

2019 PRESERVATION PARTNERS RFQ CHECKLIST

Thank you for your interest in submitting a proposal for the Denver Economic Development and Opportunity, Division of Housing, Preservation Partners Request for Qualifications (RFQ). The following instructions and checklist of attachments are provided as tools to assist you in ensuring that adequate information is available as you begin the application submission process. The online proposal application includes requests for attachments that must be uploaded to the *WizeHive* system to complete your proposal.

A. *WizeHive* System Requirements

In order to begin, you must:

- Have a valid email address, and
- Use a computer with Internet Access to complete the online application. If you do not have a computer, visit or a Denver Public Library or a Denver Workforce Center Resource Room. Locations are listed here:

<http://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/jobs-employers.html>

Also, we recommend that you:

- Utilize Internet Explorer 9 or above, Mozilla Firefox, or Google Chrome,
- Use Microsoft Office 2007 or above, and
- Adjust the resolution on your computer screen to a minimum of 1024 x 768.

B. Using the *WizeHive* System to Create an Application

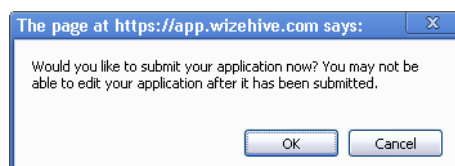
The first time you enter the *WizeHive* system <https://app.wizehive.com/apps/2019HsgPreservationPartnerRFQ> you will be instructed to enter an email and create a password in the “Signup” area. In subsequent visits, you will be required to enter the same email and password in the “Login” area.

In an effort to help you save the data that you’ve entered into the application, the *WizeHive* system will automatically save your work every ten (10) minutes. This action will create a pop-up box in the middle of the screen that indicates that the form is being saved and will fade away in a few seconds.

In addition, on an intermittent basis, we recommend that you scroll down to the bottom of the page and select “Save Draft” to be sure to save all of your work.

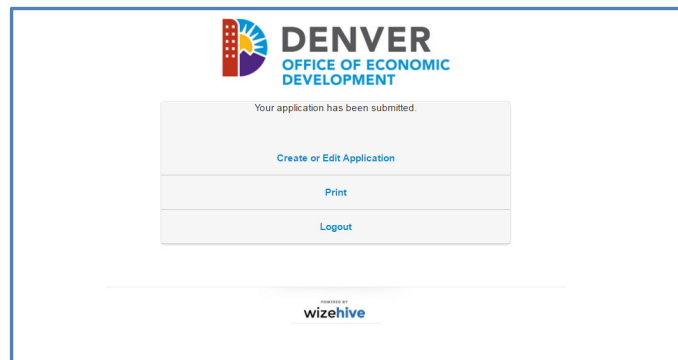
Once you have completed the application and uploaded all attachments, you may proceed to submit your application by following the next two steps:

1. Select “Submit Application”. The (radio) button will automatically appear selected next to “**AND** Submit Application”.
2. Proceed to **ALSO PRESS** the “Submit Application and Submit Application” button. The following message will display:



NOTE: WizeHive will not allow you to submit the application until you have completed all required fields. It will indicate the missing information with the following message after the first incomplete field: **Please enter all required fields.** Once all fields have been completed, you may try to submit the application again.

3. When you click “OK”, you will be redirected to the *WizeHive* application overview page (read only). It will display as:



4. Your application is now complete. You can go back to edit and resubmit your application until the deadline for submission.

Uploading Attachments in the *WizeHive* System

The attachments below are itemized according to the Section names at the top of each part of the application. Multiple pages must be uploaded as a single attachment in .pdf format. Be careful when uploading an attachment, as the *WizeHive* system will only accept one attachment per individual response. If a document is uploaded incorrectly, press the “Select a File” button to replace the incorrect document. You may then browse the documents on your computer to select and upload the correct document (the system will only retain the last attachment uploaded per response).

- Section I: Applicant Information – J. Attach Federal Tax Exemption Determination Letter
 - This is required for Non-Profit Organizations only
- Section I: Applicant Information – K. Attach Certificate of Good Standing with the Secretary of State
- Section I: Applicant Information – L. Attach IRS W9 Form
- Section V: Qualifications – A. Statement on organization’s experience on development and property management of income-restricted affordable rental housing.
- Section V: Qualifications – B. Statement of experience on acquiring and renovating existing single- or multi-family housing.
- Section V: Qualifications – C. Statement of Experience Obtaining Capital for Property Acquisition
- Section V: Qualifications – D. Statement of familiarity with Denver’s Preservation Ordinance
- Section V: Qualifications – E. List of properties owned by your organization within the City of Denver Section
- Section V: Qualifications –F. 3 years of audited financial statements.
- VII: Organization Structure – A. Organizational Chart
- VII: Organization Structure – B. Resumes

C. Miscellaneous Reference Tools:

- Denver's Preservation Ordinance:
https://www.municode.com/library/co/denver/codes/code_of_ordinances?nodeId=TITIIREMUCO_CH27HO_ARTIIIPRAFHO_S27-47FEPRPROTPUOP
- Denver's Housing Plan:
https://www.denvergov.org/content/dam/denvergov/Portals/690/Housing/HousingInclusiveDenver_FINAL_020918.pdf