

# Form to Establish a New Special Revenue Fund

Updated 10/14/2019

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## 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:  
*Homeless Shelter Utility Support*
2. Justification for Fund:  
*As part of the creation of the Department of Housing Stability (HOST) in 2019, City funding that supports staffing and programs dedicated to individuals experiencing homelessness is moving from Denver Human Services (DHS) to HOST. The Homeless Shelter Utility Support grant program is currently administered by Denver Human Services. Changing the administering agency from DHS to HOST requires a new grant fund be required 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.  
*This is a multi-year grant.*
4. Have you worked with BMO to determine if there is an existing SRF that could accommodate the new program? Please explain.  
*A new grant fund will be required in the Community Development fund series to ensure the appropriate expending authority can administer the program.*
5. List/Explain Revenues to Fund:  
  
*Grant dollars awarded by BP.*
  - 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?
6. List/Explain Allowable Expenditures from Fund (Note any constraints): *Grant spending is outlined in the awards from the grantor.*

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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?  
*Non-lapsing: Grant funds.*
  
  - b. If non-appropriated, is this the fund cash-basis or sponsor-funded (grant)?  
*Sponsor Funded*

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## For BMO Use Only

Fund Approved? Yes/No

Yes

If not approved, explanation:

If approved:

- Fund Number: 16608
- Cost Center: 0145100