

DEDO ORDINANCE/RESOLUTION REQUEST

Date of Request: 3/23/20

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:

Executes an agreement between Denver Economic Development & Opportunity (DEDO) and Mile High United Way with a contract amendment of **\$2,000,000** for the administration and grant disbursement of Denver's **Small Business Emergency Relief Program**.

3. Requesting Agency: Denver Economic Development & Opportunity (DEDO)

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jen Morris	Name: Deborah Cameron
Email: Jen.Morris@denvergov.org	Email: Deborah.Cameron@denvergov.org

5. General a text description or background of the proposed request, if not included as an executive summary.

See Executive Summary

6. City Attorney assigned to this request (if applicable): Brian Martin

7. City Council District: Citywide

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$600K; IGA/Grant Agreement, Sale or Lease of Real Property):
Professional Services

Vendor/Contractor Name: Mile High United Way
Contract control number: IEDEV-202054201

Location: 711 Park Avenue West
Denver, CO 80205

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

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):
Existing date: 01/01/2019-12/31/2020; existing dates will not be amended

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

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$205,000	\$2,000,000	\$2,205,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
01/01/2019-12/31/2020	N/A	N/A

Scope of work: See Executive Summary for program elements.

Was this contractor selected by competitive process? If not, why not?

The original contract for the administration of the BIO Fund was based on a sole source justification due to the unique qualifications and infrastructure that the vendor had in place. DEDO desires to use this existing platform to contract with MHUW to provide the emergency assistance and other small business support services as expeditiously as possible in response to the COVID-19 pandemic impacts.

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

Source of funds: Special Revenue Fund

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

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

Who are the subcontractors to this contract? N/A

EXECUTIVE SUMMARY

In addition to BIO Fund administration, this amendment provides for the administration of the **Small Business Emergency Relief Program** as outlined below.

OBJECTIVES

1. In response to the COVID-19 pandemic, DEDO will provide grant assistance up to a maximum of \$7,500 to eligible Denver businesses experiencing economic impacts resulting from COVID-19. It is anticipated this program will be in place for four months, March, April, May, and June.
2. MHUW will consult with and provide technical assistance to DEDO staff reviewing the program applications and conducting the financial review and analysis of standard accounting documentation used to determine the revenue decline and financial impacts.
3. MHUW will disburse \$1,800,000 in grants to eligible businesses as identified by DEDO under the Small Business Emergency Relief Program. The original \$205,000 in this contract is still planned for BIO Fund uses as original designated.

Service	Budget
Small Business Emergency Relief Program Grant Funds	\$1,800,000
Administrative support, consulting and technical assistance services	\$200,000
Total:	\$2,000,000