

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Please mark one:  Bill Request or  Resolution Request

Date of Request: 2/7/22

## 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.)

Authorizes an agreement with The Salvation Army through contract control number HOST-202261825 for \$2,750,000 to provide non-congregate shelter operations at the former Rodeway Inn at 4765 Federal Blvd., for individuals experiencing homelessness. This agreement includes a license to The Salvation Army, to occupy and use Rodeway Inn located at 4765 Federal Blvd. during the term of the agreement.

## 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: Angie Nelson	Name: Derek Woodbury
Email: <a href="mailto:angela.nelson@denvergov.org">angela.nelson@denvergov.org</a>	Email: <a href="mailto:derek.woodbury@denvergov.org">derek.woodbury@denvergov.org</a>

## 5. General description or background of proposed request. Attach executive summary if more space needed: (in this section, please describe what the additional funding will support if it is an amendment)

The Salvation Army (TSA) will provide full operations and programming in a joint project with The Gathering Place (TGP) at the former Rodeway Inn, 4765 Federal Blvd., for 200 unduplicated households served per program year. TSA will provide fiscal and facilities oversight. TGP will provide all programming and case management services.

- a. **Contract Control Number:** HOST-202261825
- b. **Duration:** 2/1/2022 to 12/31/2022
- c. **Location:** Denver, CO
- d. **Affected Council District:** All Districts
- e. **Benefits:** Provide emergency shelter for individuals experiencing homelessness within the City and County of Denver.
- f. **Costs:** \$2,750,000

## 6. City Attorney assigned to this request (if applicable): Andrew Riester

## 7. City Council District: All

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

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

## 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 Salvation Army

**Contract control number:** HOST-202261825

**Location:** 30840 Hawthorne Blvd, Rancho Palos Verdes, CA 90275

**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):** 2/1/2022 to 12/31/2022

**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>
\$2,750,000	n/a	\$2,750,000

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
2/1/2021-12/31/2022	n/a	

**Scope of work:**

TSA will provide full operations and programming in a joint project with The Gathering Place (TGP) at Rodeway Inn for 200 unduplicated households served per program year. TSA will provide fiscal and facilities oversight and TGP will provide all programming and case management services.

**Programming Services**

- Sites utilize low barrier, Housing First Model designed to encourage shelter entry through progressive engagement and maximize exits into permanent and stable housing.
  1. Guest Services will be available 24 hours, seven days a week. Three to four guest services staff will be scheduled per shift to provide hospitality support, facilitate on-site food service, enforce program expectations, conduct room checks and ensure safe environment.
  2. Orientation and intake will be completed for each new guest. Case Management supports include a Guests handbook, completion of HMIS and assessments.
    - a. Non-compulsory case management meetings will be scheduled at least twice a month to identify housing barriers and solutions and to provide financial assistance, as needed.
  3. Training for all staff will include Non-Violent Crisis Prevention and Intervention and Cardiopulmonary Resuscitation (CPR).
- TSA will use a trauma-informed and client-centered approaches to engage vulnerable populations. Currently, TSA with support from TGP is developing programming to align with best practices for serving underserved populations including but not limited to LGTBQIA+.
- TSA will support and provide resources for Limited English Proficient (LEP) individuals to ensure all guests have access to services in their language of choice.
- TSA will provide resources and connections to guests needing assistance with Activities of Daily Living (ADL).

**NCS Operations**

- Shelter Operations investments facilitate environments that are safe, hygienic, accessible, equitable, inclusive, and hospitable to all eligible shelter guests. Funding for shelter operations at Rodeway Inn include support of the day-to-day hospitable functions of NCSs including the following.
  1. Laundry services that shall provide laundered linens at minimum every 3 consecutive days of guests' stay
  2. Basic maintenance support

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3. Room amenities such as on-site parking, internet, television and telephone
  4. Meals
  5. Security
  6. Custodial support including sanitization of common areas
  7. Pest control
  8. Storage
  9. Vaccinated and non-aggressive pets will be allowed at the facility
  10. Guest transfers.
- TSA will provide three meals a day for guests. Meal preparations services include:
    1. 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.
    2. Provide all utensils and serving supplies.
  - Rodeway Inn will have a full-time on-site maintenance technician Monday through Friday, during daily business hours. The maintenance technician will be responsible for providing regularly and emergency scheduled general building repair and maintenance services such as trash removal from premises to exterior dumpsters and exterior litter removal, pest control, snow removal from sidewalks and entries, changing light bulbs, minor repairs to plugged toilets and leaky faucets
  - TSA will provide and oversee biohazard, janitorial and laundry services to ensure quality and timeliness to promote a safe and comfortable environment for all guests and staff
  - Rodeway Inn will always have one security guard on duty. Security services will include installation of a video surveillance system to maximize staff visibility of the facility

**Fiscal Responsibilities**

- TSA will perform role of being fiscal steward for TGP funding to administer programming services.
- TSA Work within the set budget and expend funds according to the contract. This includes payroll, check disbursement, administration of funds, invoicing/billing, budget reconciliation and financial reports.
- TSA will prepare and provide monthly financial reports to HOST and/or its designees and will provide verification of expenditures with payroll back-up.
- Funds contracted for the program are to be used for staffing positions, program costs, client services and indirect costs.

**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:** 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?** The Gathering Place

**Executive Summary**

The former Rodeway Inn at 4765 Federal Blvd. is owned by the Denver Housing Authority and is slated for DHA redevelopment on a future date. As part of the city’s COVID-19 emergency response for persons, the site was leveraged in 2021 as a non-congregate sheltering site for women, transgender, and non-binary people experiencing homelessness. Shelter operations and services have been previously supported at this site through contracts with Catholic Charities and The Gathering Place. In addition, The Salvation Army has supported shelter operations through meal delivery.

The Salvation Army was selected for this contract following a procurement process that HOST opened in October 2021. This agreement includes a license to The Salvation Army, to occupy and use Rodeway Inn located at 4765 Federal Blvd. during the term of the agreement.

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