

ORDINANCE/RESOLUTION REQUEST

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

Date of Request: 12/4/2025

Please mark one: ☐ Bill Request or ☒ Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

☐ Yes ☒ No

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.)

Amends a service agreement with St. Francis Center to add \$1,425,000.00 for a total of \$7,391,998.00 and add twelve months for a new end date of 12-31-2026 to provide day shelter services to people experiencing homelessness citywide (HOST-202057238/HOST-202582442-04).

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

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Israel Cruz	Name: Polly Kyle
Email: israel.cruz@denvergov.org	Email: Polly.Kyle@denvergov.org

5. **General description or background of proposed request. Attach executive summary if more space needed:**
(Who, what, why)

St. Francis Center (SFC) will be awarded \$1,425,000.00 for a total of \$7,391,998.00 to provide basic needs and access to supportive services at the day shelter. Basic need services include but are not limited to: general delivery mail services, secure personal belongings storage, telephone access, clothing bank, shower facilities. Limited supportive services are targeted to the most vulnerable guests, such as client support, transportation assistance, life skill development, substance misuse referral and education, and referrals to benefit enrollment and medical treatment.

6. **City Attorney assigned to this request (if applicable):** Ubaldo Fernandez

7. **City Council District:** All Districts

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

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 (including any dba's): St. Francis Center

Contract control number (legacy and new): HOST-202057238

Location: 3450 W. 13th Ave, Denver, CO 80204

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** 4

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

- HOST-202057238 01/01/2021 – 12/31/2023
- HOST-202370658-01 01/01/2021 – 12/31/2024
- HOST-202476084-02 01/01/2021 – 12/31/2024
- HOST-202477482-03 01/01/2021 – 12/31/2025
- HOST-202582442-04 01/01/2021 – 12/31/2026

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>
\$5,966,998	\$1,425,000	\$7,391,998

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
01/01/2021 – 12/31/2025	12 months	12/31/2026

Scope of work:

- A. SFC shall provide individuals experiencing homelessness with access to a safe, peaceful, and clean day shelter environment. The shelter shall operate in a manner that promotes dignity and respect, enabling guests to meet their basic needs and access supportive services designed to assist them in working toward stable housing.
- B. Basic Needs and Supportive Services**
SFC shall provide, or coordinate the provision of, the following on-site services and amenities:
- a. General delivery mail services;
 - b. Secure personal belongings storage;
 - c. Telephone access;
 - d. Clothing bank;
 - e. Shower facilities; and
- C. Limited supportive services are targeted to the most vulnerable guests, such as client support, transportation assistance, life skill development, substance misuse referral and education, and referrals to benefit enrollment and medical treatment.

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: General Fund

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? None

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____