

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by 9:00 a.m. on **Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 10/11/2023

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 contract between the Department of Housing Stability (HOST) and The Salvation Army TSA (HOST-202369421) for a contract total of \$4,000,000 from the Homelessness Resolution Fund, to provide funding for the provision of the Denver Transformational Rapid-Rehousing program for people experiencing unsheltered homelessness in the City and County of Denver.

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: Evangeline Bengler	Name: Chris Lowell
Email: Evangeline.bengler@denvergov.org	Email: Christopher.Lowell@denvergov.org

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

Rapid Rehousing is a primary tool to resolve homelessness. It quickly helps people find and pay for housing they can afford. It includes short- to medium-term rental assistance with supportive services – typically up to 24 months. The Salvation Army has demonstrated success in providing Rapid-Rehousing (RRH) services to People Experiencing Homelessness (PEH) in the City and County of Denver through several programs in partnership with HOST. The Denver Transformational Rapid-Rehousing program is intended to serve 200 households referred to TSA non-congregate shelter (NCS). This contract is designed to specifically serve households and individuals who have moved to a non-congregate shelter setting from an unsheltered setting such as an encampment. TSA will provide RRH clients with supportive services to clients including but not limited to:

- Housing focused case management
- Support to remove barriers to housing
- Housing navigation, and
- Varied rental assistance.

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 Salvation Army

Contract control number: HOST-202369421

Location:

Contractor Address:
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):

HOST-202369421: 10/01/2023 – 03/31/2025

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>
N/A	N/A	\$4,000,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
10/01/2023 – 03/31/2025	N/A	N/A

Scope of work:

1. The Salvation Army will provide a range of short to medium-term supportive services through brief, solution-focused case management to remove barriers to housing for participants. All case management and housing navigation services are housing focused on their delivery. Rapid Rehousing Services may include the following:
 - a. Locate, inspect, and offer appropriate fair housing choices
 - b. Varied rent assistance, including security deposit
 - c. Assessment of housing stability
 - d. Ongoing supportive services
2. TSA will enroll 200 households through the contract term.
3. TSA will administer rapid rehousing programming to eligible participants. Eligible participants will be provided with financial assistance to support them into locating, obtaining, and maintaining suitable housing.
4. TSA will manage and develop landlord relationships to advocate for clients and secure housing
5. The housing resources provided through this contract will be prioritized for those households who were referred to non-congregate shelter (NCS) via HOST outreach teams.

Contractor will:

- Work with City to host any city-designated sensitivity training on an annual basis.
- Designate a member of the program staff to attend monthly Rapid Rehousing Working Group meetings to align best practices and programmatic support.
- 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.
 - a. Sensitivity Training is available at https://denvergov.org/media/denvergov/housingstability/context_of_homelessness/story.html
 - b. The Executive Director or their delegate are required to complete and sign the “Statement of Completion of Required Training: Informed, Compassionate, and Positive Interactions with Persons Experiencing Homelessness” form biennially and submit to HOST.
- Post the City and County of Denver’s Anti-Discrimination Office signage in an area where information is available to staff and program participants.

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The City will:

- Provide signage that includes information about the City and County of Denver’s Anti-Discrimination Office in both [Spanish and English](#).
- Facilitate a Rapid Rehousing (RRH) working group to support all HOST funded RRH programs to align best practices and on-going participant services/support.

II. Reporting

- A. Contractor is required to use Homeless Management Information System (HMIS) for program data collection. Contractor’s use of HMIS must adhere to COHMIS [Policy](#) and [Data Quality](#) standards to demonstrate clients’ eligibility, and meet indicators in this scope of work. Disbursement of funds is contingent upon the ability to collect program data using HMIS.
- B. Contractors will be required to use HOST Programs Community to submit all program narrative and qualitative data reports. These reports are due the 15th day of the month following each reporting period. Each narrative report will content information on program success, challenges, and funding leverage during the reporting period.
- C. HOST Programs Community will provide Contractor with an online forum to submit report for each reporting period. Supplemental reporting may be required when HMIS data and narrative reports are insufficient to demonstrate program impact. Submitted reports will be reviewed by the designated Program Officer for completeness, clarity, and accuracy.
- D. Upon execution of this contract, HOST will provide a user guide for using HOST Programs Community portal along with the required login information. Prior to the due date for the first required report, HOST will provide resources and support as needed or as requested by the Contractor to support the use of HOST Programs Community.
- E. Contractor may be required to submit a Contract Summary Report at the end of the contract period within 30 days after the Term End Date of this contract agreement.
- F. Data Monitoring
A description of the scope of data that will be monitored by HOST throughout the lifecycle of the contract. This includes the mechanism for reporting, the primary goal for households to be served, desired program outcomes, and any program-specific reporting requirements.
 - 1. Program data
- a. Data sources
 - 1. Homeless service providers: All program data reports will be sourced from client-level data entered in HMIS unless otherwise specified. Qualitative program narratives, data quality reports, and any requested supplemental reports can be submitted through the HOST Programs Community
 - 2. All other programs: Summary reports on clients served will use the HOST Programs Community to report narrative, and households served information. Additional data may be required in the reporting form and/or a supplemental data template provided by HOST.

- i. Demographics of households served:

Demographic data of households served are monitored to ensure fair and equitable access to services. The scope of demographic data collected are specific to the needs of the program or any related funding sources. Demographic data can include but is not limited to race and ethnicity, income level, participant age/ age-group/ number of age-qualifying participants, disability status, mental health condition, or gender identity.

The measures and benchmarks specified in the objectives and outcomes section.

- 3. Qualitative narratives: This includes reports on program successes and challenges, programmatic updates, and supplemental reports. These reports can be submitted through the Salesforce programs community.
- 4. Financial Data
 - a. Funding sources and amount included
- 5. Specific to this Scope of Work
 - a. Number and type of proposed outcomes
 - b. Additional household characteristics:
 - i. Housing Quality Standards Form (**In Compliance with 24 CFR578.95**)
 - 1. Annual recertifications and at move in. Physical inspection of each unit to ensure safety and quality,
 - ii. Rent Reasonableness Form
 - c. Contractor may be required to submit quarterly summary reports and one at the end of the contract period within 30 days after the Term End Date of this contract agreement.
- i. **Compliance Monitoring:** Will ensure that the terms of the contract document are met, as well as Federal, State and City legal requirements, standards, and policies.

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- ii. **Financial Monitoring:** Will ensure that contracts are allocated and expended in accordance with the terms of the agreement. Contractor is required to provide all invoicing documents for the satisfaction of the HOST Financial Services Team. HOST will review the quality of the submitted invoice monthly.

Report Type	Due Date
Quarterly Report for July 1 – Sept 30	Oct. 15
Quarterly Report for Oct. 1 – Dec 31	Jan 15
6-month Match report for July 1 – Dec 31	Jan 31
Quarterly Report for Jan 1 – Mar 31	Apr 15
Quarterly Report for Apr 1 – June 30	July 15
Annual Match Report for July 1 – June 30	July 30

HOST also completes quarterly site visits that include review of output and outcome data.

Was this contractor selected by competitive process? No If not, why not?

This contractor was selected via Sole Source solicitation. The City and County of Denver is currently under an Emergency Declaration for the state of homelessness. The City has prioritized funding and services for people experiencing homelessness (PEH) to quickly resolve episodes of homelessness. An important part of service provision is housing. This sole source is to quickly stand up a Rapid Rehousing Program that will provide rental assistance and supportive services as an exit to housing strategy for people experiencing unsheltered homelessness.

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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