

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:

Continuum of Care Fund

2. Justification for Fund:

As part of the creation of the Department of Housing Stability (HOST) in the 2020 Budget, City funding that supports staffing and programs dedicated to individuals experiencing homelessness is moving from Denver Human Services (DHS) to HOST. There is currently a Continuum of Care (CoC) grant programs administered by Denver Human Services through the Shelter Care Plus Fund, Fund No. 13012. 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.

There will be an ongoing need for CoC grants.

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. However, it will replace the existing Continuum of Care fund administered by DHS under the Human Services Special Revenue Fund, which will be closed once the program has been transferred fully from that fund (13012).

5. List/Explain Revenues to Fund:

A: Grant dollars received by 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?

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6. List/Explain Allowable Expenditures from Fund (Note any constraints): *Grant spending is outlined in the awards from the grantor.*
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

For BMO Use Only

Fund Approved? Yes/No

Yes

If not approved, explanation:

If approved:

- Fund Number: 16014
- Cost Center: 0145100