

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: 9/13/21

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 with Colorado Nonprofit Development Center (CNDC) for \$2,901,128 and through 12-31-21 to administer grant funds on behalf of the City totaling \$2,762,979 for the Denver Emergency Food Relief Fund (DEFRRF), providing meals and groceries to communities in need due to COVID-19, citywide (TBD).

3. Requesting Agency: Denver Department of Public Health and Environment

4. Contact Person:

| | |
|---|---|
| Contact person with knowledge of proposed ordinance/resolution | Contact person to present item at Mayor-Council and Council |
| Name: Laine Cidlowksi | Name: Will Fenton & Laine Cidlowksi |
| Email: laine.cidlowksi@denvergov.org | Email: William.fenton@denvergov.org |

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

The purpose of this contract agreement is to provide a **professional services agreement** for \$2,901,128.00 through the Denver Department of Public Health and Environment's food systems program. These funds will be provided to Colorado Nonprofit Development Center to be utilized for Denver Emergency Food Relief Fund support services due to the negative economic impacts of COVID19 on Denver area food pantries, emergency food providers, and nonprofit organizations. CNDC will retain \$138,149 to administer grant funds on behalf of the City totaling \$2,762,979. DDPHE will review and select grantees through a competitive grantmaking process to distribute meals and groceries to communities and individuals that are food insecure due to COVID-19. DDPHE has previously completed two previous rounds of granting out funds for meals and groceries through the Denver Emergency Food Relief Fund in 2020 and is bringing on CNDC to make the grants process more efficient and speedier.

DDPHE will work with CNDC to collect fiscal information, required paperwork, establish contracts, and administer the grant funds to eligible nonprofit emergency food providers and food pantries. CNDC will collect receipts for use of funds, and final reporting on number of meals and grocery provided and provide results and outcomes back to DDPHE.

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 1081

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7. **City Council District:** All/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: Colorado Nonprofit Development Center (CNDC)

Contract control number: ENVHL-202160364

Location: City and County of Denver

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): Start Date: September 15th, 2021 until an End Date of December 31, 2021.

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) |
|---------------------------------------|--------------------------------|---------------------------------------|
| | | 2,901,128.00 |

| <i>Current Contract Term</i> | <i>Added Time</i> | <i>New Ending Date</i> |
|------------------------------|-------------------|------------------------|
| 9/1/2021 | N/A | 12/31/2021 |

Scope of work:

The purpose of this contract agreement is to provide a **professional services agreement** for \$2,901,128.00 through the Denver Department of Public Health and Environment's food systems program. These funds will be provided to Colorado Nonprofit Development Center to be utilized for Denver Emergency Food Relief Fund

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support services due to the negative economic impacts of COVID19 on Denver area food pantries, emergency food providers, and nonprofit organizations. DDPHE will review and select grantees through a competitive grantmaking process to distribute meals and groceries to communities and individuals that are food insecure due to COVID-19. DDPHE will work with CNDC to collect fiscal information, required paperwork, establish contracts, and administer the grant funds to eligible nonprofit emergency food providers and food pantries. CNDC will collect receipts for use of funds, and final reporting on number of meals and grocery provided and provide results and outcomes back to DDPHE.

Was this contractor selected by competitive process? No

If not, why not? The contractor was selected via a Sole Source due to the COVID-19 emergency and the required timeframe to spend down the CARES Act funding.

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

Source of funds: CARES Act

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? Subcontractor emergency food providers and food pantries will be determined by a competitive grantmaking process led by DDPHE after this contract is in place.

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