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chfa notice

COLORADO HOUSING AND FINANCE AUTHORITY

1981 BLAKE STREET
DENVER, CO 80202

Notice of Funding Availability

Owner-occupied Home Renovation Program

POSTED: June 11, 2021

PROPOSALS DUE: July 21, 2021

CHFA is a body corporate and political subdivision of the State of Colorado, established by the Colorado General Assembly for the purpose of increasing the supply of decent, safe, and sanitary housing for low- and moderate- income individuals and households, and to promote sound economic development by supporting business enterprises. Facilitating the preservation of affordable housing is critical to CHFA's mission.

The purpose of this Notice of Funding Availability (NOFA) is to solicit proposals for the implementation of CHFA's Owner-occupied Home Renovation pilot program (the "Program"). This program will support the repair, renovation or rehabilitation of single family, owner-occupied housing in rural Colorado counties that have a population of 180,000 or less.

Organizations experienced with administering owner-occupied home repair, renovation, or rehabilitation loan or grant programs will be considered in the selection process. CHFA anticipates the Program will provide the selected applicant(s) with funds for the operation of a new or existing repair, renovation, or rehabilitation loan program(s), subject to the Terms and Conditions. Terms and Conditions of the program will be created with, and reviewed by the selected applicant(s), based on the responses to this proposal.

Funds awarded can revolve over the term of the loan either through repayment to CHFA and new draws, or internally at the organization. However, the funds will be repaid to CHFA at maturity.

CHFA strongly values diversity, equity and inclusion among its customers, employees, vendors and community partners.

More information about CHFA may be found at the CHFA website, www.chfainfo.com.

Background

CHFA is proud to support nonprofits and community organizations whose work aligns with CHFA's mission of investing in affordable housing and economic development. CHFA is creating a pilot program intended to address the single family owner-occupied home renovation needs in rural Colorado. Program loans, subject to its Terms and Conditions, are intended to help accommodate program operations and renovation expenses necessary to address local owner-occupied home renovations needs. The maximum loan amount provided to the chosen organization(s) will be in an

amount as determined by CHFA in its sole discretion, and will not exceed \$200,000 (the "Allocation Amount"). The selected applicant(s) will be responsible for lending the Allocation Amount to eligible individual borrowers in the community. The selected applicant(s) will service such loans and will repay CHFA the Allocation Amount by the end of the loan term.

Scope of Services

CHFA is seeking proposals from organizations to propose terms, conditions and procedures for an owner-occupied home renovation loan program in Colorado counties with a population of 180,000 or less. These organizations should currently or previously have administered other federal, state and/or local repair, renovation, or rehabilitation loan programs.

CHFA intends the funds to be used in a manner that, subject to the Terms and Conditions, best meets the needs of the selected applicant and the targeted communities they serve. The funds may be paired with other owner-occupied rehabilitation program resources that the selected applicant may already receive, or for uses or project types for which funding is not available through other funding sources, such as exterior or emergency repairs. Individuals or households needing assistance in local communities may vary and CHFA will expect NOFA respondents to identify which income levels they will target with any assistance that may be awarded based on community need; except that CHFA requires funds from this program to only be used for clients with income levels up to 80% of the Area Median Income (AMI) at time of award.

If awarded funds, the selected applicant(s) will be required to provide quarterly reporting which includes, but is not limited to the following:

- Borrower demographics;
- Loan amounts, rates, and terms;
- Scope of repairs completed with the loan;
- Other federal, state and local funds leveraged and amounts; and
- Areas/counties serviced.

Proposal Submission Timeline

Posting of Notice of Funding Availability: June 11, 2021

Questions on NOFA to CHFA: June 30, 2021

CHFA Posts Responses to Questions: July 9, 2021

Deadline for Proposal Submission: July 21, 2021

Notification of Interviews with Finalists: Week of July

26th Anticipated Decision Date: August 13, 2021

Requests for additional information and/or questions and requests for clarification may be sent, via email, to CHFA at HomeRehab_NOFA@chfainfo.com. **All questions must be received by 11:59pm Mountain Time on June 30, 2021.** All questions, as well as responses, will be responded to by July 9, 2021.

Electronic responses to this request for proposal must be received by CHFA no later than 11:59pm, Mountain Time, on July 21, 2021 to CHFA at HomeRehab_NOFA@chfainfo.com.

Note: The email Subject line must be “Owner-occupied Home Renovation Program”

Proposal Format

Please submit a written proposal answering the following list of items/questions.

1. Please describe your overall experience administering repair, rehabilitation or renovation loan or grant programs for owner-occupied housing including, but not limited to, staffing, average size, and scope of the program offerings. Include experience and knowledge your organization has with compliance with consumer lending including fair lending requirements, adverse action letters, etc.
2. Please provide the number of owner-occupied renovation projects your organization has overseen and completed in the last five years, and the number of related renovation program loans, if any, you currently service, with their payment status (deferred, currently paying, repaid, in arrears, etc.).
3. Outline the barriers and limitations to operating rehabilitation loan programs in your community including, but not limited to, the following, as appropriate:
 - Loan level amounts;
 - Borrower and/or property type limitations;
 - Hazardous materials removal and cost;
 - Eligibility of cosmetic repairs; and
 - Service areas including city, county, and region.
4. Outline how this program could be paired to supplement and leverage other federal, state and/or local repair, renovation and rehabilitation program funds you may administer.
5. Provide proposed terms and conditions of how you would structure the repayment of any CHFA loan funds, if provided to your organization including:
 - Interest rate(s);
 - Term(s);
 - Loan sizing; and
 - Eventual repayment to CHFA.
6. Describe how your organization would deploy the funds in your community, such as:
 - Average size of loans, rate and terms to borrower homeowners, etc.;
 - Payback/deferral terms expected of borrowers based upon AMI (Area Median Income) levels;

- How your organization determines terms for borrowers;
 - Anticipated time to fully deploy the loan fund amount requested by your organization or the maximum loan size of \$200,000, if provided, to the community; and
 - Innovative features or components included in the program design.
7. Please provide your expected administrative costs to deploy the program.
 8. Does your organization have a loan loss contingency policy? If so, please supply any data regarding the amount of loans your organization has forgiven as part of a loan loss contingency policy in the last five years.
 9. Describe how your organization seeks to advance equity through your programs, who you serve, staff, board, and volunteers, and/or engagement with community.

CHFA will consider various factors, including all the following criteria, in evaluating the proposals:

- Experience with other federal, state, and/or local rehabilitation programs;
- Experience conducting loan programs;
- Proposed plan for deploying any funds that may be awarded by CHFA for the operation of a renovation program;
- Demonstrated results from similar projects; and
- Experience in serving rural Colorado in counties with populations of 180,000 or less.

Additional Conditions

- CHFA and the selected entity will enter into a contract, describing the terms and conditions of the services to be performed, including vendor compensation.
- All submitted proposals become the sole and exclusive property of CHFA.
- As a political subdivision of the State of Colorado, CHFA is subject to the Colorado Open Records Act (CORA) C.R.S. §§ 24-72-201, et seq., which requires CHFA to permit inspection and copying of certain public records. Responders to this NOFA (each a “Respondent”) acknowledge and agree that, notwithstanding anything contained therein or in any transmittal, all documents submitted to CHFA pursuant to this NOFA are not considered confidential or proprietary in any way and may be subject to inspection by the public. By submitting a proposal, Respondents expressly authorize CHFA to disclose such proposals and any related information at CHFA’s sole discretion. Respondents should not include any information deemed privileged or confidential in their responses.
- CHFA is subject to C.R.S. 8-17.5-102, which provides that, unless there is an applicable exclusion, Colorado state agencies and political subdivisions may not enter into, or renew, a contract for services (labor, time or effort, not involving a specific product) with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien. Therefore, if a contract is a public contract for services, the vendor must certify that the vendor does not knowingly employ or contract with an illegal alien; and that the

vendor participates in either the Department of Homeland Security/Social Security Administration E-Verify Program or the State of Colorado Department of Labor and Employment Program. Further, there are required contract provisions relating to the vendor's agreement to not knowingly employ or contract with any illegal aliens.

- Additional information that is reasonably necessary for CHFA to fairly and comprehensively evaluate proposals may be enclosed with a proposal, as long as such information clarifies or substantiates written responses.
- During the evaluation and decision process, CHFA may request additional information or clarifications from responders. At its discretion, CHFA may request certain responders to make oral presentations.
- CHFA shall not be liable for any expenses, including travel expenses related to preparation of the proposal, any due diligence by the responder and/or CHFA, and the contract negotiation process.
- CHFA reserves the right to reject any or all proposals after reviewing all responses to this NOFA. CHFA is not required by law to conduct this NOFA and reserves the right to cancel or withdraw this NOFA at any time and for any reason and to accept or reject any item or combination of items in any proposal. CHFA reserves the right to reissue a new NOFA for the same or similar services or to postpone proposal deadlines for its own convenience. Any proposal received by CHFA must be valid and binding for a period of thirty (30) days beyond the submission deadline.
- CHFA is committed to diversity and inclusion with its suppliers to meet the growing needs of its customer base. CHFA staff understands that the purchasing decisions that we, and our vendors make, can impact the community we serve through People, Planet, Purpose, and Price. The four-"P" (4P) procurement standards are embedded in our vendor diversity standards to ensure we are reducing the environmental impact of our purchasing decisions and expanding our diversity outreach, while maximizing the purchasing value of our funds.
- This NOFA and the resulting contract shall be governed by the laws of the State of Colorado and venues for any actions shall lie exclusively in Denver, Colorado. By submitting a response to this NOFA, Respondent irrevocably submits to the exclusive personal jurisdiction of the courts located in the City and County of Denver.
- Written approval from CHFA must be obtained for any media releases regarding an award of the contract by CHFA.
- By submitting a proposal, Respondent agrees to waive any claim(s) it has or may have against CHFA and/or any of the current or former CHFA directors, officers, board members, employees, or agents arising out of or in connection with (1) the administration, evaluation, or recommendation of any proposal (2) waiver of any requirement under this NOFA, (3) acceptance or rejection of any proposal, and (4) award of the contract.