

OHFA Guidelines per 2021 QAP

Per the 2021 QAP, Fair Housing training verification is now required at carryover for Round 1 2021 only. If you are planning to complete the Fair Housing training at the conference to meet this OHFA requirement for Round 1 Applicants, you must be registered for the conference (and choose the Fair Housing Training you need) no later than December 31, 2020. No exceptions.

Requirements: The developer, the architectural firm, and the general contractor will each be required to have one representative complete training in Fair Housing Accessibility, Design, and Construction prior to application. The training must be a minimum of four (4) hours in length. The individual representing the developer and the general contractor can be the same person.

OHFA will also accept the following training classes for the Developer, Architectural firm and General Contractor, in addition to any other OHFA approved training:

- First Funding Period Applicants only: The training class on the Americans with Disabilities Act (ADA) and Fair Housing Act Accessibility and Design requirements that was conducted on August 21, 2018 at the Housing Conference of the Oklahoma Coalition for Affordable Housing (OCAH).
- Fair Housing Training conducted at the Oklahoma Coalition for Affordable Housing Conference held in May 2021.
- E&A Team online webinar “Fair Housing Act, ADA and Section 504 Design Requirements for Multifamily Housing.”
- E&A Team online webinar “Multifamily Accessibility Design Requirements Under Federal Laws – OHFA-Approved for Developers, Architects, & General Contractors.”
- Any E&A Team Fair Housing and Accessibility Training Session completed after January 1, 2020 and prior to Application submission.
- Any Fair Housing Accessibility First program training completed after January 1, 2020 and prior to Application submission.
- E&A Team Multifamily Accessibility Summit conducted online on 4-30-2020.
- Any other Fair Housing Training that meets OHFA’s requirements. If seeking approval of other training, please submit a copy of the material covered with the number of credit hours to the Tax Credit Compliance Department.

The proposed Management Company for any application for 2021 will also be required to have two individuals complete training on ADA and Fair Housing training from the management perspective prior to the application submission.

OHFA will also accept the following training classes for the proposed Management Company, in addition to any other OHFA approved training:

- Fair Housing Training conducted at the Oklahoma Coalition for Affordable Housing Conference held in May 2021.
- E&A Team online webinar “Fair Housing Leasing and Management issues for Oklahoma Owners, Managers, and Site Personnel – an OHFA-Approved Course.”
- Any Metropolitan Fair Housing Council of Oklahoma, Inc. Training.
- Any Tulsa Area Fair Housing Partnership Training.
- E&A Team Multifamily Accessibility Summit conducted online on 4-30-2020.
- Any E&A Team Fair Housing and Accessibility Training Session completed after January 1, 2020 and prior to Application submission
- Any Fair Housing Accessibility First program training completed after April 30, 2020 and prior to Application submission.
- Any other Fair Housing Training that meets OHFA’s requirements. If seeking approval of other training, please submit a copy of the material covered with the number of credit hours to the Tax Credit Compliance Department.

Eligible classes will be acceptable for two (2) years from the date the training was completed, unless otherwise stated above.

Documentation Requirement: Proof of attendance at a Fair Housing and ADA training class eligible for credit. Please indicate which individuals are representing the Developer, Architectural firm, General Contractor, and Property Management Company. Additionally, please provide a statement clarifying which individuals are representing which entities.