

Form to Establish a New Special Revenue Fund

Updated 10/14/2019

Criteria for Creating a Special Revenue Fund

This form will be reviewed by the Budget and Management Office to determine if the requested Special Revenue Fund is needed, or if another accommodation can be made. Essential criteria for creating a new SRF include the need to receive a new revenue stream that is generated for a specific purpose and the need to track and account for spending on a new program.

Contact Information

Agency: *Department of Housing Stability*

Subject Matter Expert Name and Email: *Chiquita McGowin, chiquita.mcgowin@denvergov.org*

Fund Information

1. Proposed Name of New Fund:
Emergency Solutions Fund
2. Justification for Fund:
As a part of the creation of the Department of Housing Stability (HOST) in the 2020 Budget, funding that supports staffing and programs dedicated to individuals experiencing homelessness is moving from Denver Human Services (DHS) to HOST. As part of this move, the Emergency Solutions Grant program that is currently administered by Denver Human Services through the Emergency Shelter Fund in the Human Services Special Revenue Fund Series will be administered by HOST. This requires creating a new grant fund in the Community Development Special Revenue Fund Series.
3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain.
There is an ongoing need for this fund since it is an annual grant.
4. Have you worked with BMO to determine if there is an existing SRF that could accommodate the new program? Please explain.
Given the transfer of all City-administered homelessness programs to HOST, the existing SRF for this grant is in the wrong Fund Series (Human Services Special Revenue Fund Series), so a new grant fund will be needed in the Community Development Special Revenue Fund Series. Once the new grant fund is created, the existing one will be closed.
5. List/Explain Revenues to Fund:
Emergency Solutions grant dollars from the federal government.
 - a. Will transfers from the General Fund be a source of revenue? Yes/No
No
 - b. If yes, will 50% or more of the revenue come from the General Fund? Will this change over time? *N/A*

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6. List/Explain Allowable Expenditures from Fund (Note any constraints): *Spending is dictated by the federal government (the grantor); the ESG is for generally for assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.*
7. Expending Authority (agency): *Department of Housing Stability*
8. Should the fund be appropriated or non-appropriated? Why? (See MATRIX for important considerations)
 - a. If appropriated, should the fund be lapsing or non-lapsing? Why?
N/A, non-appropriated.
 - b. If non-appropriated, is this the fund cash-basis or sponsor-funded (grant)?
Sponsor-Funded

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Fund Approved? **Yes/No**

If not approved, explanation:

If approved:

- Fund Number: 16015
- Cost Center: 0145100