

## 2008 NAHRO AWARDS

### AGENCY AWARDS OF MERIT IN HOUSING AND COMMUNITY DEVELOPMENT

#### ADMINISTRATIVE INNOVATION

#### PROCUREMENT TRAINING: PROPERTY MANAGEMENT COMPANIES

##### 1. SUMMARY OF PROGRAM

The Fort Worth Housing Authority (FWHA) Procurement Training for Property Management Companies (PMCO) is a planned workshop to inform and train private property management companies who contract with a Housing Authority on many statutes and requirements relating to procurement and contracting. The training program was developed because private property management companies who manage housing authority properties are agents of the housing authority and are bound by the same procurement requirements.

##### 2. DESCRIPTION OF THE PROGRAM

The PMCO training focuses heavily on 24 CFR 85.36, the HUD Procurement Handbook 7460.8 REV 2, the Texas Statutes and the FWHA Procurement Policy. There are numerous statutes that govern procurement on the federal and state level, and many times they conflict with each other. The PMCO Procurement Training sets the hierarchy and clarifies which requirements are mandatory and take precedence. The FWHA took the leadership in this training because whatever is done by the PMCO also reflect on the FWHA. The training focused heavily on public bidding, cost/price analysis and file documentation. This training was initiated in May 2005 and will continue to be conducted on a yearly basis

##### 3. THE RESULTS/SUCCESS OF THE PROGRAM

The workshop had 18 PMCO staff regional administrators to on-site property managers and 4 FWHA Directors. The overall workshop lasted approximately 4-hours and included lengthy discussions in several areas. Each PMCO represented acknowledged that the training was beneficial and would serve as a major guide in procurement planning and contract administration. Case Studies were used in several situations to illustrate the overall process. The level of participation, as well as the questions, was a strong measurement that the participants were involved. The FWHA uses two PMCOS and together they manage five properties.

#### 4. THE COST/FINANCING OF THE PROGRAM

The workshop was conducted on FWHA premises by FWHA staff. The expense was limited to staff time in preparation of the Power-Point presentation and handouts. There was some minimal expense for refreshments as well. The total cost including the time for preparing the presentation and the refreshments provided was approximately \$100.

#### 5. INNOVATION

This program is innovative because it addresses the issue that many housing authorities are moving toward in having private property management companies managing mixed-income properties. Although the latest revision to the HUD 7460.8 Procurement Handbook addresses Development Partners and Mixed-Income properties, the FWHA Procurement for PMCOS training was done prior to the release of the new handbook and goes into substantially more detail while allowing the PMCO to be present to ask questions.