



Legislation Text

File #: 22-0835, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 7-18-2022

**Requesting Agency: Denver Economic Development and Opportunity
Division:**

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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 with NEWSED Community Development Corporation, Inc. to support the Neighborhood Activation Program, which funds projects fostering collaboration between community groups and economic activity in neighborhoods, citywide.

Approves a contract with NEWSED Community Development Corporation for \$2,150,000 in American Rescue Plan Act (ARPA) funding and through 12-31-23 to support the Neighborhood Activation Program, which funds projects fostering collaboration between community groups and economic activity in neighborhoods, citywide (202263935). The last regularly scheduled Council meeting within the 30-day review period is on 8-22-22 The Committee approved filing this item at its meeting on 7-20-22.

Affected Council District(s) or citywide? Citywide, with a focus on Denver Neighborhood Recovery Index Map with a score of less than .89.

Contract Control Number: 202263935

Vendor/Contractor Name (including any "DBA"): NEWSED Community Development Corporation

Type and Scope of services to be performed:

Activation in NEST & Denver Neighborhood Recovery Index Map neighborhoods including events and beautification projects to drive commercial foot traffic, foster community capacity building in collaboration, connect the community within their geography, and encourage community members to eat/shop locally and thus, boost small business revenue.

Executive Summary

As Denver recovers from the economic impacts of Covid-19, small businesses in historically marginalized communities continue to face significant barriers. The Neighborhood Activation Program seeks to promote equitable recovery by activating NEST and Denver Neighborhood Recovery business corridors through events and beautification projects that encourage people to eat/shop locally, while celebrating the uniqueness of each community. Prioritizing support for communities disproportionately impacted by the pandemic furthers the City's commitment to centering equity within recovery efforts.

The purpose of this contract agreement is to select **NEWSED** as the program administrator of **\$2,150,000** through the Denver Office of Economic Development and Opportunity's (DEDO) Division of Neighborhood Equity and Stabilization. These funds will be provided to the program administrator to be utilized for Covid-19 neighborhood and small business support and recovery.

Funds will be used to:

Hire **NEWSED** as the program administrator who will lead the program by:

- Managing the application process.
 - Outreach
 - Provide technical assistance during application period.
 - Application evaluation process.
 - Disbursing funds as grants ranging from \$20,000 - \$200,000 to community applicants to deliver objectives of the program.
 - Providing a list of recommended awardees that includes name, brief description of what the funds will be used for. Any advance funding from DEDO must be spent within 5 business days.
 - If funds are not fully spent after all funding rounds have been completed, NEWSED must return all unspent funds to DEDO before the contract expiration date.
- Provide local, state, and federal compliance and reporting technical assistance for awardees as required.
- Collaboration and communication with DEDO staff for methodology through the use of a project working document.
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Metrics:

- Monthly reporting through Zengine on all information and reporting required for sub awardees listed on the project working document mentioned above and in addition:
 - Type of entity (Business vs community groups vs nonprofit)
 - Brief description of 1-2 sentences explaining what the funds were used for
 - List of groups funded for activation projects
 - Award number, date, type, amount, description
 - Award payment method (check, ACH)
 - Related project identification number(s) (created by the recipient)
 - Quarterly obligation amount
 - Quarterly expenditure amount
- Back up documentation required by DEDO

Tentative Timeline:

Completed by	Deadline	Description of Task
NEWSED	7/2022	Draft of application scoring criteria
NEWSED and NEST	7/2022	Final selection of review committee members
NEST and NEWSED	8/1/2022	Application open
NEWSED	8/2022	1 st Q&A information session - English - In person
NEWSED	8/2022	2 nd Q&A information session - Spanish - In person
NEWSED	8/2022	3 rd Q&A information session - English & Spanish - Zoom
NEST and NEWSED	8/31/2022	Application closed
NEWSED	9/2022	First application review by NEWSED staff
NEWSED	9/2022	Application review by review committee
NEWSED	9/2022	Financial review
NEST and NEWSED	9/2022	Review applications proposed by review committee to receive funding
NEST and NEWSED	9/2022	Awards announced
NEST and NEWSED	9/2022	Subgrantees acceptance deadline
NEST and NEWSED	9/2022	Funds distributed

Location (if applicable): Citywide, with a focus on Denver Neighborhood Recovery Index Map with a score of less than .89.

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

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

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

New

Was this contractor selected by competitive process or sole source?

Competitive

For New contracts

Term of initial contract:

5/2/2022 - 12/31/2023

Options for Renewal:

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

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

Cost of initial contract term: \$2,150,000 (One-time ARPA funds)

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.)