

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: 11/03/2023

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 a contract with The Gathering Place to fund the site operations and client support and management for the agreed upon micro-community site. This contract total will be \$1,451,142 with a contract term of 12/1/2023 - 12/31/24 (HOST-202371201).

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: 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:

The Gathering Place will oversee and maintain micro-community of 44 units for people experiencing unsheltered homelessness, specifically women, transgender, and non-binary people experiencing homelessness. This specifically includes 24/7 site operations to oversee the day-to-day maintenance of micro-communities to ensure compliance with all building codes, health regulations, and safety issues as well as regular repairs and services. Communal spaces should be cleaned at least twice per-week. Providers are expected to maintain a minimum ratio of one staff member on site per 40 clients.

Client Case Management and Navigations Services will be conducted to include residential intakes, coordination of referrals for any mental and physical healthcare needs, benefit acquisition, employment, and housing navigation. Case management and supportive services are delivered through a housing-focused, trauma-informed, person-centered, and harm reduction approach.

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

7. City Council District: Citywide

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

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 Gathering Place

Contract control number: HOST-202371201

Location: 1535, Denver, CO 80218

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** none previously

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):
HOST-202371201 | 12/1/2023 – 12/31/2024

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$1,451,142	-	\$ 1,451,142

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/1/2023 – 12/31/2024	-	-

Scope of work:

TGP will oversee and maintain micro-community for people experiencing unsheltered homelessness. This specifically includes the following:

A. Site Operations

1. Keep sites 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 and 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 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 client completing enrollment into site.
4. Provide housing navigation

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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. Provide resources for Limited English Proficient (LEP) individuals to ensure all guests have access to services in their language of choice.

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: City: ARPA Interest

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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