

## I. Background

The City and County of Denver's (City) Department of Housing Stability (HOST) strives to create 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.

A Community Housing Development Organization (CHDO) is a private nonprofit, community-based service organization with the capacity to develop affordable housing for the community it serves. The City and County of Denver must set aside a minimum of 15 percent of their annual HOME Investment Partnership (HOME) allocation from the U.S. Department of Housing and Urban Development (HUD) for housing development activities in which qualified CHDOs are the owners, developers and/or sponsors of the housing.

The City of Denver's Department of Housing Stability (HOST) is seeking non-profit, community-based housing development organizations to become certified as a Community Housing Development Organization. Organizations previously certified by the city will also need to be re-certified to continue this designation.

What are the benefits of becoming a CHDO?

- **Eligible to receive HOME funds set-aside for CHDOs. 15% of the City's annual allocation must be allocated to CHDOs.**
- **Equity for community-based organizations to undertake projects and build capacity.**
- **Special assistance may be available, up to \$50,000/year in CHDO operating assistance.**

## II. Scope of Work

CHDOs may use set-aside funds for most eligible HOME activities. The CHDO must act as the owner, developer, or sponsor of a project that is an eligible set-aside activity.

These eligible set-aside activities include:

- Acquisition and/or rehabilitation of rental housing
- New construction of rental housing
- Acquisition and/or rehabilitation of homebuyer properties
- New construction of homebuyer properties
- Direct financial assistance to purchasers of HOME-assisted housing that has been developed with HOME funds by the CHDO

## III. Minimum Qualifications

To qualify for certification as a CHDO, the organization must demonstrate that they meet the definition of a CHDO from the HOME Final Rule at 24 CFR 92.2, which includes the following key requirements:

- Organized as a private nonprofit under State or local laws.
- Holds a 501(c)(3) or 501(c)(4) IRS tax exemption or be a subordinate of an eligible organization.
- Not controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization.
- Not a governmental entity, and not controlled by a governmental entity.
- Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions, or by-laws.
- Has a clearly defined geographic service area which can be described and documented.
- At least 1/3 of the board of board of directors must represent the low- to moderate-income community in which they serve.
- No more than 1/3 of the board of directors' may be public officials or employees of the Participating Jurisdiction or State Recipient.
- Must have a formal process for low-income program beneficiaries to advise the CHDO on design, location of sites, development & management of affordable housing.
- Must demonstrate at least one year of experience serving the community where it intends to develop the HOME-assisted housing.
- Must demonstrate the capacity of key staff to carry out the HOME-assisted activities being planned
- Has standards of financial accountability that conform to 2 CFR 200.302, 'Financial Management' and 2 CFR 200.303, 'Internal Controls;'

#### **IV. Proposal Application and Submission Instructions**

Applications for this solicitation may only be done electronically through Zengine.

Proposals must be submitted by 5:00 PM 12/31/2024 at:

[https://webportalapp.com/sp/chdo\\_rfq\\_application](https://webportalapp.com/sp/chdo_rfq_application)

Proposers who feel they are unable to prepare and submit an electronic submittal should submit a request in writing to [HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org), for permission and instructions for submitting a hardcopy proposal.

All Applicants are required to submit the following attachments:

- A Certificate of Good Standing. Sole proprietors and general partnerships are not required to register with the Secretary of State (SOS) and therefore have an exception.
- A Completed Diversity and Inclusiveness form <https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6>