

# 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](mailto:Chiquita.McGowin@denvergov.org) (HOST);

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## Fund Information

1. Proposed Name of New Fund: *Housing Stability Private Grants Fund*
2. Justification for Fund: *HOST requires a fund to administer private grants. For instance, it recently received an award of \$1.5M from the Colorado Health Foundation to support the Mayor's Initiative to expand housing vouchers and day shelter services and requires a fund to administer this award.*
3. Is the SRF being requested to accommodate a one-time or an on-going need? Please explain.  
*HOST anticipates receiving private grants on an an-going basis.*
4. Have you worked with BMO to determine if there is an existing SRF that could accommodate the new program? Please explain.  
*Yes, and there is no existing SRF to accommodate private grants for HOST.*
5. List/Explain Revenues to Fund:  
*Grant dollars from private entities.*
  - a. Will transfers from the General Fund be a source of revenue? Yes/**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):  
*To be determined by grantors.*
7. Expending Authority (agency): *Department of Housing Stability*

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8. Should the fund be appropriated or non-appropriated? Why? (See MATRIX for important considerations) *non-appropriated, grant fund.*
  - a. If appropriated, should the fund be lapsing or non-lapsing? Why?
  
  
  
  
  
  
  
  
  
  
  - 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*

If not approved, explanation: *N/A*

If approved:

- Fund Number: *16609*
- Cost Center: