



DENVER

HOUSING STABILITY

Pre-Proposal Conference - Request for Proposals (RFP) HOST-86-2024 Property Tax Relief for the Department of Housing Stability (HOST)

For attendance purposes, please put your name, title, company representing and email address in the chat feature. This information will be posted on the bid site.

We ask that everyone please mute themselves.

If you have any questions, please submit them in the chat function.

Good Morning. Welcome and Thank You for joining us.

- All requests for information, clarifications and/or questions must be emailed to HOSTProcurements@denvergov.org throughout this process. They are to be received in accordance with the Schedule of Events.
- Deadline to submit additional questions is January 14, 2025, by 5:00 PM, MST
- Responses to written questions will be posted on January 16, 2025, by 5:00 PM,
- Questions and responses received throughout this event will be published as an addendum on Submittable.

Other HOST Participants: Melissa Thate and Ian Cohn

Schedule of Events:

RFP Issued	January 03, 2025	10:00 AM
Virtual Pre-Proposal Conference/General Information Meeting	January 10, 2025	10:30 AM
Deadline to Submit Additional Questions	January 14, 2025	5:00 PM
Response to Written Questions	January 16, 2025	5:00 PM
Proposal Due Date	January 27, 2025	5:00 PM
Evaluation Period (Tentative)	January 31, 2025	
Award Date (Tentative)	February 14, 2025	

Property Tax Relief

HOST is seeking proposals for the Property Tax Relief Program for a period beginning May 1st, 2025, through April 30th, 2026. The department is seeking partners to assist with reviewing applications and issuing property tax rebates for the 2024 property tax year.

HOST is particularly interested in proposals that emphasize a commitment to increasing robust access to property tax relief resources for underserved populations, please see information in RFP document concerning, Denver Revised Municipal Code Article XI.

Property Tax Relief

Respondents should be equipped to receive and review all Property Tax Relief Program applications submitted by Denver residents through a centralized database, arriving at and communicating final eligibility determinations to all applicants.

- Application review will include, but is not limited to, verification of an applicant's age, disability status, and Area Median Income (AMI) for their household size.
- Awardees will also be responsible for verifying that all eligible applicants' residence is within the City and County of Denver, that homeowners have owned the property that they lived in throughout the previous tax year, and that the home's property taxes for the previous assessment period have been paid in full.
- Respondents are responsible for collecting any additional documentation to verify an applicant's eligibility and mitigating potential applicant irregularities and fraudulent activity according to guidelines established by HOST

Property Tax Relief Qualifications

Respondents must have:

- Knowledge about best practices and prior experience serving low-to-moderate income residents at risk of housing instability with direct financial and supportive services.
- Demonstrate commitment to integrating into and coordinating with existing service delivery systems of anti-displacement programs streamlining qualified applicants' access to community resources
- Plan to develop and/or expand upon existing partnerships with housing stabilization providers that will enhance renter and homeowner resources while avoiding duplication.

Program assistance must be in accordance with Fair Housing requirements.

Applicant Eligibility

Homeowner Eligibility:

- Homeowners at 60% AMI or below for their household size
- Must have turned 65 years or older during the previous year, have been disabled during all of the previous year, or have a dependent minor child who resided with the homeowner the entire previous year
- Owned the property that they lived in throughout the previous year in the City and County of Denver

Renter Eligibility:

- Renters at or below 25% AMI for single renter applicants; at or below 30% AMI for multiple person applicants
- Must have turned 65 years or older during the previous year or have been disabled during the entire previous year

Additional Eligibility:

- Property taxes are paid in full for the previous year (renters and homeowners)
- No other Denver property tax relief funds have been authorized for the dwelling

Rebate Determinations

Rebates must be the lesser of what the following formula provides, or actual property taxes/annualized rent paid by the applicant for the previous calendar year subject to the following minimum/ maximum rebate amounts:

- Minimum Rebate for Renters & Homeowners: \$372
- Maximum Rebate for Renters: \$1,000
- Maximum Rebate for Homeowners: \$1,800

**TOTAL REBATE = Minimum Rebate + (Maximum Rebate – Minimum Rebate) *
((AMI Eligibility - Actual Household AMI) / AMI Eligibility))**

Example 1: An application is approved for a Denver homeowner at 30% AMI for their 2023 property taxes which were paid in full in the amount of \$2,500.00.

TOTAL REBATE = 372 + (1,800-372) * ((60-30)/ 60)

TOTAL REBATE = 372 + (1,428) * (30/60)

TOTAL REBATE = \$1,086.00 (lesser of formula output or actual taxes paid)

Example 2: An application is approved for a single Denver renter at 15% AMI for their 2023 annualized rent which is \$1,800 monthly (\$21,600 annually)

TOTAL REBATE = 372 + (1,000-372) * ((25-15)/25)

TOTAL REBATE = 372 + (628) * (10/25)

TOTAL REBATE = \$623.20 (lesser of formula output or actual annualized rent paid)

RFP Evaluation Criteria

Areas of review:

- A. Agency capacity & experience
 - Compliance (Only if organization has or had HOST contract within last two years)
- B. Equity and Diversity
- C. Technical review of proposal requirements
- D. Services Provided
- E. Security, Goals and Reporting
- F. Budget and Financial

No weighting relative importance of criteria is intended or implied by the list

Contract Requirements

Required provisions and documentation

- **Secretary of State:** All contractors must be registered with the Colorado Secretary of State and have an active Certificate of Good Standing prior to award.
- **Insurance:** Certificates of Insurance are required of all City Contractors evidencing the following policies:
 - Workers' Compensation and Employer's Liability
 - Waivers for Sole Proprietors
 - Commercial General Liability
 - Sexual Abuse and Molestation Exclusion (SAME) language: Any contractor working with youth and/or a vulnerable population will require SAME coverage as a part of the contractor's commercial general liability coverage.
 - Business Automobile Liability
 - Exception for Sole Proprietors
 - Cyber Liability Insurance
 - Any contractor responsible for retaining Personally Identifiable Information (PII)

Questions

- Questions will be accepted until the deadline of January 14, 2025 by 5:00 P.M. MST. All questions and answers will be posted in an addendum.
- Submission of proposals for this solicitation may only be done electronically through Submittable. Proposals must be submitted at: <https://denver-host.submittable.com/submit>
- no later than the date and time indicated in the proposal Schedule of Events.

Questions and Answers?



For the time remaining in this event, you may type your questions in the **chat function**. The City will attempt to respond them. This feature can be found at the top right of your screen.

These questions and answers will be made available on the bid site.

HOSTProcurements@denvergov.org – to submit additional questions

Any change(s) to the RFP and/or its scope will be posted in an addendum. Do not rely on any oral interpretation.