



INCORPORATED COUNTY OF LOS ALAMOS SERVICES AGREEMENT

This **SERVICES AGREEMENT** ("Agreement") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **Los Alamos Housing Partnership, Inc.**, a New Mexico nonprofit corporation ("Contractor" or "LAHP"), to be effective for all purposes July 26, 2017.

WHEREAS, the County Purchasing Agent determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. 17-49 ("RFP") on April 20, 2017, requesting proposals for a Homebuyer Assistance Program, as described in the RFP and incorporated herein by reference for all purposes; and

WHEREAS, Contractor timely responded to the RFP by submitting a response dated May 11, 2017 ("Contractor's Response"); and

WHEREAS, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP; and

WHEREAS, the County Council ("Council") approved this Agreement at a public meeting held on July 25, 2017; and

WHEREAS, Contractor will provide the following Services, as described below, to County.

NOW, THEREFORE, for and in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

SECTION A. SERVICES AND DELIVERABLES:

Contractor Services. As a general overview of the Project, Contractor shall provide homebuyer loan assistance services as described below, including homebuyer loan programmatic design, administration, general loan servicing, and reporting ("Program") in accordance with the programmatic and affordability requirements provided in County Code Ordinance 02-270 incorporated herein by reference for all purposes. Prior to Contractor's work on the Program, Contractor shall refine and revise the Program's Policies and Procedures for submission to Council for approval. All Program forms, legal documents, and policies and procedures shall be developed by Contractor and must be in accordance with the New Mexico Affordable Housing Act, state and federal laws, and be approved by County prior to the initiation of Program implementation. Only upon Council approval of the Program's Policies and Procedures, Contractor shall carry out all Program tasks and timely complete all deliverables in this Agreement in accordance with the Program Policies and Procedures. The tasks to be performed by Contractor below are divided into Four (4) Components. Component 1 of the Project, involves development and establishment, in coordination with the County, of the Program's Policies and Procedures and County's Homebuyer Program. After Component 1 is successfully completed,

Contractor shall begin Components 2, 3 and 4 of the Project, respectively, and in accordance with the terms and conditions outlined below:

Component 1. Homebuyer Loan Program Design.

- A.** Upon the Effective Date, Contractor shall refine and revise the Program's Policies and Procedures for submission to Council for approval no later than four (4) weeks after the Effective Date.
- B.** Within one (1) week after Council approval of the Program Policies and Procedures, Contractor shall design the Program structure and process. The Program structure and process shall be designed to ensure that the Program is effectively and legally implemented, managed, and operated, including any or all necessary checks and balances on lending practices and decisions and in accordance with the Program Policies and Procedures.
- C. Program Design Elements.** At minimum, Contractor shall develop the Program which shall include programmatic and affordability requirements and provisions as mandated by County Code Ordinance 02-270 and other governing documents. The Program shall also include and be developed in accordance with the Council-approved Program's Policies and Procedures. All Program forms, legal documents, and policies and procedures to be developed by Contractor must be in accordance with the New Mexico Affordable Housing Act, state and federal laws and be approved by County prior to implementation. Contractor shall suggest any procedures, policies, and documents it believes necessary for implementation of the Program and compliance with applicable local, state, and federal lending laws.
- D. Component 1 Timeline.** Contractor's draft Program design will be completed pursuant to the timelines below:

Component 1: Tasks/Deliverables with Timelines

Task:	Week:	Task/Deliverable:
Task 1	Upon Effective Date	Contractor shall refine and revise the Program's Policies and Procedures. Contractor shall provide revised Program Policies and Procedures to County within four (4) weeks of the Effective Date for submission to Council for approval.
Task 2	Weeks 5 and 6	Create Application Process & Material: Meet with County staff to review the Council-approved <i>Program Policies and Procedures</i> and make Program and document edits that will ensure a clear process from initial pre-qualification to final funding and closing of first and second mortgage loans. Final documents must be agreed upon by both parties. Meet with County staff to review application form and checklist and Program brochure drafted by County. Produce final document versions agreed upon by both parties. Draft application process, timelines, eligibility information, application instructions and provide to County for review and comment. Meet with County staff and produce final document versions agreed upon by both parties.

Task 3	Week 8	<p>Construct Outreach & Marketing Program:</p> <p>Create Program webpage on contractor's website with downloadable information to include Program brochure; eligibility information; application instructions, form, and checklist; and Policies and Procedures. Review webpage with County staff and make any changes as agreed upon by both parties.</p> <p>Prepare promotional material for lenders, realtors and other stakeholders to attract them to participate in the Program and provide to County for review and comment. Meet with County staff to review documents and produce final document versions agreed upon by both parties</p>
Task 4	Week 9	<p>Prepare Decision Making Criteria:</p> <p>Prepare decision making criteria, procedures and forms for loan review committee. Meet with County staff to review documents and produce final document versions agreed upon by both parties.</p>
Task 5	Week 10	<p>Create Homebuyer Training Protocol:</p> <p>Create homebuyer training protocol and meet with County staff to review and finalize this document as agreed upon by both parties. Implement E-Home America written agreement with LAHP. Meet with County staff to review documents and produce final document versions agreed upon by both parties.</p>
Task 6	Week 11	<p>Create Home Inspection Scope/Procedure:</p> <p>Create home inspections scope and inspection review procedures, and create inspection forms and checklists. Meet with County staff to review documents and produce final document versions agreed upon by both parties.</p>
Task 7	Week 12	<p>Prepare Templates of Legal Documents:</p> <p>Prepare templates of note, mortgage, closing disclosure and other legal documents. Include provision for County right of first refusal on resale of homes subsidized under this program. Meet with County staff to review documents and produce final document versions agreed upon by both parties.</p>

For each Program Step and/or deliverable for which Contractor is required to produce written materials, Contractor will provide the draft version to the County's Program Manager for review in an electronic format agreed upon by Contractor and County and which will allow County staff to insert comments. Final version written materials for each deliverable are to be produced by Contractor in electronic PDF format except for certain materials to be produced in other electronic or hard copy format as agreed upon by Contractor and County.

Component 2. Program Delivery & Administration. Contractor shall begin acceptance of Program loan applications only after the successful completion of Component 1, as determined by County.

Component 2: Tasks/Deliverables with Timelines

Task:	Task/Deliverable:
Task 1	<p>Program Outreach and Marketing:</p> <p>Contractor shall conduct ongoing Program outreach as follows, and as approved by the County's Program Manager:</p> <p>Initial Programmatic Outreach. Upon the successful completion of Component 1, Contractor will attend several County-organized outreach activities such as, and not limited to, KSRN radio interview and County booths at other local area events such as the County sponsored farmers' market and/or other festivals. Contractor shall perform outreach and marketing to lenders, realtors and other real estate professionals in Los Alamos and nearby communities through formal letters, emails, phone calls, and visits to seek their and their client's participation in the Program.</p> <p>Ongoing Program Outreach. The County's Program Manager will coordinate with Contractor for Contractors' participation at other public outreach events to market the Program during the remaining Term of the Agreement</p>
Tasks 2 - 11	<p>Applicant and Loan Processing:</p> <p>The application period for assistance will be conducted throughout the Term of the Agreement and while funds are available in a given fiscal year. Applicants shall be considered on a first come-first served basis. The average down-payment loan amount is expected to be approximately fifteen thousand dollars (\$15,000.00) and maximum allowable loan under the Program is twenty-five thousand dollars (\$25,000.00). The Contractor will apply for outside additional sources of funding to supplement and or add to existing or available County funding for the Homebuyer Program loans. Contractor, in processing any application for a loan, will perform, at minimum, the following tasks 2 through 11 as necessary throughout the Term of the Agreement:</p>
Task 2	Perform intake of applications with one-on-one meetings with applicants.
Task 3	Make preliminary determination of eligibility.
Task 4	Perform household budgeting exercise with prospective homeowners and translate into an affordable mortgage amount based on current rates and terms.
Task 5	Prepare loan application package for, and hold meeting with Loan Review Committee ("Committee") to evaluate loan application.
Task 6	Issue preliminary approval (or rejection) letter to applicant based on Loan Review Committee recommendation and final decision from County Manager. If application requires conditional and final approval, then two (2) Loan Review Committee meetings will be held.
Task 7	Coordinate administration of E-Home America homebuyer training to be completed by all prospective homeowners prior to final funding.

Task 8	Review final application with purchase contract and full loan application to determine all contingencies met. Package this information with home inspection results and present application for final approval to Loan Review Committee and County Manager.
Task 9	Perform home inspection for quick assessment of condition and need for repairs. If a purchase contract for a specific home was included in the initial application, then this task would be performed at same time as Task 4 above.
Task 10	Prepare final package for Loan Review Committee review. If conditional approval was given in Task 5, above, then the Committee will review the final purchase contract, loan application, and home inspection results and determine if Loan Review Committee approval is granted. The Loan Review committee will then forward its decision to County staff to present to County Manager for final loan approval.
Task 11	Upon receiving County Manager's final loan approval Contractor will issue a final approval letter to applicant.

As some actions in this process may be unnecessary or duplicative of other efforts, Contractor may skip certain steps herein as required to effectively and efficiently carry out the purposes and objectives of the Program. Conversely, Contractor may, at its own discretion, or upon the approval of the County, take any other necessary action to ensure that any Homebuyer Program loan is validly issued or authorized.

Component 3. Loan Servicing. Once a Homebuyer Loan application has been approved, Contractor shall perform, at minimum, the following services as necessary for each loan throughout the Term of the Agreement:

Component 3: Tasks/Deliverables with Timelines

Task:	Task/Deliverable:
Task 1	Meet with first mortgage lender upon County approval of down-payment assistance loan and prior to loan closing, to coordinate funding timing and closing requirements, including acceptable funds transfer methods.
Task 2	Meet with homebuyer as needed to fully explain County note and mortgage. Meet with homebuyer to explain closing disclosure which requires homebuyer signature that s/he understands the documents.
Task 3	Coordinate transfer of down-payment assistance monies and relevant documents to title company.
Task 4	Attend loan closing to ensure any remaining questions are answered and all documents are signed, received and recorded, if required.
Task 5	Receive and file recorded loan documents in LAHP loan file and deliver originals to County.
Task 6	Complete Program file for each homeowner so each file is audit-ready.
Task 7	Transfer remaining file documents to County that were not transferred in Task 3, above.

Task 8	Produce annual statements for homeowners from a master spreadsheet including amount of principal and accrued interest, to be mailed to the homeowner by County.
Task 9	Review in conjunction with Loan Review Committee and County any subordination requests received.
Task 10	Review in conjunction with County an owner-occupancy status on annual basis to ensure compliance with loan conditions.
Task 11	Review requests for exercise of right of first refusal to purchase home.

As some actions in this process may be unnecessary or duplicative of other efforts, Contractor may skip certain steps herein. Conversely, Contractor may, at his or her own discretion or at the direction of the County, take any other necessary action to ensure that any Homebuyer Loan is validly issued or authorized.

Component 4. Programmatic Reporting. During the Term of the Agreement, Contractor shall provide, at minimum, the following Program reports or any other report(s) as may be requested by the County's Program Manager, as follows:

Component 4: Tasks/Deliverables with Timelines

Task:	Task/Deliverable:
Task 1	Provide a post-closing loan report for each home loan and deliver to the County's Program Manager.
Task 2	Provide periodic Project status updates both verbal and written.
Task 3	Coordinate reporting, scheduling, and assignments between stakeholders to ensure each project remains on schedule.

SECTION B. TERM: The term of this Agreement shall commence on July 26, 2017 and shall continue through June 30, 2020, unless sooner terminated, as provided herein. County, at its sole option, may extend the Agreement for up to two (2) consecutive two-year periods at prices as shown in Exhibit "A."

SECTION C. COMPENSATION:

- 1. Amount of Compensation.** County shall pay compensation for performance of the Services in an amount not to exceed EIGHTY THOUSAND SIX-HUNDRED AND SEVENTY-TWO DOLLARS (\$80,685.60) for a period of three (3) years, which amount does not include applicable New Mexico gross receipts taxes ("NMGR"). Compensation shall be paid in accordance with the rate schedule set out in Exhibit "A" attached hereto and made a part hereof for all purposes. Compensation associated with Components 2, 3 and 4, excluding Outreach, are on due only where a home purchase loan has been completed. Total compensation for the life of this Agreement, including any possible extensions, shall not exceed ONE HUNDRED NINETY THOUSAND THREE HUNDRED FORTY-TWO DOLLARS (\$190,403.09), which amount does not include NMGR.
- 2. Monthly Invoices.** Unless provided otherwise herein or in Exhibit "A", Contractor shall submit itemized invoices to County's Project Manager showing amount of compensation due, amount of any NMGR, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

SECTION D. TAXES: Contractor shall be solely responsible for timely and correctly billing, collecting and remitting all NMGRS levied on the amounts payable under this Agreement.

SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL: This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and will not be considered an employee of County for any purpose. Contractor, its agents or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely and reliable manner.

SECTION F. STANDARD OF PERFORMANCE: Contractor agrees and represents that it has and will maintain the personnel, experience and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the Services described herein in accordance with a standard that exceeds the industry standard of care for performance of the Services.

SECTION G. DELIVERABLES AND USE OF DOCUMENTS: All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent or other property right and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of County.

SECTION H. EMPLOYEES AND SUB-CONTRACTORS: Contractor shall be solely responsible for payment of wages, salary or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

SECTION I. INSURANCE: Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with the terms and conditions of this Section is a condition precedent to County's obligation to pay compensation for the Services and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance or other evidence acceptable to County that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like

insurance. Should any of the policies described below be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. General Liability Insurance and Automobile Liability Insurance shall name County as an additional insured.

1. **General Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) aggregate.
2. **Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. **Automobile Liability Insurance for Contractor and its Employees:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) aggregate on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.
4. **Professional Liability Insurance:** Insurance with the following minimum coverage: ONE MILLION DOLLARS (\$1,000,000.00) each occurrence and ONE MILLION DOLLARS (\$1,000,000.00) annual aggregate. Professional Liability Insurance shall provide coverage for Services provided hereunder during the term of this Agreement and for a period of at least five (5) years thereafter.

SECTION J. RECORDS: Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

SECTION K. APPLICABLE LAW: Contractor shall abide by all applicable federal, state and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement. In any lawsuit or legal dispute arising from the operation of this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. Venue shall be in the First Judicial District Court of New Mexico in Los Alamos County, New Mexico.

SECTION L. NON-DISCRIMINATION: During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability or veteran status.

SECTION M. INDEMNITY: Contractor shall indemnify, hold harmless and defend County, its Council members, employees, agents and representatives, from and against all liabilities, damages, claims, demands, actions (legal or equitable), and costs and expenses, including without limitation attorneys' fees, of any kind or nature, arising from Contractor's performance hereunder or breach hereof and the performance of Contractor's employees, agents, representatives and subcontractors.

SECTION N. FORCE MAJEURE: Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence.

SECTION O. NON-ASSIGNMENT: Contractor may not assign this Agreement or any privileges or obligations herein without the prior written consent of County.

SECTION P. LICENSES: Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

SECTION Q. PROHIBITED INTERESTS: Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it will not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept or agree to accept a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

SECTION R. TERMINATION:

1. **Generally.** County may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination and shall turn over to County originals of all materials prepared pursuant to this Agreement.
2. **Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

SECTION S. NOTICE: Any notices required under this Agreement shall be made in writing, postage prepaid to the following addresses, and shall be deemed given upon hand delivery, verified delivery by telecopy (followed by copy sent by United States Mail), or three (3) days after deposit in the United States Mail:

County:

Andrew Harnden, Housing &
Special Projects Manager
Incorporated County of Los Alamos
1000 Central Ave., Suite 150
Los Alamos, New Mexico 87544

Contractor:

Steve Brugger
Los Alamos Housing Partnership, Inc.
1475 Central Avenue, Suite 210 E
Los Alamos, New Mexico, 87544

SECTION T. INVALIDITY OF PRIOR AGREEMENTS: This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both County and Contractor.

SECTION U. CAMPAIGN CONTRIBUTION DISCLOSURE FORM: A Campaign Contribution Disclosure Form was submitted as part of the Contractors' Response and is incorporated herein

by reference for all purposes. This Section acknowledges compliance with Chapter 81 of the laws of 2006 of the State of New Mexico.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

ATTEST

INCORPORATED COUNTY OF LOS ALAMOS

NAOMI D. MAESTAS
COUNTY CLERK

BY: _____
HARRY BURGESS **DATE**
COUNTY MANAGER

Approved as to form:

J. ALVIN LEAPHART
COUNTY ATTORNEY

LOS ALAMOS HOUSING PARTNERSHIP, INC., A NEW MEXICO CORPORATION

BY: _____
NAME: _____ **DATE**
TITLE: _____

Exhibit "A"
Compensation Rate Schedule
AGR18-702

EXHIBIT A - Pricing Page 1 of 23

AGR 18 - 702

COST SUMMARY SHEET: PROGRAM COMPONENT 1: PROGRAM DESIGN

YEAR 1 - FY 2018

OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Refine & Revise Policies & Procedures	24	0	0	\$100	\$75	\$50	\$2,400
2) Create Application Process & Material	6	0	0	\$100	\$75	\$50	\$600
3) Construct Outreach & Marketing Program	6	0	0	\$100	\$75	\$50	\$600
4) Prepare Decision Making Criteria	4	0	0	\$100	\$75	\$50	\$400
5) Create Homebuyer Training Protocol	8	0	0	\$100	\$75	\$50	\$1,300
6) Create Home Inspection Scope/Procedure:	8	0	0	\$100	\$75	\$50	\$800
7) Prepare Templates Of Legal Documents	4	0	0	\$100	\$75	\$50	\$400
GRAND TOTAL	60	0	0				\$6,500

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs; Homebuyer Training Cost includes \$500 registration fee with E-Home America. All fees are exclusive of NMGRT.

Payment for the above services and costs are a one-time, non-recurring, lump sum cost due upon the completion of the stated tasks pursuant to the agreed upon schedule and deliverable deadlines in Section A, Component 1 above.

EXHIBIT A - Pricing Page 2 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 2: PROGRAM DELIVERY & ADMINISTRATION****YEAR 1 - FY 2018****RFP NAME: HOMEBUYER ASSISTANCE PROGRAM****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Perform Outreach & Marketing	2	0	0	\$100.00	\$75.00	\$50.00	\$200.00
2) Perform Intake of Applications	1	0	2	\$100.00	\$75.00	\$50.00	\$200.00
3) Make Preliminary Eligibility Determination	3	0	2	\$100.00	\$75.00	\$50.00	\$400.00
4) Perform Household Budgeting Exercise	1	0	3	\$100.00	\$75.00	\$50.00	\$250.00
5) Prepare Loan Application Package for LRC	3	0	1	\$100.00	\$75.00	\$50.00	\$350.00
6) Issue Letter to Applicant	0	0	1	\$100.00	\$75.00	\$50.00	\$50.00
7) Coordinate E-Home America Training	0	0	1	\$100.00	\$75.00	\$50.00	\$50.00
8) Review Final Application Material	2	0	0	\$100.00	\$75.00	\$50.00	\$200.00
9) Perform Home Inspection	2	2	0	\$100.00	\$75.00	\$50.00	\$350.00
10) Prepare Final Loan Application Package to LRC	0	0	2	\$100.00	\$75.00	\$50.00	\$100.00
11) Issue Final Approval Letter to Applicant	0	0	1	\$100.00	\$75.00	\$50.00	\$50.00
GRAND TOTAL	14	2	13				\$2,200

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGRS.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 2 above, and are applicable during FY2018.

EXHIBIT A - Pricing Page 3 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 2: PROGRAM DELIVERY & ADMINISTRATION****YEAR 2 - FY 2019****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Perform Outreach & Marketing	2	0	0	\$103.00	\$77.25	\$51.50	\$206.00
2) Perform Intake of Applications	1	0	2	\$103.00	\$77.25	\$51.50	\$206.00
3) Make Preliminary Eligibility Determination	3	0	2	\$103.00	\$77.25	\$51.50	\$412.00
4) Perform Household Budgeting Exercise	1	0	3	\$103.00	\$77.25	\$51.50	\$257.50
5) Prepare Loan Application Package for LRC	3	0	1	\$103.00	\$77.25	\$51.50	\$360.50
6) Issue Letter to Applicant	0	0	1	\$103.00	\$77.25	\$51.50	\$51.50
7) Coordinate E-Home America Training	0	0	1	\$103.00	\$77.25	\$51.50	\$51.50
8) Review Final Application Material	2	0	0	\$103.00	\$77.25	\$51.50	\$206.00
9) Perform Home Inspection	2	2	0	\$103.00	\$77.25	\$51.50	\$360.50
10) Prepare Final Loan Application Package to LRC	0	0	2	\$103.00	\$77.25	\$51.50	\$103.00
11) Issue Final Approval Letter to Applicant	0	0	1	\$103.00	\$77.25	\$51.50	\$51.50
GRAND TOTAL	14	2	13				\$2,266.00

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 2 above, and are applicable during FY2019.

EXHIBIT A - Pricing Page 4 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 2: PROGRAM DELIVERY & ADMINISTRATION****YEAR 3 - FY 2020****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
<u>Tasks</u>							
1) Perform Outreach & Marketing	2	0	0	\$106.09	\$79.57	\$53.05	\$212.18
2) Perform Intake of Applications	1	0	2	\$106.09	\$79.57	\$53.05	\$212.18
3) Make Preliminary Eligibility Determination	3	0	2	\$106.09	\$79.57	\$53.05	\$424.36
4) Perform Household Budgeting Exercise	1	0	3	\$106.09	\$79.57	\$53.05	\$265.23
5) Prepare Loan Application Package for LRC	3	0	1	\$106.09	\$79.57	\$53.05	\$371.32
6) Issue Letter to Applicant	0	0	1	\$106.09	\$79.57	\$53.05	\$53.05
7) Coordinate E-Home America Training	0	0	1	\$106.09	\$79.57	\$53.05	\$53.05
8) Review Final Application Material	2	0	0	\$106.09	\$79.57	\$53.05	\$212.18
9) Perform Home Inspection	2	2	0	\$106.09	\$79.57	\$53.05	\$371.32
10) Prepare Final Loan Application Package to LRC	0	0	2	\$106.09	\$79.57	\$53.05	\$106.09
11) Issue Final Approval Letter to Applicant	0	0	1	\$106.09	\$79.57	\$53.05	\$53.05
GRAND TOTAL	14	2	13				\$2,333.98

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 2 above, and are applicable during FY2020.

EXHIBIT A - Pricing Page 5 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 2: PROGRAM DELIVERY & ADMINISTRATION****YEAR 4 - FY 2021****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Perform Outreach & Marketing	2	0	0	\$109.27	\$81.95	\$54.64	218.55
2) Perform Intake of Applications	1	0	2	\$109.27	\$81.95	\$54.64	218.55
3) Make Preliminary Eligibility Determination	3	0	2	\$109.27	\$81.95	\$54.64	437.09
4) Perform Household Budgeting Exercise	1	0	3	\$109.27	\$81.95	\$54.64	273.18
5) Prepare Loan Application Package for LRC	3	0	1	\$109.27	\$81.95	\$54.64	382.45
6) Issue Letter to Applicant	0	0	1	\$109.27	\$81.95	\$54.64	54.64
7) Coordinate E-Home America Training	0	0	1	\$109.27	\$81.95	\$54.64	54.64
8) Review Final Application Material	2	0	0	\$109.27	\$81.95	\$54.64	218.55
9) Perform Home Inspection	2	2	0	\$109.27	\$81.95	\$54.64	382.45
10) Prepare Final Loan Application Package to LRC	0	0	2	\$109.27	\$81.95	\$54.64	109.27
11) Issue Final Approval Letter to Applicant	0	0	1	\$109.27	\$81.95	\$54.64	54.64
GRAND TOTAL	14	2	13				2,404.00

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 2 above, and are applicable during FY2021.

EXHIBIT A - Pricing Page 6 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 2: PROGRAM DELIVERY & ADMINISTRATION****YEAR 5 - FY 2022****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Perform Outreach & Marketing	2	0	0	\$112.55	\$84.41	\$56.28	\$225.10
2) Perform Intake of Applications	1	0	2	\$112.55	\$84.41	\$56.28	\$225.10
3) Make Preliminary Eligibility Determination	3	0	2	\$112.55	\$84.41	\$56.28	\$450.20
4) Perform Household Budgeting Exercise	1	0	3	\$112.55	\$84.41	\$56.28	\$281.38
5) Prepare Loan Application Package for LRC	3	0	1	\$112.55	\$84.41	\$56.28	\$393.93
6) Issue Letter to Applicant	0	0	1	\$112.55	\$84.41	\$56.28	\$56.28
7) Coordinate E-Home America Training	0	0	1	\$112.55	\$84.41	\$56.28	\$56.28
8) Review Final Application Material	2	0	0	\$112.55	\$84.41	\$56.28	\$225.10
9) Perform Home Inspection	2	2	0	\$112.55	\$84.41	\$56.28	\$393.93
10) Prepare Final Loan Application Package to LRC	0	0	2	\$112.55	\$84.41	\$56.28	\$112.55
11) Issue Final Approval Letter to Applicant	0	0	1	\$112.55	\$84.41	\$56.28	\$56.28
GRAND TOTAL	14	2	13				\$2,476.12

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGRS.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 2 above, and are applicable during FY2022.

EXHIBIT A - Pricing Page 7 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 2: PROGRAM DELIVERY & ADMINISTRATION****YEAR 6 - FY 2023****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Perform Outreach & Marketing	2	0	0	\$115.93	\$86.95	\$57.96	\$231.85
2) Perform Intake of Applications	1	0	2	\$115.93	\$86.95	\$57.96	\$231.85
3) Make Preliminary Eligibility Determination	3	0	2	\$115.93	\$86.95	\$57.96	\$463.71
4) Perform Household Budgeting Exercise	1	0	3	\$115.93	\$86.95	\$57.96	\$289.82
5) Prepare Loan Application Package for LRC	3	0	1	\$115.93	\$86.95	\$57.96	\$405.75
6) Issue Letter to Applicant	0	0	1	\$115.93	\$86.95	\$57.96	\$57.96
7) Coordinate E-Home America Training	0	0	1	\$115.93	\$86.95	\$57.96	\$57.96
8) Review Final Application Material	2	0	0	\$115.93	\$86.95	\$57.96	\$231.85
9) Perform Home Inspection	2	2	0	\$115.93	\$86.95	\$57.96	\$405.75
10) Prepare Final Loan Application Package to LRC	0	0	2	\$115.93	\$86.95	\$57.96	\$115.93
11) Issue Final Approval Letter to Applicant	0	0	1	\$115.93	\$86.95	\$57.96	\$57.96
GRAND TOTAL	14	2	13				\$2,550.40

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 2 above, and are applicable during 2023.

EXHIBIT A - Pricing Page 8 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 2: PROGRAM DELIVERY & ADMINISTRATION****YEAR 7 - FY 2024****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Perform Outreach & Marketing	2	0	0	\$119.41	\$89.55	\$59.70	\$238.81
2) Perform Intake of Applications	1	0	2	\$119.41	\$89.55	\$59.70	\$238.81
3) Make Preliminary Eligibility Determination	3	0	2	\$119.41	\$89.55	\$59.70	\$477.62
4) Perform Household Budgeting Exercise	1	0	3	\$119.41	\$89.55	\$59.70	\$298.51
5) Prepare Loan Application Package for LRC	3	0	1	\$119.41	\$89.55	\$59.70	\$417.92
6) Issue Letter to Applicant	0	0	1	\$119.41	\$89.55	\$59.70	\$59.70
7) Coordinate E-Home America Training	0	0	1	\$119.41	\$89.55	\$59.70	\$59.70
8) Review Final Application Material	2	0	0	\$119.41	\$89.55	\$59.70	\$238.81
9) Perform Home Inspection	2	2	0	\$119.41	\$89.55	\$59.70	\$417.92
10) Prepare Final Loan Application Package to LRC	0	0	2	\$119.41	\$89.55	\$59.70	\$119.41
11) Issue Final Approval Letter to Applicant	0	0	1	\$119.41	\$89.55	\$59.70	\$59.70
GRAND TOTAL	14	2	13				\$2,626.92

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 2 above, and are applicable during FY2024.

EXHIBIT A - Pricing Page 9 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 3: LOAN SERVICING****YEAR 1 - FY 2018****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
<u>Tasks</u>							
1) Meet With First Mortgage Lender	1	0	0	\$100	\$75	\$50	\$100
2) Explain Note, Mortgage & Closing Disclosure	1	0	0	\$100	\$75	\$50	\$100
3) Coordinate Transfer of Down Payment Assistance	0	0	1	\$100	\$75	\$50	\$50
4) Attend Loan Closing	0	0	0	\$100	\$75	\$50	\$0
5) Receive & File Recorded Loan Documents	0	0	0	\$100	\$75	\$50	\$0
6) Complete Program File	0	0	1	\$100	\$75	\$50	\$50
7) Transfer File Documents Over to County	0	0	1	\$100	\$75	\$50	\$50
8) Produce Annual Statements to Homeowners	1	0	1	\$100	\$75	\$50	\$150
9) Review Subordination Requests	0	0	0	\$100	\$75	\$50	\$0
10) Review Owner-Occupancy Status	0	0	0	\$100	\$75	\$50	\$0
11) Review Requests for Exercise of First Refusal	0	0	0	\$100	\$75	\$50	\$0
GRAND TOTAL	3	0	4				\$500

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 3 above, and are applicable during FY2018.

EXHIBIT A - Pricing Page 10 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 3: LOAN SERVICING****YEAR 2 - FY 2019****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Meet With First Mortgage Lender	1	0	0	\$103.00	\$77.25	\$51.50	\$103.00
2) Explain Note, Mortgage & Closing Disclosure	1	0	0	\$103.00	\$77.25	\$51.50	\$103.00
3) Coordinate Transfer of Down Payment Assistance	0	0	1	\$103.00	\$77.25	\$51.50	\$51.50
4) Attend Loan Closing	0	0	0	\$103.00	\$77.25	\$51.50	\$0.00
5) Receive & File Recorded Loan Documents	0	0	0	\$103.00	\$77.25	\$51.50	\$0.00
6) Complete Program File	0	0	1	\$103.00	\$77.25	\$51.50	\$51.50
7) Transfer File Documents Over to County	0	0	1	\$103.00	\$77.25	\$51.50	\$51.50
8) Produce Annual Statements to Homeowners	1	0	1	\$103.00	\$77.25	\$51.50	\$154.50
9) Review Subordination Requests	0	0	0	\$103.00	\$77.25	\$51.50	\$0.00
10) Review Owner-Occupancy Status	0	0	0	\$103.00	\$77.25	\$51.50	\$0.00
11) Review Requests for Exercise of First Refusal	0	0	0	\$103.00	\$77.25	\$51.50	\$0.00
GRAND TOTAL	3	0	4				\$515.00

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 3 above, and are applicable during FY2019.

EXHIBIT A - Pricing Page 11 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 3: LOAN SERVICING****YEAR 3 - FY 2020****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
<u>Tasks</u>							
1) Meet With First Mortgage Lender	1	0	0	\$106.09	\$79.57	\$53.05	\$106.09
2) Explain Note, Mortgage & Closing Disclosure	1	0	0	\$106.09	\$79.57	\$53.05	\$106.09
3) Coordinate Transfer of Down Payment Assistance	0	0	1	\$106.09	\$79.57	\$53.05	\$53.05
4) Attend Loan Closing	0	0	0	\$106.09	\$79.57	\$53.05	\$0.00
5) Receive & File Recorded Loan Documents	0	0	0	\$106.09	\$79.57	\$53.05	\$0.00
6) Complete Program File	0	0	1	\$106.09	\$79.57	\$53.05	\$53.05
7) Transfer File Documents Over to County	0	0	1	\$106.09	\$79.57	\$53.05	\$53.05
8) Produce Annual Statements to Homeowners	1	0	1	\$106.09	\$79.57	\$53.05	\$159.14
9) Review Subordination Requests	0	0	0	\$106.09	\$79.57	\$53.05	\$0.00
10) Review Owner-Occupancy Status	0	0	0	\$106.09	\$79.57	\$53.05	\$0.00
11) Review Requests for Exercise of First Refusal	0	0	0	\$106.09	\$79.57	\$53.05	\$0.00
GRAND TOTAL	3	0	4				\$530.45

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 3 above, and are applicable during FY2020.

EXHIBIT A - Pricing Page 12 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 3: LOAN SERVICING****YEAR 4 - FY 2021****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
<u>Tasks</u>							
1) Meet With First Mortgage Lender	1	0	0	\$109.27	\$81.95	\$54.64	\$109.27
2) Explain, Note, Mortgage, & Closing Disclosure	1	0	0	\$109.27	\$81.95	\$54.64	\$109.27
3) Coordinate Transfer of Down Payment Assistance	0	0	1	\$109.27	\$81.95	\$54.64	\$54.64
4) Attend Loan Closing	0	0	0	\$109.27	\$81.95	\$54.64	\$0.00
5) Receive and File Recorded Loan Documents	0	0	0	\$109.27	\$81.95	\$54.64	\$0.00
6) Complete Program File	0	0	1	\$109.27	\$81.95	\$54.64	\$54.64
7) Transfer File Documents Over to County	0	0	1	\$109.27	\$81.95	\$54.64	\$54.64
8) Produce Annual Statements to Homeowners	1	0	1	\$109.27	\$81.95	\$54.64	\$163.91
9) Review Subordination Requests	0	0	0	\$109.27	\$81.95	\$54.64	\$0.00
10) Review Owner-Occupancy Status	0	0	0	\$109.27	\$81.95	\$54.64	\$0.00
11) Review Requests for Exercise of First Refusal	0	0	0	\$109.27	\$81.95	\$54.64	\$0.00
GRAND TOTAL	3	0	4				\$546.36

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 3 above, and are applicable during FY2021.

EXHIBIT A - Pricing Page 13 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 3: LOAN SERVICING****YEAR 5 - FY 2022****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
<u>Tasks</u>							
1) Meet With First Mortgage Lender	1	0	0	\$112.55	\$84.41	\$56.28	\$112.55
2) Explain, Note, Mortgage, & Closing Disclosure	1	0	0	\$112.55	\$84.41	\$56.28	\$112.55
3) Coordinate Transfer of Down Payment Assistance	0	0	1	\$112.55	\$84.41	\$56.28	\$56.28
4) Attend Loan Closing	0	0	0	\$112.55	\$84.41	\$56.28	\$0.00
5) Receive and File Recorded Loan Documents	0	0	0	\$112.55	\$84.41	\$56.28	\$0.00
6) Complete Program File	0	0	1	\$112.55	\$84.41	\$56.28	\$56.28
7) Transfer File Documents Over to County	0	0	1	\$112.55	\$84.41	\$56.28	\$56.28
8) Produce Annual Statements to Homeowners	1	0	1	\$112.55	\$84.41	\$56.28	\$168.83
9) Review Subordination Requests	0	0	0	\$112.55	\$84.41	\$56.28	\$0.00
10) Review Owner-Occupancy Status	0	0	0	\$112.55	\$84.41	\$56.28	\$0.00
11) Review Requests for Exercise of First Refusal	0	0	0	\$112.55	\$84.41	\$56.28	\$0.00
GRAND TOTAL	3	0	4				\$562.75

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 3 above, and are applicable during FY2022.

EXHIBIT A - Pricing Page 14 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 3: LOAN SERVICING****YEAR 6 - FY 2023****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
<u>Tasks</u>							
1) Meet With First Mortgage Lender	1	0	0	\$115.93	\$86.95	\$57.96	\$115.93
2) Explain, Note, Mortgage & Closing Disclosure	1	0	0	\$115.93	\$86.95	\$57.96	\$115.93
3) Coordinate Transfer of Down Payment Assistance	0	0	1	\$115.93	\$86.95	\$57.96	\$57.96
4) Attend Loan Closing	0	0	0	\$115.93	\$86.95	\$57.96	\$0.00
5) Receive and File Recorded Loan Documents	0	0	0	\$115.93	\$86.95	\$57.96	\$0.00
6) Complete Program File	0	0	1	\$115.93	\$86.95	\$57.96	\$57.96
7) Transfer File Documents Over to County	0	0	1	\$115.93	\$86.95	\$57.96	\$57.96
8) Produce Annual Statements to Homeowners	1	0	1	\$115.93	\$86.95	\$57.96	\$173.89
9) Review Subordination Requests	0	0	0	\$115.93	\$86.95	\$57.96	\$0.00
10) Review Owner-Occupancy Status	0	0	0	\$115.93	\$86.95	\$57.96	\$0.00
11) Review Requests for Exercise of First Refusal	0	0	0	\$115.93	\$86.95	\$57.96	\$0.00
GRAND TOTAL	3	0	4				\$579.64

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 3 above, and are applicable during FY2023.

EXHIBIT A - Pricing Page 15 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 3: LOAN SERVICING****YEAR 7 - FY 2024****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
<u>Tasks</u>							
1) Meet With First Mortgage Lender	1	0	0	\$119.41	\$89.55	\$59.70	\$119.41
2) Explain, Note, Mortgage & Closing Disclosure	1	0	0	\$119.41	\$89.55	\$59.70	\$119.41
3) Coordinate Transfer of Down Payment Assistance	0	0	1	\$119.41	\$89.55	\$59.70	\$59.70
4) Attend Loan Closing	0	0	0	\$119.41	\$89.55	\$59.70	\$0.00
5) Receive and File Recorded Loan Documents	0	0	0	\$119.41	\$89.55	\$59.70	\$0.00
6) Complete Program File	0	0	1	\$119.41	\$89.55	\$59.70	\$59.70
7) Transfer File Documents Over to County	0	0	1	\$119.41	\$89.55	\$59.70	\$59.70
8) Produce Annual Statements to Homeowners	1	0	1	\$119.41	\$89.55	\$59.70	\$179.11
9) Review Subordination Requests	0	0	0	\$119.41	\$89.55	\$59.70	\$0.00
10) Review Owner-Occupancy Status	0	0	0	\$119.41	\$89.55	\$59.70	\$0.00
11) Review Requests for Exercise of First Refusal	0	0	0	\$119.41	\$89.55	\$59.70	\$0.00
GRAND TOTAL	3	0	4				\$597.03

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 11, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 3 above, and are applicable during FY2024.

EXHIBIT A - Pricing Page 16 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 4: REPORTING****YEAR 1 - FY 2018****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost
							Per Each Job
<u>Tasks</u>							
1) Provide Post-Closing Loan Report	0	0	0	\$100	\$75	\$50	\$0
2) Provide Periodic Project Status Updates	2	0	1	\$100	\$75	\$50	\$250
3) Coordinate Reporting, Scheduling & Assignments	0	0	1	\$100	\$75	\$50	\$50
GRAND TOTAL	2	0	2				\$300

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 3, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 4 above, and are applicable during FY2018.

EXHIBIT A - Pricing Page 17 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 4: REPORTING****YEAR 2 - FY 2019****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost
							Per Each Job
<u>Tasks</u>							
1) Provide Post-Closing Loan Report	0	0	0	103.00	77.25	51.50	0.00
2) Provide Periodic Project Status Updates	2	0	1	103.00	77.25	51.50	257.50
3) Coordinate Reporting, Scheduling & Assignments	0	0	1	103.00	77.00	52.00	52.00
GRAND TOTAL	2	0	2				\$309.50

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 3, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 4 above, and are applicable during FY2019.

EXHIBIT A - Pricing Page 18 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 4: REPORTING****YEAR 3 - FY 2020****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
<u>Tasks</u>							
1) Provide Post-Closing Loan Report	0	0	0	\$106.09	\$79.57	\$53.05	\$0.00
2) Provide Periodic Project Status Updates	2	0	1	\$106.09	\$79.57	\$53.05	\$265.23
3) Coordinate Reporting, Scheduling & Assignments	0	0	1	\$106.09	\$79.57	\$53.05	\$53.05
GRAND TOTAL	2	0	2				\$318.27

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 3, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 4 above, and are applicable during FY2020.

EXHIBIT A - Pricing Page 19 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 4: REPORTING****YEAR 4 - FY 2021****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Provide Post-Closing Loan Report	0	0	0	\$109.27	\$81.95	\$54.64	\$0.00
2) Provide Periodic Project Status Updates	2	0	1	\$109.27	\$81.95	\$54.64	\$273.18
3) Coordinate Reporting, Scheduling & Assignments	0	0	1	\$109.27	\$81.95	\$54.64	\$54.64
GRAND TOTAL	2	0	2				\$327.82

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 3, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 4 above, and are applicable during FY2021.

EXHIBIT A - Pricing Page 20 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 4: REPORTING****YEAR 5 - FY 2022****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Provide Post-Closing Loan Report	0	0	0	\$112.55	\$84.41	\$56.28	\$0.00
2) Provide Periodic Project Status Updates	2	0	1	\$112.55	\$84.41	\$56.28	\$281.38
3) Coordinate Reporting, Scheduling & Assignments	0	0	1	\$112.55	\$84.41	\$56.28	\$56.28
GRAND TOTAL	2	0	2				\$337.65

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 3, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 4 above, and are applicable during FY2022.

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COST SUMMARY SHEET: PROGRAM COMPONENT 4: REPORTING

YEAR 6 - FY 2023

OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Provide Post-Closing Loan Report	0	0	0	\$115.93	\$86.95	\$57.96	\$0.00
2) Provide Periodic Project Status Updates	2	0	1	\$115.93	\$86.95	\$57.96	\$289.82
3) Coordinate Reporting, Scheduling & Assignments	0	0	1	\$115.93	\$86.95	\$57.96	\$57.96
GRAND TOTAL	2	0	2				\$347.78

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 3, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 4 above, and are applicable during FY2023.

EXHIBIT A - Pricing Page 22 of 23**AGR 18 - 702****COST SUMMARY SHEET: PROGRAM COMPONENT 4: REPORTING****YEAR 7 - FY 2024****OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.**

PROPOSED FEE STRUCTURE PER TASK	Hours - SB	Hours - FA	Hours-AA	\$HrRate-SB	\$HrRate-FA	\$HrRate-AA	Total Cost Per Each Job
Tasks							
1) Provide Post-Closing Loan Report	0	0	0	\$119.41	\$89.55	\$59.70	\$0.00
2) Provide Periodic Project Status Updates	2	0	1	\$119.41	\$89.55	\$59.70	\$298.51
3) Coordinate Reporting, Scheduling & Assignments	0	0	1	\$119.41	\$89.55	\$59.70	\$59.70
GRAND TOTAL	2	0	2				\$358.22

Note: Hourly Rate includes a multiplier of 2.15 over direct personnel cost; the multiplier covers cost of required project insurances, accounting & audit, office rent, phone, legal, and other overhead costs.

All fees are exclusive of NMGR.

The above fees for Tasks 1 through 3, are payable after development and implementation of the Homebuyer Program as provided in Section A, Component 4 above, and are applicable during FY2024.

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COST SUMMARY SHEET: ALL PROGRAM COMPONENTS

SUMMARY PER JOB COST BY PROGRAM COMPONENT FOR ALL POTENTIAL YEARS IN CONTRACT

YEAR 1 TO 7 = FY 2018 TO FY 2024

OFFEROR: LOS ALAMOS HOUSING PARTNERSHIP, INC.

PROGRAM COMPONENT	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	YR 7
PC 1 - PROGRAM DESIGN*	6,500.00						
PC 2 - PROGRAM DELIVERY & ADMINISTRATION	2,200.00	2,266.00	2,333.98	2,404.00	2,476.12	2,550.40	2,626.92
PC 3 - LOAN SERVICING	500.00	515.00	530.45	546.36	562.75	579.64	597.03
PC 4 - REPORTING	300.00	309.50	318.27	327.82	337.65	347.78	358.22
TOTAL PER JOB COST	3,000.00	3,090.50	3,182.70	3,278.18	3,376.53	3,477.82	3,582.16

*NOTE: *Payment for the PC1 – Program Design services and costs are a one-time, non-recurring, lump sum cost due upon the completion of the stated tasks pursuant to the agreed upon schedule and deliverable deadlines in Section A, Component 1 above.