

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **9:00am on Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 11/29/2023

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 The Saint Francis Center (SFC) to fund the operational and programmatic services for a 136-unit Non-Congregate Shelter (NCS), located at 4685 Quebec Street, Denver CO 80216. This contract total will be \$3,100,000.00 with a contract term of 12/15/2023 - 12/31/24 (HOST-202371513).

3. **Requesting Agency:** Department of Housing Stability (HOST)

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Israel Cruz	Name: Christopher Lowell
Email: israel.cruz@denvergov.org	Email: christopher.lowell@denvergov.org

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

The Saint Francis Center (SFC) will provide services to persons experiencing homelessness at non-congregate shelter (NCS) located at 4685 Quebec Street, Denver, CO 80216. NCS Shelter operational activities include but are not limited to maintaining a safe hygienic, inclusive, and hospitable facility for all guests. Programming services will be based on a housing-focused model that will include housing navigation, benefits enrollment. Case management will consist of services including, but not limited to: supporting shelter guest's mental, physical, and medical health, providing substance-use and harm reduction services, and dental and vision services.

- a. **Contract Control Number:** HOST-202371513
b. **Duration:** 12/15/2023 to 12/31/2024
c. **Location:** Denver, CO
d. **Affected Council District:** All Districts
e. **Benefits:** Provides operation and programming services for non-congregate shelter.
f. **Costs:** \$3,100,000.00

6. **City Attorney assigned to this request (if applicable):** Johna Varty

7. **City Council District:** All

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet below****

Key Contract Terms

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Professional Services > \$500K

Vendor/Contractor Name: The Saint Francis Center

Contract control number: HOST-202371513

Location: 2323 Curtis Street, Denver, Colorado 80205

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):

Original Agreement: HOST-202371513 (12/15/2023 - 12/31/24)

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$3,100,000.00	\$	\$3,100,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/15/2023 - 12/31/24	-	

Scope of work:

SERVICES DESCRIPTION

- A. SFC will manage and provide programmatic services at 4685 Quebec St, Denver CO 80216 for a 136-unit non-congregate shelter.
- B. SFC will serve approximately 330 unique households annually for areas serving as a Non-Congregate Shelter (NCS). In accordance with non-congregate shelter settings, all rooms may serve as single occupancy unless participants self-elect to share space.
- C. Programming Services
 - 1. Provide housing-focused case management, housing navigation, benefits enrollment, full-range of case management services and any other services that promote long-term stability and well-being.
 - 2. Ensure households served throughout the contract term successfully exit to a stable or permanent housing solution, providing resources and ensuring households are consistently engaged in rehousing services, individualized housing focus case management, and attain some form of financial assistance and/or benefit enrollments.
 - 3. Provide direct services, referrals and/or coordinate with other providers for the following services and/or resources:
 - a. mental health support,
 - b. substance use and harm-reduction services,
 - c. medical screening services,
 - d. obtaining vital documents.
 - 4. Provide resources including, but not limited to peer support, employment focused case management, job referrals, interview preparation and coaching and educational sessions.
 - 5. Provide any other programmatic services, as deemed necessary, to help drive housing focused outcomes.
 - 6. SFC will work with the City and designated outreach teams to enroll clients into NCS and conduct an intake process in the Homeless Management Information System (HMIS) for new clients, ensuring they receive necessary support services under the program.
 - 7. Provide ongoing reporting and documentation to maintain accurate and up-to-date records in HMIS for client data, services provided, and exits from the program
- D. MEALS
 - 1. SFC will provide three meals a day for guests. Meal services include:
 - a. All meals are prepared to meet adult daily nutritional needs and are prepared in accordance with ServeSafe guidelines and all Public Health requirements for food safety.

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b. Provide all utensils and serving supplies.

E. OPERATIONS

1. SFC will work with onsite shelter operations staff to facilitate environments that are safe, hygienic, accessible including for those that are Limited English Proficient, equitable, inclusive, and hospitable to all eligible shelter guests.
2. When applicable, or as negotiated with the City, oversee the set up and management of site services such as water, energy, trash, Wi-Fi, internet and telephone services, and Cable TV.
3. Provide security services onsite which includes personnel or patrol.
4. Collaborate with City representative(s) to notify and address any critical incidents on site(s).

Was this contractor selected by competitive process? Yes

If not, why not?

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

Source of funds: American Rescue Plan 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? N/A

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