



Legislation Text

File #: 23-1529, Version: 1

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

**Date Submitted: 10-23-2023**

**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 The Salvation Army for to provide funding for the Denver Transformational Rapid-Rehousing program for people experiencing unsheltered homelessness, citywide.**

Approves a contract with The Salvation Army for \$4,000,000 with a term ending on 03-31-2025 to provide funding for the Denver Transformational Rapid-Rehousing program for people experiencing unsheltered homelessness, citywide. HOST-202369421. The last regularly scheduled Council meeting within the 30-day review period is on 12-11-2023. The Committee approved filing this item at its meeting on 10-25-2023.

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

**Citywide**

**Contract Control Number:**

**202369421**

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

**The Salvation Army**

**Type and Scope of services to be performed:**

1. The Salvation Army will provide a range of short to medium-term supportive services through brief, solution-focused case management to remove barriers to housing for participants. All case management and housing navigation services are housing focused on their delivery. Rapid Rehousing Services may include the following:

- a. Locate, inspect, and offer appropriate fair housing choices
  - b. Varied rent assistance, including security deposit
  - c. Assessment of housing stability
  - d. Ongoing supportive services
2. TSA will enroll 200 households through the contract term.
  3. TSA will administer rapid rehousing programming to eligible participants. Eligible participants will be provided with financial assistance to support them into locating, obtaining, and maintaining suitable housing.
  4. TSA will manage and develop landlord relationships to advocate for clients and secure housing
  5. The housing resources provided through this contract will be prioritized for those households who were referred to non-congregate shelter (NCS) via HOST outreach teams.

Contractor will:

- Work with City to host any city-designated sensitivity training on an annual basis.
- Designate a member of the program staff to attend monthly Rapid Rehousing Working Group meetings to align best practices and programmatic support.
- 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.
- 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:

- Provide signage that includes information about the City and County of Denver’s Anti-Discrimination Office in both [Spanish and English](https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Human-Rights-Community-Partnerships/Divisions-Offices/Anti-Discrimination-Office) <https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Human-Rights-Community-Partnerships/Divisions-Offices/Anti-Discrimination-Office>.
- **Facilitate a Rapid Rehousing (RRH) working group to support all HOST funded RRH programs to align best practices and on-going participant services/support.**

## II. Reporting

- A. Contractor is required to use Homeless Management Information System (HMIS) for program data collection. Contractor’s use of HMIS must adhere to COHMIS [Policy](https://mdhiorg.sharepoint.com/:b/s/MDHIPublic/EXwzAt5qaBFsA2YD40aY1ABp6kA2HEMRmPs927PNRe5cw?and>Data%20Quality) [https://mdhiorg.sharepoint.com/:b/s/MDHIPublic/EXwzAt5qaBFsA2YD40aY1ABp6kA2HEMRmPs927PNRe5cw?](https://mdhiorg.sharepoint.com/:b/s/MDHIPublic/EXwzAt5qaBFsA2YD40aY1ABp6kA2HEMRmPs927PNRe5cw?and>Data%20Quality) and [Data Quality](https://static1.squarespace) <https://static1.squarespace> standards to demonstrate clients’ eligibility, and meet indicators in this scope of work. Disbursement of funds is contingent upon the ability to collect program data using HMIS.
- B. Contractors will be required to use HOST Programs Community to submit all program narrative and qualitative data reports. These reports are due the 15<sup>th</sup> day of the month following each reporting period. Each narrative report will content information on program success, challenges, and funding leverage during the reporting period.
- C. HOST Programs Community will provide Contractor with an online forum to submit report for each reporting period. Supplemental reporting may be required when HMIS data and narrative reports are insufficient to demonstrate program impact. Submitted reports will be reviewed by the designated Program Officer for completeness, clarity, and accuracy.
- D. Upon execution of this contract, HOST will provide a user guide for using HOST Programs Community portal along with the required login information. Prior to the due date for the first required report, HOST will provide resources and support as needed or as requested by the Contractor to support the use of HOST Programs Community.
- E. Contractor may be required to submit a Contract Summary Report at the end of the contract period within 30 days after the Term End Date of this contract agreement.
- F. Data Monitoring

A description of the scope of data that will be monitored by HOST throughout the lifecycle of the contract. This includes the mechanism for reporting, the primary goal for households to be served, desired program outcomes, and any program-specific reporting requirements.

1. Program data
  - a. Data sources
    1. Homeless service providers: All program data reports will be sourced from client-level data entered in HMIS unless otherwise specified. Qualitative program narratives, data quality reports, and any requested supplemental reports can be submitted through the HOST Programs Community
    2. All other programs: Summary reports on clients served will use the HOST Programs Community to report narrative, and households served information. Additional data may be required in the reporting form and/or a supplemental data template provided by HOST.

i. Demographics of households served:

Demographic data of households served are monitored to ensure fair and equitable access to services. The scope of demographic data collected are specific to the needs of the program or any related funding sources. Demographic data can include but is not limited to race and ethnicity, income level, participant age/ age-group/ number of age-qualifying participants, disability status, mental health condition, or gender identity.

The measures and benchmarks specified in the objectives and outcomes section.

3. Qualitative narratives: This includes reports on program successes and challenges, programmatic updates, and supplemental reports. These reports can be submitted through the Salesforce programs community.
4. Financial Data
  - a. Funding sources and amount included
  5. Specific to this Scope of Work
    - a. Number and type of proposed outcomes
    - b. Additional household characteristics:
      - i. Housing Quality Standards Form **(In Compliance with 24 CFR578.95)**
        1. Annual recertifications and at move in. Physical inspection of each unit to ensure safety and quality,
    - ii. Rent Reasonableness Form
      - c. Contractor may be required to submit quarterly summary reports and one at the end of the contract period within 30 days after the Term End Date of this contract agreement.
  - i. **Compliance Monitoring:** Will ensure that the terms of the contract document are met, as well as Federal, State and City legal requirements, standards, and policies.
  - ii. **Financial Monitoring:** Will ensure that contracts are allocated and expended in accordance with the terms of the agreement. Contractor is required to provide all invoicing documents for the satisfaction of the HOST Financial Services Team. HOST will review the quality of the submitted invoice monthly.

Report Type	Due Date
Quarterly Report for July 1 - Sept 30	Oct. 15
Quarterly Report for Oct. 1 - Dec 31	Jan 15
6-month Match report for July 1 - Dec 31	Jan 31
Quarterly Report for Jan 1 - Mar 31	Apr 15
Quarterly Report for Apr 1 - June 30	July 15
Annual Match Report for July 1 - June 30	July 30

HOST also completes quarterly site visits that include review of output and outcome data.

**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.)**