

Request for Qualifications (RFQ) HOST-69-2023 Partners for Preserving Affordable Housing

Schedule of Events:

- RFQ Issued 11/08/2023 by 5:00 PM MST
- Deadline to Submit Additional Questions – 12/01/2023 by 5:00 PM MST
- Response to Written Questions/Addendum – 12/08/2023 by 5:00 PM MST
- Application Due Date 01/12/2024 at 3:00 PM MST
- Evaluation Period 01/15/2024 – 01/26/2024 (Tentative)
- Anticipated Eligibility Award Date 02/02/2024 (Tentative)

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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 applicants to review the plan, and to explicitly address how your qualifications contribute 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 commitment, 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/RFQ-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 feels 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. RFQ Background Vision and Purpose

The objective of this Request for Qualifications (RFQ) is to assemble a pool of potential development partners to assist the City in acquiring, operating, and preserving existing income-restricted and naturally occurring affordable housing as opportunities are identified. The list of preservation partners will be renewed annually through the issuance of a new Request for Qualifications.

There are currently more than 26,000 income-restricted housing units within the City and County of Denver. Units are income-restricted through investments from HOST and its public partners at the U.S. Department of Housing and Urban Development, Colorado Housing and Finance Authority, Colorado Division of Housing and Denver Housing Authority. Over the next three years, more than 700 units have expiring income-restrictions through a contract or covenant with one of these agencies. When the covenant expires, the owner of the rental or for-sale home is no longer required to rent or sell to an income-qualified household, and the property may be at risk of converting to market rate housing.

The City of Denver maintains a variety of regulatory and financing tools that support the preservation of affordable housing, as detailed below:

- *Denver's Preservation Ordinance (Rental Housing)*: The City's Preservation Ordinance assists HOST with preserving existing income-restricted rental housing by a) requiring the owners of income-restricted properties to notify HOST if they intend to sell their property; b) requiring the owners of income-restricted properties to notify HOST when an income restriction is expiring, and c) providing the City or its designee with a Right of First Refusal (ROFR) when income-restricted properties are under contract to sell HOST finalized and adopted rules and regulations outlining the process by which the City implemented the Preservation Ordinance in January 2019. In addition, the Preservation Ordinance contains a rule requiring a minimum 60-year income restriction if HOST's funds are invested toward an affordable rental/housing property. This covenant length will extend the expiration of income-restricted rental housing units. The City's Preservation Ordinance can be found [here](#). As preservation opportunities are identified, the City anticipates partnering with a preservation partner selected via this RFQ to exercise its ROFR.
- *Right to Purchase (Homeownership)*: Some homeownership units with City of Denver Covenants give the City the Right to Purchase the property in the ten-year final sale period. As homeownership purchase opportunities are identified, HOST anticipates partnering with a preservation partner selected via this RFQ to exercise its Right to Purchase.
- *Dedicated Affordable Housing Fund*: HOST maintains a local funding source for affordable housing and invests funds as gap financing in support of the creation or preservation of affordable housing properties. Each

investment is accompanied by a minimum 60-year income restriction. HOST maintains funding limitations that guide its level of investment toward individual affordable housing properties that are detailed within its [term sheets](#).

- *Income-Restricted Property Tracking:* HOST maintains an inventory of all currently income-restricted properties in the City of Denver. Our database contains information on the expiration date of each income restriction, the type of restriction, and details on the property and who it houses.

This RFQ seeks partners to preserve a range of property types, and the City's strategy to preserve properties may vary depending on the opportunity. Preservation properties may include rental or for-sale properties with existing income restrictions, or naturally affordable rental or for-sale properties with no recorded income requirements. The response to preserve each property will differ depending on the context and property type. Below are examples of how the City might engage its preservation partners to extend affordability for different types of properties:

- *Assignment of Right of First Refusal for Affordable Rental Properties:* Under the Preservation Ordinance, the owners of income-restricted properties are required to provide notice to the City prior to a planned sale. Income-restricted properties include properties with a recorded covenant, land use restriction agreement, or regulatory agreement that restricts the rent levels of five or more units within the property. When the City receives a notice of planned sale and anticipates that the income restrictions at the property will not be maintained, HOST will issue a mini-RFP to designated rental preservation partners identified through this RFP, with the goal of selecting a potential designee to assign its ROFR. Additionally, City may engage with preservation partners prior to a planned sale in order to connect current owners of income-restricted properties with a pool of potential buyers willing to retain affordability.
- *Financing for Preservation of Income Restricted Properties:* Funding from HOST may be available for acquisition and rehabilitation of existing income-restricted housing through low interest, subordinate debt. Specific structure and terms of the financial commitment shall be negotiated and underwritten as appropriate given the preservation opportunity.
- *Assignment of Right-to-Purchase for City Income-Restricted For-Sale Properties:* Currently, 2,232 for-sale housing units are income-restricted within the City of Denver. Property owners may resell affordable units to an income qualified buyer, or to a designated non-profit or government entity for the purpose of reselling to a qualified buyer or renting to a qualified tenant. Each property is subject to a maximum resale price requirement, and HOST receives approximately twelve requests per month for max resale price verification. HOST anticipates providing the names and contact information of its for-sale preservation partners to owners of income-

restricted for-sale properties, to provide an option for selling that can support an extension of a property's affordability period. While there are some variations in covenant terms across the City's portfolio of income-restricted for-sale properties, some covenants give the City a right to purchase for a period after the expiration of the covenant, which the City anticipates assigning to a designated preservation partner. HOST anticipates partnering with its for-sale preservation partners to preserve the affordability of its for-sale housing stock long-term.

- *Financing for Naturally Occurring Affordable Housing:* In addition to housing currently carrying income restrictions, HOST seeks to preserve housing that may be affordable to low- and moderate-income Denver residents but does not have an income restriction. To preserve NOAH properties, HOST may provide an investment, typically in the form of very low interest subordinate debt, to preserve the property and record an income-restricting covenant to ensure long term affordability. HOST's funding is typically used for acquisition and/or renovation of properties.

II. Requirements

A. Preservation Partner Qualifications

Preservation Partners must meet the following qualifications:

1. Familiarity with the contents and process of the City of Denver's Preservation Ordinance.
2. Demonstrated experience and success in owning and managing income-restricted affordable housing.
3. Demonstrated experience completing the renovation of single- or multifamily housing.
4. Demonstrated experience with securing capital quickly for property acquisition (as an example, within the timeframe required by the Preservation Ordinance).
5. Good standing with the City and County of Denver and with the State for incorporation or organization.
6. All applications must clearly delineate how the applicant's qualifications can support the activities outlined in *Section I. B. RFQ Background Vision and Purpose*.
7. Must provide list of income restricted properties both within and outside of Denver, with type of restriction (HAP contract, LIHTC, City Covenant, etc).
8. Must have three years of audited financial statements, or un-audited statements with certification stating the documents are true and accurate.
9. Proof of payment of federal and state income taxes, or if a non-profit organization, proof of IRS designation.

B. Compliance Requirements

If selected for a preservation project and HOST provides funding, borrowers or grantees will be subject to ongoing reporting, including, but not limited to:

- a) An annual compliance statement.
- b) A report on rents and occupancy of Affordable Units to verify compliance with the affordability requirements of the executed Covenant and other applicable laws and regulations. Such reports may include, but not be limited to, information related to monthly rent amount, lease term, household size, total annual household income, and race and other demographic information.
- c) Data on evictions, terminations of tenancies, or tenancies not renewed for individuals residing in Affordable Units.
- d) Reports, including financial reports, that enable the City to determine the financial condition and continued financial viability of the rental project.
- e) For floating units, reports on unit substitution and filling vacancies to ensure that the Property maintains the required unit mix.
- f) Template lease agreements for Affordable Units.
- g) Property Capital Needs Assessments every 10 years.
- h) If federal funding is used in any component of financing, owner and developer must provide a SAM.gov registration and must not be subject to a debarment sanction.
- i) The reports and information required by HOST shall be due within thirty (30) days of the City making a request for such reports and information.

C. Technical 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.

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 RFQ 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. Certificate of Insurance (COI)

Note: Certificate of Insurance (COI) requirements and an example is provided below. It is not necessary to submit COI with this application. However, insurance is required for any contract with the City and evidence is required in order to execute a contract.

The insurance coverages specified in this are the minimum requirements, and these requirements do not lessen or limit the liability of the (Contractor/Consultant). The (Contractor/Consultant) shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

Certificates of Insurance are not required for application, however a COI evidencing the following coverage is required of all CityContractors:

Proof of Insurance: (Contractor/Consultant) may not commence services or work relating to this Agreement prior to placement of coverages required under this

Agreement. (Contractor/Consultant) certifies that the certificate of insurance, preferably an ACORD form, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the certificate of insurance. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of (Contractor/Consultant)'s breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.

Additional Insureds: For Commercial General Liability, Auto Liability and Excess Liability/Umbrella (if required), (Contractor/Consultant) and sub (Contractor/Consultant)'s insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees, and volunteers as additional insured.

Waiver of Subrogation: For all coverages required under this Agreement, (Contractor/Consultant)'s insurer shall waive subrogation rights against the City.

Subcontractors and Subconsultants: (Contractor/Consultant) shall confirm and document that all subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) procure and maintain coverage as approved by the (Contractor/Consultant) and appropriate to their respective primary business risks considering the nature and scope of services provided.

Workers' Compensation and Employer's Liability Insurance: (Contractor/Consultant) 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.

Commercial General Liability: (Contractor/Consultant) shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each bodily injury and property damage occurrence, \$2,000,000 products and completed operations aggregate (if applicable), and \$2,000,000 policy aggregate. Policy shall not contain an exclusion for sexual abuse, molestation or misconduct.

Automobile Liability: (Contractor/Consultant) shall maintain Automobile Liability with minimum limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.

Additional Provisions:

- a) For Commercial General Liability, the policy must provide the following:
 - (i) That this Agreement is an Insured Contract under the policy;
 - (ii) Defense costs are outside the limits of liability;
 - (iii) A severability of interests or separation of insureds provision (no insured vs. insured exclusion); and
 - (iv) A provision that coverage is primary and non-contributory with other coverage or self-insurance maintained by the City.
- b) For claims-made coverage:
 - (i) The retroactive date must be on or before the contract date or the first date when any goods or services were provided to the City, whichever is earlier
- c) Contractor shall advise the City in the event any general aggregate or other aggregate limits are reduced below the required per occurrence limits. At their own expense, and where such general aggregate or other aggregate limits have been reduced below the required per occurrence limit, the Contractor will procure such per occurrence limits and furnish a new certificate of insurance showing such coverage is in force.

SAMPLE CERTIFICATE OF INSURANCE

http://denvergov.org/files/assets/public/housing-stability/documents/RFQ-files/certificates-of-insurance-example_1.pdf

3. Proof of Registration with SOS

All contractors must be registered with the Colorado Secretary of State and must provide a Certificate of Good Standing. See (<https://www.sos.state.co.us/>) for more information.

4. Accounting and Audits

Organizations applying must provide the most recent audited or pro-forma financial statements. Organizations that 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.~~

5. Conditions and Provisions

This application must be signed by a duly authorized official of the proposing company. The completed and signed statement (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 application MUST be submitted electronically through Zengine at https://webportalapp.com/sp/prespartners_rfq_application

All participating Vendors, by their acknowledgement hereunder, shall agree to comply with all the conditions, requirements, and instructions of this RFQ as stated or implied herein. Any alteration, erasure, or interlineation by the Vendor in this application shall constitute cause for rejection by the Executive Director of HOST. Should the City omit anything from this RFQ which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the Vendor shall secure written instructions from HOST at least forty-eight (48) hours prior to the application due date and time shown in page one.

Typographical errors in entering information on your application may result in loss of eligibility award. All Vendors are required to complete all information requested in this application. Failure to do so may result in the disqualification of application. The City reserves the right to postpone or cancel this RFQ, or reject all applications, 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 application(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.

Successful applicants shall be in complete compliance with all the specifications, terms, and conditions as outlined above. The City shall have the right to inspect the facilities and equipment of the successful partners to ensure such compliance. The City shall not be liable for any costs incurred by vendor in the preparation of applications or for any work performed in connection therein.

6. 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 proposal, 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 application 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 application shall be disqualified and shall not be reinstated.

D. Evaluation and Awards

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

- Agency capacity, experience, and qualifications
- Response to the City's proposed questions
- Technical review of Application requirements
- Equity and Diversity of organization
- Budget and Financial capacity
- 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 Vendors.

Before an applicant is deemed eligible, an applicant 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 applications. An invitation to a meeting does not constitute an award of the service contract.

Any award because of this application shall be contingent upon the execution of an appropriate contract. Performance outcomes of prior contracts with HOST may be considered in the overall rating of applications submitted by applicants who currently have, or have previously had, contracts with HOST. Application evaluation and awards are also contingent upon applicants 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 applicants, an evaluation team will evaluate applications. The evaluations will be ranked, and recommendations for eligibility will be forwarded to HOST Executive Management. Applications that meet all the RFQ's general guidelines and requirements may not necessarily receive an award. 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 applications, or to award contracts, either in part or in whole, if deemed to be in the best interests of the City.

Successful applicants shall be in complete compliance with all the specifications, terms, and conditions of the Application. The City shall not be liable for any costs incurred in the preparation of Applications or for any work performed in connection therein. Successful applicants 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. **Applications submitted under this solicitation remain valid for up to two years after the close date, in the event that new sites, funding and resources become available for the same Statement of Work. Applications received through this RFQ 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 Applications become a matter of public record and shall be regarded as Public Records. Inspection of the Applications 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 Application 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 Vendor shall not request or rely on any oral interpretation or clarification of this RFQ. Therefore, any questions regarding this RFQ are encouraged and should be submitted in writing by email to:

[E-Mail: HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org)

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 applicant will be provided to all applicants. All communications regarding this Application shall only be through the email listed above. No communication is to be directed to any other City personnel.

B. Zengine Instructions

Submission of Applications for this solicitation may only be done electronically

through Zengine. Applications must be submitted at:
https://webportalapp.com/sp/prespartners_rfq_application

no later than the date and time indicated in the Application 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 Application. Your Application shall consist of the following section IV responses and required uploads to be completed below.

IV. Application

A. Vendor 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)

Vendor Entity Type (check one) *

SAM Unique Identifier Number (If applicable) *

SIC Code and/or NAICS Code *

Disadvantaged Business Enterprise (DBE)? *

B. Application Questions The quality and detail of responses will figure significantly in the overall evaluation of applications. Applicants are encouraged to give examples and provide additional information to support capabilities on each point where applicable.

1. Provide a description of preferred property types for preservation partnership. You may select multiple types of properties but must demonstrate your experience in supporting the preservation of this property type.
 - Income-Restricted Multifamily Rental Properties
 - Income-Restricted For-Sale Properties
 - Naturally Occurring Affordable Housing Rental Properties (i.e., properties that are not currently income-restricted but are affordable to a household earning at or below 100% of area median income)
 - Naturally Occurring Affordable Housing For-Sale Properties (i.e., properties that are not currently income-restricted but are affordable to a household earning at or below 100% of area median income)
2. How many projects does your team currently have a) under construction, and b) in the pipeline for development/redevelopment? Please provide expected timelines for each project in your pipeline:
3. How capable is your team of responding to unexpected development opportunities? Please provide examples:
4. Please provide a list of past income restricted properties you worked on including the address, if the property is currently stabilized, in a leased-up status, or in construction, number of units, and restrictions in place.
5. How many staff members are on your development team?

6. Are the following responsibilities handled internally or by an outside 3rd party or consultant:
 - Management of loan maturity dates, draw period expiration, funding regulations and requirements?
 - Capital needs of the building and funding of those needs?
 - Restructuring loans when not performing. Projection of the positive or negative cash flow of each property in the portfolio and how it will affect the financial stability?
 - Oversight of property management company related to HOST compliance requirements, unit affordability levels and documentation?
 - Proactively projecting the financial health of the property, including capital needs, investor exit, and HOST's payment(s) and repayment, if any?
 - Negotiations, decision making, and oversight of property management contracts and investor agreements?
7. How many months cash-on-hand does your team have to cover operating expenses?
8. Does your team require developer fees to pay operating expenses?
9. Are any of the past projects non-compliant on City loans?
10. Amount of outstanding potential capital calls on all projects?
11. Total liability for outstanding uncompleted projects that do NOT have performance bonds guaranteeing completion?
12. Please describe your team's experience in successfully managing fiscal requirements of government contracts: timeliness submitting financial documents, ensuring everything they request is allowable?
13. Does your team have an adopted policy regarding diversity and inclusion for employees? If yes, please provide to HOST.
14. Does your team have adopted policies regarding diversity and inclusion for external business decisions? If yes, please provide to HOST.
15. Does your team have experience assisting disadvantaged populations or commitment to advancing social equity? Please explain.
16. Does your team have a plan to address clients who do not speak English? Please explain.

17. Does your team have experience tracking their record of assisting disadvantaged populations and demonstrates they have addressed issues and made changes in the past to advance social equity? Please explain.

References

Reference 1: Agency *

Reference 1: Contact Person *

Reference 1: Contact Email *

Reference 2

Reference 2: Agency *

Reference 2: Contact Person *

Reference 2: Contact Email *

Reference 3

Reference 3: Agency *

Reference 3: Contact Person *

Reference 3: Contact Email *

C. 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. 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.

3. Secretary of State Good Standing Certification

- All Applicants must be registered with the Colorado Secretary of State and have an active Certificate of Good Standing attached to

their application. See <http://www.sos.state.co.us/pubs/business/businessHome.html> for more information.

4. IRS Form W-9
 - All Applicants must have a current IRS Form W-9 available and attached to their application. Obtain the form and instructions here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

D. 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.