

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **9:00 a.m. on Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 10/25/2023

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 a contract with Burgwyn Residential Management Services LLC to provide permanent supportive housing services. This amendment will add an additional \$200,000.00 and will extend the contract for an additional year. The new contract total will be \$800,000 with a new contract end date of 12/31/24 (HOST-202370904-01).

### 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: Gaelyn Feeney-Coyle                                                                       | Name: Chris Lowell                                                                            |
| Email: <a href="mailto:Gaelyn.Feeney-Coyle@denvergov.org">Gaelyn.Feeney-Coyle@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:

The purpose of this contract agreement is for Burgwyn Residential Management Services, LLC (BRMS) to provide permanent supportive housing services at two properties to people experiencing homelessness in the City and County of Denver.

#### *Fourth Quarter Apartments*

This contract will provide permanent supportive housing services including servicing formerly homeless occupants of 25 Veteran housing units and 11 project-based Section 8 housing units at The Fourth Quarter Apartments located at 3150 Downing Street, Denver, Colorado.

#### *Ruby Hill Residences*

This contract will additionally provide permanent supportive housing services to formerly homeless households including 28 Veteran housing units and 57 project-based Section 8 housing units at Ruby Hill Residences located at 1144 South Pecos Street, Denver, Colorado

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

### 7. City Council District: Citywide

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

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):**  
Professional Services > \$500K

**Vendor/Contractor Name:** Burgwyn Residential Management Services

**Contract control number:** HOST-202370904-01

**Location:** 720 S Colorado Blvd Ste 505S Denver, CO 80246

**Is this a new contract?** ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** 1

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

HOST-202057235: 1/1/2021 to 12/31/2023

HOST-202370904-01: 1/1/2021 to 12/31/2024

**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>                 |
| \$600,000                      | \$200,000               | \$800,000                    |

  

| <i>Current Contract Term</i> | <i>Added Time</i> | <i>New Ending Date</i> |
|------------------------------|-------------------|------------------------|
| 1/1/2021 to 12/31/2023       | 12 Months         | 12/31/2024             |

**Scope of work:**

- a. Permanent Supportive Housing (PSH)
  - a. The contractor will provide PSH evidence-based housing intervention for homeless veterans that combines affordable housing assistance with wrap-around supportive services. Services may include, but are not limited to:
    - i. Case Management;
    - ii. Access to, or provision of, mental health services;
    - iii. On-site resident activities to promote inclusive and robust communities;
    - iv. Landlord mediation, including eviction prevention;
    - v. Minor medical expenses, including medications.
  - b. Housing Resources provided through this contract for PSH should be prioritized by veterans who meet the Eligibility and Referral Criteria which includes:
    - i. Literally homeless (staying in shelter, vouchered into motels, staying in places not meant for human habitation);
    - ii. Chronically homeless (current episode of homelessness lasting longer than 12 consecutive months, or 4 or more distinct episodes of homelessness in past 36 months).
  - c. Additional requirement through the PSH contract for the contractor will be:
    - i. Continue to maintain the collection, security, maintenance and reporting to the City's required documentation. All data will be entered in a timely manner on a continuous basis, and the information will be entered into the HMIS.
    - ii. The Contractor will continue to fully cooperate with the City's point-in-time survey efforts. In order to promote client participation in the development of programs and services for the homeless, maintain an advisory board that shall include at least one (1) homeless person receiving services under this Agreement.
    - iii. Abide by Fair Housing Laws.
    - iv. Maintain all tenant records in an organized and confidential manner and provide reasonable access to HOST as requested.
    - v. Coordinate through the HOST Public Information Office via the HOST Project Manager any media interview requests regarding the specific program and/or topics directly related to this program or its tenants.
    - vi. Provide the identified supportive services for the City under the support of HOST using best practices and other methods to effectively administer the funds and programs by fostering a sense of collaboration and communication.

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- vii. Assist HOST in maintaining 100% occupancy in designated units
- b. The contractor will administer the Life Essentials program for the Fourth Quarter residents. The Life Essential program will allow clients to learn social interactions by participating in life skills activities and events.

**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:** 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

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