

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: 12/19/2025

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 contract with The Community Firm (TCF) dba Community Economic Defense Project (CEDP) for \$3,731,922.00 with an end date of 12-31-2028 to provide funding for the provision of the Housing Central Command (HCC) Navigation program for people experiencing unsheltered homelessness in the city and county of Denver, citywide (HOST-202582041).

3. **Requesting Agency:** Department of Housing Stability (HOST)

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: Taylor Grimes	Name: Polly Kyle
Email: Taylor.Grimes@denvergov.org	Email: Polly.Kyle@denvergov.org

5. **General description or background of proposed request. Attach executive summary if more space needed:** (who, what, why)

The Community Firm (DBA Community Economic Defense Project (CEDP)) has demonstrated success in providing services to People Experiencing Homelessness (PEH) in the City and County of Denver through several programs in partnership with HOST. The purpose of the Housing Central Command (HCC) Navigation program is to assist clients experiencing homelessness with locating, applying, and moving into housing. The Navigation program intends to serve at least 400 households in 2026 sourced through OneHome referrals for housing navigation.

6. **City Attorney assigned to this request (if applicable):** Fernandez, Ubaldo

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):

Vendor/Contractor Name (including any dba's): The Community Firm (TCF) dba Community Economic Defense Project (CEDP)

Contract control number (legacy and new): HOST-202582041

Location: 1600 N Downing St, Suite 600, Denver, CO 80218

Is this a new contract? ☒ Yes ☐ No **Is this an Amendment?** ☐ Yes ☒ No **If yes, how many?** 0

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

HOST-202582041 Jan 1, 2026 - Dec 31, 2028

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)
\$3,731,922	N/A	N/A

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
01/01/2026-12/31/2028	N/A	N/A

Scope of work:

- A. CEDP will support Housing Central Command (HCC) housing navigation efforts led by the HCC Navigation Program Manager:
- The HCC Navigation Program Manager will be responsible for pulling referrals and will assign Navigation Case Managers (NCM) with a caseload of up to 10 households at a time.
 - Referrals will primarily be sourced through OneHome Coordinated Entry System.
 - Referrals will be assigned on a rolling basis.
 - CEDP Navigation Case Managers will attempt to contact households within 2 business days of receiving a referral.
 - CEDP Navigation Case Managers will be expected to attend regularly scheduled coordination meetings as scheduled by the HCC Navigation Program Manager multiple times each week.
 - CEDP Navigation Case Management team will support approximately 400 households across 4 Navigation Case Managers annually.
 - CEDP will maintain staffing levels to ensure each NCM has no more than 10 households on their caseloads, with a target of approximately 30 days of intervention per household. If a FTE position is vacant, the team is still expected to meet these outcomes.
 - Attend trainings as required by the HCC Navigation Program Manager and HOST
- B. CEDP Navigation staff will be community based, meaning their work will be mobile in nature and staff will be expected to meet clients in a variety of settings.
- C. CEDP will pay for client support costs on the same day as appropriate. These costs can include application fees, furniture deliveries, movers, and unit deposits.
- D. CEDP Navigation Case Managers will provide clients with intensive case management, these supports include:

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- a. Ensuring client has all that they need for a successful move from homelessness into housing including but not limited to vital document acquisition, furniture, food access, and transportation access.
 - b. Supporting clients in housing search, including locating available units, completing and submitting applications and paying associated fees.
 - c. Working with the Unit Acquisition Team and utilizing a housing inventory to support clients with finding an appropriate unit to meet their individual needs.
 - d. Providing transportation and support for client housing search and move-in. This will include transportation in personal or company vehicles.
 - e. Facilitate the process of furniture delivery to new apartment, and coordinate movers, etc. when applicable.
 - f. Provide regular updates to HCC Navigation Program Manager to accurately track client status in the navigation process.
 - g. Working with Stabilization Case Managers (SCM) to bridge care coordination as client transitions into housing.
- E. In the event of excess navigation capacity HOST will work directly with CEDP to provide similar navigation support, training, or activities to programs, agencies, or people experiencing homelessness that is aimed at housing readiness.
- F. Contractor will:
- a. Work with City to host any city-designated sensitivity training on an annual basis.
 - b. 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.
 - c. Sensitivity Training is available at https://denvergov.org/media/denvergov/housingstability/context_of_homelessness/story.html
 - d. 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.
 - e. Post the City and County of Denver’s Anti-Discrimination Office signage in an area where information is available to staff and program participants.
 - f. Ensure completion of requisite training as outlined by HOST Program Standards document.
 - g. Obtain consumer input at least quarterly. Gathering and utilizing consumer input ensures that the services provided effectively address the needs and preferences of the individuals/households served by this contractor. Feedback will collect information to ensure equity in access and outcomes. The City reserves the right to issue specific guidelines on the methods for collecting and integrating consumer feedback which may include use of a third-party evaluator. Details will be outlined in Program Standards documents.
 - h. Provide grievance policy and procedure to HOST within the first 90 days of this contract and annually or as updates are made thereafter. Grievance policies and procedures must be approved by HOST.

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: General Fund

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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