



Legislation Text

File #: 23-0064, Version: 1

**Contract Request Template (Contracts; IGAs; Leases)**

**Date Submitted: 1-23-2023**

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

**Subject Matter Expert Name: Becca Channell  
Email Address: Becca.Channell@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 Second Amendatory Agreement between the City and County of Denver and The Community Firm to continue administering the Emergency Rental Assistance Program to eligible households earning up to 80% of the area median income that are unable to pay rent during or due to the COVID-19 pandemic, citywide.**

Amends a contract with The Community Firm by adding \$1,350,000 for a new total of \$11,050,000 and two months for a new end date of 9-30-2023 to continue administering the Emergency Rental Assistance Program (ERAP) to eligible households earning up to 80% of the area median income that are unable to pay rent during or due to the COVID-19 pandemic, citywide (HOST-202262616/ HOST-202366439-02). The last regularly scheduled Council meeting within the 30-day review period is on 2-27-2023. The Committee approved filing this item at its meeting on 1-25-2023.

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

**Contract Control Number: HOST-202262616/ HOST-202366439-02**

**Vendor/Contractor Name (including any "DBA"): The Community Firm**

**Type and Scope of services to be performed:**

This request amends an agreement with The Community Firm to administer the Emergency Rental Assistance Program (ERAP), adding an additional \$1,350,000 for a new total contract amount of \$11,050,000. Two months will be added to the contract term for a new expiration date of 9/30/2023. 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 in order 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 1,334 households.

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.

**Location (if applicable):**

**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?**

Amendment

**Was this contractor selected by competitive process or sole source?**

Competitive

**For New contracts**

**Term of initial contract:**

**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:**

**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)?**

Length and price

***If length changing***

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

**3/1/2022 to 7/31/2023                      9/30/2023**

**What is the length of the extension/renewal?**

**2 months**

**What is the revised total term of the contract?**

**3/1/2022 to 9/30/2023**

***If cost changing***

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

**\$9,700,000**

**What is the value of the proposed change?**

**\$1,350,000**

**What is the new/revised total value including change?**

**\$11,050,000**

***If terms changing***

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