



DENVER HOUSING STABILITY

(/sp/rrh_rfp_application)

Rapid Rehousing RRH RFP ▾

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Request for Proposal (RFP) #HOST-80-2024

Rapid Rehousing (RRH)

Schedule of Events:

- RFP- Issued July 8th, 2024, at 10:00 AM MST
- Virtual Pre-Proposal Meeting- July 15th, 2024 at 10:30 AM MST
- Deadline to Submit Additional Questions – July16th, 2024 at 5:00 PM MST
- Response to Written Questions/Addendum – July18th, 2024 at 5:00 PM MST
- Proposal Due Date – August 2nd, 2024 at 5:00 PM MST
- Evaluation Period – August 5th-August 23rd, 2024 (Tentative)
- Anticipated Award Date – September 6th, 2024 (Tentative)

Table of Contents:

I. Background and Vision

- A. HOST General Background
- B. RFQ 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
- F. CORA

III. Instructions

- A. Questions and Answers
- B. Pre-Proposal Meeting
- C. Zengine Application Instructions

IV. Application

- A. Proposer Information
- B. Organizational Overview & Experience
- C. Diversity
- D. Program Overview & Requirements
 - 1. Program Overview
 - 2. Technology, Data & Reporting
 - 3. Fiscal Accountability
 - 4. References
- E. Budget
- F. Other Required Uploads
 - 1. Diversity and Inclusiveness
 - 2. Audit
 - 3. Secretary of State Certificate of Good Standing
 - 4. Contract Certification
 - 5. Anti-Discrimination Certification

G. 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 Proposers to review the plan, and to explicitly address how your proposal contributes to achieving our strategic goals and targets as well as those of the Citywide Goals.

Please see Five-Year Strategic Plan here: [HOST 5-Year Strategic Plan](#)

(<https://denvergov.org/Government/Agencies-Departments-Offices/Department-of-Housing-Stability/About-Housing-Stability/Plans-and-Reports/Five-Year-Strategic-Planning-Efforts>)

Please see the Citywide Goals here: [CITYWIDE GOALS](#)

(<https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Mayors-Office/Mayor-Mike-Johnston-Announces-Citywide-Goals-for-2024>)

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.

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/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

Denver's Department of Housing Stability (HOST) is committed to investing resources with city organizations that keep people in the homes they already live in, to quickly resolve an experience of homelessness, and to connect people to affordable housing opportunities. This RFP directly supports the HOST Strategic Plan to:

- Increase the annual number of households served in rehousing and supportive housing programs from 1,800 to 3,000

Through this RFP, HOST will direct Rapid Rehousing resources to households who meet the definition of literal homelessness and ensure all qualifying populations are connected to supportive case management, affordable housing navigation, and time-limited financial assistance to end their episode of homelessness and through obtaining and maintaining permanent housing. Case management will focus on increasing household income through employment and/or benefits, connecting households to community resources that will increase future self-sufficiency, and housing stability planning for immediate housing placement and on-going housing opportunities for subsidized or affordable housing. HOST will ensure that all populations—adults, families, and youth—will be supported through Rapid Rehousing Programs. Households will be referred through OneHome, Metro Denver's Coordinated Entry System. HOST is particularly interested in applications that demonstrate effective Rapid Rehousing (RRH) best practices and speak to historical success in working with households transitioning out of homeless situations and into successful permanent housing placements using the RRH model.

C. Target Outcomes and Goals

The purpose of these funds is to quickly end a person's episode of homelessness by connecting to housing navigation services, housing stabilization case management, and time-limited financial assistance while the household receives ongoing support to continue their path towards permanent housing stability.

In order to measure the positive impact of this RRH program, and to highlight the system support in the City of Denver, HOST will base this RFP on a set of practice standards and benchmarks established by National Alliance to End Homelessness (NEAH) (<https://endhomelessness.org/resource/rapid-re-housing-performance-benchmarks-and-program-standards/>)

Applicants will be expected to:

1. Illustrate a reduction in the length of time program participants are homeless.
2. Record 80% of households who exit the RRH program transition to permanent housing
3. Ensure 70% of enrolled households obtain and maintain cash/non-cash benefits.

These measurements will be assessed through programmatic data entered through the Homeless Management Information System (HMIS).

II. Requirements

A. Service Requirements

1. Preferred Applicant Qualifications

Proposals should reflect the respondents' knowledge, understanding, and prior/current experience supporting literally homeless households through RRH intervention. HOST is particularly interested in proposals demonstrating prior successful and/or current experience implementing RRH programs in the City and County of Denver. Match is not required; however, it is preferred. For applicants capable of contributing match to this application, please include amounts and sources in the budget template.

2. Budget

Funding for this RRH program may be supported by a combination of General Funds and Federal HOME-TBRA. Programs will operate based on three-year contracts with annual calendar-year budgets based on annual appropriations. Once applications have been reviewed by a designated committee, awards will be determined based on agency capacity to administer RRH and experience, equity & diversity, supporting existing gaps in Denver's homeless response, commitment to reporting requirements throughout the contract term, and effectiveness of the proposed budget.

3. RRH Eligible Activities

a. Housing Search and Placement:

- Quickly find housing units that are desirable and sustainable to program participants.
- Actively recruit and retain landlords willing to rent to program participants who might otherwise fail to pass typical tenant screening criteria due to histories of eviction, criminal justice involvement, limited education or employment, etc.
- Respond to landlords to preserve and develop these partnerships for future housing placements.

b. Housing Stability Case Management:

- Assist participants in obtaining housing by helping to identify housing and resolve/mitigate tenant screening barriers and moving into and preparing for housing.
- After move-in, case management should be home-based as much as possible and be focused on stabilizing the participant in housing by identifying supports, establishing, or increasing employment/income, minimizing housing retention barriers, and resolving issues or conflicts that may lead to tenancy problems.
- Case management must be client-driven, voluntary, progressive, strengths-based, trauma informed and focused on housing obtainment and retention through an individually tailored rent plan.
- Preferred ratio for participant per case manager is 15 households for every one case manager.

c. Employment and Benefit Acquisition:

- Case management will include a focus on stabilizing the participant in housing by increasing employment/income, minimizing housing retention barriers, and resolving

issues or conflicts that may lead to tenancy problems.

d. Rent & Move-in Financial Assistance:

- Providing individually tailored short- to medium-term (up to 24 months) financial assistance to the varying and changing needs of a household, while providing the assistance necessary for a household to immediately move out of homelessness and stabilize in permanent housing.
- Financial assistance is paid directly to a third party on behalf of the participant household.

4. Requirements for Tenant Lease-up

Prior to distributing any housing financial assistance, programs are required to complete a rent reasonableness assessment and an approved habitability inspection.

5. Program Administration Responsibilities

Award recipients will be required to attend a monthly HOST facilitated Rapid Rehousing Work Group. At least one representative from each program is required to attend to remain engaged in the community's impact through RRH and provide shared insight and lessons learned.

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.

To demonstrate HOST commitment to data driven programming, the selected contractor will be required to use Homeless Management Information System (HMIS) and HOST Programs Community for data reporting. Metro Denver Homeless Initiatives MDHI (<https://www.mdhi.org/>) will provide trainings, administration, and support for HMIS, HOST Data, Policy & Strategy team will provide trainings, administration, and support for HOST Programs Community.

As a result, HOST requires all programs it funds to enter clients' information for the duration of program enrollment into HMIS on the demographic characteristics of households served by 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.

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>

(<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 effect 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> (<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

(https://denvercity.sharepoint.com/sites/Finance/Risk%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FFinance%2FRisk%20Documents%2FExhibit%201_Certificate%20of%20Insurance%20Sample.pdf&parent=%2Fsites%2FFin)

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/> (<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 proposers can download and review.

All Proposers 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.

Proposers 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 Proposers. 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 any time 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/v/1/housing-stability/documents/rfp-files/rrh_sampleagreement.pdf (https://denvergov.org/files/assets/public/v/1/housing-stability/documents/rfp-files/rrh_sampleagreement.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/rrh_rfp_application

(https://webportalapp.com/sp/rrh_rfp_application)

All participating Proposers, 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 Proposer 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 Proposer'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 Proposer 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 Proposers 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 Proposer 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 Proposer to ensure such compliance. The City shall not be liable for any costs incurred by Proposer 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 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 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
- 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 Proposers.

Before an application is awarded, a Proposer 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 E. 3 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 Proposers who currently have, or have previously had, contracts with HOST. Application evaluation and awards are also contingent upon Proposers 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 Proposers, 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 Proposers. 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 Proposers 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 Proposers 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 Proposer 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

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.

Host Procurements is inviting you to a scheduled Zoom meeting.

Topic: Rapid Rehousing Pre-bid

Time: Jul 15, 2024 10:30 AM Mountain Time (US and Canada)

Join Zoom Meeting:

<https://denvergov-org.zoom.us/j/89072868494?pwd=bifoJLaPHIF8lsGHlayQvqjVp1YUrA.1> (<https://denvergov-org.zoom.us/j/89072868494?pwd=bifoJLaPHIF8lsGHlayQvqjVp1YUrA.1>)

Meeting ID: 890 7286 8494

Passcode: 080020

One tap mobile

+17209289299, 89072868494# US (Denver)

Dial by your location

+1 720 928 9299 US (Denver)

Meeting ID: 890 7286 8494

Find your local number: <https://denvergov-org.zoom.us/u/keGQgD6aYE> (<https://denvergov-org.zoom.us/u/keGQgD6aYE>)

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 Proposer will be provided to all Proposers. 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/rrh_rfp_application (https://webportalapp.com/sp/rrh_rfp_application) no later than the date and time indicated in the proposal 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 proposal. Your proposal shall consist of the following section IV responses and required uploads to be completed below.

IV. Application

A. Proposer Information

Business Name *

TEST

Business Address *

TEST

City *

TEST

State *

Colorado

Zip *

80204

Is the order address different from above? *

Yes

No

Tax ID # (TIN or SSN) *

1234

Telephone Number (Ex: xxx-xxx-xxxx) *

3033333333

Fax Number

Email *

jill.wilson@denvergov.org

Ordering Email (If different from above)

jill.wilson@denvergov.org

Proposer Entity Type (check one) *

Individual

Dun & Bradstreet Number *

101 W Col

SIC Code and/or NAICS Code *

134

Disadvantaged Business Enterprise (DBE)? *

No ▼

B. Organizational Overview – Experience and Capacity

1. Explain previously administered Rapid Rehousing programs. Within your explanation, please include the agency’s history of administered RRH programs, the funding sources, unique characteristics of populations served by the RRH program, and outcomes for all exited households. *

TEST

2. Describe your agency’s experience providing housing assistance, including housing navigation support, verifying Housing Habitability Standards, and meet the approved rent reasonableness parameters. *

TEST

Click here to view Housing Habitability Standards (<https://www.hud.gov/sites/documents/DHAPSANDYHABITCHKLIST.PDF>) and here for rent reasonableness parameters (<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-leasing-rental-assistance-requirements/reasonableness/>)

3. How your organization will leverage new and/or expand upon existing partnerships to support housing stabilization and/or program success? Please describe any partnerships that are currently established and any associated successes/challenges of those partnerships. *

TEST

4. How will this program help to address goals within HOST’s Five Year Strategic Plan? *

TEST

Click here to view HOST's Five Year Strategic Plan
(<https://denvergov.org/Government/Agencies-Departments-Offices/Department-of-Housing-Stability/About-Housing-Stability/Plans-and-Reports/Five-Year-Strategic-Planning-Efforts>)

C. Diversity

1. Describe the demographics of the clients your organization currently serves. Are there racial inequities that exist regarding access and engagement in those services? How do you intend to address and impact those inequities with this funding? *

TEST

2. Please describe your organization's methods of service delivery to households with limited or no English proficiency and households presenting with technology literacy barriers. *

TEST

3. How does your organization stay up to date on best practices serving vulnerable populations? *

TEST

4. What Equity, Diversity, and Inclusion practices, policies, and trainings does your organization employ for both employees and program participants? *

TEST

D. Program Overview & Reporting Requirements

1. Overview of Services to be Provided



a. Explain the total amount of your RRH program proposal and the number of households this program intends to serve. Please include a description of the population that will be served within the eligible enrollment criteria. *

TEST

b. Please include a proposed workflow (i.e., Gantt chart) that shows start-up time, intakes, acceptance, placements, and exits during the three-year period. *

+ Select a file

UPLOAD FOR ZENGINE.xlsx

 (/sp/file_redirect/rrh_rfp_application/23817450/cdacf09e429a3e2756afb784e9672d97) 

c. In serving these households using RRH best practices, what is the anticipated cost per household based on an average length of participation. Please include service cost from each of the three RRH components. *

TEST

d. Based on your projected program population, please detail:

i. the process from referral to enrollment *

TEST

ii. the plan to ensure households, once enrolled, secure permanent housing as quickly as possible *

TEST

iii. plan to support individuals in taking over their lease at the end of the rental assistance period (through education, employment, rent plans, etc.) *

TEST

iv. how the program will determine when participants are expected to successfully exit the program *

TEST

e. How will Landlord Navigation be used to support unit acquisition and increase landlord relationships to aid in the efficient transition into permanent housing? *

TEST

f. Please detail the staffing plan to ensure each of the three RRH components are being conducted to fidelity of the model. If subcontractors will be used, please explain what work you plan to subcontract and why? *

TEST

g. Identify partnerships within the applying agency, or community partners, that help to increase income through employment and/or benefits. How will your program engage these services as part of your program's Case Management planning and/or on-going Housing Stability Plan? *

TEST

h. If you have administered HOST rapid rehousing previously, please share lessons learned and how you may administer services differently. *

TEST

2. Technology, Data & Reporting Data & Reporting

The selected service provider will be required to enter and record all program data into the Homeless Management Information System (HMIS), including but not limited to clients' demographic information, enrollment, provision of services/supports, case management and exit information. The selected service provider shall abide by both COHMIS POLICY & PROCEDURES (<https://denvergov.org/files/assets/public/v/1/housing-stability/documents/statewide-hmis-policies-procedures-v2.0-1.pdf>) & COHMIS SECURITY, PRIVACY & DATA QUALITY

(https://static1.squarespace.com/static/5fea50c73853910bc4679c13/t/6109834a6810db18a3d4da75/1628013386433/Security__Privacy__Data_C_V_1.1.pdf) established and adopted by the Metro Denver Homeless Initiative (MDHI) (<https://www.mdhi.org/>) Continuum of Care (CoC) for metro Denver.

The selected service provider will be required to submit a quarterly program narrative report and HMIS Data Quality report to HOST via HOST Program Community (HOST will provide service provider with training and login credentials). The quarterly program narrative report will include program successes, challenges, qualitative report, program spend down, etc. In rare situations, service providers may be required to submit supplemental reports. Supplemental reports may be required when HMIS data and program narrative reports are not sufficient to demonstrate program impacts and outcomes.

1. Please describe your agency's previous use of HMIS or a detailed plan to adopt HMIS for reporting on this HOST contract. If indicating previous use, include challenges, successes, data entry process, etc. The plan to adopt HMIS must include a timeline for your agency to become proficient in HMIS best practices within a reasonable timeframe to perform contracted activities. *

TEST

2. Please outline your agency's plan to use HOST Program Community to submit timely and accurate quarterly program narrative reports and HMIS data quality reports. Also, include feedback of your agency's experience using HOST Programs Community if relevant. *

TEST

3. Please detail your agency's plan to monitor HMIS data quality and your experience implementing procedures to monitor data quality. *

TEST

i. Include examples of a program and/or project where a similar data quality monitoring plan was applied. *

TEST

4. The use of HMIS is guided by COHMIS policy documents above. What is your agency's strategy to equip end users in both adopting and adhering to COHMIS best practices? *

TEST

5. The outcome(s) for this program are outlined in the Objectives & Outcome section. Are there any other outcomes related to this program that you have identified? *

TEST

i. Are there any possible limitation(s) that you can foresee to these program outcomes? *

TEST

6. Describe your strategy for tracking and managing performance measures and outcomes. *

TEST

3. Fiscal Accountability

1. Describe your experience managing similar program budgets and what tools are used to keep program staff and HOST Program Officer aware of budget status, specifically if multiple funding sources are being used. *

TEST

2. Describe the systems and tools your organization uses to help manage on-time reimbursement requests including required documentation. *

TEST

3. Explain the existing accounting structure that your agency has in order to support and distribute on-going financial assistance. Based on your existing structure, please detail the payment process for a participant's housing financial assistance. Include the projected time frame and all staff involved from payment request to landlord payment. *

TEST

4. References

Reference 1

Reference 1: Agency *

TEST

Reference 1: Contact Person *

Jill Wilson

Reference 1: Contact Email *

jill.wilson@denvergov.org

Reference 2

Reference 2: Agency *

TEST

Reference 2: Contact Person *

Jill Wilson

Reference 2: Contact Email *

jill.wilson@denvergov.org

Reference 3

Reference 3: Agency *

TEST

Reference 3: Contact Person *

Jill Wilson

Reference 3: Contact Email *

jill.wilson@denvergov.org

E. 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>
(<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 two budgets, one designed to serve 50 households and one to serve 100 households. Budgets should represent a 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.

Upload Program Budget Template *

F. Other Required Uploads

1. Diversity and Inclusiveness

Click [HERE](#) for Link to 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).

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.

Upload Audited Financial Statement Here *

3. Secretary of State Good Standing Certification

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 proposer modification that does not include specific language changes may be considered non-responsive by the city and proposer 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/v/1/housing-stability/documents/rfp-files/rrh_sampleagreement.pdf)

Agreement

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

I agree

Company Name *

CCD

Name *

Jill Wilson

Title *

TEST

Date *

06/20/2024

5. Anti-Discrimination Certification

i. Does your organization have an anti-discrimination employment policy? *

Yes

If your organization has a written anti-discrimination employment policy, please upload a copy of the policy here

+ Select a file



ii. Does your organization have an anti-discrimination policy regarding how services are performed and carried out? *

No

If your organization has a written anti-discrimination services policy, please upload a copy of the policy here

+ Select a file



G. 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

Upload Additional Community Support Letters (If Desired)

Upload Additional Community Support Letters (If Desired)

Upload Additional Materials (If Desired)

Upload Additional Proposer notes and comments

Upload Program Brochures, marketing materials etc.

Upload Any additional information in support of your proposal

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