

City and County of Denver of Denver
Department of Housing Stability
Attn: Ebony Santucci, Contracts and Performance Manager
Ebony.Santucci@Denvergov.org

[Agency Name]

[Address]

RE: City of Denver Homelessness Sensitivity Training completion

[Date]

Greetings,

This memo is to confirm **[Agency's]** compliance with the obligation within our contract(s) with the Department of Housing Stability regarding the City's *Informed, Compassionate, and Positive Interactions With Persons Experiencing Homelessness* training. As of this date, all staff affiliated with the contract's scope have completed all three sections of the training or are scheduled to complete them within 15 days of being hired. Staff who have completed the training will schedule refresher training of the same content every 24 months.

Best regards,

[Signature Executive Director]

[Print name/title]