

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: MileHighOrdinance@DenverGov.org) by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: 12/4/2024

Please mark one:  Bill Request or  Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

Yes  No

## 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 service agreement with Burgwyn Residential Management Services, LLC to add \$200,000.00 for a new total of \$1,000,000.00 and extends the contract 12 months through 12/31/2025 to provide permanent supportive housing services to people experiencing homelessness at Fourth Quarter Apartments and Ruby Hill Residences. (HOST-202477101-02)

3. **Requesting Agency:** HOST

## 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Israel Cruz	Name: Chris Lowell
Email: <a href="mailto:israel.cruz@denvergov.org">israel.cruz@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:**  
(Who, what, why)

Burgwyn Residential Management Services, LLC (BRMS) will provide permanent supportive housing services at two properties to people experiencing homelessness in the City and County of Denver. Services include but are not limited to: 1) Case Management; 2) Access to, or provision of, mental health services; 3) On-site resident activities to promote inclusive and robust communities; 4) Landlord mediation, including eviction prevention; and 5) Minor medical expenses, including medications.

### *Fourth Quarter Apartments*

This contract will provide permanent supportive housing services including servicing formerly homeless occupants of 25 Veterans 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 Veterans 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

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

7. **City Council District:** Citywide

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 (including any dba's):** Burgwyn Residential Management Services, LLC.

**Contract control number (legacy and new):** HOST-202477101-02

**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?** 2

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

- HOST-202057235 01/01/2021 – 12/31/2023
- HOST-202370904-01 01/01/2021 – 12/31/2024
- HOST-202477101-02 01/01/2021 – 12/31/2025

**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)
\$800,000.00	\$200,000.00	\$1,000,000.00

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
01/01/2021 – 12/31/2024	12 months	12/31/2025

**Scope of work:**

- I. Permanent Supportive Housing (PSH)
  - a. (BRMS) will adhere to the 2025 Shelter Standards document that HOST will provide prior to the commencement of the current period of performance.
  - b. 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.
  - c. 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);

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Date Entered: \_\_\_\_\_

- 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).
- d. 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.
  - vii. Assist HOST in maintaining 100% occupancy in designated units
- II. 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:** General 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?** None

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