

**Department New Request Form
Fiscal Year 2025**

Program	CPDI	Title of New Request:	Rank: 2
Department	Community Development	Built for Zero Specialist	
Request Category	New		
Request Rating	Required		
Department Goal	Community Safety, Health, and Well-Being Strategic goal 1: Provide supportive services for people in crisis		# of FTE's in this request 1.00

1. How will request assist in achieving Department Goal and benefit the customer

This is a fully grant-funded position. This new request is to create spending authority for grant funds that we expect to receive in FY25 Q3 (March 2025). All funding for this position comes from Community Solutions Built for Zero which covers all staff salary and fringe costs for a 1.0 FTE Built for Zero Specialist. This is not a request for additional City funding. The Built for Zero Specialist leads Missoula's collective efforts to achieve functional zero houselessness for Veterans by November 11, 2026. Built for Zero is largely a continuous improvement framework for the Missoula Coordinated Entry System and, as such, this position plays a direct role in Houseless Programs' ability to continue to lead the Missoula Coordinated Entry system and expand leadership capacity as the system grows and gains sophistication. Built for Zero is a key collaborative program that ties in tightly with Houseless Programs' development of the next phase of the City's approach to addressing houselessness.

2. What specifically is needed to achieve this goal?

This position is already fully developed and is part of Houseless Programs. No additional resources or capacity is needed to implement this request at this time. The second installment of grant disbursement on this grant is dependent on our ability to demonstrate a clear plan to funding sustainability for the Built for Zero Specialist beyond the first 2 years of grant funding. We are working with Community Solutions to understand what exactly is needed and expect to bring a new request for continued funding at the conclusion of grant funding in March 2026.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2025 Unfunded	FY 2025 Funded	Proposed FY 2026 Ongoing
Ongoing Expenses								
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
1000.250.450131.110	Wages	1	65066.13	65,066		65,066	—	
1000.250.450131.140	Contributions	1	30700.18	30,700		30,700	—	
1000.250.450131.210	Office Supplies	1	300	300		300	—	
1000.250.450131.370	Travel	1	761	761		761	—	
1000.250.450131.380	Training	1	1000	1,000		1,000	—	
Expense Sub-Total				97,827	—	97,827	—	—

Revenue Offset:

Account #	Revenue Description		Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.365020.00	N	Community Solutions Built for Zero Capacity Building Grant Installment 2	97,827	-
Revenue Sub-Total			97,827	-

4. What sort of data will be used to report results and outcomes of request?

Through Built for Zero we track and measure a number of outcomes related to Veterans houselessness and overall houselessness as outlined in Missoula's Built for Zero work plan. These outcomes include overall progress to functional zero for veterans measured by the difference between inflow and outflow in the Missoula Coordinated Entry System, decreasing length of time homeless for veterans, and reducing chronic veteran homelessness.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	-
Non-tax	97,827	-
Fund Balance	-	-
Total	97,827	-