

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Please mark one:  **Bill Request** or  **Resolution Request** Date of Request: November 22, 2021

## 1. Type of Request:

- Contract/Grant Agreement**  **Intergovernmental Agreement (IGA)**  **Rezoning/Text Amendment**  
 **Dedication/Vacation**  **Appropriation/Supplemental**  **DRMC Change**  
 **Other:** Amends ordinance establishing an SRF

## 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 Ordinance No. 88, Series of 2007, to ensure the allowable uses of the "DHNS Contract Pool" Special Revenue Fund are consistent with the City's budgeting and accounting practices, to change the name of the SRF to the "HOST General Cost Pool", and to update the expending authority to the Executive Director of the Department of Housing Stability.

## 3. Requesting Agency:

Department of Finance – Budget and Management Office

## 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Ami Webb	Name: Rachel Bardin
Email: <a href="mailto:Ami.Webb@denvergov.org">Ami.Webb@denvergov.org</a>	Email: <a href="mailto:Rachel.Bardin@denvergov.org">Rachel.Bardin@denvergov.org</a>

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

The DHNS Contract Pool Special Revenue Fund was established through Ordinance No. 88, Series of 2007, to prevent interruptions in services caused by months-long gaps between the receipt of annual federal awards, including the Community Development Block Grant, and the start of a given program year. The SRF authorized the Division of Housing and Neighborhood Development Services to establish budget to encumber contracts months before the official award was received. Since the passage of said ordinance, the City has developed other accounting/budgeting practices to avoid gaps in services, such as authorizing agencies to establish a portion of an award budget using a letter of intent, subject to City Council approval. Agencies now use this process in order to pay service providers before grants that are consistently awarded annually are officially received.

This bill request seeks to amend Ordinance No. 88, Series of 2007, to change the purpose and use of the DHNS Contract Pool Special Revenue Fund (16809). The fund will no longer authorize contract spending prior to grant receipt. Instead the Department of Housing Stability, which now administers this fund, will leverage the letter of intent process, which requires City Council approval, to establish budget necessary for contracts within the relevant grant fund. Fund 16809 will be used to temporarily house costs for grant-funded positions, particularly those whose programmatic work is funded by multiple funding streams. These positions require accounting actions to ensure payroll costs are correctly allocated to the appropriate grants in the financial system of record. Payroll expenses will be allowed to hit this SRF before timecards are reconciled, at which point they can be journaled to the appropriate grant fund. Since no costs will remain in this fund once the grant payroll journals are complete, no budget would be established in the Fund. At year-end close, expenditures will be \$0. This bill request also changes the name of the SRF to the "HOST General Cost Pool" SRF and updates the expending authority to the Executive Director of the Department of Housing Stability.

## 6. City Attorney assigned to this request (if applicable): N/A

## 7. City Council District: All

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

Resolution/Bill Number: BR21 1451

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