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: 7/29/24

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 with The Salvation Army for a total of $2,565,984 for additional shelter support staff at The Tamarac Family Shelter. This funding will support housing navigation, case management, program assistant and maintenance technician positions at the shelter. The contract term will be June 16, 2024 to June 15, 2025. (HOST-202475192)

3. Requesting Agency:

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:

TSA offers housing-focused case management and housing navigation to provide time-limited emergency shelter and support for up to 205 families in Non-Congregate Shelter located at 7525 East Hampden Avenue, Denver, Colorado 80231. Additionally, funding will be utilized for the management and day-to-day operations, specifically with a focus on providing additional maintenance technicians.

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

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: _____ Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > $500K; IGA/Grant Agreement, Sale or Lease of Real Property):
Professional Services

Vendor/Contractor Name (including any dba's): The Salvation Army

Contract control number (legacy and new): HOST-202475192

Location: 30840 Hawthorne Blvd., Rancho Palos Verdes, CA 90275

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-202475192 June 16, 2024 - June 15, 2025

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

Current Contract Amount (A)	*Additional Funds (B)*	*Total Contract Amount (A+B)*
$2,565,984	N/A	$2,565,984

Current Contract Term	*Added Time*	*New Ending Date*
6/16/2024 – 6/15/2025	N/A	N/A

Scope of work:

A. **Case Management**

1. Family Emergency NCS case management responsibilities include but are not limited to the following services:
   a. crisis management and conflict resolution
   b. support obtaining, maintaining and/or increasing income, including benefits acquisition and/or employment supports
   c. case planning
   d. conducting needs assessments, including Coordinated Entry assessment
   e. assisting with obtaining vital documents
   f. case conferencing
   g. housing navigation
   h. providing assistance with transportation
2. The Family Emergency NCS case managers will provide short-term emergency shelter for families up to 14 nights and is intended to focus on Rapid Resolution and crisis stabilization. The anticipated staffing ratio is one case manager to 10 families.
3. The Family Emergency NCS case managers will provide a long-term shelter option, providing up to 90 to 180 nights, offering intensive housing-focused case management

B. Housing Navigation

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____ Date Entered: _____

1. The Housing Navigation team will work in conjunction with the Family Emergency NCS shelter case managers to assist with housing search and lease up processes with all households. The tasks of the housing navigation team include the following:

a. Connections to the Coordinated Entry System (OneHome)
b. Assisting households with locating units
c. Completing and submitting housing applications
d. Obtaining vital documents and attending any necessary orientations or pre-move-in meetings
e. Recruiting and building relationships with landlords and housing communities
f. Inspecting housing units for habitability
g. Locating financial and in-kind assistance for households at time of lease up such as move-in kits and deposit assistance
h. Assisting households with moving belongings to housing as needed

C. **NCS Operations**

1. TSA is responsible for day-to-day operations in conjunction with City staff Operations and programming will be provided.

2.Operations staff will be on-site and available at 24 hours, seven (7) days per week.

3.Shelter Operations investments facilitate environments that are safe, hygienic, accessible, equitable, inclusive, and hospitable to all eligible shelter guests. Funding for shelter operations include support of the day-to-day hospitable functions of NCSs include the following:

a. Linen laundry services that shall provide laundered linens at a minimum of every seven (7) consecutive days of guests' stay. Guests will be provided with access to laundry services in order to wash their personal items. These services will be free and laundry soap will be provided.
b. basic maintenance support
c. room amenities such as on-site parking and parking management, internet, and telephone
d. custodial support including sanitization of common areas, including outdoor space and routine room cleaning and inspection
e. storage

6. The Tamarac will have a full-time on-site maintenance technician Monday through Friday, during daily business hours. The maintenance technician will be responsible for providing regularly and emergency scheduled general building repair and maintenance services such as trash removal from premises to exterior dumpsters and exterior litter removal, pest control, snow removal from sidewalks and entries, changing light bulbs, minor repairs to plugged toilets and leaky faucets.

7. TSA will provide and oversee biohazard, janitorial, and laundry services to ensure quality and timeliness to promote a safe and comfortable environment for all guests and staff.

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: State of Colorado American Rescue Plan Act

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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