

MULTIPLE OWNER WORK PLAN

This MULTIPLE OWNER WORK PLAN (“Work Plan”) is to commence on the _____ of _____, 20____ and is in reference to the Management Services Agreements between _____ Housing Authority, dated _____, [Enter additional Housing Authorities here] (the “Owners”) and Housing Authority (the “Management Agent”).

1) Subject of Management Responsibilities:

- A. The property (the “Development”) to be managed by the Management Agent under this Work Plan is a housing development or developments consisting of the land, buildings, and other improvements described in Attachment A.
- B. The programs (the “Programs”) to be managed by the Management Agent under this Work Plan include rental voucher programs and other programs administered by the Owner other than public housing programs and are also identified in Attachment A.

2) Scope of Work:

In addition to the scope of work set out in the Management Services Agreements, and a Management Work Plan(s), if applicable, a written plan must be provided by the Management Agent to DHCD that demonstrates feasibility of managing multiple Owners at once. The Work Plan may be organized in any format but shall include the following items:

- A. A budget and written description of how the Management Agent will allocate personnel and other costs across each LHA;
- B. Identification of Management Agent costs that the Management Fee will likely cover; and
- C. For each Owner, a list of the established goal(s), measureable outcomes(s) and target date(s) within the proposed term of the Agreement.

For each Owner and across all LHAs, indicate:

- A. The proposed administrative staff hours and maintenance staff FTE allocations;
- B. The capacity of the budget to support the proposed administrative and maintenance staff allocation at each LHA without the need for a budget exemption or a Management Fee higher than the allowable maximum;
- C. Any proposed or in-place cost or time-saving measures, such as service contracts; and
- D. Why the parties believe that the proposed goals, outcomes and target dates are meaningful and reasonable.

ATTACHMENT A

Identify all Owner Developments and Programs under the Management Agent's management.