

FROM: Jay Bernstein, Deputy Agency Chief Contracting Officer, NYC Housing Preservation and Development

TO: Prospective Respondents to the Request for Qualifications for Qualified Marketing Agents

SUBJECT: Addendum #5 to the Request for Qualifications for Qualified Marketing Agents

DATE: February 1, 2021

ADDENDUM #5

The Department of Housing Preservation and Development is issuing **Addendum #5** to the Request for Qualifications for Qualified Marketing Agents (“RFQ” hereafter).

I. QUESTIONS AND ANSWERS

a. RFQ Questions by email

The following Questions were presented to HPD via email between 1/19/2021 and 1/21/2021. The Answers to those Questions are provided below for clarification and information purposes only, and do not change the terms and conditions as contained in the issued RFQ:

Question #1: I attended the HPD Marketing RFQ training and have a follow up question regarding LIHTC and Fair Housing certification. I reviewed the materials provided but was unable to find the recommended organizations who provide Fair Housing and/or LIHTC Certifications. Do you have recommendations on organizations who conduct those trainings?

Answer #1: See chart below for some examples of training providers. Please note that HPD/HDC cannot recommend any training provider over any other.

Training	Marketing Agent staff requirement by staff role	Training provider	Examples of training providers
Low Income Housing Tax Credit (“LIHTC”) compliance certification	At least one manager, and LIHTC compliance training is required for all staff reviewing applications for eligibility	Certified third-party provider	<ul style="list-style-type: none"> National Center for Housing Management (4-day webinar) Nan Mckay (3-day webinar) Quadel (4-day webinar)
Fair Housing certification	At least one manager and all staff conducting eligibility appointments and reviewing applications	Certified third-party provider	<ul style="list-style-type: none"> National Center for Housing Management (3-day webinar) Nan Mckay (2-day webinar)

HPD Marketing training certification	At least one manager and all staff conducting eligibility appointments, reviewing applications, and managing the lottery log and relevant correspondence	HPD	N/A
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Question #2: I am working on the Marketing RFQ and would like verification that the Fair Housing Institute is a certified trainer. Would a Fair Housing Certificate from this organization be accepted as part of the Marketing RFQ? If not, would you please provide me with a list of certified trainers.

Answer #2: See Section III. A. (“Completion of Mandatory Trainings”, page 6) of the RFQ for information about required trainings, as well as Question #8 answer above.

II. CHANGES TO THE RFQ

The following changes have been made to the RFQ:

a. Section II. A. (“Application”, page 3)

Delete:

The second pre-submission conference will take place on Wednesday, February 3, 2021 from 11:00am to 12:30pm.

Replace with:

The second pre-submission conference will take place on Friday, March 5, 2021 from 11:00am to 12:30pm.

Approved for issuance by ACCO Office:

Jay Bernstein

Jay Bernstein

Deputy Agency Chief Contracting Officer

NYC Housing Preservation and Development

END OF ADDENDUM #5