

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **11 a.m. on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 6/30/2023

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 grant agreement with the St. Francis Center in the amount of \$1,350,000 to provide supportive housing services for 59 households experiencing or at-risk of experiencing homelessness at St. Francis Center West (HOST-202368709).

3. **Requesting Agency:** Department of Housing Stability

## 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Alex Marqusee	Name: Sabrina Allie
Email: <a href="mailto:Alexander.Marqusee@denvergov.org">Alexander.Marqusee@denvergov.org</a>	Email: <a href="mailto:Sabrina.Allie@denvergov.org">Sabrina.Allie@denvergov.org</a>

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

The purpose of this grant agreement is for the City to provide funding to the St. Francis Center to provide supportive housing services to 59 households experiencing or at-risk of experiencing homelessness at the St. Francis Center West, 221 Federal Blvd, Denver, CO 80219.

The agreement will commence on January 1, 2024, and will expire, unless sooner terminated, on December 31, 2039. The agreement is structured to provide \$90,000 in services each year for 15 years. The contractor is required to submit a budget each year demonstrating how services will be provided. Additionally, retroactive reports are due annually demonstrating that services have been provided.

6. **City Attorney assigned to this request (if applicable):** Eliot Schaefer

7. **City Council District:** District 3

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

## Key Contract Terms

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

Professional Services > \$500K

**Vendor/Contractor Name:** The St. Francis Center

**Contract control number:** HOST-202368709

**Location:** 2323 Curtis St., Denver, CO 80205

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Is this a new contract?  Yes  No Is this an Amendment?  Yes  No If yes, how many?   n/a  

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

HOST-202368709 -- 1/1/2024-12/31/2039

**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>
(A)	(B)	(A+B)
\$1,350,000	NA	1,350,000

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2024-12/31/2039	N/A	1/1/2024-12/31/2039

**Scope of work:**

- Contractor will
  1. Deliver Supportive Housing for 59 eligible participants
  2. Provide Supportive Services to eligible participants to assist such households with maintaining housing.
  3. Work with City to host any city-designed sensitivity training on an annual basis
  4. Provide any online modular sensitivity training developed and provided by the City to all new direct-service staff within 15 days of hire date. Ensure direct-service staff complete training refresher on a biennial basis.
  
- Supportive Services Standards: Contractor must have a staff-to-client ratio of no less than one (1) staff person to every fifteen (15) supportive housing units. Staff must have the relevant education and experience needed to implement Supportive Services, as determined by the State of Colorado Office of Homeless Initiatives (OHI). Supportive Services must be offered on a volunteer basis to tenants of Supportive Housing Units. In addition, services are expected to be implemented in a manner reliant on current best practice models, including Housing First, Harm Reduction and Trauma-Informed Care. Intensive case management services must be available to residents of Supportive Housing Units.
  
- Use of Funds:
 

The City has encumbered One Million Three Hundred Fifty Thousand and no cents (\$1,350,000.00) to be spent on Supportive Services associated with this project. The use of these City funds (2B Homelessness Resolution funds), as detailed in an annual report, will be reviewed to verify that the funds are used for eligible costs as defined in 24 C.F.R. Sec. 578.53 and will be reviewed for consistency with the Approved Budget outlined in Section X
  
- Reports & Draws:
 

Monitoring Reports and Funding Requests

  1. Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver’s Department of Finance.
  2. Reports for January 1st through December 31st of the prior year will be due on January 31st. The reports must be in a form approved by HOST and must include a report evidencing expenses for which HOST funds were used, and information related to the Measures in the Services Contract. HOST will have three weeks to review these reports and approve or seek other clarification or further action. Prior written approval by HOST program staff must be obtained before the due date if a time extension is needed.
  3. Contractor must submit budgets for current calendar year by January 31st, including anticipated sources of funds from other funders. HOST will have 30 days from the date of receipt to review this budget and approve or seek amendments. Prior written approval by HOST program staff must be obtained before the due date if a time extension is needed.
  4. Upon approval, Contractor may submit draw requests for budgeted expenses for the current calendar year prospectively any time after March 15th. Draw requests shall be submitted to: HOSTasset@denvergov.org.
  
- Grant Fund Draws
 

The total amount of \$1,350,000 will be set-aside in a City reserve fund. Annual draws of up to 1/15 of the total amount funded will be allowed every calendar year. Any amount not drawn in a given calendar year will remain in the reserve. The contractor can draw up to \$90,000 in year one and \$90,000 in each subsequent year. If an emergency develops where the Contractor loses a funding source, the Contractor can request special approval from the Executive Director of HOST to

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prospectively draw up to an amount that does not exceed three years of funding, so long as the total drawn amount does not exceed \$1,350,000. In such a case, the Contractor must demonstrate a need that a funding source was lost for reasons other than non-compliance with the terms and requirements of the funding source. Draws are not funded in arrears; Contractor may draw in advance of expenses. No further subsidy will be granted if all funds are drawn prior to the 15 years. Expenses incurred prior to January 1, 2024 shall not be eligible for reimbursement.

**Was this contractor selected by competitive process?** N/A **If not, why not?** Services agreement for corresponding gap financing

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

**Source of funds:** Homelessness Resolution 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?** N/A

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