

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: *Homeless Services Donations Fund*
2. Justification for Fund: *A similar fund exists in the Human Services Special Revenue Fund Series, administered by Denver Human Services, for the purposes of receiving public donations for homeless services programs. With the transition of homelessness services from Denver Human Service to the Department of Housing Stability (HOST), a new Special Revenue Fund is required in the Community Development Special Revenue Fund Series. After this SRF is created and the cash balance from the current Homeless Services Fund is transferred to this new fund, the existing fund will be closed.*
3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain.
The fund is set up to primarily receive public donations on an ongoing basis.
4. Have you worked with BMO to determine if there is an existing SRF that could accommodate the new program? Please explain.
No SRF exists for this purpose that can also be administered by HOST.
5. List/Explain Revenues to Fund:

Public contributions, donations, project incomes, or other source of private or unrestricted receipts.
 - 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*
6. List/Explain Allowable Expenditures from Fund (Note any constraints):
Any expenditure for the purpose of providing services to individuals experiencing homelessness.
7. Expending Authority (agency): *Department of Housing Stability*

Form to Establish a New Special Revenue Fund

Updated 10/14/2019

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? *Not appropriated.*
 - b. If non-appropriated, is this the fund cash-basis or sponsor-funded (grant)?
A: *Cash-basis, non-lapsing*

For BMO Use Only

Fund Approved? **Yes/No**

If not approved, explanation:

If approved:

- Fund Number: 16703
- Cost Center: 0145100