



Legislation Text

File #: 23-1925, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 12-23-2023

**Requesting Agency: HOST
Division:**

**Subject Matter Expert Name: Chris Lowell
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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 The Saint Francis Center for to fund the operational and programmatic services for a 136-unit Non-Congregate Shelter, located at 4685 Quebec Street, in Council District 8.

Approves a contract with The Saint Francis Center for \$3,100,000.00 with a term of 12-15-2023 through 12-31-2024 to fund the operational and programmatic services for a 136-unit Non-Congregate Shelter, located at 4685 Quebec Street, in Council District 8. HOST-202371513. The last regularly scheduled Council meeting within the 30-day review period is on 1-8-2024. The Committee approved filing this item at its meeting on 12-13-2023.

Affected Council District(s) or citywide?

Council District 8

Contract Control Number:

HOST-202371513

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

The Saint Francis Center

Type and Scope of services to be performed:

SERVICES DESCRIPTION

- A. SFC will manage and provide programmatic services at 4685 Quebec St, Denver CO 80216 for a 136-unit non-congregate shelter.

- B. SFC will serve approximately 330 unique households annually for areas serving as a Non-Congregate Shelter (NCS). In accordance with non-congregate shelter settings, all rooms may serve as single occupancy unless participants self-elect to share space.
- C. Programming Services
 - 1. Provide housing-focused case management, housing navigation, benefits enrollment, full-range of case management services and any other services that promote long-term stability and well-being.
 - 2. Ensure households served throughout the contract term successfully exit to a stable or permanent housing solution, providing resources and ensuring households are consistently engaged in rehousing services, individualized housing focus case management, and attain some form of financial assistance and/or benefit enrollments.
 - 3. Provide direct services, referrals and/or coordinate with other providers for the following services and/or resources:
 - a. mental health support,
 - b. substance use and harm-reduction services,
 - c. medical screening services,
 - d. obtaining vital documents.
 - 4. Provide resources including, but not limited to peer support, employment focused case management, job referrals, interview preparation and coaching and educational sessions.
 - 5. Provide any other programmatic services, as deemed necessary, to help drive housing focused outcomes.
 - 6. SFC will work with the City and designated outreach teams to enroll clients into NCS and conduct an intake process in the Homeless Management Information System (HMIS) for new clients, ensuring they receive necessary support services under the program.
 - 7. Provide ongoing reporting and documentation to maintain accurate and up-to-date records in HMIS for client data, services provided, and exits from the program
- D. MEALS
 - 1. SFC will provide three meals a day for guests. Meal services include:
 - a. 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.
 - b. Provide all utensils and serving supplies.
- E. OPERATIONS
 - 1. SFC will work with onsite shelter operations staff to facilitate environments that are safe, hygienic, accessible including for those that are Limited English Proficient, equitable, inclusive, and hospitable to all eligible shelter guests.
 - 2. When applicable, or as negotiated with the City, oversee the set up and management of site services such as water, energy, trash, Wi-Fi, internet and telephone services, and Cable TV.
 - 3. Provide security services onsite which includes personnel or patrol.
 - 4. Collaborate with City representative(s) to notify and address any critical incidents on site(s).

Location (if applicable):

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

XO101

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

N/A

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

New

Was this contractor selected by competitive process or sole source?

Competitive process

For New contracts

<i>Contract Amount</i>
\$3,100,000.00

<i>Contract Term</i>

12/15/2023 - 12/31/24
