

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **9 am on Friday**. Contact the Mayor's Legislative team with questions

**Date of Request: 4/17/24**

Please mark one:     **Bill Request**                      or                       **Resolution Request**

**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.)

This contract agreement approves a Department of Housing Stability (HOST) subaward to The Community Firm (DBA Community Economic Defense Project) in the amount of \$758,981.00 in General Funds to provide information on and direct access to the Temporary Rental and Utility Assistance (TRUA) program to households in the City and County of Denver through a customer service call center. These funds will serve an estimated 36,000 callers seeking assistance from the TRUA program. The contract term is 1/1/2024-12/1/2024. (HOST-202473566)

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

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Becca Channell	Name: Chris Lowell
Email: <a href="mailto:Becca.Channell@denvergov.org">Becca.Channell@denvergov.org</a>	Email: <a href="mailto:Christopher.Lowell@denvergov.org">Christopher.Lowell@denvergov.org</a>

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

The purpose of this contract agreement is to provide a Department of Housing Stability (HOST) subaward to The Community Firm (DBA Community Economic Defense Project) in the amount of \$758,981.00 to provide information on and direct access to the Temporary Rental and Utility Assistance (TRUA) program to households in the City and County of Denver through a customer service call center. These funds will serve an estimated 36,000 callers seeking assistance from the TRUA program. The contract term is 1/1/2024-12/1/2024.

The Community Firm (DBA Community Economic Defense Project) will provide customer service support to City and County of Denver residents callers seeking assistance from the TRUA program. Assistance provided includes but is not limited to responding to applicant case inquiries, answering questions regarding assistance available and direct connection to TRUA or other stability services needed. This contract will serve approximately 36,000 callers.

**6. City Attorney assigned to this request (if applicable):** Eliot Schaefer

**7. City Council District:** Citywide

**8. \*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet\*\***

### Key Contract Terms

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):**  
Professional Services > \$500K

**Vendor/Contractor Name:** The Community Firm (DBA Community Economic Defense Project)

**Contract control number:** HOST-202473566

**Location:** 1035 Osage St., Suite 835, Denver, CO 80204

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

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**  
HOST-202473566 – 1/1/2024-12/31/2024

**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)
\$758,981.00	N/A	\$758,981.00

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/31/2024-12/31/2024	N/A	N/A

**Scope of work:**

The purpose of this contract agreement is to provide a Department of Housing Stability (HOST) subaward to The Community Firm (DBA Community Economic Defense Project) in the amount of \$758,981.00 in General Funds to provide information on and direct access to the Temporary Rental and Utility Assistance (TRUA) program to households in the City and County of Denver through a customer service call center. These funds will serve an estimated 36,000 callers seeking assistance from the TRUA program. The contract term is 1/1/2024-12/1/2024.

**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

**Source of funds:** 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

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Resolution/Bill Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_