



Legislation Text

File #: 23-0720, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 6-5-2023

**Requesting Agency: Department of Housing Stability
Division:**

**Subject Matter Expert Name: Adam Lyons
Email Address: adam.lyons@denvergov.org
Phone Number:**

Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Agreement between the City and County of Denver and Warren Village Inc. to provide supportive housing services to 79 households experiencing or at risk of experiencing homelessness at a project known as Warren Village III, located at 1390 West Alameda Avenue and 1363 & 1373 West Nevada Place in Council District 7.

Approves a grant agreement with Warren Village Inc. for \$1,777,500 and fifteen years to provide supportive housing services located at 1390 West Alameda Avenue and 1363 & 1373 West Nevada Place in Council District 7, known as Warren Village III, to 79 households experiencing or at risk of experiencing homelessness (HOST-202368173). The last regularly scheduled Council meeting within the 30-day review period is on 8-21-2023. The Committee approved filing this item at its meeting on 6-7-2023.

**Affected Council District(s) or citywide?
Council District 7**

**Contract Control Number:
HOST-202368173 -**

**Vendor/Contractor Name (including any "DBA"):
Warren Village Inc**

Type and Scope of services to be performed:

- Contractor will provide Supportive Services to Eligible Participants to assist such households with maintaining housing.
- Supportive Services Standards: Contractor must have a staff-to-client ratio of no less than one (1) staff person to every fifteen (15) supportive housing units. Staff must have the relevant education and experience needed to implement Supportive Services, as determined by the State of Colorado Office of Homeless Initiatives ("OHI"). Supportive Services must be offered on a volunteer basis to tenants of supportive housing units. In addition, services are expected to be implemented in a manner reliant on current best practice models, including Housing First, Harm Reduction and Trauma-Informed Care. Intensive case management services must be available to residents of supportive housing units.
- Use of Funds: The City has encumbered One Million Seven Hundred Seventy-Seven Thousand Five Hundred Dollars and no/100 (\$1,777,500.00) to be spent on Supportive Services associated with this Project. The use of the funds as detailed in an annual report will be reviewed to verify that the funds are used for eligible costs as defined in 24 C.F.R. Sec. 578.53 and will be reviewed for consistency with the approved budget. The total Amount will be set-aside in a City reserve fund. Annual draws of up to 1/15 of the total amount funded will be allowed every calendar year. Any amount not drawn in a given calendar year will remain in the reserve. The Contractor can draw up to \$118,500 in year one and \$118,500 in each subsequent year. If the Contractor draws no funds in any given year, the Contractor can draw up to \$237,000 in the subsequent year. If an emergency develops where the Contractor loses a funding source, the Contractor can request special approval from the Executive Director of HOST to prospectively draw up to an amount that does not exceed three years of funding, so long as the total drawn amount does not exceed \$1,777,500.00.
- Reporting and Requests: The following reports shall be developed and delivered to HOST as follows:
 - Reports for January 1st through December 31st of the prior year will be due on January 31st. The reports must be in a form approved by HOST and must include a report evidencing expenses for which HOST funds were used, and information related to the Process and Outcome Measures detailed in the Services Agreement Scope of Work. HOST will have three weeks to review these reports and approve or seek other clarification or further action.
 - Contractor must submit budgets for the calendar year by January 31st, including anticipated sources of funds from other funders. HOST will have 30 days from the date of receipt to review this budget and approve or seek amendments.
 - Upon approval, Contractor may submit draw requests for budgeted expenses during a calendar year prospectively any time after March 15th.

Location (if applicable):

1390 West Alameda Avenue., 1363 & 1373 West Nevada Avenue

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts): N/A

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

New

Was this contractor selected by competitive process or sole source?

No

Services agreement for corresponding gap financing

For New contracts

Term of initial contract:

01/01/2025-12/31/2040

Options for Renewal:

How many renewals (i.e. up to 2 renewals)?

Term of any renewals (i.e. 1 year each):

Cost of initial contract term:

\$1,777,500

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

If length changing

What was the length of the term of the original contract?

What is the length of the extension/renewal?

What is the revised total term of the contract?

If cost changing

What was the original value of the entire contract prior to this proposed change?

What is the value of the proposed change?

What is the new/revised total value including change?

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)