



## Flex Fund Announcement

We're excited to announce that beginning **August 1, 2025**, all **Flex Fund requests** will transition from **JotForm** to **Padmission Journey**. This move will help streamline processes, improve documentation, and ensure that resources are used more strategically to serve our neighbors.

### Why the Change?

- Centralizing Flex Fund requests in Padmission Journey improves data accuracy, compliance, and processing time.
- This system allows for better tracking and visibility across agencies and ensures consistent documentation.

### Flex Fund Overview & Cap Amounts

Housing Forward has conducted a comprehensive analysis of Flex Fund requests from previous years to better understand how the funds have been utilized and to identify trends in client needs. Based on the findings from this review, the Flex Fund structure will be reorganized into three distinct categories, each with clearly defined spending caps.

This reorganization aims to:

- Ensure equitable and consistent use of funds across all clients and providers;
- Promote transparency and accountability in how Flex Fund dollars are allocated;
- Better align fund usage with the most common and critical client needs identified through the data; and
- Maximize the impact of limited resources by setting clear parameters for spending.

Below is a table with detailed category definitions and uses.

Category	Activity
General Flex Fund	Cap: \$1800  Landlord Incentive: \$750  Admin Fee: \$150  Application Fee: \$100  Risk Fee: \$250  Rental Insurance: \$150



	Utility Deposit: \$250  Pet Deposit: \$400  Critical Documents: \$100
Furniture	Singles: \$1000 cap  Families: \$1000 and \$250 for each additional HH member

### Training & Access Timeline

- **July 18:**  
Use this registration link for the live webinar training.  
[Flex Fund Assistance Processes with Padmission Journey](#)
- **July 30 at 11:00 AM:**  
A **live training webinar** will be held to walk through the new process in Padmission Journey. Following the training, participants will complete a short quiz and have time for Q&A.
- **Post-Training:**  
Upon completion of the training and quiz, **Padmission Journey access will be granted** to users who do not yet have accounts.

We appreciate your collaboration and look forward to launching this improved system together.