

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.)

Amends a contract with The Community Firm (TCF) by adding \$2,450,000.00 for a new total of \$3,650,000.00 and adding twelve months for a new end date of 12-31-2026 for an additional 1,478 households to be served in the 2026 program year, citywide (HOST-202579416/HOST- 202582096-01).

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: Ian Cohn	Name: Polly Kyle
Email: Ian.Cohn@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 Denver Property Tax Relief Program provides partial rebates to qualifying Denver residents for property taxes paid or the equivalent in rent.

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

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):
Professional Services >\$500k

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

Contract control number (legacy and new): HOST-202579416

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

Is this a new contract? ☐ **No** **Is this an Amendment?** ☒ **Yes** ☐ **If yes, how many?** 1

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

- HOST-202579416: May 1, 2025 – December 31, 2025
- HOST- 202582096-01: May 1, 2025 – December 31, 2026

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>
\$1,200,000.00	\$2,450,000.00	\$3,650,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
5/1/2025-12/31/2025	12 months	12/31/2026

Scope of work:

- A. List of Services to be provided by contractor
1. CEDP will be responsible for adhering to the 2025 Property Tax Relief Program Standards document to be provided prior to the commencement of the contract.
 2. CEDP will receive and review all program applications submitted by Denver residents through a centralized database, arriving at and communicating final eligibility determinations to all applicants. CEDP is responsible for collecting any additional documentation to verify an applicant's eligibility and mitigating potential applicant irregularities and fraudulent activity. CEDP will refer to current HOST Program Standards for changes in program eligibility criteria.
 3. CEDP will serve homeowner households that meet the eligibility criteria as outlined in the most current Program Standards.
 4. CEDP will serve renter households that meet the eligibility criteria as outlined in the most current Program Standards.
 5. Application review will include but is not limited to verification of an applicant's age, disability status, Area Median Income (AMI) for their household size, and verification that an applicant's primary residence is within the City and County of Denver and that they resided at this residence for the entire previous calendar year.
 6. CEDP is responsible for verifying that applicants have paid in full their property taxes or rent for the previous calendar year as applicable.
 7. CEDP is responsible for issuing property tax relief payments as supported by written documentation and program eligibility determinations up to the maximum assistance limits enforced by HOST.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

8. CEDP will conduct outreach and marketing activities to this program's target population(s) including efforts to educate residents in-person and provide technical assistance for applicants with technology literacy and/or language barriers.
9. CEDP will ensure applicants are expeditiously connected to all available programs/resources designed to prevent involuntary displacement among Denver homeowners and renters. This may include but is not limited to:
 - a. Financial assistance programs for renters and homeowners including the HOST Foreclosure Prevention Program, State of Colorado Emergency Rental Assistance (CERA) Program, and the HOST Temporary Rental and Utility Assistance Program (TRUA)
 - b. Eviction Legal Defense Programs
 - c. Utility assistance programs such as the Colorado Low-Income Energy Assistance Program (LEAP) and/or Energy Outreach Colorado (EOC)
 - d. Home Repair and Modification Programs
 - e. Home Sharing Programs
 - f. Denver Office of Financial Empowerment and Protection
 - g. Other services offered to the aging population and residents with disabilities as applicable

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: HOST General Funds

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____