

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 5/24/2023

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.)

Approves a grant agreement between the City and County of Denver and Warren Village Inc. in the amount of \$1,777,500 to provide supportive housing services for 79 households experiencing or at risk of experiencing homelessness at Warren Village III (HOST-202368173).

3. **Requesting Agency:** Department of Housing Stability

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Adam Lyons	Name: Sabrina Allie
Email: adam.lyons@denvergov.org	Email: Sabrina.Allie@denvergov.org

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

This grant agreement provides funding to Warren Village Inc. to provide supportive housing services to 79 households experiencing or at risk of experiencing homelessness at 1390 West Alameda Ave., 1363 & 1373 West Nevada Ave., known as Warren Village III.

The agreement will commence on January 1, 2025, and will expire, unless sooner terminated, on December 31, 2040.

The City's maximum payment obligation shall not exceed \$1,777,500. The City is not obligated to execute an agreement or any amendments for any further services.

6. **City Attorney assigned to this request (if applicable):** Eliot Schaefer

7. **City Council District:** District 7

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: Warren Village Inc.

Contract control number: HOST-202368173

Location: 1323 Gilpin Street, Denver, CO 80218

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

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

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

HOST-202368173 – 01/01/2025-12/31/2040

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>
(A)	(B)	(A+B)
\$1,777,500	N/A	\$1,777,500

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
01/01/2025-12/31/2040	N/A	01/01/2025-12/31/2040

Scope of work:

- Contractor will provide Supportive Services to Eligible Participants to assist such households with maintaining housing.
- Supportive Services Standards: Contractor must have a staff-to-client ratio of no less than one (1) staff person to every fifteen (15) supportive housing units. Staff must have the relevant education and experience needed to implement Supportive Services, as determined by the State of Colorado Office of Homeless Initiatives (“OHI”). Supportive Services must be offered on a volunteer basis to tenants of supportive housing units. In addition, services are expected to be implemented in a manner reliant on current best practice models, including Housing First, Harm Reduction and Trauma-Informed Care. Intensive case management services must be available to residents of supportive housing units.
- Use of Funds: The City has encumbered One Million Seven Hundred Seventy-Seven Thousand Five Hundred Dollars and no/100 (\$1,777,500.00) to be spent on Supportive Services associated with this Project. The use of the funds as detailed in an annual report will be reviewed to verify that the funds are used for eligible costs as defined in 24 C.F.R. Sec. 578.53 and will be reviewed for consistency with the approved budget. The total Amount will be set-aside in a City reserve fund. Annual draws of up to 1/15 of the total amount funded will be allowed every calendar year. Any amount not drawn in a given calendar year will remain in the reserve. The Contractor can draw up to \$118,500 in year one and \$118,500 in each subsequent year. If the Contractor draws no funds in any given year, the Contractor can draw up to \$237,000 in the subsequent year. If an emergency develops where the Contractor loses a funding source, the Contractor can request special approval from the Executive Director of HOST to prospectively draw up to an amount that does not exceed three years of funding, so long as the total drawn amount does not exceed \$1,777,500.00.
- Reporting and Requests: The following reports shall be developed and delivered to HOST as follows:
 - Reports for January 1st through December 31st of the prior year will be due on January 31st. The reports must be in a form approved by HOST and must include a report evidencing expenses for which HOST funds were used, and information related to the Process and Outcome Measures detailed in the Services Agreement Scope of Work. HOST will have three weeks to review these reports and approve or seek other clarification or further action.
 - Contractor must submit budgets for the calendar year by January 31st, including anticipated sources of funds from other funders. HOST will have 30 days from the date of receipt to review this budget and approve or seek amendments.
 - Upon approval, Contractor may submit draw requests for budgeted expenses during a calendar year prospectively any time after March 15th.

Was this contractor selected by competitive process? N/A **If not, why not?** Services agreement for corresponding gap financing

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

Source of funds: Homeless Resolution Fund

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____