

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: MileHighOrdinance@DenverGov.org) by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: 09/17/2024

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.)

Approves a total of \$1,202,543 for a contract between the Department of Housing Stability (HOST) and The Gathering Place (TGP) to provide site operations and services for transgender and non-binary people, and women located at the micro-community site. The contract term will be 06/01/24 – 04/30/25.

3. **Requesting Agency:** 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: David Riggs	Name: Chris Lowell
Email: <a href="mailto:dave.riggs@denvergov.org">dave.riggs@denvergov.org</a>	Email: <a href="mailto:Christopher.lowell@denvergov.org">Christopher.lowell@denvergov.org</a>

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

TGP will oversee and maintain a micro-community for people experiencing unsheltered homelessness.

Site Operations:

1. Keep site operating 24 hours a day, seven days a week, 365 days a year
2. Provide facility management to oversee the day-to-day operations and maintenance of micro-communities to ensure compliance with all building codes, health regulations, and safety issues
3. Maintain the infrastructure, amenities, and utilities, providing regularly scheduled and general repairs and maintenance services such as trash, exterior litter removal, pest control, snow removal both inside the fenced area and from entries, changing light bulbs, minor repairs to plugged toilets and leaky faucets and any other basic repairs; provide necessary emergency maintenance services under \$500. Please see Appendix A for matrix of responsibilities.
4. Collaborate with City representative(s) to notify and address any critical incidents on site
5. Maintain a minimum ratio of one staff member on-site per 40 clients 24/7 with proper credentials including knowledge and experience in, conflict de-escalation and mediation, and trauma-informed care
6. Communal spaces should be cleaned at least twice per week, or more frequently as needed and cleaning supplies should be available for clients as needed
7. Manage site safety to establish and enforce safety protocols to ensure the safety of residents and staff
8. Training for all staff will include but not be limited to, de-escalation training and Cardiopulmonary Resuscitation (CPR)

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

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

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

- 9. Vaccinated and working on full vaccination and non-aggressive pets will be allowed at the facility
- 10. Site Operator will intake clients in cooperation with HOST's encampment resolution and outreach team process

**B. Client Case Management and Navigations Services**

- 1. Resident Intake and orientation including Homeless Management Information System (HMIS) intake and subsequent services and exits documented in HMIS
- 2. Provide necessary referrals and coordination for any mental and physical healthcare needs
- 3. Provide benefit, resource navigation and employment referrals based on clients' circumstances and eligibility within 30 days of the client completing enrollment into site.
- 4. Provide housing navigation
- 5. Provide case management and supportive services that are housing-focused, trauma-informed, person-centered, and utilize a harm reduction approach for all clients

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

7. **City Council District:** 10

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 (including any dba's):** The Gathering Place

**Contract control number (legacy and new):** HOST-202476000

**Location:** Denver, CO

**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):**  
June 1, 2024 – April 30, 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>
(A)	(B)	(A+B)
\$0	\$1,202,543	\$1,202,543

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
n/a	June 1, 2024 – April 30, 2025	04/30/25

**Scope of work:**

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

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

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

TGP will oversee and maintain a micro-community for people experiencing unsheltered homelessness.

Site Operations

1. Keep site operating 24 hours a day, seven days a week, 365 days a year
2. Provide facility management to oversee the day-to-day operations and maintenance of micro-communities to ensure compliance with all building codes, health regulations, and safety issues
3. Maintain the infrastructure, amenities, and utilities, providing regularly scheduled and general repairs and maintenance services such as trash, exterior litter removal, pest control, snow removal both inside the fenced area and from entries, changing light bulbs, minor repairs to plugged toilets and leaky faucets and any other basic repairs; provide necessary emergency maintenance services under \$500. Please see Appendix A for matrix of responsibilities.
4. Collaborate with City representative(s) to notify and address any critical incidents on site
5. Maintain a minimum ratio of one staff member on-site per 40 clients 24/7 with proper credentials including knowledge and experience in, conflict de-escalation and mediation, and trauma-informed care
6. Communal spaces should be cleaned at least twice per week, or more frequently as needed and cleaning supplies should be available for clients as needed
7. Manage site safety to establish and enforce safety protocols to ensure the safety of residents and staff
8. Training for all staff will include but not be limited to, de-escalation training and Cardiopulmonary Resuscitation (CPR)
9. Vaccinated and working on full vaccination and non-aggressive pets will be allowed at the facility
10. Site Operator will intake clients in cooperation with HOST’s encampment resolution and outreach team process

B. Client Case Management and Navigations Services

1. Resident Intake and orientation including Homeless Management Information System (HMIS) intake and subsequent services and exits documented in HMIS
2. Provide necessary referrals and coordination for any mental and physical healthcare needs
3. Provide benefit, resource navigation and employment referrals based on clients’ circumstances and eligibility within 30 days of the client completing enrollment into site.
4. Provide housing navigation
5. Provide case management and supportive services that are housing-focused, trauma-informed, person-centered, and utilize a harm reduction approach for all clients

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: Colorado DOLA Transformational Homelessness Response (THR)

Is this contract subject to:  W/MBE  DBE  SBE  XO101  ACDBE  N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract? N/A

To be completed by Mayor’s Legislative Team:

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

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