

SCOPE OF WORK

Legal Aid Services

The awarded vendor will work with NAHAC Nevada's Homeowners Assistance Fund (HAF). The vendor will provide legal information, counsel and advice, and representation to Nevada homeowners impacted by COVID-19 and in danger of losing their home. Specific details of each of the required areas of responsibility are outlined below.

- Work as a partner with NAHAC in providing legal assistance for homeowners who have been impacted by Covid-19 including those homeowners who qualify under vendor's guidelines but do not qualify for the HAF program. Legal assistance will include information, counsel and advice, brief service, and/or representation.
- Allow NAHAC to provide vendor information, including contact and phone number, as an available source of information for the homeowners who reach out to NAHAC and may have additional legal questions on the program. This information will be available by phone as well as on our website.
- Refer homeowners to NAHAC for potential HAF assistance.
- Designate a staff member to be part of a committee that consults on an outreach plan and outreach efforts.
- Participate in community events that allow potential applicants of the program to ask questions and apply in person.
- Assist with alerting and educating homeowners, verbally and with printed materials, on avoiding scams, specifically highlighting that there is no cost for applying and participating in the HAF program.
- Partner with NAHAC and HUD Housing Counseling Agencies on community functions and outreach programs aimed at educating homeowners with regards to homeownership, home retention, questions on the program, their legal rights, the foreclosure process, and exit strategies.
- Provide monthly reports on services provided to homeowners, including homeowners referred to vendor from NAHAC and homeowners who utilized services under the scope of work, that include the type of assistance received, income and ethnicity information, and the number of people in the household, as well as any additional information required by US Department of Treasury and/or The State of Nevada Department of Business and Industry, Housing Division
- Provide NAHAC with recommendations of existing events and outreach ideas vendor is hosting, participating, planning, or aware of that may assist NAHAC in making the HAF program available.