

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MailHighOrdinance@DenverGov.org by **9 a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 11/20/2025

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 Colorado Coalition for the Homeless (CCH) for \$5,231,922.00 with an end date of 12-31-2028 for the provision of the Housing Central Command (HCC) Stabilization project to support clients formerly experiencing homelessness, citywide (HOST-202582072).

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 Colorado Coalition for the Homeless (CCH) has demonstrated success in providing stabilization case management services to People Experiencing Homelessness (PEH) in the City and County of Denver through programs in partnership with HOST. The HCC Housing Stabilization efforts intend to serve 140 new households annually referred to HCC Housing Stabilization via the Housing Central Command (HCC). The Stabilization project will clients with supportive services to clients including but not limited to: housing focused case management, support to remove barriers to housing, housing navigation, and varied rental assistance.

6. **City Attorney assigned to this request (if applicable):** McKenzie Brandon

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):

Vendor/Contractor Name (including any dba's): The Colorado Coalition for the Homeless (CCH)

Contract control number (legacy and new): HOST-202582072

Location: 2111 Champa St, Denver CO 80205

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-202582072 January 1, 2026 – December 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) |
| \$5,231,922.00 | 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. CCH will support Housing Central Command (HCC) Housing Stabilization efforts led by the HOST HCC team.
- B. CCH will ensure their Stabilization Case Managers attend any required HOST training.
- C. Staffing Requirements:
 - a. CCH Stabilization Case Management team will support 140 new households annually across up to 16 funded Stability Case Managers (SCM).
 - b. CCH will maintain staffing levels to serve a target of 1:20 household ratio, collectively supporting up to 280 households maximum at a single point in time. If an FTE position is vacant, the team is still expected to meet these outcomes, ensuring no more than a 1:36 staff-to-household ratio.
 - c. In extraordinary circumstances, no more than once in a 12-month period, CCH will extend temporary caseload coverage to no more than 320 households for up to 90 days.
- D. CCH Stabilization staff will be community based, meaning their work will be mobile in nature. Staff will have access to vehicles in order to meet clients in the community.
- E. CCH stabilization staff will pay for client support costs on the same day as appropriate. Each household may utilize up to an average of \$850 per 12 months of support. These costs must be for items given directly to clients and can include: food, transportation assistance, household move-in expenses, storage units, motel vouchers, gas cards, essential household items/supplies, clothing etc.
- F. Stability Case Managers will:
 - a. Utilize Critical Time Intervention (CTI) methods to support clients into ongoing stability for up to 12 months.
 - b. Work with clients to address immediate needs, develop exit plans informed by client goals and actions steps, and aid client in navigating essential support systems.
 - c. Provide client transportation support as needed
 - d. Conduct regular in-person client meetings at least once per month.
 - e. Act as a liaison between property partners and households to communicate the financial requirements for tenancy.

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- f. Complete stability assessment and income verification every 90 days
 - g. Participate in HOST Rapid Rehousing & Friends work group
 - h. Coordinate regularly with HCC Rent Payor on:
 - i. Calculated Tenant portion of rent that will be at least \$25 per month or 30% of income
 - ii. Exit planning for households approaching the end of their programmatic support
 - iii. Tenant-landlord issues, concerns
 - i. CCH will work with the Navigation Case Management team to bridge care coordination as client transitions into housing.
 - j. Enroll clients into HMIS and follow data standards including case notes and client documentation.
- G. General Process/workflow/expectations
- a. CCH Stabilization Case Management team will receive and support clients referred via the Housing Central Command (HCC).
 - b. CCH Program Managers and Stabilization Case Managers will attend/facilitate/participate in regular case-conferencing in coordination with HOST HCC Staff.
- H. 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.
 - i. Sensitivity Training is available at https://denvergov.org/media/denvergov/housingstability/context_of_homelessness/story.html
 - ii. 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.
 - c. Post the City and County of Denver’s Anti-Discrimination Office signage in an area where information is available to staff and program participants.
 - d. Ensure completion of requisite training as outlined by HOST Program Standards document.
 - e. 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.
 - f. 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: Homelessness Resolution Fund & 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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