

NATIONAL AFFORDABLE HOUSING MANAGEMENT ASSOCIATION

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NAHMA Issues RFP for CPO Course Updates

Alexandria, Va., Feb. 9, 2024 — The National Affordable Housing Management Association (NAHMA) is updating its Certified Professional of Occupancy (CPO) course to incorporate the regulatory guidance and requirements of the Housing Opportunity Through Modernization Act (HOTMA). To facilitate this process, NAHMA is issuing a request for proposal (RFP) to outsource the revision project to an occupancy compliance specialist. [Download the RFP](#), which can be found on NAHMA's website under the Education tab, to review the details.

Responses to the RFP are due March 1.

The project will involve two phases. In phase 1, the selected contractor will provide HOTMA training materials that are organized to match the chapters in the CPO Course Manual so that a CPO trainer can use the materials as supplemental aids in teaching the CPO course in the interim while the actual course manual and training PowerPoint are being updated. Additionally, the contractor will review current CPO quizzes and the final exam, mark questions/answers that are no longer accurate given HOTMA requirements, and provide these notes to a NAHMA task force.

In phase 2, the contractor will incorporate all HOTMA regulatory changes into the existing CPO Course Manual. This also applies to updating CPO training PowerPoint, quizzes and the final exam so that all questions/answers are accurate given HOTMA requirements.

Please e-mail responses to or questions regarding this RFP to Brenda Moser, vice president, membership services, at brenda.moser@nahma.org.

NAHMA is the leading voice for the affordable housing management industry, promoting developing, managing and preserving quality affordable multifamily housing. NAHMA advocates for legislative and regulatory policy and provides affordable housing professionals with the knowledge to advance excellence in the communities they serve. NAHMA's membership represents 75% of the affordable housing industry and includes its most distinguished multifamily owners and management companies. Visit www.nahma.org for more information.

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