



Massachusetts Housing Finance Agency

**One Beacon Street
Boston, MA 02108**

REQUEST FOR PROPOSALS

FOR

BOND COUNSEL

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I. STATEMENT OF PURPOSE

The Massachusetts Housing Finance Agency (“MassHousing” or “Agency”) is requesting proposals pursuant to this Request for Proposals (“RFP”) for one or more nationally recognized law firms to provide counsel with respect its multi-family and single-family bond and note programs and, as needed, on MassHousing’s disclosure obligations in connection therewith. Only firms that have acted as bond counsel, disclosure counsel, or underwriters’ counsel on three (3) or more housing bond issues for housing finance agencies (“HFAs”) within the last three (3) years will be considered and may submit a proposal.

II. BACKGROUND

MassHousing is a body politic and corporate and a public instrumentality of the Commonwealth of Massachusetts (the “Commonwealth”) established by Chapter 708 of the Acts of 1966, as amended (the “Act”), to increase the supply of residential housing in the Commonwealth for occupancy by persons and families of low- and moderate-income. MassHousing is empowered by the Act, among other things, to issue bonds and notes to finance owner-occupied, residential housing for persons and families of low and moderate income and to make mortgage loans to sponsors of rental housing projects. MassHousing issues its bonds and notes for its multi-family and single-family housing programs under various bond resolutions and has approximately \$3.3 billion bonds outstanding under its multi-family bond resolutions and \$1.9 billion under its single-family bond resolutions as of January 31, 2025.

MassHousing is organized around seven primary business lines: Rental Business Development, Rental Underwriting, Rental Management, Home Ownership Lending, Home Ownership Production, Home Ownership Servicing and Operations, and the Mortgage Insurance Fund. Support services such as accounting and financial reporting, legal, and information technology are provided by a group of corporate offices.

MassHousing’s Rental Management business line oversees a portfolio comprised of mortgage loans originated by MassHousing’s Rental Business Development and Rental Underwriting business lines, and this entire portfolio is serviced in-house. MassHousing’s servicing of this portfolio includes regulatory oversight and compliance with requirements stemming from various housing subsidy contracts. Rental Management also provides regulatory and subsidy contract administration services to other entities, principally the United States Department of Housing and Urban Development (“HUD”).

MassHousing’s Home Ownership business line oversees a portfolio of single-family mortgage loans to first time homebuyers and other qualified borrowers. These loans were originated by MassHousing-approved lenders across the state under MassHousing’s auspices and then subsequently purchased and serviced by MassHousing.

The Mortgage Insurance Fund (“MIF”) was established to provide an additional source of primary mortgage insurance for certain borrowers. MIF is the primary insurer for single-family loans made by MassHousing and is also an insurer approved by the Federal Home Loan Mortgage

Corporation (Freddie Mac), the Federal National Mortgage Association (Fannie Mae) and Massachusetts community banks and credit unions.

In fiscal year 2024 (which ended on June 30, 2024), MassHousing originated nearly \$1.08 billion in new loans comprising:

- \$648,000,000 million in 30 transactions creating or preserving 3,263 rental units; and
- \$432,000,000 million for 2,532 loans to low- and moderate-income homebuyers and homeowners

For additional information about MassHousing, please visit our website at www.MassHousing.com. For a detailed overview of MassHousing, including its financials, please review the most recent MassHousing Information Statement, and Annual Report. Both documents as well as others can be found on the MassHousing website at <https://www.masshousing.com/en/about/investors>.

III. SCOPE OF WORK

See **Attachment A**

IV. CONTENT OF PROPOSALS

This RFP is designed to elicit all information considered essential to evaluating each proposal. There is no intent to limit the content of the proposals. Respondents may include such additional information as may be appropriate, or offer alternate solutions, but should not exclude any information requested in this RFP.

Proposals must be in word-searchable PDF format and bookmarked in the exact form and sequence as described in this RFP. Additional information, if provided, should be added at the end of the proposal under its own bookmark(s).

Your submission must be limited to 20 pages (excluding exhibits). The proposal format must be with one-inch margins and 12-point font (Times New Roman). A brief (2 page) cover letter should accompany each proposal. The cover letter does not count against the 20-page proposal limit.

In support of MassHousing's longstanding commitment to confront the housing challenges facing the Commonwealth to improve the lives of its people, MassHousing will prioritize organizations who align with the Agency's values and its commitment to diversity, equity, and inclusion.

All proposals should contain the following information:

A. Cover letter Letter/Firm Description/Executive Summary

Proposals must be accompanied with a cover letter (no more than 2 pages) on firm stationery or letterhead and signed by an individual legally authorized to bind the firm. The cover letter should identify the individual(s) involved in preparing the proposal, as well as a single point of contact for the firm. The cover letter should contain or be accompanied by a detailed description of the firm (including background on the firm's financial stability) as well as a summary of the contents of the proposal.

MassHousing is an equal opportunity employer and seeks to provide procurement, contracting and employment opportunities for minority, women, veterans, LGBT, and persons with disabilities. We encourage responses from entities which describe strategies to actively promote and recruit diverse vendors, workers, and contractors. Responses that describe the benefits of direct, specific, and measurable access to employment and contracting opportunities created by the proposed project will be favorably reviewed.

B. Experience and Qualifications

1. Proposals should describe the relevant experience of the firm and of the key personnel that will be providing the services. MassHousing will expect the individuals listed in response to this question will constitute the principal members of your team if your firm is selected as Bond Counsel. Include information related to office location(s) in Massachusetts, including number of employees located in Massachusetts.
2. Relevant experience includes not only services similar to those being sought by MassHousing but also any past experience with entities similar to MassHousing. More specifically, please include information regarding your experience with the following:
 - HFAs, if any, to which your firm is or has been Bond Counsel. Please specify whether your firm represented the Single-Family or Multi-Family departments within the HFA, whether other bond counsel was also employed by the HFA, and what portion of the HFA's bond work your firm performed. Please also provide the name of your principal contact(s) at the HFAs for which you have been Bond Counsel at any time during the last three years, along with the telephone numbers and e-mail addresses of your contact(s).
 - Public Agencies, Authorities, States and Municipalities for which you have served as Bond Counsel.
 - HFA transactions for which your firm has acted as Underwriters' Counsel within the last three (3) years. Please provide specific information as to the type of issues involved, the issuer, the lead underwriter and the services you performed.
 - HFAs, if any, for which your firm has provided legal services of any kind, other than as Bond within the last three years. Please describe the nature of these services.

- For the first two bullets above, please provide an attachment listing each Multi-Family or Single-Family Bond Issue for which you served as Bond Counsel during the years 2022 through the date of your response. For each issue listed, indicate: (1) the date of issue; (2) par amount; (3) type and purpose of the issue; and (4) a brief discussion of any special or unusual problems encountered and the contribution made by your firm to the resolution of such problems.
3. Please indicate your experience in preparing and/or filing of Continuing Disclosure Undertakings in connection with Rule 15c2-12 promulgated by the Securities and Exchange Commission and provide any information that will assist MassHousing in evaluating your expertise in complying with this regulation.
 4. Please describe the role, if any, you have played as Bond Counsel during the last three years in assisting housing finance agency staff regarding underlying loan structure, compliance of loan programs with federal tax requirements and/or applicable state law provisions.
 5. Please provide specific information regarding your experience and expertise during the last three years with respect to the following:
 - a. Federal tax issues related to housing bond issues, including the use of 4% and 9% low-income housing tax credits;
 - b. Bond refundings, particularly refundings of housing bond issues;
 - c. Variable rate financings, credit enhancements, multi-modal bonds, derivatives, and other financing techniques which may be utilized for housing finance;
 - d. Use of HUD subsidy and insurance programs, including FHA/HFA/FFB risk sharing insurance;
 - e. Recycling of volume cap in multi-family and single-family issues;
 - f. Use of mortgage insurance products and other financing techniques utilized in connection with single-family loan programs; and
 - g. 501(c)(3) bond structures.
 6. Please provide information regarding any innovations, techniques, areas of special expertise, and other qualifications which are not included above, or which you wish to emphasize. In particular:
 - a. Describe any unique ideas or capabilities your firm might have for the structuring of MassHousing Bonds; and
 - b. Discuss how your firm can be helpful specifically to MassHousing as it seeks to develop new and innovative housing programs.
 7. Please provide your assessment of the problems and opportunities you foresee for bond issues over the next two to three years, and the role your firm can play in assisting MassHousing to minimize the problems and enhance MassHousing's opportunities.
 8. Please describe what procedures and programs your firm has with respect to informing HFAs for whom you act as Bond Counsel about tax law changes, security law changes,

recent developments with respect to marketing municipal bonds, and other relevant state and federal law changes which may affect MassHousing's programs. Please give examples, where relevant, of such activities for any HFA clients in the last five years.

9. Please provide details as to the nature and amounts of your firm's professional liability insurance.

C. Diversity, Equity & Inclusion Plan

Please provide the following information about your organization's commitment to the principles of diversity, equity and inclusion and related activities.

Organizational and Workforce Diversity

1. Describe your organization's activities that reflect your commitment to diversity, equity and inclusion and the impact, if any, it has on your organization's competitive position.
2. Describe the diversity makeup of your executive leadership team. Please provide the breakdown by gender and ethnicity.
3. Please provide documentation if your firm is certified as a diverse business (M/WBE, veteran-owned VBE, LGBT-owned, and/or disability-owned business).

Vendor/Consultant/Supplier Diversity

1. For all vendor/consultant/supplier goods and services purchased in the last three years, what is the dollar volume/percentage paid to M/WBE, veteran-owned VBE, LGBT-owned, and/or disability-owned businesses?
2. What are your proposed partnerships, spending goals and commitments regarding increasing purchases of goods and services from diverse businesses?

D. References

Please provide a list of at least three (3) issuers that MassHousing may contact as references for which the respondent has provided similar services within the past three (3) years, including:

1. Name, address, and phone number of each issuer.
2. General description of the engagement; and
3. Contact name and telephone number(s) of those who can talk knowledgeably about their experience with the respondent.

In addition, please indicate any cases in which your firm was not re-hired as either Bond Counsel within the last five years.

E. Project Plan

Provide a step-by-step project plan for performing and completing the solicited services as described in Attachment A. Your Project Plan should include:

1. Key personnel and their roles in providing the service.
2. Your general approach and methodology in providing the services. You may provide suggestions or alternatives to any approach described in Attachment A as long you also respond to the described approach.
3. Details about project phases, including a list of deliverables, sign-off points, timelines, milestones, software components (if any), subcontractors, and training.
4. Expectations of MassHousing's staff to assist with the process.

F. Support

MassHousing expects the successful Respondent to be ready and available to answer questions, provide ongoing information as to any changes in the law or developments of interest to MassHousing, provide any necessary training to staff on an as needed basis, and assist MassHousing with transactions on MassHousing's schedule. Please describe how the firm can meet these support objectives.

G. Adverse Actions

Please include a description of any insurance claim, criminal investigation or material litigation against your firm or members of your firm in the last five (5) years, any instances in which your firm has been debarred by state or federal government and the circumstances for the debarment, as well as a summary of any formal complaints filed against your firm or members of your firm containing allegations of discrimination in the last five (5) years.

Please include whether the firm has represented clients that have been found by a court to have caused actionable harm, damage, or loss to a LIHTC project, partner, or sponsor, or to have violated or breached a LIHTC requirement, covenant, or partnership obligation, including without limitation refusal to honor a LIHTC right of first refusal/right of first option in favor of a non-profit sponsor executed concurrent with the initial tax credit equity closing for a LIHTC project.

H. Conflicts of Interest

Please describe any facts you are aware of that would result in a conflict of interest with MassHousing if a contract was awarded to your firm.

In addition, please specifically address Rule 1:07 of the Massachusetts Rules of Professional Conduct. Please describe your firm's procedures for identifying and resolving conflicts of interest and any issues that may arise under the Massachusetts State Ethics Law.

I. Pricing

Please provide a detailed pricing structure for delivering the services (use a matrix or chart if necessary), including discussion of the following:

1. Your firm's fee structure, specifying the availability of reduced hourly fee provisions for certain clients (by category), and the methods your firm proposes to use in charging for services to be provided, including, if appropriate, billing methods other than hourly rates. Please also specify whether your firm would propose different fee arrangements based on the type of work performed (i.e., for legal services other than bond issuance such as legislation and post-issuance program maintenance), and how your firm proposes to bill MassHousing for expenses, including travel, and specify if your firm has a Boston office.
2. The actual amount of your fees in connection with three or more bond issues for which your firm served as Bond Counsel in the last three years. Please provide information about the size of the issue, the credit enhancements used, the term of the issue, and any unusual aspects of the transaction.
3. How your firm can help MassHousing reduce the costs of issuing bonds. In particular, how your firm can reduce legal and other transaction costs for smaller but more frequent bond issues.

V. METHOD OF SELECTION/AWARD

A. Contract Award

Contract will be awarded to the respondent(s) whose proposal is determined to be the most advantageous to MassHousing, in its sole discretion, taking into account price and other evaluation criteria as set forth in this RFP.

One or more contracts may be awarded to proposals submitted in response to this RFP.

MassHousing reserves the right to select more than one law firm to provide services in response to this Request for Proposals to act as bond counsel for its multi-family program or single-family program or for both programs. In each case the term of the engagement will be for a period of **three to five years** and further renewed at the discretion of MassHousing. MassHousing also reserves the right to terminate the contract if it believes the bond counsel is not delivering the appropriate services.

MassHousing reserves the right to negotiate the terms of the contract(s), including the contract amount(s), with any selected respondent prior to entering a contract. The contents of the respondent's proposal and this RFP, and any amendments thereto, shall become contractual obligations if an engagement of services ensues. Contract selections should be distinguished from a contract award. Contracts will not be considered awarded until negotiation of terms is final. Failure of a successful respondent to accept these obligations in contractual agreement may result in cancellation of a respondent's selection. If contract negotiations cannot be concluded successfully with any selected respondent(s), MassHousing may, in its sole discretion, negotiate a contract with another respondent.

By submitting a proposal pursuant to this RFP, the selected respondent agrees to enter into an agreement with MassHousing on MassHousing's form or on the firm's engagement form, as approved and with any modifications required by MassHousing.

B. Evaluation of Proposals

Proposals submitted in accordance with this RFP will be evaluated by a selection committee composed of MassHousing staff. All respondents will be notified of the outcome of the review of their proposal. Proposals will be evaluated pursuant to the following criteria:

- Responsiveness to requirements of RFP
- Financial and organizational stability of respondent
- Understanding of proposed scope of services and approach in addressing MassHousing's specific needs and objectives
- Quality and timeliness of proposed work plan
- Technical capabilities (in terms of personnel, equipment, and materials) and management plan (including staffing of key positions, method of assigning work, and procedures for maintaining level of service)
- Diversity, Equity & Inclusion plan
- Demonstrated experience and qualifications of respondent and respondent's staff assigned to perform the solicited services
- Ability to provide a cost-effective solution to meet the needs of MassHousing; and
- Demonstrated successful past performance based on references.

VI. SCHEDULE AND INSTRUCTIONS

A. Number of Proposals and Due Dates

Searchable, electronic documents in PDF format of the written proposals in response to this RFP should be sent via email to Amy Quimby at AQuimby@masshousing.com and must be received no later than 3:00 p.m., Eastern Time, on April 11, 2025. Please type "[Name of your Firm]-Bond Counsel RFP" in the subject line of the email.

Proposals may not be submitted by hard copy or facsimile. Proposals delivered after the response deadline may not be considered.

B. Summary Selection Timetable

Following initial review of the proposals, MassHousing will identify those respondents it elects to interview. Interviews will be scheduled within the two (2) weeks after the response deadline and MassHousing will attempt to provide respondent’s with at least one week’s notice before scheduling an interview. If your firm is selected for an interview, key individuals from your team providing services to MassHousing should be in attendance.

The anticipated timetable for the evaluation process and subsequent project activities are summarized below:

| <u>Date</u> | <u>Task</u> |
|----------------|-----------------------|
| March 17, 2025 | Distribute RFP |
| April 11, 2025 | RFP Response Deadline |
| May 23, 2025 | Final Selection |

This anticipated timetable is for reference purposes only and is subject to change at MassHousing’s sole discretion. A copy of this RFP, as well as any addenda thereto, will be posted on www.masshousing.com/rfp. Schedule changes and/or other RFP revisions, including date, time, and place changes, if any, will be posted on the website on a weekly basis. In addition, after the RFP Response Deadline, changes may be sent directly to Respondents at the contact information provided.

C. Single Point of Contact

Any questions regarding this RFP or the selection process may only be made in writing to Amy Quimby, General Counsel at aquimby@masshousing.com. Such inquiries must be made between March 17, 2025 and April 4, 2025. No employee of, nor any other person or party (whether paid or unpaid) acting on behalf, at the direction, or for the benefit of, any firm submitting a proposal may make any inquiries with respect to this RFP to any other MassHousing employee, any Board Member of MassHousing, or any officer of the Commonwealth of Massachusetts or other state agency official until final selections have been determined and publicly announced by MassHousing.

VII. ADDITIONAL PROVISIONS

A. Confidentiality

By accepting to respond to this RFP, respondent expressly acknowledges that MassHousing’s business procedures, ideas, inventions, plans, financial data, contents of this RFP, and other MassHousing information are the sole and exclusive property of MassHousing. The Respondent also agrees that it will safeguard such information to the same extent it safeguards its own

confidential material or data relating to its own business information that is of a confidential or proprietary nature. Federal and state laws require that MassHousing maintain an information security program to protect certain personal information related to individuals who are customers, business partners, vendors, or employees of MassHousing. This information includes the following: (1) nonpublic personal information protected by the Safeguards Rule of the Gramm-Leach-Bliley Act (15 U.S.C. § 6801 et. seq.) and implementing regulations (16 C.F.R. Part 314); consumer reports protected under the federal Fair Credit Reporting Act, as amended by the 2004 FACT Act (15 U.S.C. § 1681 et. seq.); and any other information pertaining to individuals subject to data security, data security breach notification, and identity theft prevention laws. If MassHousing grants respondent access to its networks or otherwise allows respondent to view personal information related to individuals who are customers, business partners, vendors, or employees of MassHousing, respondent shall comply with all federal and state laws protecting such information while working at MassHousing's facility, while using MassHousing's protected information, and while connected to MassHousing's network. It is MassHousing's policy to employ the services of outside investigative agencies to conduct background checks on individuals with access to its networks. In submitting its proposal, respondent acknowledges that it will be required to submit to such background checks of its impacted employees at MassHousing's request. If awarded the contract, respondent shall comply with MassHousing's information security program by (1) implementing and maintaining measures designed to meet the information security objectives of federal and state laws; (2) using and disclosing customer information solely for the purposes of performing the contract; and (3) providing MassHousing with copies of the results of any internal and external audits or tests of the effectiveness of MassHousing's information security measures.

B. Non-Discrimination

In connection with the performance of work under this contract, the respondent agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, marital status, familial status, sexual orientation, gender identity or expression, pregnancy, genetic information, veteran status, alienage or citizenship status, ancestry, national origin, or any other characteristic protected by applicable federal, state, or local laws. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The respondent further agrees to take affirmative action to ensure equal employment opportunities for those applicants of protected groups referred to above. The respondent agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.

C. Rights of MassHousing

MassHousing is soliciting competitive proposals pursuant to a determination that such a process best serves the interests of MassHousing and not because of any legal requirement to do so. MassHousing accordingly reserves the right to accept any proposal; to withdraw or cancel this RFP; to modify or amend, with the consent of the proponent, any proposal prior to acceptance;

to reject any or all proposals or waive any informality and otherwise to affect any agreement that MassHousing in its sole judgment, deems to be in its best interest.

D. Use of Respondent Proposal

All material submitted becomes the property of MassHousing and will not be returned. If the respondent intends to submit confidential or proprietary information as part of the proposal, any limits on the use or distribution of that material should be clearly delineated in writing. Respondent should be aware that MassHousing is a quasi-public governmental agency subject to Massachusetts General Laws, Chapter 66, sections 1-18, therefore, any information submitted to MassHousing (even if marked as confidential or proprietary) may be subject to disclosure under the Massachusetts Public Records Law.

MassHousing reserves the unrestricted right to copy and disseminate the respondent materials for internal review.

E. Respondent Proposal Costs

All respondent proposal related costs, including but not limited to, proposal preparation and presentation, system demonstrations, documentation, site visits, in-depth briefing for MassHousing, and negotiation meetings are entirely the responsibility of the respondent and shall not be chargeable in any manner to MassHousing. MassHousing will bear the costs of sending its own staff to respondent headquarters and respondent client sites if such meetings are required.

Attachment A
SCOPE OF WORK

The Firm(s) selected will be expected to act as bond counsel for the Agency on all aspects of bond issues, as assigned. The selected Firm(s) must have knowledge of, and expertise in, sophisticated financing structures, including direct experience with single-family mortgage revenue bond indentures, multi-family bond indentures, tax-exempt and taxable bond financing, tax treatment of variable rate and fixed rate debt of similar scale and size to the financings that comprise the Agency's portfolio. Such services would be expected to include, but need not be limited to, the responsibilities included below.

The overall responsibilities of the successful Respondent will include, at a minimum, the tasks indicated in this section below.

With respect to single-family financings, the selected Firm(s) will be expected to advise with respect to the structuring of transactions, as well as offer tax, compliance, and regulatory guidance with respect to each financing and overall single-family program operations. The selected Firm(s) must have expertise in federal income tax and regulatory matters sufficient to assist in the operation of the single-family mortgage revenue bond program.

With respect to multi-family financings, the selected Firm(s) must have direct recent experience with bond transactions involving Section 42 low-income housing tax credits, rental housing bond financings, financings involving both tax-exempt and taxable bonds, federal housing subsidy programs, public bond sales involving original issue premium and discount, tax treatment of acquisition financing, treatment involving long-term management and short-term tax-exempt loans with banks, operating agreements and long-term restrictive covenants and other financing structures. The selected Firm(s) must be capable of providing advice with respect to the structuring of transactions, and offer tax, compliance, and regulatory guidance with respect to each financing and overall multi-family and single-family program operations.

The successful Respondent will have expertise and proficiency in all aspects of complex and technical (a) bond financings, (b) real estate matters, and (c) security and tax compliance issues.

It is MassHousing's customary practice for Bond Counsel to draft and coordinate the production of the offering document for each issue.

Without limitation, selected Firm(s) will be expected to assist the Agency with the following:

- Rendering the bond counsel opinion regarding the validity and binding effect of the bonds, the source of payment and security for the bonds, and the excludability of the interest on the bonds from gross income for federal and state (if applicable) income tax purposes;
- Interpreting and applying the IRS rules and regulations to the bond yield and mortgage yield calculations;
- Preparation and review of documents necessary or appropriate to the authorization, issuance,

sale, and delivery of the bonds, coordination of the authorization and execution of these documents, and review and, where appropriate, drafting of enabling resolutions or legislation;

- Reviewing or preparing pool insurance policies, bond insurance policies, insurance agreements, reimbursement agreements, premium letters, no arbitrage certificates, letters to the trustee, issuer letters of representation to The Depository Trust Company, swap agreements, liquidity facilities, and other documents and agreements customarily required in the issuance of bonds;
- Reviewing use of proceeds to ensure compliance with applicable State and federal laws and regulations, particularly arbitrage and rebate compliance;
- Assisting MassHousing in seeking from other governmental authorities any approvals, permissions, and exemptions necessary or appropriate in connection with the authorization, issuance, sale, and delivery of the bonds;
- Reviewing legal issues relating to the structure of any bond issue;
- Preparing notices relating to any bond issue;
- Reviewing or preparing those sections of the offering document to be disseminated in connection with the issuance and sale of the bonds that relate to the bonds, financing documents, bond counsel opinions, and tax exemption;
- Assisting MassHousing in presenting information to bond rating organizations and credit enhancement providers relating to legal issues affecting the issuance of the bonds;
- Reviewing or preparing the bond purchase contract for the bonds and reviewing or drafting the continuing disclosure undertaking of MassHousing;
- Consulting with other parties and professionals engaged in the transaction;
- Conducting the bond closing and preparation of bond transcripts of the proceeding;
- Submitting to MassHousing, prior to each bond issue, the anticipated allocation of responsibilities and fees;
- Preparing and filing required federal and/or state forms, including, but not limited to, IRS Form 8038;
- Post-closing activities such as responding to IRS examinations, reviewing and performing rebate calculations, and preparing continuing disclosure documents;
- Providing updated Borrower's Tax Certificate or other templates as necessary;

- Providing guidance or general bond compliance training to Agency staff as requested;
- Performing such other services as are typically provided or expected to be provided by bond counsel; and
- Providing such other legal services as requested.