



Legislation Text

File #: 23-1602, Version: 1

**Contract Request Template (Contracts; IGAs; Leases)**

**Date Submitted: 10-30-2023**

**Requesting Agency: HOST**  
**Division:**

**Subject Matter Expert Name: Chris Lowell**  
**Email Address: Christopher.lowell@denvergov.org**  
**Phone Number:**

**Item Title & Description:**

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**A resolution approving a proposed Contract between the City and County of Denver and Catholic Charities and Community Services of the Archdiocese of Denver, Inc. to support the operational and programmatic activities at various shelters that assist individuals experiencing homelessness, citywide.**

Approves a contract with Catholic Charities and Community Services of the Archdiocese of Denver, Inc., operating as Catholic Charities, for \$8,215,623 with an end date of 12-31-2024 to support the operational and programmatic activities at various shelters that assist individuals experiencing homelessness, citywide. 202370609. The last regularly scheduled Council meeting within the 30-day review period is on 12-4-2023. The Committee approved filing this item at its meeting on 11-1-2023.

**Affected Council District(s) or citywide?**

**Citywide**

**Contract Control Number:**  
**20230609**

**Vendor/Contractor Name (including any "DBA"):**

Catholic Charities and Community Services of the Archdiocese of Denver, Inc.,  
bda Catholic Charities

## Type and Scope of services to be performed:

### SERVICES DESCRIPTION

#### A. Emergency Shelter Operations

1. CC will operate a Women's Shelter identified as the 48th Ave West shelter located at 4330 E 48th Ave or at a mutually agreed upon location owned or leased by the City of Denver. When fully operational, this shelter will accommodate clients experiencing homelessness up to the capacity as determined with the Denver Fire Department and Community Planning and Development. Capacity is up to 450 guests, operating 24 hours per day, seven (7) days per week. Shelter capacity may be reduced based on public health regulations, up to 270 guests as of this initial contract execution.
2. Shelter spots will be allocated 100% "emergency," meaning low-barrier entry, not referral-based and/or qualified entry requiring service engagement.
3. CC will provide safe, stable, and sanitary shelter services that include basic needs such as meals, snacks, shower access, and shelter.
4. CC will facilitate secure storage of personal client belongings.
5. CC and HOST will adhere to the Responsibility Matrix of Facility Related Services in Appendix A.

#### B. Emergency Shelter Programming

1. CC will provide case management, support services, and transition planning into more stable permanent housing situations.
2. CC will provide a range of direct services and referrals to shelter guests to help increase the income of shelter guests through employment assistance, training/skill development, and acquisition of public benefits.
3. CC will refer clients seeking support that are experiencing drug dependency to substance abuse groups and detox programs for assistance within the metro Denver area.
4. CC will support the behavioral, mental, and medical well-being of individuals.

#### C. Women's Emergency Shelter

##### 1. Smith Road Shelter

- a. CC will provide low-barrier, emergency shelter to accommodate women experiencing homelessness up to the capacity as determined with the Denver Fire Department and Community Planning and Development, operating 24 hours per day, seven (7) days per week, normally conducted at 6240 Smith Road. Shelter capacity may be reduced based on public health regulations, up to 82 guests as of this initial contract execution.
- b. Shelter spots may be allocated on a HOST and CC mutually agreeable proportion between "emergency" shelter, meaning low-barrier entry and shelter spots based on referral, reserved, and/or qualified-entry requiring service engagement. Excess reserved capacity will be offered on an emergency basis that will be determined on a nightly basis.
- c. CC will provide safe, stable, and sanitary shelter services that include basic needs such as meals, snacks, shower access, and shelter.
- d. CC will provide case management, support services, and transition planning into more stable or permanent housing situations.
- e. CC will provide a range of direct services and referrals to help develop a source of income through employment and/or acquisition of public benefits.
- f. CC will provide a range of direct services and referrals to shelter guests to help:
  - i. increase the income of shelter guests (through employment assistance, training/skill development, and acquisition of public benefits, etc.)
  - ii. support the behavioral, mental, and medical well-being of individuals.

##### 2. Holy Rosary Overflow Shelter

- a. CC will provide low-barrier, emergency shelter to accommodate women experiencing homelessness up to the capacity as determined with the Denver Fire Department and Community Planning and Development, operating seven nights per week, at the CC Samaritan House, commonly called the Holy Rosary Overflow Shelter and operating only overnight. Shelter capacity may be reduced based on public health regulations, up to 40 guests as of this initial contract execution.
- b. Shelter spots will be allocated 100% "emergency," meaning low-barrier entry and walk-up access, not referral-based and/or qualified entry requiring service engagement.
- c. CC will provide safe, stable, and sanitary shelter services that include basic needs such as meals, snacks, shower access, and shelter.

#### D. CC will provide transportation resources to clients.

- a. CC will prepare meals each day, transport and serve to individuals experiencing homelessness. Meal preparations

services include:

- b. 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.
- c. Provide all utensils and serving supplies.

**Location (if applicable):**

**WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):**

**Are WBE/MBE/DBE goals met (if applicable)?**

**Is the contract new/a renewal/extension or amendment?**

**Was this contractor selected by competitive process or sole source?**

**For New contracts**

**Term of initial contract:**

**Options for Renewal:**

**How many renewals (i.e. up to 2 renewals)?**

**Term of any renewals (i.e. 1 year each):**

**Cost of initial contract term:**

**Cost of any renewals:**

**Total contract value council is approving if all renewals exercised:**

**For Amendments/Renewals Extensions:**

**Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?**

***If length changing***

**What was the length of the term of the original contract?**

**What is the length of the extension/renewal?**

**What is the revised total term of the contract?**

***If cost changing***

**What was the original value of the entire contract prior to this proposed change?**

**What is the value of the proposed change?**

**What is the new/revised total value including change?**

***If terms changing***

**Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)**