

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: 10/29/2025

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 contract with The St. Francis Center (SFC) to add \$775,000.00 for a new total of \$6,975,000.00 and add three months for a new end date of 3-31-2026 to provide shelter operation and programmatic services at Non-Congregate Shelter—Comfort Inn, in Council District 8 (HOST-202371513/HOST-202581890-02).

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: 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:

The St. Francis Center (SFC) will operate and provide programmatic services at Comfort Inn (4685 Quebec St, Denver CO 80216) a 136-unit Non-Congregate Shelter. SFC will utilize low-barrier, Housing First Model designed to encourage shelter entry through progressive engagement and maximize exits into permanent and stable housing. Case Management includes, but are not limited to assessing needs of guests, client-centered provision of supportive service through effective and efficient use of resources to reduce the risk of homelessness, and help guests achieve housing stability.

6. **City Attorney assigned to this request (if applicable):** Megan Waples

7. **City Council District:** Council District 8

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

Contract control number (legacy and new): HOST-202581890

Location: 2323 Curtis Street, Denver, CO 80205

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☐ Yes ☒ No **If yes, how many?** 02

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

- HOST-202371513 12/15/2023 – 12/31/2024
- HOST-202477518 12/15/2023 – 12/31/2025
- HOST-202581890 12/15/2023 – 03/31/2026

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>
\$6,200,000.00	\$775,000.00	\$6,975,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/15/2023 – 12/31/2025	3 months	03/31/2026

Scope of work:

SERVICES DESCRIPTION

- SFC will be responsible for adhering to the HOST 2025 Shelter Standards document to be provided by HOST.
- SFC will manage and provide programmatic services at 4685 Quebec St, Denver CO 80216 for a 136-unit non-congregate shelter.
- SFC will serve approximately 110 unique households annually for areas serving as a Non-Congregate Shelter (NCS). In accordance with non-congregate shelter settings, all rooms may serve as single occupancy unless participants self-elect to share space.
- Programming Services
 - SFC will utilize low-barrier, Housing First Model designed to encourage shelter entry through progressive engagement and maximize exits into permanent and stable housing.
 - 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.
 - Orientation and intake will be completed for each new guest including provision of a Guest handbook/expectations document that must be approved by HOST.
 - Non-compulsory case management meetings will be scheduled at least weekly to ensure all households are connected to the Housing Central Command (HCC) and have their needs met while in shelter, inclusive of vital document acquisition, necessary program enrollments and

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connections to resources, such as: mental, physical and behavioral health supports, benefit and financial assistance, employment resources etc.

- iii. Case Management includes assessing needs of guests, client-centered provision of supportive service through effective and efficient use of resources to reduce the risk of homelessness and help guests achieve housing stability.
- iv. Training for all staff will include Non-Violent Crisis Prevention and Intervention (CPI) and Cardiopulmonary Resuscitation (CPR).
- v. In accordance with non-congregate shelter settings, all rooms are single occupancy unless participants self-select to share space.
- vi. Full operating capacity is subject SFC's ability to maintain the standard level of care in maintaining a safe work and shelter environment.
- b. SFC will use a trauma-informed and client-centered approach to engage vulnerable populations. SFC will participate in the coordination of referrals from the community including other shelters and/or outreach teams. This will include prioritization criteria, approved by HOST, to fill vacant NCS units.
- c. SFC will support and provide resources for Limited English Proficient (LEP) individuals to ensure all guests have access to services in their language of choice.
- d. SFC will provide linkage to resources and connections in the community for guests needing assistance with Activities of Daily Living (ADL).

E. MEALS

- a. SFC will provide up to three (3) meals a day for guests. Meal services include:
 - i. 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.
 - ii. Provide all utensils and serving supplies.

F. NCS OPERATIONS

- a. SFC will work with onsite shelter operations staff to facilitate environments that are safe, hygienic, accessible including for those that are Limited English Proficient, equitable, inclusive, and hospitable to all eligible shelter guests.
- b. When applicable, or as negotiated with the City, oversee the set up and management of site services such as water, energy, trash, Wi-Fi, internet and telephone services, and Cable TV.
- c. Provide security services onsite which includes security personnel or patrol.
- d. Collaborate with City representative(s) to notify and address any critical incidents on site(s).

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? N/A

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