

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **9am on Friday**. Contact the Mayor's Legislative team with questions

Date of Request: **09/29/2023**

Please mark one: ☐ Bill Request or ☒ Resolution Request

### 1. Type of Request:

- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
- ☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
- ☐ Other:

### 2. Title: (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Amends an agreement with The Community Firm to administer the Emergency Rental Assistance Program (ERAP), adding an additional \$3,000,000 in Treasury ERAP funds to the current contract amount of \$15,208,259 in both ARPA State and Local Fiscal Recovery Funds (SLFRF) and Treasury ERAP funds for a new total contract amount of \$18,208,259. The additional funds will serve an estimated additional 375 households for a new estimated total of 2175 households served. No changes to the contract term with expiration of 12/31/2023. (HOST-202262616/HOST-202370298-04)

3. Requesting Agency: Department of Housing Stability (HOST)

### 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Becca Channell	Name: Chris Lowell
Email: <a href="mailto:Becca.Channell@denvergov.org">Becca.Channell@denvergov.org</a>	Email: <a href="mailto:Christopher.Lowell@denvergov.org">Christopher.Lowell@denvergov.org</a>

### 5. General description or background of proposed request. Attach executive summary if more space needed:

This contract amends an agreement with The Community Firm to administer the Emergency Rental Assistance Program (ERAP), adding an additional \$3,000,000 in Treasury ERAP funds to the current contract amount of \$15,208,259 in both ARPA State and Local Fiscal Recovery Funds (SLFRF) and Treasury ERAP funds for a new total contract amount of \$18,208,259. The additional funds will serve an estimated additional 375 households for a new estimated total of 2175 households served. No changes to the contract term with expiration of 12/31/2023.

This contract is funded through the U.S. Department of the Treasury, pursuant to Sections 3201 (ERA2) and 9901 (SLFRF) of the American Rescue Plan Act of 2021, Pub. L. No. 117-2. This is a continuation of the Emergency Rental Assistance Program previously established and funded through the U.S. Department of the Treasury, pursuant to Section 501(a) of Division N of the Consolidated Appropriations Act, 2021 (ERA1).

The Community Firm will provide emergency rental assistance and housing stability services to eligible households in the City and County of Denver earning up to 80% of the area median income (AMI) that are unable to pay rent during or due to the COVID-19 pandemic. Assistance may also include relocation expenses, such as deposit and first month's rent when necessary to relocate to another housing unit in order to maintain housing stability. The aggregate amount of financial assistance an eligible household may receive under ERA1, ERA2, and SLFRF combined must not exceed 18 months. This contract will serve approximately 2175 households total.

6. City Attorney assigned to this request (if applicable): Johna Varty

7. City Council District: Citywide

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_



8. **\*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet\*\***

**Key Contract Terms**

**Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):**  
Professional Services > \$500K

**Vendor/Contractor Name:** The Community Firm

**Contract control number:** HOST-202370298-04

**Location:** 1035 Osage St., Suite 835, Denver, CO 80204

**Is this a new contract?** ☐ **Yes** ☒ **No** **Is this an Amendment?** ☒ **Yes** ☐ **If yes, how many?** 4

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**

Original Agreement: HOST-202262616 - 3/1/2022-7/31/2023

1<sup>st</sup> Amendment: HOST-202264785-01 - 3/1/2022-7/31/2023

2<sup>nd</sup> Amendment: HOST-202366439-02 - 3/1/2022-9/30/2023

3<sup>rd</sup> Amendment: HOST-202367709-03 - 3/1/2022-12/31/2023

Proposed 4<sup>th</sup> Amendment: HOST-202370298-04 - 3/1/2022-12/31/2023

**Contract Amount (indicate existing amount, amended amount and new contract total):**

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$15,208,259	\$3,000,000	\$18,208,259

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3/1/2022-12/31/2023	N/A	N/A

**Scope of work:**

These funds will be provided to The Community Firm to be utilized for administration of the Emergency Rental Assistance Program (ERAP). The aggregate amount of financial assistance an eligible household may receive under ERA1, ERA2, and SLFRF combined must not exceed 18 months. The program is designed to help residents avoid an eviction and maintain housing stability by assisting low- and moderate-income residents (80% area median income and below) who are experiencing a financial hardship during or due to COVID-19.

**Was this contractor selected by competitive process?** Yes ☐ **If not, why not?** N/A

**Has this contractor provided these services to the City before?** ☒ **Yes** ☐ **No**

**Source of funds:** U.S. Department of Treasury Emergency Rental Assistance Program ERA2 (\$14,050,000); The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program authorized by the American Rescue Plan Act (ARPA) (\$4,158,259)

**Is this contract subject to:** ☐ **W/MBE** ☐ **DBE** ☐ **SBE** ☒ **XO101** ☐ **ACDBE** ☐ **N/A**

**WBE/MBE/DBE commitments (construction, design, Airport concession contracts):** N/A

**Who are the subcontractors to this contract?** N/A

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