



Narrative response to Solicitation for Affordable Housing Underwriting Services.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

*The following (and attached, as appropriate) is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
Signature

The City and County of Denver’s Department of Housing Stability (“HOST”) is seeking to implement multi-year contracts with qualified firms, project teams, or individuals (contractors) to support HOST’s affordable housing lending activities by augmenting staff positions as needed during peak workloads, on a project-by-project basis. These roles will be managed by the Director of Housing Development for HOST. Any resulting contracts (i) will be subject to annual appropriation by the Denver City Council; and (ii) will not create a multiple-fiscal year direct or indirect debt or financial obligation of the City and County of Denver.

Continuous submittals will be accepted and reviewed on an ongoing basis until such time as this RFQ is closed on 06/30/23, or until all positions are filled.

Funding is limited. Applications that meet all the RFQ's general guidelines and requirements may not necessarily receive an award. HOST may recommend contracting with multiple applicants, one, or none.

To be considered, please complete and submit this narrative with your proposal along with the Diversity and Inclusiveness Form <https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6>

Sole proprietors and general partnerships are not required to register with the Secretary of State (SOS). Other entities - such as LLCs, corporations, and limited partnerships - are required to register with the SOS. A Certificate of Good Standing is required for these entities.

Please limit your response to 500 words max for each question (on this or a separate sheet), and attach a resume or curriculum vitae.

**1. Please describe your work history/ background and how it relates to desired qualifications and requirements. In addition, specifically provide:**

- Number of years in affordable housing underwriting or development
- Number of affordable housing transactions you have underwritten and closed or provide an average per year
- Number of years worked for a third party that required review and approval of underwriting and lending work
- Experience and length of time working with government agencies at either city or state level
- Provide what field you majored in for college and/or any related advanced degrees applicable to this position
- Provide your experience working with confidential 3<sup>rd</sup> party information, and your procedure for ensuring confidentiality

**2. Why do you think affordable housing is important? What do you think Denver most needs?**

**3. Three (3) references including contact name, phone number and email.**

A.

B.

C.

**4. Please include the proposed hourly rate for the following services as defined in the Scope of Work, as well as a per-project maximum price:**

Underwriting \$ \_\_\_\_\_ per hour

Underwriting \$ \_\_\_\_\_ maximum per project

Closing \$ \_\_\_\_\_ per hour

Closing \$ \_\_\_\_\_ maximum per project