

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: July 11, 2022

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 contract for \$2,150,000 in American Rescue Plan Act (ARPA) funding between the City and County of Denver and NEWSSED Community Development Corporation through 12-31-2023 to support the Neighborhood Activation Program which funds projects fostering collaboration between community groups, area activation, and economic activity in Denver neighborhoods.

3. Requesting Agency: Denver Economic Development and Opportunity

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Carla Ribero Castedo Kathleen Ferrick	Name: Kathleen Ferrick
Email: carla.castedo@denvergov.org kathleen.ferrick@denvergov.org	Email: kathleen.ferrick@denvergov.org

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

See Executive Summary below.

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

7. City Council District: Citywide

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

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

Grant Agreement

Vendor/Contractor Name: NEWSED Community Development Corporation

Contract control number: 202263935

Location: Citywide, with a focus on Denver Neighborhood Recovery Index Map with a score of less than .89.

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):

5/2/2022 – 12/31/2023

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$2,150,000.00	N/A	\$2,150,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
5/2/2022 – 12/31/2023	N/A	N/A

Scope of work:

Activation in NEST & Denver Neighborhood Recovery Index Map neighborhoods including events and beautification projects to drive commercial foot traffic, foster community capacity building in collaboration, connect the community within their geography, and encourage community members to eat/shop locally and thus, boost small business revenue.

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

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

Source of funds: ARPA Coronavirus State and Local Fiscal Recovery Funds

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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Executive Summary

As Denver recovers from the economic impacts of Covid-19, small businesses in historically marginalized communities continue to face significant barriers. The Neighborhood Activation Program seeks to promote equitable recovery by activating NEST and Denver Neighborhood Recovery business corridors through events and beautification projects that encourage people to eat/shop locally, while celebrating the uniqueness of each community. Prioritizing support for communities disproportionately impacted by the pandemic furthers the City’s commitment to centering equity within recovery efforts.

The purpose of this contract agreement is to select **NEWSED** as the program administrator of **\$2,150,000** through the Denver Office of Economic Development and Opportunity’s (DEDO) Division of Neighborhood Equity and Stabilization. These funds will be provided to the program administrator to be utilized for Covid-19 neighborhood and small business support and recovery.

Funds will be used to:

Hire **NEWSED** as the program administrator who will lead the program by:

- Managing the application process.
 - Outreach
 - Provide technical assistance during application period.
 - Application evaluation process.
 - Disbursing funds as grants ranging from \$20,000 - \$200,000 to community applicants to deliver objectives of the program.
 - Providing a list of recommended awardees that includes name, brief description of what the funds will be used for. Any advance funding from DEDO must be spent within 5 business days.
 - If funds are not fully spent after all funding rounds have been completed, NEWSED must return all unspent funds to DEDO before the contract expiration date.
- Provide local, state, and federal compliance and reporting technical assistance for awardees as required.
- Collaboration and communication with DEDO staff for methodology through the use of a project working document.
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Metrics:

- Monthly reporting through Zengine on all information and reporting required for sub awardees listed on the project working document mentioned above and in addition:
 - Type of entity (Business vs community groups vs nonprofit)
 - Brief description of 1-2 sentences explaining what the funds were used for
 - List of groups funded for activation projects
 - Award number, date, type, amount, description
 - Award payment method (check, ACH)
 - Related project identification number(s) (created by the recipient)
 - Quarterly obligation amount
 - Quarterly expenditure amount
- Back up documentation required by DEDO

Tentative Timeline:

Completed by	Deadline	Description of Task
NEWSED	7/2022	Draft of application scoring criteria
NEWSED and NEST	7/2022	Final selection of review committee members
NEST and NEWSED	8/1/2022	Application open
NEWSED	8/2022	1 st Q&A information session - English - In person
NEWSED	8/2022	2 nd Q&A information session - Spanish - In person
NEWSED	8/2022	3 rd Q&A information session - English & Spanish - Zoom
NEST and NEWSED	8/31/2022	Application closed
NEWSED	9/2022	First application review by NEWSED staff
NEWSED	9/2022	Application review by review committee
NEWSED	9/2022	Financial review
NEST and NEWSED	9/2022	Review applications proposed by review committee to receive funding
NEST and NEWSED	9/2022	Awards announced
NEST and NEWSED	9/2022	Subgrantees acceptance deadline
NEST and NEWSED	9/2022	Funds distributed

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