

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: 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 a contract with Work Options for Women (WOW) for \$502,112.56 with an end date of 6-30-2026 to provide meals and necessary food service management to Denver micro-communities, in Council District 8 (HOST-202582288).

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: David Riggs	Name: Polly Kyle
Email: Dave.Riggs@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)

This agreement is entered between the Department of Housing Stability (HOST) and Work Options for Women for the purpose of providing meals and necessary food service management to Denver micro-communities. The agreement is to provide a 6-month award not to exceed \$502,112.56..

6. **City Attorney assigned to this request (if applicable):** Waples, Megan

7. **City Council District:** Council District 8

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):
Professional Services > \$500K

Vendor/Contractor Name (including any dba's): Work Options for Women

Contract control number (legacy and new): HOST-202582288

Location: 1895 Quebec Street, Denver, CO 80220

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

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):
HOST-202582288 January 1, 2026 – June 30, 2026

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$502,112.56	N/A	

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
01/1/2026 – 06/30/2026	N/A	N/A

Scope of work:

- A. WOW will provide nutritious, quality meals, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program for the residents in Denver micro-communities. This includes the provision of frozen, hot meals, cold meals (i.e., sack lunch), and snacks.
- B. WOW will provide nutritious appetizing meals in adherence to USDA guidelines for adults seven days a week to multiple micro-community sites in the City and County of Denver.
- C. WOW will provide three meals daily.
 - 1. At least one meal must be a hot prepared meal.
 - 2. Package, as needed, and deliver food to each site.
- D. WOW will abide by and provide services in accordance with all health rules, regulations, and laws.
- E. WOW will effectively and efficiently collaborate with multiple micro-community partners while taking into consideration each community's unique needs.
- F. WOW will coordinate meal delivery times for micro-communities.
- G. WOW will keep in regular communication with micro-communities' staff members to determine quantities of food needed per site as occupancy changes.
- H. WOW will collect, enter, and use required data to inform and shape program meals and adhere to HOST data and reporting compliance.

II. ROLES AND RESPONSIBILITIES FOR BOTH PARTIES

To be completed by Mayor's Legislative Team:

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Date Entered: _____

A. Contractor will:

1. Work with City to host any city-designated sensitivity training on an annual basis.
2. 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
 - 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.
3. Post the City and County of Denver’s Anti-Discrimination Office signage in an area where information is available to staff and program participants.
4. Ensure completion of requisite training as outlined by HOST Program Standards document.
5. 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.
6. 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.

B. The City will:

1. Provide signage that includes information about the City and County of Denver’s Anti-Discrimination Office in both [Spanish and English](#).
2. Provide access to the HOST Program Standards document and HOST will communicate any changes or updates made to the document.

III. EQUITY ACCESS AND OUTCOMES

The Department of Housing Stability, in alignment with the Mayor’s Office of Social Equity and Innovation, values racial equity and inclusiveness and seeks to reflect this value in our funding practices. Our commitment to producing racially equitable housing outcomes is paramount to HOST’s overall mission of Denver residents being healthy, housed and connected. HOST requires all programs it funds to report on the demographic characteristics of households served by the program throughout the duration of the contract in coordination with other required reporting. The contractor will also report on the demographics of staff working on this program throughout the duration of this contract.

Specific information outlining the required data systems to be used and data to be collected are contained within the scope of work of this contract. This information will help HOST monitor demographic trends in who is served. The underlying objective of collecting and disaggregating data and outcomes by race is to understand who is currently served by HOST funded programs. This information will help inform future evaluation on any potential disparate impacts across HOST programs, as well as strategies to help address equity in access to and outcomes from programs where appropriate. Additionally, HOST program and monitoring staff will be reviewing data, and will discuss your program’s progress or challenges towards racially equitable services and outcomes at site visits and monitoring.

Was this contractor selected by competitive process? ☒ Yes ☐ If not, why not?

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Has this contractor provided these services to the City before? ☒ Yes ☐

Source of funds: American Rescue Plan Act

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☒ N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract? N/A

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