



DENVER

HOUSING STABILITY

Pre-Proposal Conference - Down Payment Assistance Request for Proposal (RFP) # HOST-68-2023

For attendance purposes, please put your name, title, company representing and email address in the chat feature.

This PowerPoint 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 Friday, **September 29, 2023, by 5:00 PM, MST**
- Responses to written questions will be posted on Tuesday, **October 3, 2023, by 5:00 PM,**
- Questions and responses received throughout this event will be published as an addendum on Zengine.

HOST Participants: Leah Razo, Denise Jackson, Nicole Givens

Schedule of Events:

RFP Issued	September 15, 2023	10:00 AM
Virtual Pre-Proposal Conference/General Information Meeting	September 27, 2023	11:30 AM
Deadline to Submit Additional Questions	September 29, 2023	5:00 PM
Response to Written Questions	October 3, 2023	5:00 PM
Proposal Due Date	October 13, 2023	5:00 PM
Evaluation Period (Tentative)	October 13 – November 4, 2023	
Award Date (Tentative)	November 7, 2023	

Down Payment Assistance RFP Purpose

HOST invests in resources and partners with other organizations to provide homeownership opportunities, foreclosure assistance, down payment assistance, and other services. We contract with nonprofits that are HUD Certified Housing Counseling Agencies to provide down payment assistance to individual home buyers.

This procurement addresses our 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%. Additionally, this procurement helps reduce foreclosures through HUD Certified Housing Counselors providing guidance in refinancing, home purchases, foreclosure assistance, financial management, home improvement through affordable groups, education events and more.

Down Payment Assistance RFP Goals

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

- The Down Payment Assistance Program is designed to provide direct down payment assistance to low/moderate Denver County households (at or below 80% area median income). Partners should be able to provide direct down payment assistance to at least 13 low/moderate Denver County households per program year.



Eligibility

Homeowner and the home must meet the following criteria

- a) Unit must be owner occupied.
 - b) Clients must be at or below 80% area median income
 - c) Eligible home buyer must commit at least \$1,000 of their own money or other cash resources.
 - d) Down payment and closing costs may be provided but may not exceed:
 - i. 5% of the purchase price of the home Purchase price of home may not exceed 95% of the Denver area median purchase price for existing and new construction, as published by the Department of Housing and Urban Development.
- OR
- ii. 50% of down payment amount and closing cost (including prepaids)



Down Payment Assistance RFP Budget

HOST 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 program specifications. HOST anticipates an award up to \$200,000 for a provider or providers from this procurement.

HOST encourages providers to submit a budget which reflects all operational and financial assistance needs of the program.

Contract Requirements

Required Certificate of Insurance provisions:

- **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)

Technical Requirements

In addition to responses to the questions and budget, Respondents must provide the following documentation

- 1. Diversity and Inclusiveness – Executive Order #101**
- 2. Proof of Registration with SOS**
- 3. Accounting and Audits**
- 4. Sample Contract – certify**
- 5. Anti-Discrimination Policy – Certify & provide any written anti-discrimination or non-discrimination employment and service policies (if existing)**

RFP Evaluation Criteria

- Areas of review:
 - a) Agency Capacity & Experience
 - b) Proposed Services
 - c) Equity & Diversity
 - d) Response to the City's Proposed Questions
 - e) Technical Review of Proposal Requirements
 - f) Proposed Outcomes
 - g) Program Budget Plan
 - h) Response to the City's proposed Sample Contract provisions in Contract Certification
 - i) Other Requirements (as applicable)

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

Questions

- Questions will be accepted until the deadline of September 29, 2023, by 5:00 PM MST. All questions and answers will be posted in an addendum.
- Submission of proposals for this solicitation may only be done electronically through Zengine. Proposals must be submitted at:

https://webportalapp.com/sp/downpayment_rfp_application

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.