TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Request for Qualifications from Qualified Fair Housing Training Providers

I. Approval of Fair Housing Training Providers

The Texas Department of Housing and Community Affairs (the "Department" or "TDHCA") hereby requests qualifications from Fair Housing Training Providers ("Providers") that wish to be placed or to remain on the Department's approved fair housing training provider list. This list is maintained on the Department's website and is utilized by Development Owners, managers, architects and engineers as it relates to multifamily residential rental developments awarded under the Department's Housing Tax Credit Program. Providers that are interested in being considered by the Department for approval should submit their qualifications as outlined below. Providers may be approved for a period of two years, after which they must re-submit their qualifications for subsequent approval by the Department.

II. Submission of Qualifications

Qualifications must be submitted through email, in the form of a Microsoft Word or Adobe PDF attachment, to the email address below:

Texas Department of Housing and Community Affairs
Attention: Shannon Roth
shannon.roth@tdhca.state.tx.us

III. Documents Required in Submission

Provide an overview and outline of each of your training courses that includes, but is not limited to, the following information:

1. Whether the training is an online internet course or taught live in a classroom;
    a. For online internet courses, there must be a mechanism in place to ensure the participant must be engaged and must review all modules of the training materials before completing the examination for the course.
    b. For online internet courses, the Department must be provided access to review the actual course online.
2. Provide the minimum score required to pass the exam.
3. Provide a copy of the certificate given to participants who complete the course.
    a. Include the Name of Course
    b. Include the Name of the Provider
    c. Number of hours completed
4. Provide a copy of all training materials distributed to participants.
5. Provide the qualifications of the course instructor(s).

IV. Cancellation

The Department reserves the right to accept or reject any proposals under this RFQ. In releasing this RFQ, the Department is not obligated to proceed with any action, and may decide it is in the Department's best interest to discontinue consideration of services.