

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

Please mark one: ☐ Bill Request or ☒ Resolution Request Date of Request: 03/25/22

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 an agreement with The Community Firm for \$9,700,000 to administer the Emergency Rental Assistance Program (ERAP) with an end date of 07/31/2023. (HOST-202262616)

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: Melissa Thate	Name: Jack Wylie
Email: melissa.thate@denvergov.org	Email: jack.wylie@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed: (in this section, please describe what the additional funding will support if it is an amendment)

This agreement creates a \$9,700,000 contract between HOST and The Community Firm to administer the Emergency Rental Assistance Program (ERAP). This contract is funded through the United States Department of the Treasury, pursuant to Section 3201 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (ERA2). This is a continuation of the Emergency Rental Assistance Program previously established and funded through the United States Department of the Treasury, pursuant to Section 501(a) of Division N of the Consolidated Appropriations Act, 2021 (ERA1).

The Community Firm will provide emergency rental assistance and housing stability services to eligible households in the City and County of Denver earning up to 80% of the area median income that are unable to pay rent during or due to the COVID-19 pandemic. Assistance may also include relocation expenses such as deposit and first month's rent when necessary to relocate to another housing unit to maintain housing stability. The aggregate amount of financial assistance an eligible household may receive under ERA2, when combined with financial assistance under ERA1, must not exceed 18 months. This contract will serve approximately 1400 households.

6. City Attorney assigned to this request (if applicable): Andrew Riester

7. City Council District: All

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): Professional Services > \$500K

Vendor/Contractor Name: The Community Firm

Contract control number: HOST-202262616

Location: 410 Acoma St., #311, Denver, CO 80204

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):

3/1/2022 to 7/31/2023

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>
\$9,700,000		\$9,700,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3/1/2022 to 7/31/2023		

Scope of work:

These funds will be provided to The Community Firm to be utilized for administration of the Emergency Rental Assistance Program (ERAP). The aggregate amount of financial assistance an eligible household may receive under ERA2, when combined with financial assistance under ERA1, must not exceed 18 months. The program is designed to help residents avoid an eviction and maintain housing stability by assisting low- and moderate-income residents (80% area median income and below) who are experiencing a financial hardship during or due to COVID-19.

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

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

Source of funds: Emergency Rental Assistance Program (ERA2)

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☒ X 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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