

Procurement Summary

Basic Information

Procurement Title:	Housing Management and Maintenance Training
Agency:	Department of Housing Preservation and Development
Agency Email Contact:	JB1@hpd.nyc.gov

Procurement Description:

The Housing Management and Maintenance Training contract will provide training workshop classes in building management to residential building owners and managers; Tenant Interim Lease (TIL) Tenant Association members and officers; and, Housing Development Fund Corporation (HDFC) shareholders and Board of Directors.

The course curriculum is designed to train and familiarize participants with sound building techniques and principles.

- Topics covered in the classes offered will include but is not limited to: management needs of different types of residential ownership; basic knowledge of building systems; NYC's Housing Maintenance Code; tenant relations; housing court procedures; Fair Housing; and, information on City and Federal lead-paint regulations (Local Law and Title X).
- The modules will include property management skill development directed to both TIL and HDFC tenant association members and officers such as: Anti-abandonment workshops; building finance and monthly financial reporting; environmental hazards including pest management control, fire safety, mold and remediation techniques; tenant, shareholder relations including conflict resolution; green building concepts; and, seminars to develop and maintain a healthy cooperative environment including leadership, shareholder training, selling apartments, Co-op management.
- The courses consist of a series of sessions presented multiple times over each contract year. A course catalogue will be prepared and presented detailing the available workshops.

HHS Accelerator Service Applications:

To receive this RFP in the HHS Accelerator system, you must have an approved Service Application for **at least one** of the following:

- Housing
- Facility Management
- Community Engagement
- Life Skills
- Homelessness Prevention
- Outreach
- Conflict Resolution/Mediation
- Entitlement Assistance
- Financial Counseling