

QSP 2023-8050;
HCV HOTMA Training
ATTACHMENT A: SCOPE OF WORK



1.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S): The **Housing Choice Voucher Program (HCVP)** is seeking a vendor to provide training on the new HUD mandated rules enacted under the [Housing Opportunity Through Modernization Act of 2016](#) (HOTMA) that affect the public housing and Section 8 rental assistance programs. The Housing Opportunities Through Modernization Act of 2016 (HOTMA) was signed into law on July 29, 2016, amending many aspects of HUD’s rental assistance programs, streamlining processes, and reducing burdens on housing providers.

- Section 102: Changes requirements related to income reviews for the Public Housing and the Housing Choice Voucher (HCV) program.
- Section 103: Modifies the continued occupancy standards of Public Housing residents.
- Section 104: Sets maximum asset limits and establishes exclusions from net family assets for Public Housing and HCV applicants and participants.

The HOTMA Final Rule implementing Sections 102, 103 and 104 of the law was published in the Federal Register on February 14, 2023.

- Updates the HUD regulations pertaining to family income, assets, and continued occupancy in the Public Housing Program
- Notice PIH 2023-03 Final Implementation of the PH Over-Income Limit was published on HUD’s website on March 13, 2023
- Notice PIH 2023-27/H 2023-10 Implementation Guidance: Sections 102 and 104 of HOTMA, has now been published on HUD’s website, dated September 29, 2023

CMHA’s HCV Program has a baseline of 11,893 vouchers with over 3,500 property owners participating with the program with a staff of approximately 55 employees responsible for the day to day administrative operations. CMHA’s HCV program also has a Family Self Sufficiency (FSS) and a Home Owner Programs of over 400 participants at any given time. CMHA is the third largest Housing Authority in the state of Ohio.

Respondents must have direct knowledge and experience of the HCVP rules and regulations governing the program and be able to distinguish the differences between current rules and the new mandatory changes as well as the discretionary rules of HOTMA. CMHA is requiring two onsite sessions of training.

What regulations cover this program?

Regulations are found at [24 CFR Parts 982, 983, 984 and 985.](#)

2.0 GENERAL REQUIREMENTS:

2.1 Training will occur during normal working hours and must be in full compliance with the regulations governing all HCV Program rules, regulations and HOTMA mandates.

2.1.1 Training must be in-depth to provide visual and written information within the training presentation.

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- 2.1.2** The training must provide an understanding of the new rules and how it impacts the operations of CMHA's Voucher Program and program participants
- 2.1.3** Respondents must provide, at their own expense, all equipment, labor, materials, supplies, tools, etc., necessary to perform all of the required services, under this solicitation and any resulting contract.
- 2.1.4** CMHA reserves the right, if in its best interest to do so, to request a change in products (i.e. brand or type of product) used by the contractor should the produce be deficient and/or not in accordance with CMHA's Gold Standards.
- 2.1.5** Respondents shall only utilize certified, trained and experienced employees to perform the services requested.
- 2.1.6** Respondents shall detail length of time for each training session. Ex. 8 hr./1 day; 2-day training.
- 2.1.7** Respondents must identify agenda for training to coincide with section 2.1.6 above.
- 2.1.8** Respondents personnel shall be neat and conduct all work in a professional and efficient manner. If any employee of Contractor is deemed unacceptable by CMHA, Contractor shall immediately replace such personnel with an acceptable substitute to CMHA.
- 2.1.9** Respondents shall inform CMHA Procurement within two (2) working days of any change in contact information, including but not limited to contact personnel, mailing address, physical address, phone numbers and email addresses.

3.0 Performance Standards

- 3.1** Failure to complete training as proposed and contracted will result in a \$200 penalty per day delay;
- 3.2** 10% reduction for failure to provide detailed training material in accordance with scope listed;
- 3.3** Contractor will ensure their ability to perform all services awarded. A Contractor claiming inability to perform a service due to insufficient staffing is not acceptable. If Contractor is unable to do the work for which they submitted a quote/proposal, the Contractor's contract for that work will be cancelled in whole or that part of the contract will be inactivated and no longer considered for award.
- 3.4** In the event of a schedule conflict, vendors will service CMHA and/or TPS first. Failure to do so will result in the vendor being sent a Notice to Cure to complete the

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service. If the vendor does not complete the service within the date specified on the Notice, another vendor may be contacted to perform the service. Per Section 2.4 of the General Terms and Conditions, three warnings (Notices) will result in vendor termination. (This situation is avoidable by arranging a schedule with the Property Manager for services.)

- 3.5** Failure to comply with all of the requirements in the resulting contract and/or the requirements in the purchase order may result in a reduction of the consultant's fee by 10% for that service
- 3.6** Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to CMHA after completion of work or receipt by CMHA in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 3.7** CMHA may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service and may be considered by CMHA in the award of future work under this contract and award of future contracts.

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4.0 The Authority’s Motto and Gold Performance Standards

In 2012, the Authority implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

It is the Authority’s intent that the contractor will also adhere to these standards.

5.0 Unauthorized Sub-Contracting Prohibited: The contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this contract (including, but not limited to, selling or transferring the contract) without the prior written consent of Procurement. Any purported assignment of interest or delegation of duty, without the prior written consent of Procurement shall be void and may result in the cancellation of the contract with CMHA/TPS, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by Procurement.