

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: 2/27/2026

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:** Amends a contract with Point b (e) Strategies, LLC to reduce the contract capacity by \$136,000.00 for a new total of \$804,000.00 to provide grant-writing services to city agencies. No change to contract term, citywide (FINAN-202265166/FINAN-202582597-02).

3. **Requesting Agency:** Department of Finance

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: Justin Sykes	Name: Carolina Flores
Email: Justin.Sykes@denvergov.org	Email: Carolina.Flores@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

Point b (e) LLC provides grant-writing and related services to the City. Through 2025, the contract included a monthly retainer for technical assistance, meeting attendance, facilitation of training and meetings, and research and reporting. Due to increased federal funding uncertainty and reduced grant opportunities experienced throughout 2025 and anticipated in 2026 and 2027, the contract is being amended to remove the monthly retainer, base all services on an hourly rate, and modify the fee schedule accordingly. These modifications are expected to save the City money while preserving key services for agencies as needed.

6. **City Attorney assigned to this request (if applicable):** Laurie Heydman

7. **City Council District:** All

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): Amendatory Agreement

Vendor/Contractor Name (including any dba's): Point b (e) Strategies, LLC

Contract control number (legacy and new): FINAN-202265166-01 / FINAN-202474733-01 / FINAN-202582597-02

Location: Citywide

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 2

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): Current contract term is January 1, 2023 to December 31, 2027. The amendment will not make any changes to the contract term.

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>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$940,000.00	-\$136,000	\$804,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
01/01/2023-12/31/2027	No added or reduced time	No new ending date

Scope of work:

The vendor will perform in a professional manner the following services upon the written request or approval of the Department of Finance. Only services performed upon the request or with the approval of the Department of Finance shall be considered billable under this contract.

- A. Write grants for City agencies. These grant opportunities may be from Federal, State, corporate, national or local foundation grant opportunities. Consultant will assist with developing logic models, evaluation plans, and obtaining data needed to support proposals.
- B. Provide review services for grant applications that are prepared by City agency personnel. The purpose of such a review process is to improve the grant document and give constructive criticism or improvement. This review may extend to proper grammar and syntax used within grant narratives.
- C. Conduct formal research of prospective grant opportunities for agencies upon written request and approval and with costs specified in advance, and deliver a written evaluation of these opportunities including, but not limited to, an explanation of the program, due dates, the amount of funding available, key requirements of the grantor, cash match requirements, the level of competitiveness of the program and an assessment of the readiness of the agency to take on the program if awarded.
- D. Assign a primary point-of-contact/liason to respond to questions within a 24-hour time frame.
- E. Maintain a list of all grant writers on staff and on contract and update the City of any changes in a timely fashion.
- F. Maintain a process of quality control and copy editing for all written documents submitted to the city, including draft documents.
- G. Facilitate grant writing and grant preparation training for City staff upon written request and approval, and with costs specified in advance. Topics to include assessing grant readiness, how to write a grant application, and the evaluation of program effectiveness.
- H. Provide technical assistance to the Department of Finance and/or agencies related to grants upon written request or approval and with costs specified in advance. Technical Assistance means advisory, analytical, facilitative, and preparatory support provided to assist the Department of Finance and/or agencies in the development, positioning, and finalization of grant proposals or funding pursuits. Technical Assistance may include, but is not limited to:

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- Funding opportunity research and analysis;
- Interpretation of notices of funding opportunity (NOFOs);
- Pre-writing support including development of proposal frameworks, outlines, checklists, templates, and instructions;
- Budget development;
- Coordination across partners;
- Community provider consultation;
- Facilitation of meetings and partnership discussions;
- Research on project models or best practices;
- Recommendations regarding proposal strategy, structure, and competitiveness;
- Facilitation of grants related meetings;
- Provide subject matter expertise on special project areas; and
- Limited, high-level content review that does not constitute full proposal drafting unless explicitly authorized under this contract.

Was this contractor selected by competitive process? Yes

If not, why not? N/A

Has this contractor provided these services to the City before? Yes No

Source of funds: Department of Finance and agency budgets (depending on agency applying for the grant)

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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