

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### **ACKNOWLEDGED AND AGREED:**

**Deadline Date April 14, 2025**

**Lanett Housing Authority**

By: \_\_\_\_\_

**Deborah Story,**

Executive Director

Date: \_\_\_\_\_