



City Council Communication

AGENDA DATE: October 6, 2025

LEGISTAR ITEM #: Res 2025-153

SUBMITTED BY: Jordan Roberts
Office

DEPARTMENT: City Manager's

<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Presentation
<input type="checkbox"/> Admin Business	<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Other

REQUEST

Approve a resolution amending the agreement for services with the Community Firm to continue processing rental assistance applications.

BACKGROUND

The City of Commerce City had previously entered into an agreement with the Community Firm (D/B/A Economic Defense Project) under Resolution No. 2024-151, executed on or around December 23, 2024. The original agreement was for the administration of an emergency rental and mortgage assistance program.

City staff have received notice from the Community Firm that the administrative funds for the rental assistance aspect of the program have been depleted. The proposed amendment to the agreement is to lift the cap on administrative funds for each individual aspect of the program and provide one fund with a not-to-exceed amount. The Community Firm has also requested that an additional \$10,000 be added to the administrative fund, with the expectation that any admin funds be returned to the direct assistance of qualified community members should they not be needed. There are no other proposed changes to the scope of work to be provided by the Community Firm.

Resolution 2025-153 specifically grants the City Manager the authority to negotiate and finalize these amendments, ensuring the terms continue to meet the City's needs.

CITY COUNCIL COMMUNICATION CONTINUED

FINANCIAL IMPACT

Contractor	Community Firm D/B/A Economic Defense Project
Amount of Request/Contract	\$N/A
Amount Not To Exceed	\$N/A
Amount Budgeted	\$1,956,000
Budget Year	N/A
Funding Source	ARPA Funds
Additional Funds Needed	\$N/A
Funding Source (if funds needed)	N/A

PROJECT TIMELINE

Start Date	End Date
December 31, 2024	December 31, 2026
Years and Months of Contract	Number of Times Renewable
2 years	N/A

JUSTIFICATION

<input checked="" type="checkbox"/> Council Goal	<input type="checkbox"/> Strategic Plan	<input type="checkbox"/> Work Plan	<input type="checkbox"/> Legal
Citation	Housing - Expand rental assistance programs.		

PUBLIC OUTREACH

Staff has been publicizing the ACT—Emergency Rental and Mortgage Assistance Program—at public events, on the City website, on social media, and in the Connected Newsletter.

AVAILABLE ACTIONS

- Available Action #1: Approve Resolution 2025-153 and continue processing rental assistance applications.
- Available Action #2: Do not approve Resolution 2025-153 and keep the rental assistance program on pause.

STAFF RECOMMENDATION

Staff recommends Action #1: Approve Resolution 2025-153