



Flex Fund Updates Memo – March 30, 2022

As Housing Forward shared at the General Assembly meeting on March 22, we are making changes to the Flex Fund criteria. Over the past few months, Housing Forward has seen more clients utilize the Flex Fund with higher per client cost to access housing. To ensure we have funding for all clients, Housing Forward will need to streamline the criteria and limit the per client maximum. **These changes do not impact DRTRR clients.**

As of April 5, 2022, here are the changes:

- **What** changes are being made?
 - Clients accessing the General Flex Fund will be allowed \$750 in Flex Fund assistance per annum.
 - Flex Fund requests will be limited to administrative fees, application fees, critical documents, basic furniture, landlord incentives, utility assistance, utilities arrears, security deposits, and rental arrears.
 - Dallas Furniture Bank assistance will be limited to \$250 per client, with an additional \$100 allowed per household member on the lease.
- **Who** does this update impact?
 - Any CoC member agency that utilizes or would like to utilize Flex Funds
 - Service providers that will need to submit Flex Fund requests
- **When** are these changes being implemented?
 - These updated categories and limits will take effect on Tuesday April 5, 2022
- **How** can I submit a Flex Fund request?
 - There are no changes being made to the submission process- Flex Fund requests will still be submitted via the online request form.
- **Where** can I go for more information?
 - The Flex Fund page on our [website](#) will contain all updated categories and annual limits. Please continue to refer to the FAQ section for any questions you may have.
 - For any questions related to Flex Funds, please email FlexFunds@HousingForwardNTX.org

Our hope is that the Flex Fund continues to be a benefit to the wonderful providers that serve our community's most vulnerable. Thank you so much for the important work that you do in making homelessness rare, brief, and non-recurring.