

# DEDO ORDINANCE/RESOLUTION REQUEST

Date of Request: 4/20/20

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:** Amends an agreement and contract between Denver Economic Development & Opportunity (DEDO) and Mile High United Way with additional funds of \$3,500,000, bringing the total to \$5,700,000 toward the disbursement of Denver’s Small Business Emergency Relief Program in response to the COVID-19 crisis and significant demand from local small businesses.

**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:** OEDEV-202054468

**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?** 2

**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):**

(consisting of \$1,500,000 in available General Funds, and \$2,000,000 in anticipated federal funds)

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$2,205,000	\$1,500,000 General Funds \$2,000,000 Anticipated Federal Funds	\$5,705,000
<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; General Fund; and potential federal (CDBG) funds

**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**

This contract with Mile High United Way (MHUW) began in 2019 with \$205,000 for the administration and delivery of the city's BIO Fund (Business Impact Opportunity Fund), which was a unique program designed to serve some of Denver's smallest and most vulnerable locally owned firms in areas impacted/disrupted by development. When the COVID-19 crisis began to affect small businesses and their employees, this contract was amended in March 2020 with the addition of \$2,000,000 in city special revenue funds as the city folded the existing BIO Fund into its Small Business Emergency Relief Program.

With significant demand and accelerated application review and contracting systems in place, DEDO is actively providing grant assistance up to a maximum of \$7,500 to eligible Denver businesses experiencing economic impacts resulting from COVID-19. MHUW is consulting with and providing technical assistance to DEDO staff reviewing the program applications, and is conducting the financial review and analysis of standard accounting documentation used to determine applicants' revenue decline and financial impacts.

Upon approval, DEDO anticipates to immediately encumber \$1,500,000 of available General Fund dollars, and anticipates up to an additional \$2,000,000 of Federal funds as they become available. The additional \$3,500,000 of this amendment will bring the total maximum contract liability up to \$5,705,000. MHUW will receive up to 10% of the amended \$3,500,000 for administrative and technical assistance work.