

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **9 a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 9/26/2024

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 new contract agreement between the Department of Housing Stability (HOST) and The Community Firm (dba Community Economic Defense Project; CEDP) that will provide Tenancy Support Services for 165 State Housing Voucher recipients referred through the Denver Navigation Campus. (HOST202475818)

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: Midori Higa | Name: Chris Lowell |
| Email: Midori.Higa@denvergov.org | Email: Christopher.lowell@denvergov.org |

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

This agreement is entered between the Department of Housing Stability (HOST) and The Community Firm (dba Community Economic Defense Project; CEDP) will provide Tenancy Support Services for 165 State Housing Voucher recipients referred through the Denver Navigation Campus. Contract will secure successful permanent housing as quickly as possible for participants; reduce recidivism to homelessness, incarceration, or hospitalization; and increase successful tenancy and stability of project participants by conducting in-reach and outreach, housing search, counseling services, and other services described herein. The award amount for this contract is \$1,980,000.00.

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

7. **City Council District:** Citywide

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

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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 Community Firm (dba Community Economic Defense Project; CEDP)

Contract control number (legacy and new): HOST-202475818

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):
HOST: 2024-75818 June 1, 2024 – May 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> |
| \$1,980,000.00 | \$0 | \$1,980,000.00 |

| <i>Current Contract Term</i> | <i>Added Time</i> | <i>New Ending Date</i> |
|------------------------------|-------------------|------------------------|
| June 1, 2024 – May 31, 2025 | | N/A |

Scope of work:

- A. CEDP will give preference to households based on the preferences listed in the Colorado Department of Housing-approved Participant Selection Plan
- B. Services shall occur in the City and County of Denver
- C. Tenancy Support Services shall be provided with the descriptions herein, including the following services standards
 - a. CEDP shall have a staff-to-client ration of no less than one case manager to every 15 households
 - b. Staff should have relevant education and experience to implement TSS and other supportive services for quality supportive housing
 - c. Staff should be community-based and multi-disciplinary
 - d. TSS should be implemented using current best practices. Other service and treatment models may be coordinated with or incorporated into the services programming based on the individuals served
 - e. The delivery of services should be guided by the principles of cultural competence, recovery and resiliency, with an emphasis on building individuals’ strengths and resources in the community, with family, and with peer/social network.
 - f. Following Housing First, services must be voluntary and driven by individual choice. Recognizing that individuals may initially or periodically refuse assistance or services, the applicant must demonstrate that staff will assertively and creatively engage participants including outreaching participants multiple times and in multiple settings to maximize participation in services. When implemented to fidelity, connection to services, resources, healthcare, and other programs should increase for participants
 - g. TSS should be provided in a manner that supports residents while reducing the potential spread of COVID-19. In Colorado and across the U.S., COVID-19 is hitting low- and extremely low-income individuals and families

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who were already severely cost-burdened especially hard, increasing their risk of experiencing an episode of sheltered or unsheltered homelessness. It is also estimated that persons experiencing homelessness infected with COVID-19 are twice as likely to be hospitalized, two to four times as likely to require critical care, and two to three times as likely to die from the illness as the general population. TSS is an effective means of resolving homelessness, increasing housing stability, and reducing emergency system utilization for the target population. These strategies help reduce the associated risk related to COVID-19.

- D. CEDP shall work collaboratively with community-based partners and referral sources as necessary to ensure that all Households served acquire and maintain housing as efficiently as possible. Grantee may attend and participate in case conferencing meetings to identify eligible Households for the Project and assist in process improvements as necessary. Grantee shall work in conjunction with the project voucher administrator and property management as necessary to ensure the intentions and outcomes of this Agreement.
- E. CEDP shall utilize the local Continuum of Care (CoC) Homeless Management Information System (HMIS) for intake, program enrollment, move-in, service provision, annual assessments, and exit data collection. CEDP agrees to fully comply with all HMIS rules and regulations including, without limitation, the following:
 - a. CEDP shall perform data entry within five (5) days of intake, program enrollment, move-in, service provision, and discontinuance of participation by a Household.
 - b. CEDP shall run regular data quality check to ensure data is accurate
 - c. CEDP shall sign all required CoC HMIS agreements and adhere to all CoC HMIS policies and procedures. (These agreements are available from the CoC HMIS administrator for each CoC.)
 - d. CEDP shall submit and update data in the HMIS Database as requested/necessary to complete TSS performance reports as well as any other reports required by the CoC
 - e. CEDP shall provide other information as requested by DOH for reporting and program evaluation purposes including, without limitation, the number of Households, the status of each Household, the location of units, the progress of the Households, and any other information deemed relevant by DOH.
 - f. CEDP shall ensure there is a current HMIS Client Consent Form on file for each Household.
- F. Eligible services
 - a. In-reach & Outreach: Connecting with the target population while experiencing homelessness to ensure eligible households are referred through Coordinated Entry or other DOH approved coordinated referral process
 - b. Housing Search and Counseling Services, including Lease-Up assistance: Assisting in locating and/or securing suitable housing and be a liaison between the landlord and/or property management and the household. Assisting in the collection and preparation of required documentation for eligibility and/or housing and rental subsidy applications, such as homeless status, disability, family status, reasonable accommodation, and income verification. Working with DOH Voucher Administrator and property management to complete necessary initial and on-going housing paperwork, including lease negotiations, signing, and other lease-up and recertification documents.
 - c. Engagement: Work to engage households after housing placement to encourage, but not require participation in: Tenancy Support Services; other supportive services such as behavioral health care; development of an individualized housing stability plan; and other residential activities such as community building events. Make on-going efforts to encourage all households to connect to services and will develop a housing stability plan used to guide the Household's goals towards improved well-being, self-sufficiency, and housing stability.
 - d. Long-term Support Services: Make regular and frequent contact with each household to ensure needs are met and daily living skills are sufficient to remain safely housed. Act as liaison between landlords/property management, voucher administering agency, and households to assist with conflict resolution in an effort to maintain housing. Respond to landlord/property management as swiftly as possible. The level of need for, the types of, and the frequency of services will be determined by the household with support by the program staff and will be outlined in the plan. Supports may include, but are not limited to: Acquiring necessary furnishings and household goods, Moving assistance, Tenancy rights and responsibilities education, Eviction prevention supports, Coordination of access to healthcare related services including: primary care, substance use treatment, mental health care, vision and dental care, and emergency, crisis, and inpatient services, Transportation assistance related to housing stability, Entitlements assistance, Independent living skills coaching, De-escalation support, Linkages to education, job skills training, and employment support, Support groups, Re-engagement and relocation support.
 - e. Personnel Costs. Personnel Costs directly related to the delivery of TSS include salary and fringe benefits.

Was this contractor selected by competitive process? No

If not, why not?

As part of the Denver Navigation Campus award from the State's Department of Local Affairs (DOLA), HOST will have access to 195 State Housing Vouchers (SHV). HOST is required to select a Voucher Administrator from the eligible pool of Voucher

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Administrators, with five options to choose from (including CEDP). SHVs are intended to serve as the rental assistance/voucher portion of Permanent Supportive Housing. Thus, DOLA has also provided a portion of funding for Tenancy Supportive Services (TSS).

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

Source of funds: American Rescue Plan Act (ARPA)

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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