



HOUSING AUTHORITY OF THE CITY OF DEL RIO, TEXAS

Cynthia A. de Luna
President & Chief Executive Officer

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SCOPE OF SERVICES FOR LEGAL SERVICES

1. Answer any legal questions specifically asked by the Executive Director or the Board of Commissioners concerning the organizational documents and the operations of the Housing Authority of the City of Del Rio (HACDR), the Board of Directors of the Del Rio Housing Facility Corporation (DRHFC), the Val Verde Housing Corporation (VVHC), and Hermosa Housing Corporation (HHC).
2. Attend Board meetings when specifically requested to do so by the Executive Director or Board members.
3. Draft resolutions, which the Executive Director or the Board members of HACDR, DRHFC, VVHC and HHC specifically request.
4. Make payment agreements on past due accounts owed to the HACDR, DRHFC, VVHC, HHC; which client specifically asks the Attorney to collect.
5. Preferably five (5) years experience working with guidelines and regulations of the U.S. Department of Housing and Urban Development (HUD), Texas Apartment Association (TAA) Rural Rental Housing Association of Texas (RRHA), the U.S. Department of Agriculture Rural Development (USDA), Low Income Housing Tax Credit (LIHTC) and State and Local Jurisdictions.
6. Submit written status report on each particular case (s) within five (5) working days.
7. Must provide detailed statement of charges.
8. The cost of services shall be at an hourly rate, and shall be paid in quarter-hour increments.
9. The contract between the Housing Authority and Attorney shall be for a two (2) years period beginning August 2017 and ending June 30, 2019.
10. Attorney shall at his/her own expense, obtain and maintain in effect at all times during the life of the contract, a Professional Liability Insurance.

