

Housing Counseling Request for Proposal (RFP) #HOST-65-2023

Schedule of Events:

- RFP Issued – September 1, 2023, at 10:00 AM MST
- Virtual Pre-Proposal Meeting – September 8, 2023, at 10:00 AM MST
- Deadline to Submit Additional Questions – September 13, 2023, by 5:00 PM MST
- Response to Written Questions/Addendum – September 15, 2023, by 5:00 PM MST
- Proposal Due Date – September 29, 2023, by 5:00 PM MST
- Evaluation Period – September 29 – October 20, 2023(Tentative)
- Anticipated Award Date – October 23, 2023 (Tentative)

Table of Contents:

- I. Background and Vision
 - A. **HOST General Background**
 - B. **RFP Background Vision and Purpose**
 - C. **Target Outcomes and Goals**
- II. Requirements
 - A. **Service Requirements**
 1. Scope of Work
 2. Budget
 3. Minimum Qualifications
 - B. **Data Requirements**
 1. Data Tracking
 - C. **Technical Requirements**
 1. Diversity and Inclusiveness – Executive Order #101
 2. Suspension and Debarment
 3. Certificate of Insurance (COI)
 4. Proof of Registration with SOS
 5. Accounting and Audits
 6. Sample Contract
 7. Conditions and Provisions
 8. Gratuities and Kickbacks
 - D. **Evaluation and Awards**
 - E. **Decisions and Acceptance Period**
 - F. **CORA**
- III. Instructions
 - A. **Questions and Answers**
 - B. **Pre-Proposal Meeting**
 - C. **Zengine Application Instructions**
- IV. Application
 - A. **Proposer Information**
 - B. **Organizational Overview & Experience**
 - C. **Diversity**
 - D. **Program Overview & Requirements**

1. Program Overview
 2. Technology, Data & Reporting
 3. Fiscal Accountability
 4. References
- E. Budget**
- F. Other Required Uploads**
1. Diversity and Inclusiveness
 2. Suspension and Debarment – SAM Certificate
 3. Audit
 4. Secretary of State Certificate of Good Standing
 5. Contract Certification
 6. Anti-Discrimination Certification
- G. Optional Uploads**
1. Community Support & Additional Materials

I. Background and Vision

A. HOST General Background

1. BACKGROUND/VISION

The Department of Housing Stability (HOST) builds a healthy, housed, and connected Denver. HOST invests resources, creates policy, and partners with organizations to keep people in the homes they already live in, to quickly resolve an experience of homelessness, and to connect people to affordable housing opportunities.

2. FIVE-YEAR STRATEGIC PLAN

HOST's Five-Year Strategic Plan sets the direction for our work over the next five years, from 2022 to 2026. We encourage Proposers to review the plan, and to explicitly address how your proposal contributes to achieving our strategic goals and targets.

Please see Five-Year Strategic Plan here:
[HOST 5-Year Strategic Plan](#)

3. RACIAL EQUITY

The Department of Housing Stability, in alignment with the Mayor's Office of Social Equity and Innovation, prioritizes racial equity and inclusiveness and seeks to reflect this value in our funding practices. Our commitment to producing racially equitable housing outcomes is paramount to HOST's overall mission of Denver residents being healthy, housed and connected.

In furtherance of our mission, HOST leadership and staff have completed a racial representation audit of our department as well as an internal organizational racial equity self-assessment (ORESAs). The Department of Housing Stability has created a brief write-up sharing the results of the internal ORESA survey. The write-up provides HOST's average scores on the ORESA survey disaggregated by race and level of employment. See results of survey here: [HOST ORESA Survey Results](<http://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/host-internal-oresa-survey-results.pdf>)

HOST leadership fully acknowledges the department has more work to do in racial, cultural and linguistic representation and feel that work is best done by acknowledging where we currently stand. HOST is committed to working with the Mayor's Office of Social Equity and Innovation to meet our goals and the Mayor's Equity Platform as we serve the community's most vulnerable and underrepresented residents

B. RFP Background Vision and Purpose

The Housing Counseling Program is designed to provide direct housing services to low- and moderate- income households (at or below 80% area median income). In this procurement, HOST will contract with nonprofits that are HUD Certified Housing Counseling Agencies; through the HUD approval process for certifying Housing Counseling Agencies. HUD Certified Housing Counselors offer guidance in refinancing, home purchases, foreclosure assistance, financial management, home improvement through affordable groups, education events and more.

The purpose of these activities is to support homeownership, asset building, and economic prosperity through homeownership education and counseling programs, foreclosure prevention, financial literacy, credit repair, and education regarding green sustainability. Additionally, this program provides resources and referral services to low- and moderate-income households to allow them access to housing information, opportunities, and education/information, i.e., foreclosure prevention, resident and homeowner rights, etc.

In this procurement, HOST addresses the following Strategic Plan Goals:

Housing Opportunity

- i. Help Households Remain in Their Home and Neighborhood of Choice
- ii. Reduce Evictions and HOA Foreclosures - Reduce the number of evictions filed by 25% from 8,800 to 6,600 annually. These numbers include HOA Foreclosures.
- iii. Residents have equitable access to quality housing options that meet their affordability needs and the opportunity to increase wealth through homeownership.
- iv. Residents have the choice in when and under what circumstances they move or remain in their homes and neighborhoods.
- v. Residents have a source to go to for assistance in lender and HOA Foreclosures.
- vi. Reduce lender Foreclosures to pre-pandemic years numbers.

In addition to these goals listed above, HOST Opportunity aims to help address the goal to increase the homeownership rate among Denver low- and moderate-income households from 36% to 41% and the homeownership rate among BIPOC households across income levels from 41% to 45%.

C. Target Outcomes and Goals

Through this procurement, HOST intends to collectively achieve with the help of our selected partner/s the following goals and outcomes:

- i. Serve 500 unduplicated Denver households per year in individual counseling to residents to prepare for and maintain homeownership, including classes about predatory loans, foreclosure prevention and reverse-equity loans.
- ii. To assist with homeownership stability, save 3-5 households per calendar year from foreclosure.
- iii. Promote homeownership by assisting 3-5 households per calendar year to purchase a home.
- iv. Hold 24 or more in person and virtual education workshops per calendar year

II. Requirements

A. Service Requirements

1. Scope of Work - [Housing Counseling](#)

The Housing Counseling Program is designed to provide direct housing services to low- and moderate-income households (at or below 80% area median income) for the purpose of creating a one stop shop for homeownership services for the city by:

- i. Offering homeownership classes including but not limited to pre/post purchase education, “green sustainability” education, credit repair, budgeting information/financial literacy and foreclosure and HOA guidance.
- ii. Individual counseling to prepare the residents for obtaining and maintaining homeownership requirements including avoiding predatory loans, foreclosure prevention and reverse equity loans.
- iii. Market and promote homeownership counseling services to residents on a continual basis throughout the contract term. Use marketing methods to build pathways to homeownership BIPOC communities and for households impacted by past redlining district practices.
- iv. Promote the City’s deed-restricted properties as a homeownership option by providing one on one counseling and education to support prospective buyers in analyzing eligibility for purchase under the city program and approximate pricing that meets a prospective buyer’s purchasing budget.
- v. Maintain and provide resource information for down payment assistance, lenders, real estate agents and brokers with experience with the affordable homes program as well as low to moderate income residents. (Electronically, at every homeownership class and upon request)

2. Budget

Funding available through this RFP comes from the Federal HUD Community Development Block Grant (CDBG) program which has specific rules, regulations, and applicable laws. Respondents are strongly advised to become familiar with

specific and appropriate program eligibility and overall requirements before submission of a proposal. Information on the HUD CBDG program can be found on the HUD Exchange <https://www.hudexchange.info/programs/CDBG/>

HOST encourages providers to submit a budget which reflects the operational needs of the program.

3. Minimum Qualifications

In order to be eligible for award consideration, the applicants must coordinate housing counseling services within the City & County of Denver for eligible households and must provide a minimum of the following:

- i. One on one counseling and education activities related to the city's affordable homeownership program to support prospective buyers in analyzing eligibility for purchase under city program, and approximate pricing that meets a prospective buyer's budget.
- ii. Maintain a HUD certified Housing Counselor on staff at all times.

B. Data Requirements

At the Department of Housing Stability, we understand that racial, cultural and linguistic representation matters in ensuring access and resource delivery for Denver's precariously housed and unhoused residents. We are committed to doing the work of housing stability with a racial equity lens and embrace the opportunity to commence this work alongside our community partners with the shared values of making Denver an equitable place to live for all.

Ongoing reporting: HOST will require all programs it funds to report on the demographic characteristics of households served by the program throughout the duration of the contract in coordination with other required contractor demographic reporting. This information will help HOST monitor demographic trends in who is served and by whom.

C. Technical Requirements

1. Diversity and Inclusiveness – Executive Order #101

Diversity and Inclusiveness in City Solicitations Information Request Form

The Respondent is required to complete the Diversity and Inclusiveness Form (link below) and must be submitted electronically. The information provided on this form will provide an opportunity for Respondents to describe their own diversity and inclusiveness practices. Respondents are not expected to conduct intrusive examinations of their employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply seeks a description of the Respondent's current practices, if any. Using the link below, please state whether you have a diversity and inclusiveness program for

employment and retention, procurement and supply chain activities, or customer service, and provide the additional information requested on the form. Respondents that do not complete this form prior to the RFP submission will be rejected.

Link to the Diversity and Inclusiveness Form:

<https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6>

Diversity and Inclusiveness information provided to the City will be collated, analyzed, and made available in reports consistent with City Executive Order Number 101 (“XO 101”). However, no personally identifiable information provided by or obtained from Respondents will be in such reports.

Diversity: Diversity refers to the extent to which a Respondent has people from diverse backgrounds or communities working in its organization at all levels, is committed to providing equal access to business opportunities and achieving diversity in procurement decisions for supplies, equipment, and services, or promotes training and technical assistance to diverse businesses and communities such as mentoring and outreach programs and business engagement opportunities.

Inclusiveness: Inclusiveness, for purposes of XO 101, includes the extent to which a Respondent invites values, perspectives, and contributions of people from diverse backgrounds and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute and succeed within the organization’s workplace. Inclusiveness also includes the extent to which businesses have an equal opportunity to compete for new business opportunities and establish new business relationships in the private and public sectors.

2. Suspension and Debarment

Contractors debarred, suspended, or proposed for debarment are excluded from receiving contracts with the City and County of Denver. Contractors are required to provide a copy of the SAM page showing good standing.

3. Certificate of Insurance (COI)

Certificates of Insurance evidencing the following coverage are required of all City Contractors:

- Workers’ Compensation/Employer’s Liability Insurance: Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer’s Liability insurance with limits of
- \$100,000 per occurrence for each bodily injury claim, \$100,000 per

occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.

- Contractor expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Contractor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Contractor executes this Agreement.
- If the contractor is a sole proprietor, a waiver may be filed with the City for Workers' Compensation requirements.
- If the sole proprietor is an LLC or Corporation, an additional State waiver is required. Please review the waiver and all instructions here: (<https://cdle.colorado.gov/dwc>)
- However, sole proprietors who are not LLCs or Corporations need only complete a form for the City to waive Workers' Compensation requirements. This form will be provided to all selected contractors that are sole proprietors during contract negotiations.
- Commercial General Liability: Contractor shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate.
- 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: Contractor shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement. i. If the contractor is a sole proprietor, the contractor may elect to use his or her personal automobile liability coverage instead of obtaining a business-specific policy.
- Cyber Security Insurance: Contractor shall maintain Cyber Liability coverage with limits of \$1,000,000 per occurrence and \$1,000,000 policy aggregate covering claims involving privacy violations,

information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security.

- Upon discretion of the City, additional coverage or changes to the above coverage language may be required upon award if needed.

Note: Certificate of Insurance (C.O.I.) example is provided below. It is not necessary to submit C.O.I. with proposal. However, prior to finalizing a contract this will be required.

SAMPLE CERTIFICATE OF INSURANCE

http://www.denvergov.org/files/assets/public/housing-stability/documents/rfp-files/exhibit-1_certificate-of-insurance-sample.pdf

4. Proof of Registration with SOS

All contractors must be registered with the Colorado Secretary of State and have an active Certificate of Good Standing prior to submitting an application. See (<https://www.sos.state.co.us/>) for more information.

5. Accounting and Audits

Organizations applying must provide the most recent audited or pro-forma financial statements. Organizations that DID expend \$750K or more in U.S. federal funds are required to provide a Single Audit Report.

Organizations awarded funds will be required to provide accounting system and audit-related information based upon the amount of the HOST grant.

6. Sample Contract

All contractors receiving an award of funds will be required to execute a contract with the City. A sample contract is available below and as an attachment in Zengine, which proposers can download and review.

All Proposers are strongly advised to seek legal counsel to review the agreement. The City reserves the right to accept or reject in its sole discretion any proposed modifications to the sample contract. The City reserves the right to modify any term or condition of the draft Agreement, and to add, delete or modify terms and conditions as deemed necessary, prior to execution of a final agreement.

Proposers will be presumed to have submitted their applications based upon all the information set forth in the contract and in a manner fully cognizant of the requirements of the contract. The City reserves the right to contemporaneously

negotiate the final terms of the proposed contract with theselected contractors. If the City is unable to reach an agreement as to final contract terms with any selected contractor, the City expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other Proposers. As the best interests of the City may appear in the City's sole judgment, the City reserves the right to reject any or all applications at anytime during this selection process or terminate, cancel or modify this selection process.

Please View Sample Contract by Clinking on the Link:

<https://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/host-federal-subaward-with-highlights-updated-5.15.2023-clean.pdf>

7. Conditions and Provisions

This proposal must be signed by a duly authorized official of the proposing company. The completed and signed proposal (together with all required attachments) must be returned to the Department of Housing Stability on or before the time and date of the deadline shown on page one.

*This proposal MUST be submitted electronically through Zengine at https://webportalapp.com/sp/housingcounseling_rfp_application

All participating Proposers, by their acknowledgement hereunder, shall agree to comply with all the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure or interlineation by the Proposer in this proposal shall constitute cause for rejection by the Executive Director of HOST. Exceptions or deviations to this proposal must not be added to the proposal pages but must be on Proposer's letterhead and accompany proposal. Should the City omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the Proposer shall secure written instructions from HOST at least forty-eight (48) hours prior to the time and date shown in page one.

Typographical errors in entering quotations on your proposal may result in loss of award of this proposal. All Proposers are required to complete all information requested in this proposal. Failure to do so may result in the disqualification of proposal. The City reserves the right to postpone or cancel this RFP, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so. The Executive Director of HOST reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award contract for the items hereon, either in part or whole, if the Executive Director deems it to be in the best interests of the City to do so.

The successful Proposer shall be in complete compliance with all the specifications, terms and conditions of this proposal as outlined above. The City shall have the right to inspect the facilities and equipment of the successful Proposer to ensure such compliance. The City shall not be liable for any costs

incurred by Proposer in the preparation of proposals or for any work performed in connection therein.

8. Gratuities and Kickbacks

It is a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. In the event that any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

D. Evaluation and Awards

Proposals will be scored and ranked based upon the information contained in the application itself and uploaded attachments. The criteria to be used for the proposal evaluation include but are not limited to:

- Agency capacity & experience
- Proposed services
- Response to the City's proposed questions
- Technical review of proposal requirements
- Proposed outcomes
- Program Budget Plan
- Response to the City's proposed Sample Contract provisions in Contract Certification
- Other Requirements (as applicable)

*No weighting or relative importance of criteria is intended or implied by this list.

The City may request oral presentations as part of the evaluation process. Additionally, the City reserves the right to conduct negotiations with one or more Proposers.

Before an application is awarded, a Proposer may be invited to a meeting with HOST staff to discuss the proposed program or service, to review compliance required under applicable regulations and to determine the eligibility of proposed costs. The City may choose to award multiple awards or to reject all proposals. An invitation to a meeting does not constitute an award of the service contract.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. The sample contract contains our proposed terms and conditions. These terms and conditions shall form the basis of a Contract covering the subject matter of this proposal. If there is contention(s) with the terms and conditions, a brief explanation and alternative language, if any, should be included in your response to Section IV F. 5 Contract Certification. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all your proposed modifications. Performance outcomes of prior contracts with HOST may be considered in the overall rating of proposals submitted by Proposers who currently have, or have previously had, contracts with HOST. Application evaluation and awards are also contingent upon Proposers being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

E. Decisions and Acceptance Period

Based upon the information provided by the Proposers, an evaluation team will evaluate proposals. The evaluations will be ranked, and recommendations for funding will be forwarded to HOST Senior Management. Funding is limited. Applications that meet all the RFP's general guidelines and requirements may not necessarily receive an award. HOST may recommend funding a program or service for the full amount requested, less than the full amount, not at all, or multiple programs from different Proposers. The City reserves the right to postpone or cancel this request, if it deems it to be in the best interests of the City to do so. The City reserves the right to waive any technical or formal errors or omissions, and to reject any and all proposals, or to award contracts, either in part or in whole, if deemed to be in the best interests of the City.

Subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the award.

Successful Proposers shall be in complete compliance with all the specifications, terms, and conditions of the proposal. The City shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein. Successful Proposers may be invited to enter into contract negotiations and development of a final scope of services and budget. Contract negotiations may involve additional requirements, such as environmental reviews. **Proposals submitted under this solicitation remain valid for up to 365 days after the**

close date, in the event that new sites, funding and resources become available for the same Statement of Work. Proposals received through this RFP process could be utilized and awards may be made at the discretion of the City.

F. CORA

The City shall conform to the provisions of the Colorado Open Records Act (CORA) (C.R.S. 24-72-200.1 to 24-72-205.5). All proposals become a matter of public record and shall be regarded as Public Records. Inspection of the proposals shall be allowed ONLY after an award has been made and in compliance with CORA requirements. CORA provides that the City shall deny the right of inspection of public records that contain trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data. Offerors must designate specific elements in each proposal that the offeror believes are within this CORA exception. If such items are request under CORA, the City will use reasonable efforts to notify the offeror, and it will be the responsibility of the offeror to seek a court order protecting the records and to defend, indemnify, and hold harmless the City from any claim or action related to the City's non-disclosure of such information.

III. Instructions

A. Questions and Answers

The City shall not be bound by and the Proposer shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and should be submitted in writing by email to:
[E-Mail:HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org)

B. Pre-Proposal Meeting

A pre-proposal conference will be conducted the date and time listed in the Schedule of Events, front page. This meeting will be conducted using the City's Zoom meeting platform. This will be the only meeting to discuss this proposal request.

Topic: HOST Housing Counseling Pre-Bid
Time: Sep 8, 2023 10:00 AM Mountain Time (US and Canada)

Join Zoom Meeting
<https://denvergov-org.zoom.us/j/82108961710?pwd=eS9STkZUbmIxb3gwR2lyT2xtaFV0QT09>

Meeting ID: 821 0896 1710
Passcode: 796685

One tap mobile
+17209289299,,82108961710# US (Denver)

Dial by your location
• +1 720 928 9299 US (Denver)

Meeting ID: 821 0896 1710

Find your local number: <https://denvergov-org.zoom.us/j/82108961710>

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Proposer will be provided to all Proposers. All communications regarding this proposal shall only be through the email listed above. No communication is to be directed to any other City personnel.

C. Zengine Instructions

Submission of proposals for this solicitation may only be done electronically through Zengine. Proposals must be submitted at:

https://webportalapp.com/sp/housingcounseling_rfp_application

no later than the date and time indicated in the proposal Schedule of Events.

Proposers who feel they are unable to prepare and submit an electronic submittal should submit a request in writing to **HOSTProcurements@denvergov.org**, no later than the Question due date, for permission and instructions for submitting a hardcopy proposal. Your proposal shall consist of the following section IV responses and required uploads to be completed below.

IV. Application

A. Proposer Information

Business Name *

Business Address *

City *

State *

Zip *

Is the order address different from above?

*Yes No

Remittance Name *

Remittance Address *

City *

State *

Zip *

Tax ID # (TIN or SSN) *

Telephone Number (Ex: xxx-xxx-xxxx) *

Fax Number

Email *

Ordering Email (If different from above)

Proposer Entity Type (check one) *

SAM Unique Identifier *

SIC Code and/or NAICS Code *

Disadvantaged Business Enterprise (DBE)? *

B. Organizational Overview – Experience and Capacity

1. Has your organization previously administered a Certified Housing Counseling program in the last five years?
2. How many HUD certified counselors do you have on staff? Please detail the experience of each counselor including how many years of experience each staff member has.

3. Describe your experience as it relates to housing counseling. Cite actual work examples or projects that demonstrate your experience in delivering housing counseling services.
4. What experience does the organization have working with the targeted population of low- to moderate-income households at or below 80% of AMI and including the diversity of the BIPOC community?
5. How many Housing Counseling contracts do you currently oversee?
6. What is the standard client load for each Housing Counselor? At what point should new staff be hired?
7. How would you obtain new staff if needed?

C. Diversity

1. What are your strategies for advancing racial equity or mitigating unintended consequences?
2. How does your agency consider who benefits and who is burdened in decision making?
3. How do your agency's recruitment, hiring, and promotion practices align with your Equity, Diversity, and Inclusivity commitment?
4. What kind of feedback mechanisms does your organization use to gather client input?
5. Does the agency have a plan to support clients who do not speak or communicate in English? If so, please provide a detail of the plan.

D. Program Overview & Reporting Requirements

1. Overview of Services to be Provided

- i. What is the amount you are requesting in your proposal?
- ii. Please describe your marketing plan, specifically to the target demographic.
- iii. Will this program generate income?
- iv. Will you use subcontractors for any of the work? If yes, please explain what work you plan to subcontract, with what agencies and why?
- v. Who will be administering the program? Please include a staffing plan.

- vi. Please describe how your program will work. In your description, please entail how this proposed program addresses the needs in accordance with the terms and conditions stated in this RFP.
- vii. Please provide your expected goals and outcomes by administering your program. Please include the number of households served for each of the following
 - a) Home purchases
 - b) Counseling
 - c) Class counseling
 - d) Foreclosure counseling
 - e) Individual Counseling
 - f) How many households or individuals do you intend to serve collectively?

2. Technology, Data & Reporting Data & Reporting

- i. What kind of technology including reporting and data tools does your organization currently use? How do you ensure the tools are used properly and all team members are trained?
- ii. How do you measure goals and what does success look like in your organization?
- iii. Please share some past successes and provide some examples of the data you used to assess project success.
- iv. How do you currently or plan to track demographics and necessary data in compliance with the standards set from this program?
- v. How do you measure data quality?

3. Fiscal Accountability

- i. How did you determine your budget? Please explain any data used, the reasoning, and any other information that helped determine your request.
- ii. How do you ensure your submissions for reimbursement are timely and in compliance with the funding requirements?
- iii. What process do you use to ensure all reimbursement requests are accurate?
- iv. Please provide your experience with working with government funds and the processes you have used to keep within the

budgets set. Include whether you have experience with Federal funding.

- v. What would you do if your organization is underperforming on the expected number of households served, but the budget is on track for overspending?

4. References

Reference 1: Agency *

Reference 1: Contact Person *

Reference 1: Contact Email *

Reference 1: Describe the relationship of the reference to you including what projects you worked on for or with this person.

Reference 2

Reference 2: Agency *

Reference 2: Contact Person *

Reference 2: Contact Email *

Reference 2: Describe the relationship of the reference to you including what projects you worked on for or with this person.

Reference 3

Reference 3: Agency *

Reference 3: Contact Person *

Reference 3: Contact Email *

Reference 3: Describe the relationship of the reference to you including what projects you worked on for or with this person.

E. Budget

Copy and Paste the following link for Program Budget Template in your browser to access the Excel template:

<https://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/copy-of-host-application-request-budget-template-2023.xlsx>

This Program Budget Template document is to be filled out and uploaded as an Excel spreadsheet. Do not submit as a pdf file.

Please provide your proposed 12-month operational budget, including leverage of other funding. Additional funding may be awarded based upon demonstrated need, review of program success, and availability of additional resources.

HOST encourages providers to submit a budget which reflects the operational needs of the program.

F. Other Required Uploads

1. Diversity and Inclusiveness

Diversity & Inclusiveness Form: <https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6> Optional to upload here, if not submitting electronically.

Upload XO 101 Diversity & Inclusiveness Form (if not submitting electronically)

Choose File

2. SAM Certification

Upload a copy of SAM certificate here:

3. Audit/Financial Statements

Provide the most recent audited or pro-forma financial statements or provide your most recent annual and single audit if you expended more than \$750,000 in Federal awards.

4. Secretary of State Good Standing Certification

Please upload Certificate of Good Standing here:

5. Contract Certification

Notice

Any proposed modifications to the language of the city's sample agreement must be contained in the paragraphs below or on a redlined version of the sample agreement. Any proposer modification that does not include specific language changes may be considered non-responsive by the city and proposer waives any rights to negotiate the sample agreement language at a later time.

The following terms of the agreement are non-negotiable:

- Governing Law and Venue
- Defense and Indemnification
- Discrimination in Employment
- Examination of Records

The following terms of the agreement are only negotiated in exceptional circumstances:

- Payment
- Termination for Convenience

Click on the following link to view the Sample Agreement

<https://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/host-federal-subaward-with-highlights-updated-5.15.2023-clean.pdf>

Agreement

I, on behalf of the proposer identified below, hereby certify that I have read a copy of the sample contract attached to the RFP.

I agree*

I further hereby certify that it is the proposer's intent to agree to, and comply with each and every term and provision contained in the sample contract and propose no modifications to the sample contract except as follows:

1. Modifications to the sample contract:

2. Modifications to the sample contract:

3. Modifications to the sample contract:

I understand that the language modification(s) stated above, if any, are offered for discussion purposes only and that the City and County of Denver reserves the right to accept, reject or further negotiate any and all proposed modification to the sample contract. Proposer expressly agrees to all sample contract language where no modifications are proposed.

I agree Company Name *

Name *

Title *

Date *

6. Anti-Discrimination Certification

- i. Does your organization have an anti-discrimination employment policy?

Yes

No

If your organization has a written anti-discrimination employment policy, please upload a copy of the policy here

Choose File

- ii. Does your organization have an anti-discrimination policy regarding how services are performed and carried out?

Yes

No

If your organization has a written anti-discrimination employment policy, please upload a copy of the policy here

Choose File

G. Optional Uploads

1. Community Support & Additional Materials

Optional Uploads: Please upload all letters, notes, marketing materials, etc. as one document for each of their respective sections.

Upload Community Support Letters

Choose File

Upload Additional Community Support Letters (If Desired)

Choose File

Upload Additional Community Support Letters (If Desired)

Choose File

Upload Additional Materials (If Desired)

Choose File

Upload Additional Proposer notes and comments

Select a file

Upload Program Brochures, marketing materials etc.

Select a file

Upload Any additional information in support of your proposal

Select a file