

# Foreclosure Prevention Financial Assistance Request for Proposal (RFP) #HOST-47-2022

## Schedule of Events:

- RFP Issued – January 18, 2023, at 10:00 AM MST
- Virtual Pre-Proposal Meeting – January 25, 2023, at 9:00 AM MST
- Deadline to Submit Additional Questions – January 27, 2023, at 5:00 PM MST
- Response to Written Questions/Addendum – January 30, 2023, at 5:00 PM MST
- Proposal Due Date – February 15, 2023, at 3:00 PM MST
- Evaluation Period – February 16 – March 1, 2023 (Tentative)
- Anticipated Award Date – March 6, 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. Budget
    2. Minimum Qualifications
  - B. **Data Requirements**
    1. Salesforce
  - C. **Technical Requirements**
    1. Diversity and Inclusiveness – Executive Order #101
    2. Certificate of Insurance (COI)
    3. Proof of Registration with SOS
    4. Accounting and Audits
    5. Sample Contract
    6. Conditions and Provisions
    7. Gratuities and Kickbacks
  - D. **Evaluation and Awards**
  - E. **Decisions and Acceptance Period**
- III. Instructions
  - A. **Questions and Answers**
  - B. **Pre-Proposal Meeting**
  - C. **Zengine Application Instructions**
- IV. Application
  - A. **Applicant Information**
  - B. **Organizational Overview & Experience**
  - C. **Equity and Diversity**
  - D. **Program Overview**
  - E. **General Program Requirements**

1. Technology, Data & Reporting
2. Fiscal Accountability
3. References

**F. Budget**

**G. Other Required Uploads & Certifications**

1. Diversity and Inclusiveness
2. Financial Audit
3. Secretary of State Certificate of Good Standing
4. Contract Certification
5. Anti-Discrimination Certification

**H. 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 applicants 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.

To help advance our commitment to racial equity, 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 ORESAs survey. The write-up provides HOST's average scores on the ORESAs survey disaggregated by race and level of employment. See results of survey here: [[HOST ORESAs Survey Results](#)]

<https://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**

### **1. HOW THIS PROCUREMENT ADDRESSES THE STRATEGIC PLAN GOAL/S**

This procurement addresses the following HOST Five-Year Strategic Plan Goals:

#### **Housing Stability**

- a) Help Households Remain in Their Home and Neighborhood of Choice
- b) Reduce Foreclosures

Prior to the COVID-19 pandemic, the City and County of Denver experienced an average of 600 foreclosure filings per year from 2015 to 2019. During the COVID-19 pandemic, many owners were offered forbearance and Denver saw foreclosure filings drop further to 210 filings in 2020. However, without pandemic-related protections in place, foreclosure filings are trending back towards pre-pandemic levels. As of October 2022, there have been over 400 foreclosure filings in the City and County of Denver.

These foreclosure rates will have adverse impacts on the housing stability of Denver residents, particularly among BIPOC households. According to the National Consumer Law Center, disproportionately high percentages of African American and Latinx homeowners face economic hardship due to the COVID-19 pandemic and have therefore sought assistance from their mortgage lenders. Additionally, the U.S. Census Bureau's Household Pulse Survey demonstrates that among households who have fallen behind on their mortgage payments, Black and Latinx homeowners are much less likely to access financial relief programs compared to white homeowners in the same position.

This 2023 Foreclosure Prevention RFP provides funding for a Mortgage/HOA Fee Assistance Program to address the needs of Denver homeowners facing housing instability as a result of a financial hardship.

HOST is particularly interested in proposals addressing existing gaps in foreclosure prevention programs available in the Denver Metro area including robust access and resource referrals for low-to-moderate income homeowners, racial and ethnic minorities, immigrants and refugees, people with mental health challenges, and other populations imminently at risk of housing instability. Eligible activities include, but are not limited to, the following:

**Application Review and Eligibility Determination:** Respondents should be equipped to receive, review, and make final eligibility determinations on all applications submitted by Denver residents. Application review should include review of applicants' current financial or other housing crisis, verification that applicants' residence is within the City and County of Denver and serves as their primary residence, and that the household is at or below 80% Area Median Income (AMI) for their household size. Respondents are responsible for

collecting any additional documentation to verify an applicant's eligibility and communicating final eligibility determinations to the applicant.

**Mortgage/HOA Fee Assistance:** For qualified applicants, Respondents will issue payment to cure an applicant's past due mortgage and/or HOA fee balance or liens as supported by written documentation up to the maximum assistance limits enforced by HOST.

**Resource Referral and Navigation:** Respondents will ensure that applicants have applied for loss mitigation with their mortgage lender or have otherwise engaged with a HUD-certified Housing Counseling agency. Respondents will also expeditiously connect applicants to all homeowner stabilization programs and resources available to Denver residents for which they are eligible including but not limited to:

- State of Colorado Emergency Mortgage Assistance Program (EMAP)
- Foreclosure Legal Defense Programs
- Property Tax Relief Programs
- Energy Assistance Programs such as the Temporary Rental & Utility Assistance (TRUA) Program, the Colorado Low-income Energy Assistance Program (LEAP), or Energy Outreach Colorado (EOC)
- Home Modification/Repair Programs
- Home Share Programs
- Denver Office of Financial Empowerment and Protection (OFEP)

## C. Target Outcomes and Goals

A key priority outlined by the HOST 2023 Action Plan is to reduce foreclosures across the City and County of Denver by:

- Launching new foreclosure prevention and legal assistance programming aimed at serving 250 households annually.
- Implementing new resources and systems to ensure homeowners are notified and provided with information about resources in the event their Homeowners Association (HOA) initiates a foreclosure.

This Mortgage/HOA Fee Assistance Program is anticipated to provide assistance to approximately 35 unduplicated households a year.

## II. Requirements

### A. Service Requirements

#### 1. Budget

The \$300,000.00 available through this RFP comes from the City of Denver's General Fund as part of the Mayor's 2023 budget request. HOST encourages providers to submit a budget which reflects all operational and financial assistance needs of the program.

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

## 2. Minimum Qualifications

Respondent must have knowledge about best practices and prior experience serving low-to-moderate income residents at-risk of housing instability with foreclosure prevention services. Respondents must also demonstrate a strong commitment to integrating into and coordinating with existing service delivery systems of foreclosure legal defense and foreclosure prevention programs in order to streamline qualified applicants' access to all available community resources. Additionally, Respondents must have plan to develop and/or expand upon existing partnerships with housing stabilization service providers that will enhance homeowner resource delivery and avoid any duplication of services. Program assistance must be provided according to Fair Housing requirements that protect citizens from discrimination on the basis race, color, religion or creed, national origin, ancestry, age, sex, gender, sexual orientation, gender identity or gender expression, marital or familial status, military status or physical or mental disability.

### **Homeowner Eligibility:**

- Eligible homeowners include those at 80% AMI or below for their household size.
- Qualified homeowners must demonstrate themselves as the legal owner of the home, that their home serves as their primary residence, and their residence has been verified as being located within the City and County of Denver.
- Homeowners must also demonstrate a current financial or other housing crisis to be eligible for financial assistance including but not limited to job loss, reduction in income, reduction in hours worked, an unexpected increase in living expenses, medical expenses, or other issues that have impacted the household's income.
- Qualified homeowners must not have cash or assets on hand that is equal to or greater than the relief funds being requested (excluding any funds in a retirement account).
- Proposed Application Prioritization (subject to possible changes):
  - Homeowners currently facing a pending foreclosure sale (I.e. an auction date has been set) and mortgage reinstatement is possible.
  - Homeowners currently delinquent on mortgage payments and/or HOA fees/fines.
  - Homeowners in income-restricted properties. If applicants in income-restricted properties also fall within the categories above, their application will be prioritized as such.

## **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.

The selected contractor will be required to report on the households served by the program through HOST's Salesforce system on a monthly basis. Required data reported in Salesforce include the following:

- Number of unduplicated households served within a monthly reporting period
- Number of unduplicated households served year-to-date (YTD).
- Demographic information from all households served including
  - AMI levels
  - race/ethnicity information.

Additional data will be required to be collected and reported utilizing a supplemental form. Required data reported in the supplemental form include the following:

- amount of assistance provided
- type of assistance provided
- home location
- stage of foreclosure process
- lender and/or HOA information.

## **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. 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 affect 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://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/certificates-of-insurance-example\\_1.pdf](http://denvergov.org/files/assets/public/housing-stability/documents/rfp-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 have an active Certificate of Good Standing prior to submitting an application. 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 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.

### **5. 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 Respondents can download and review.

All Respondents 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.

Respondents 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 the selected 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 respondents. 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 Clicking on the Link:  
<https://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/host-local-funds-sample-contract-financial-foreclsoure-assistance.pdf>

## **6. 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/financial\\_foreclosure\\_prevention\\_application](https://webportalapp.com/sp/financial_foreclosure_prevention_application).

All participating Respondents, 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 Respondent 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 Respondent'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 Respondent 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 Respondent 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 Respondent 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 Respondent to ensure such compliance. The City shall not be liable for any costs incurred by Respondent in the preparation of proposals or for any work performed in connection therein.

## **7. 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 Respondent 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
- Equity & Diversity
- 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 Respondent.

Before an application is awarded, a Respondent 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 G. 4 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 respondents who currently have, or have previously had, contracts with HOST. Application evaluation and awards are also contingent upon respondents 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 respondents, 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 respondents. 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 respondents 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 respondents 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 Respondent 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: Financial Assistance Foreclosure Prevention

Time: Jan 25, 2023 09:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://denvergov-org.zoom.us/j/89633958021?pwd=dXI5YzNIR3BzYUpTNWlidUxxUWdmZz09>

Meeting ID: 896 3395 8021

Passcode: 072936

One tap mobile

+17209289299,,89633958021# US (Denver)

Dial by your location

+1 720 928 9299 US (Denver)

Meeting ID: 896 3395 8021

Find your local number: <https://denvergov-org.zoom.us/u/kbDv8Mp0MV>

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 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/financial foreclosure prevention application](https://webportalapp.com/sp/financial_foreclosure_prevention_application)  
no later than the date and time indicated in the proposal Schedule of Events.

Applicants 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. Applicant 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)

Applicant Entity Type (check one) \*

SAM Unique Entity ID \*

SIC Code and/or NAICS Code \*

Disadvantaged Business Enterprise (DBE)? \*

## **B. Organizational Overview & Experience**

1. Has your organization administered similar services to this program in the last five years? If yes, please describe the similarities.
2. Describe your organization's prior and/or current experience serving low-to-moderate income Denver residents at-risk of housing instability. How does your organization measure success? Please include data demonstrating how these services have improved housing outcomes for program participants.
3. Describe your organization's familiarity with existing foreclosure prevention service delivery systems. How will your organization continue to expand upon and/or develop new partnerships with other housing stabilization resources that will enhance resource delivery to eligible households? Please describe any partnerships that are currently established and any associated successes/challenges of those partnerships.



4. Please provide your staff's credentials and any certifications or training staff members have that will assist in providing services with best practices.
5. Describe your organization's structure, size, and the capacity to perform the services requested.

### **C. Equity & Diversity**

1. Describe the demographics of the people your organization currently serves. What are the inequities that exist regarding access and engagement in those services? How do you intend to address and impact those inequities with this funding?
2. Please describe your organization's methods of service delivery to households with limited or no English proficiency and households presenting with technology literacy challenges?
3. How does your organizations stay up to date on best practices on serving vulnerable populations

### **D. Program Overview**

1. Will your organization use subcontractors for any components of service delivery? If yes, please explain what work you plan to subcontract and why?
2. Will this program generate income?
3. How much funding is your organization requesting to provide foreclosure prevention services under this proposal?
4. Approximately how many unduplicated households does your proposed program intend to serve with the amount of funds requested?
5. Briefly describe the program or service and how it provides financial foreclosure prevention services.
6. Please provide a detailed staffing plan that demonstrates how the eligible activities under this funding source will be executed including but not limited to:
  - The total number of full-time and/or part-time employees
  - Projected time charged to the program per position
  - Any anticipated employee credentialing/training requirements

### **E. General Program Requirements**

**1. Technology, Data & Reporting**

- i. How do your current reporting systems ensure confidentiality, support processes to track data, and facilitate reports on program outcomes?
- ii. Please describe how your organization measures goals, how successful outcomes are defined, and the basis used for measuring data. Please include data from past projects as applicable.
- iii. How often with current contracts, if at all, do you report data?
- iv. Please share your past and/or current experience with different reporting systems such as HMIS, Salesforce, or any other reporting systems.

**2. Fiscal Accountability**

- i. What tools and resources do you use to help determine associated program costs are reasonable and allowable expenses?
- ii. Please describe how your proposed budget needs will achieve the goals and objectives outlined by this proposal?
- iii. What kind of accounting controls does your organization use?
- iv. Please provide details on your organization’s payment processing systems including the capacity to provide expedient electronic payments/money transfers.

**3. 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.

## F. 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. Please specify in the narrative any programmatic start-up costs as applicable.

## G. Other Required Uploads & Certifications

1. Diversity and Inclusiveness

Diversity & Inclusiveness Form: (<https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6l>). 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**

Please upload Certificate of Good Standing here:

**4. 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 Applicant modification that does not include specific language changes may be considered non-responsive by the city and Applicant 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-local-funds-sample-contract-financial-foreclsoure-assistance.pdf>

I, on behalf of the Applicant 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 Applicant'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. Applicant expressly agrees to all sample contract language where no modifications are proposed.

I agree Company Name \*

Name \*

Title \*

Date \*

## 5. 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 service policy, please upload a copy of the policy here

Choose File

## **H. 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 applicant 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