



Legislation Text

File #: 23-1670, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 11-6-2023

Requesting Agency: HOST
Division:

Subject Matter Expert Name: Chris Lowell
Email Address: Christopher.lowell@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 Amendatory Agreement between the City and County of Denver and Burgwyn Residential Management Services LLC to provide permanent supportive housing services, citywide.

Amends a contract with Burgwyn Residential Management Services LLC (202057235) to add \$200,000 for a new total of \$800,000 and one additional year for a new end term of 12-31-2024 to provide permanent supportive housing services, citywide. 202370904-01. The last regularly scheduled Council meeting within the 30-day review period is on 12-11-2023. The Committee approved filing this item at its meeting on 11-8-2023.

Affected Council District(s) or citywide?
citywide

Contract Control Number:
202370904-01

Vendor/Contractor Name (including any "DBA"):
Burgwyn Residential Management Services LLC

Type and Scope of services to be performed:

- a. Permanent Supportive Housing (PSH)
 - a. 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.
- b. 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);
 - 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).
- c. 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
- b. 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.

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)?

N/A

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)?

Cost/length

If length changing

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2021 to 12/31/2023	12 Months	12/31/2024

If cost changing

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$600,000	\$200,000	\$800,000

If terms changing

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