

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **9:00 a.m. on Friday**. Contact the Mayor’s Legislative team with questions

**Date of Request: 11/1/23**

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 total of \$2,249,537 for a contract between The City and County of Denver’s Department of Housing Stability (HOST) and The Colorado Village Collaborative (CVC). CVC will provide operations and services at a 60-unit micro-community. The contract term will be 12/01/2023 – 12/31/2024, with a goal of serving 150 individuals over the span of the contract.

**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: <a href="mailto:Evangeline.Bengler@denvergov.org">Evangeline.Bengler@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:**

Micro-community sites are a crucial piece of the puzzle for moving people experiencing homelessness, particularly in an unsheltered setting, into a sheltered, and eventually into a housed outcome. Referrals to this program will be a part of the unsheltered homelessness response of the city, and contributes to the Mayor’s goal of moving 1000 people inside by the end of the year.

The Colorado Village Collaborative (CVC) has demonstrated experience and excelled in their existing programming with HOST. Their existing, Tiny Home Village (THV) locations, offer low barrier, trauma informed shelter to an array of households, LGBTQIA+ individuals and couples, women, men and allow pets in their programs.

CVC will be responsible for site operations, 24/7 and 365 days per year. Site operations are inclusive of facility management and maintenance. Ensuring that communal and individual spaces are kept, clean, safe and maintain a high standard of quality of service to clients residing on the property.

CVC will serve 150 individuals over the span of the contract, 80% (120) of individuals are expected to engage in housing focused case management and exit the program into permanent or stably housed outcomes. To meet these expectations, HOST will support CVC by including them in continuous encampment response case conferencing. Person centered case management is essential to reducing the barriers clients are facing and is inclusive of; referrals to physical, behavioral, and mental health services; benefit, employment and resource navigation; housing navigation etc.

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

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

- 6. **City Attorney assigned to this request (if applicable):** Johna Varty and Eliot Schaefer
- 7. **City Council District:** Citywide
- 8. **\*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet below\*\***

**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 Colorado Village Collaborative

**Contract control number:** HOST-202371105

**Location:**

1530 W 13<sup>th</sup> Ave. Denver, CO 80204

**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-202371105: 12/1/2023 – 12/31/2024

**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)
\$2,249,537	N/A	\$2,249,537

  

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

**Scope of work:**

*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 clogged toilets and leaky faucets and any other basic repairs; provide necessary emergency maintenance service.
4. Collaborate with City representative(s) to notify and address any critical incidents on site
5. Maintain a minimum 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 and security to establish and enforce security protocols to ensure the safety of residents and staff
8. Training for all staff will include de-escalation training and Cardiopulmonary Resuscitation (CPR)
9. Vaccinated or working toward full vaccination and non-aggressive pets will be allowed at the facility
10. Site Operator will intake clients via HOST’s encampment resolution and outreach team process

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*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, employment, and resource navigation and enrollment assistance within 45 days of enrolling into site
4. Provide housing navigation
5. Provide peer navigation
6. Provide case management and supportive services that are housing-focused, trauma-informed, person-centered, and utilize a harm reduction approach for all clients
7. Provide resources for Limited English Proficient (LEP) individuals to ensure all guests have access to services in their language of choice

*Roles & Responsibilities for Both Parties*

Contractor will:

1. Work with City to host any city-designated sensitivity training on an annual basis.
2. 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](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.
3. Post the City and County of Denver’s Anti-Discrimination Office signage in an area where information is available to staff and program participants.

The City will:

1. Provide signage that includes information about the City and County of Denver’s Anti-Discrimination Office in both [Spanish and English](#).

**Was this contractor selected by competitive process? Yes If not, why not? N/A**

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

**Source of funds:** American Rescue Plan Act (ARPA), ARPA EOC Redirected Operations, 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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