



PERMANENT SUPPORTIVE HOUSING

Funding Opportunity Information Session

AUGUST 19, 2024

AGENDA

Funding Opportunity

- Overview of Opportunities

PSH

- Essential Elements
- All Neighbors Coalition Program Model

Destination Home

- Applicant Requirements
- Application and Scoring

PSH Supportive Services

- Applicant Requirements
- Application and Scoring

Tour of AmpliFund

FUNDING OPPORTUNITY OVERVIEW- DESTINATION HOME

WHAT

- CoC Program Funds – City Square’s Destination Home grant
 - Initial 9-month grant term (October 2024-June 2025, renewal starting July 2025 (12-months))
 - Awarding 10 Full Time Employees, Minimum of 3 FTE per award
 - Serving an estimated* 250 neighbors

WHY

- In May 2024, City Square announced they will shut down end of 2024
- Relinquished DH at end of June 30, 2024
- HF is grantee and assumed match responsibility
- City Square continuing to provide services until end of October

FUNDING OPPORTUNITY OVERVIEW- PSH CASE MANAGEMENT

WHAT

- CoC Program Funds , FY 2023
 - Serving 50 Neighbors
 - 12 Month grant term, estimated start date of November 1, 2024
 - Making 1 award, 2 Full Time Employees
- Utilizing 50 voucher from DCHHS

WHY

- Increase exit pathways from homelessness by increasing available permanent supportive housing units with integrated behavioral health supports.
- Supports ANC Communitywide goal of continuing to reduce chronic unsheltered homelessness

AWARD PARAMETERS

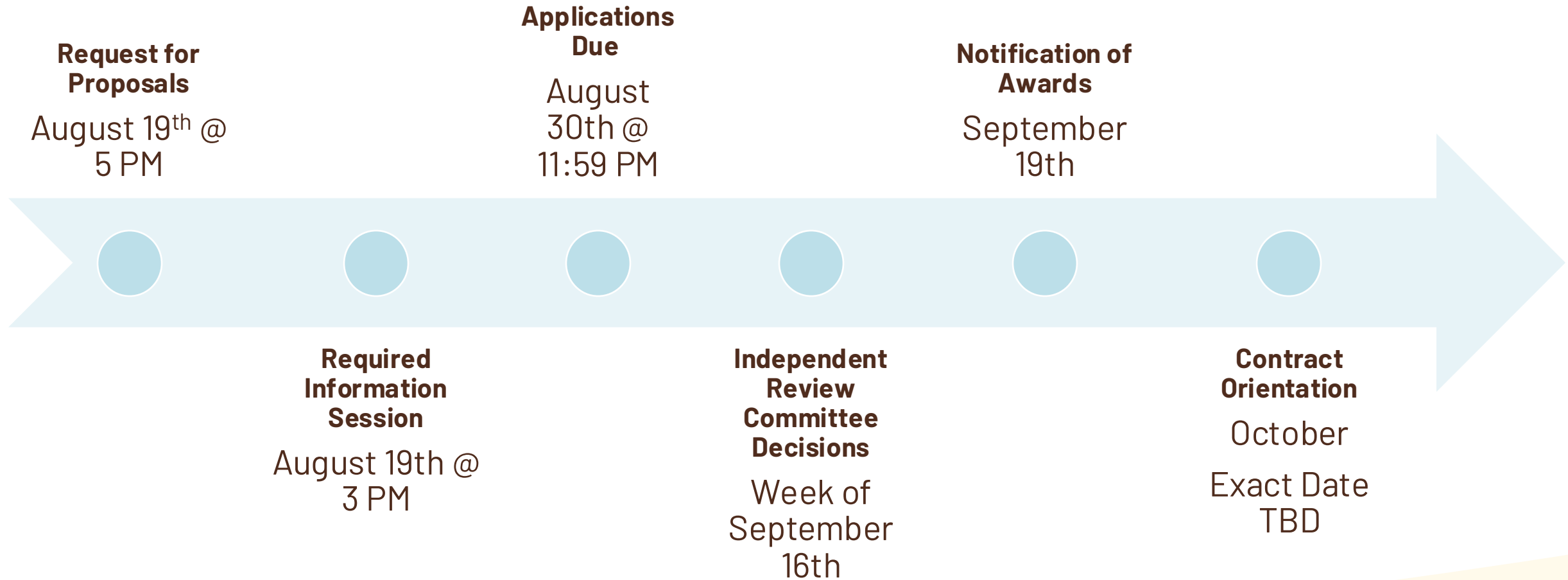
Destination Home

- Maximum of 3 awards
- Awarding 10 FTEs, 1:25 Case Load
- Minimum of 3 FTEs per award
- Offer Behavioral Health in accordance with program model

PSH Case Management

- Making 1 award
- Awarding 2 FTEs, 1:25 Case Load
- Offer Behavioral Health in accordance with program model

TIMELINE



PERMANENT SUPPORTIVE HOUSING

Initiative Overview

KEY TERMS

[Coordinated Access System \(CAS\)](#): CAS, is a community response to end homelessness that accounts for the diversity of needs of people experiencing homelessness and urgently responds to these needs with housing solutions. CAS has an easily accessible set of Access Points equipped to effectively assess the needs of individuals, match people to an intervention to end their experience of homelessness and rehouse them as quickly possible.

[Housing First](#) is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Housing First does not require people experiencing homelessness to address all of their problems, including behavioral health problems, or to graduate through a series of services programs before they can access housing.

KEY TERMS

[Homeless Management Information System \(HMIS\)](#): HMIS, is a local information technology system used to collect data from service providers serving individuals or households experiencing or at risk of homelessness.

[Permanent Supportive Housing \(PSH\)](#): Permanent Supportive Housing is permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member (adult or child) with a disability in achieving housing stability.

Housing First Assertive Community Treatment (HFACT) and Housing First Intensive Case Management (HFICM): These models are evidence-based treatments for PSH tenants who have behavioral health diagnoses and complex health needs. HFACT and ICM provide team-based support, partnering with Housing Stability Case Managers to provide intensive, multidisciplinary services to promote housing stability. Teams are mobile, providing services at the participants' homes. Supports are tailored to meet the needs and preferences of each participant. HFACT focuses on the highest acuity participants who have severe mental illness, often with co-occurring physical health and substance use disorders. HFICM is for lower acuity participants who are assessed as needing intensive support but for a shorter period.

ESSENTIAL ELEMENTS

Housing Stability Case Management

Housing Stability Case Managers will support program participants to:

- Complete Unit Search
- Collect critical documentation
- Create Housing Stability Plan
- Transition back into permanent housing
- Pay their portion of the rent, communicating to HF/DCHHS any change in income
- Understand tenant rights and responsibilities, stay housed
- Coordinate with BH Care Coordinators to access wrap around supports and behavioral healthcare

Program Administration

- Caseload – 1:25 client ratio
- Anticipate funding 10 FTE for Destination Home
- Anticipate funding 2 FTE for PSH Case Management

Housing Stability Case Managers will:

- Complete Rent Reasonableness Eval (If Applicable)
- Housing Unit Inspections (If Applicable)
- Submit flex fund requests for security deposits and utility payments, etc

ESSENTIAL ELEMENTS

Rental Assistance and Utility Funds

Eligible costs include:

- Security Deposits
- Rent Payments (If applicable)
- Utility Payments (If applicable)

Program Administration

- Housing Forward will issue rental assistance agreements and pay rents directly to landlords. (If applicable)
- Housing Stability Case Managers will submit flex fund requests for security deposits and utility payments
 - Housing Forward will pay those expenses directly to vendors OR agencies can pre-pay expenses and seek reimbursement

ESSENTIAL ELEMENTS

Supportive Services

- **Client-Centered:** Neighbors should have individualized service plans developed with their input.
- **Housing First Approach:** The project operates with a focus on immediate access to permanent housing with low barrier eligibility criteria.
- **Equity-Centered:** Ensure that services are designed and delivered with a focus on equity and inclusion.
- **Stabilization Services:** Support neighbors in adjusting to their housing situation; connecting them with community resources and services that support their overall well-being.
- **Connection to Mainstream Agencies :** Assist neighbors in accessing all benefits for which they qualify including healthcare and behavioral health services, SNAP, and SSI/SSDI.
- **Coordination with Housing First Assertive Community Treatment (ACT), Housing First Intensive Case Management (ICM), and other Behavioral Healthcare services:** Commitment to working with the centralized Behavioral Healthcare Coordinator assigned to this project to ensure clients needing wrap around support are engaged and referred to an appropriate level of care.

Permanent Supportive Housing with Integrated Behavioral Health Services PROGRAM MODEL

Permanent Supportive Housing with Integrated Behavioral Health Services Permanent Supportive Housing (PSH) is a housing intervention that consists of low-barrier stable housing and robust supportive services, including Housing First ICM and ACT teams intended to end a homeless experience for a household with a demonstrated history of chronic homelessness and a disabling condition.				
Program Description	Essential Program Elements	Time Frame	Population	Desired/expected outcomes
<p>PSH offers a non-time limited housing subsidy supported by intensive case management intended to support a household transitioning from chronic homelessness to safe, permanent housing.</p> <p>Program participants will have access to Housing First Assertive Community Treatment (HFACT) and Housing First Intensive Case Management (ICM) Teams.</p> <p>ICM is a team-based approach that supports individuals maintain housing and achieve an optimum quality of life.</p> <p>HFACT is a specialized and integrated model that addresses the complex needs of individuals experiencing chronic homelessness.</p>	<p><u>Intensive Case Management – PSH Housing Case Manager</u></p> <ul style="list-style-type: none"> Tailor frequency of home visits based on clients’ needs (minimum of two visits per month, at least one in the home) Housing Barrier Assessment Safety & Basic Needs Assessment Minimum basic furniture <ul style="list-style-type: none"> Food, toiletries, and basic cleaning supplies Understanding use of appliances (stoves, etc.) Transportation Critical document collection (standard forms/process) Housing Search <ul style="list-style-type: none"> Facility Tours Apartment Navigation Problem solving Landlord negotiation Mediation Linkage to physical healthcare Linkage to behavioral healthcare Linkage to employment/increased income/SSI <p>HFACT and ICM Coordination with Permanent Supportive Housing Program Staff on individualized plan</p> <ul style="list-style-type: none"> Screening & Assessment Mobile and In-Home services 24/7 crisis support Client-Driven and informed by client choice Connection to community resources and services 	<p>Non-time limited</p> <p>Annual Assessment completed, assessment of needs as related to services offered through program</p> <p><u>BH ACT</u> Reassessment every 180 days or crisis or clinical need</p> <p><u>BH ICM</u> Determined by needs of the client</p>	<p>PSH Participant</p> <p>Assessed for Level of Care 1 – 4 Clinical Justification</p>	<ul style="list-style-type: none"> Housing Stability Demographics: age, gender, race and ethnicity, special populations (pregnant, justice involved) Health Indicators: Housing First ACT and ICM project participation and hours of required services provided, Inpatient hospitalization, Crisis utilization, Outpatient utilization Quality of Life: Housing stability (evictions, lost voucher), Quality of life tool/assessment, Insurance changes (no insurance to Medicaid), Disability benefits Service logistics: LOC results from ANSA, Duration from ANSA to



Continue Permanent Supportive Housing with Integrated Behavioral Health Services PROGRAM MODEL

	<ul style="list-style-type: none"> Multi-disciplinary team of professionals that provide wrap-around services including a minimum number of hours per month: <ul style="list-style-type: none"> Pharmacological Management Psychosocial Rehabilitative Therapy (group/individual) Counseling Peer Support Psychiatric Evaluation Medication and Health Management Supported Employment Connection to Benefits <p><i>Refer to HFACT and ICM Program Models</i></p> <p><u>Financial Assistance</u></p> <ul style="list-style-type: none"> Move-in support and move-in kits (standardize) Rental assistance Repair and maintenance <p><u>ASD's Considerations</u></p> <ul style="list-style-type: none"> Medical management & compliance 			<p>actual services, Movement between LOC, Discharges from service, Hours of service and/or encounters</p> <ul style="list-style-type: none"> Justice: Justice involved status, arrests or involuntary detention, Court status <p>Households referred to PSH will be enrolled in the program within 10 days of referral</p> <p>PSH households will secure permanent housing within 30 days from enrollment</p> <p>60% of households will increase income</p> <p>75% of households exiting PSH programs will exit to permanent housing destinations.</p> <p>87% of households remained housed and did not return to shelter</p>
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APPLICATION AND SCORING: DESTINATION HOME

APPLICANT REQUIREMENTS

Eligible applicants include the following:

- Non-profit organizations that are members of the All Neighbors Coalition
- Agencies must meet the following financial management thresholds:
 - Agencies must be able to execute a cost reimbursable contract.
 - Agencies must have completed an independent audit or a review of certified financial statements within the last 18 months

APPLICANT REQUIREMENTS

Eligible applicants include the following:

- Agencies that agree to:
 - Coordinate closely with Housing Forward on rent payment requirements
 - Identify housing as needed for new entries into the project, drawing on support from Housing Forward's Housing Location Team and Systemwide Housing Navigators
 - Coordinated with centralized integrated behavioral healthcare support available to PSH tenants, including referring eligible clients to Housing First ACT and ICM teams.
 - Deliver services in alignment with CoC Housing First principles, standard CoC Permanent Supportive Housing , and the requirements set forth in this RFP.
 - Fully participate in the Homeless Management Information System (HMIS).
 - Attend required annual trainings to include topics such as, but not limited to, HMIS, Coordinated Access System, and Housing First Essentials.

APPLICATION QUESTIONS

Agency Experience – 40 POINTS

Q1. Provide information about established agency policies and practices that illustrate your commitment to utilizing a Housing First approach. This includes specific details about how the agency currently ensures there are:

- No preconditions for entry into the program
- No mandatory activities after program entry (i.e., required treatment, employment search, etc.)
- Strategies employed to eliminate barriers to permanent housing

Q2. Provide information about the agency's experience providing supportive services to individuals previously experiencing chronic homelessness within permanent supportive housing funded by the Continuum of Care program.

APPLICATION QUESTIONS

Program Implementation– 30 POINTS

Q3. Describe a plan to quickly transition the Destination Home caseload from City Square to your agency, ensuring fidelity to the Permanent Support Housing and Behavioral Health program models.

Q4. Describe the plan and timeline to quickly scale staffing to support this project.

APPLICATION QUESTIONS

Promoting Equity and Inclusion – 30 POINTS

Q5. Provide details about Board and Staff Composition.(Staff related to the population being served through the program) Board and Staff composition should reflect the population served.

Q6. Please indicate which strategies your agency is deploying to center Racial Equity and Inclusion and address Racial Disparities in program outcomes.

APPLICATION QUESTIONS

Bonus Point– 5 POINTS

Q1. If your agency is hiring new staff as a result of being awarded this project, will you include current City Square Destination Home Staff in the pool of candidates?

SELECTION

Prioritization is based on:

- Straight score
- Preference for agency experienced in providing supportive services to individuals previously experiencing chronic homelessness within permanent supportive housing funded by the Continuum of Care program
- Preference for agency agreeing that if they are hiring new staff as a result of being awarded this project, they will include current City Square Destination Home Staff in the pool of candidates.

Selection Criteria	Total Points
Agency Experience	40
Program Implementation	30
Promoting Equity and Inclusion	30
TOTAL	100



BUDGET TEMPLATE- DESTINATION HOME



Destination Home RFP Project



PROJECT BUDGET	SAMPLE BUDGET	Staff	Parameters
Personnel Expenses - Salaries & Wages			
Number of Staff	\$ 1	7	Minimum of 3 FTE.
Staffing	\$ 60,000	\$ 58,000	Max \$60,000 base salary per staff
Fringe Benefits	\$ 12,000		Max 20% of base salary per employee
Program Manager	\$ 7,200		Max 10% FTE for supervision by a program manager
Total Personnel Expenses	\$ 79,200	\$ 58,000	
Non-Personnel Expenses			
Mileage	\$ 3,484		0.67 @ 20 miles/day @ 5 days/week @ 52 weeks/year
Total Non-Personnel Costs	\$ 3,484	\$ -	
Total Project Expenses	\$ 82,684	\$ 58,000	
Admin	\$ 4,134		Max of 10% of total project expenses
TOTAL EXPENSES (Personnel + Non-Personnel + Direct Assistance + Admin)	\$ 86,818	\$ 58,000	



BUDGET CATEGORIES

Case Management	At a ratio of 1:25. Max Salary of \$60,000
Staff Benefits	Max 20% of base salary per employee
Program Manager	Max 10% of FTE for supervision by a program manager
Mileage	0.67 @ at 18 miles/day @ 5 days/week @ 52 weeks/year
Admin	10% of Supportive Service budget

ADDITIONAL COST CATEGORIES

Additional cost categories in the Supportive Services Package MAY include:

- Moving Costs
- Transportation
- Utility Deposits

APPLICATION AND SCORING: PERMANENT SUPPORT HOUSING CASE MANAGEMENT

APPLICANT REQUIREMENTS

Eligible applicants include the following:

- Non-profit organizations that are members of the All Neighbors Coalition
- Agencies must meet the following financial management thresholds:
 - Agencies must be able to execute a cost reimbursable contract.
 - Agencies must have completed an independent audit or a review of certified financial statements within the last 18 months

APPLICANT REQUIREMENTS

Eligible applicants include the following:

Agencies that agree to:

- Coordinate closely with Housing Forward on rent payment requirements
- Identify housing as needed for new entries into the project, drawing on support from Housing Forward's Housing Location Team and Systemwide Housing Navigators
- Coordinated with centralized integrated behavioral healthcare support available to PSH tenants, including referring eligible clients to Housing First ACT and ICM teams.
- Deliver services in alignment with CoC Housing First principles, standard CoC Permanent Supportive Housing, and the requirements set forth in this RFP.
- Fully participate in the Homeless Management Information System (HMIS).
- Attend required annual trainings to include topics such as, but not limited to, HMIS, Coordinated Access System, and Housing First Essentials.

APPLICATION QUESTIONS

Agency Experience – 30 POINTS

Q1. Provide information about established agency policies and practices that illustrate your commitment to utilizing a Housing First approach. This includes specific details about how the agency currently ensures there are:

- No preconditions for entry into the program
- No mandatory activities after program entry (i.e., required treatment, employment search, etc.)
- Strategies employed to eliminate barriers to permanent housing

Q2. Provide information about the agency's experience providing supportive services to people experiencing chronic homelessness within permanent supportive housing.

APPLICATION QUESTIONS

Program Implementation– 30 POINTS

Q3. Describe how your agency will meet project milestones listed in the RFP. Please include major events, activities, and when they will take place leading up to the project's start date (bullet point and chronological order).

Project Milestones	Days from Contract Award
Begin hiring staff or expending funds	30
Begin program participant enrollment	60
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	90
Leased or rental assistance units or structure, and supportive services near 100% capacity	180

Q4. Describe the plan to quickly scale staffing to support this project.

APPLICATION QUESTIONS

Promoting Equity and Inclusion – 30 POINTS

Q5. Provide details about Board and Staff Composition.(Staff related to the population being served through the program) Board and Staff composition should reflect the population served.

Q6. Please indicate which strategies your agency is deploying to center Racial Equity and Inclusion and address Racial Disparities in program outcomes.

SELECTION

Prioritization is based on:

- Straight score
- Preference for agency experienced in providing supportive services to individuals previously experiencing chronic homelessness within permanent supportive housing

Selection Criteria	Total Points
Agency Experience	30
Program Implementation	30
Promoting Equity and Inclusion	30
TOTAL	90



BUDGET TEMPLATE- PSH CASE MANAGEMENT



FY23 Permanent Supportive Housing
Project RFP Budget Template



PROJECT BUDGET	SAMPLE BUDGET	Staff	Parameters
Personnel Expenses - Salaries & Wages			
Number of Staff	\$ 2	2	2 FTE
Staffing	\$ 120,000		Max \$60,000 base salary per staff
Fringe Benefits	\$ 24,000		Max 20% of base salary per employee
Program Manager	\$ 14,400		Max 10% FTE for supervision by a program manager
Total Personnel Expenses	\$ 158,400	\$ -	
Non-Personnel Expenses			
Equipment	\$ 2,820		Laptop + hotspot per FTE
Mileage	\$ 6,968		0.67 @ 20 miles/day @ 5 days/week @ 52 weeks/year per FTE
Total Non-Personnel Costs	\$ 9,788	\$ -	
Total Project Expenses	\$ 168,188	\$ -	
Admin	\$ 16,819		Max of 10% of total project expenses
TOTAL EXPENSES (Personnel + Non-Personnel + Admin)	\$ 185,007	\$ -	



BUDGET CATEGORIES

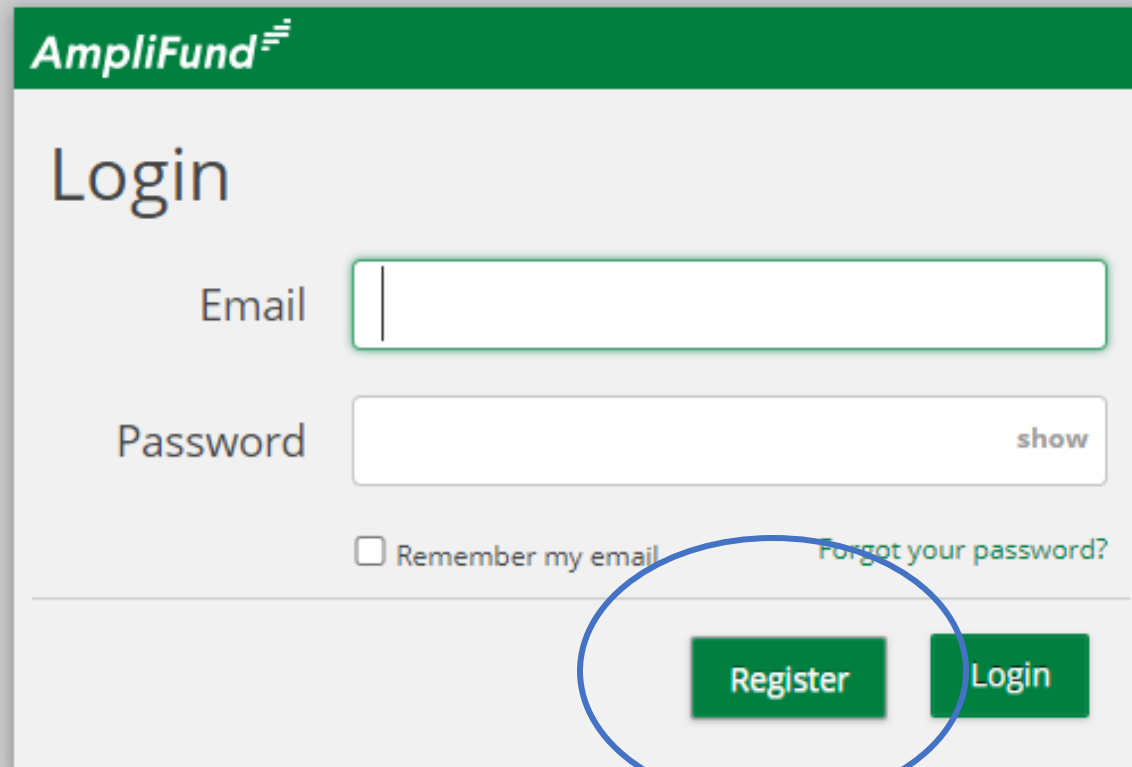
Case Management	At a ratio of 1:25. Max Salary of \$60,000
Staff Benefits	Max 20% of base salary per employee
Program Manager	Max 10% of FTE for supervision by a program manager
Mileage	0.67 @ at 20 miles/day @ 5 days/week @ 52 weeks/year
Admin	10% of Supportive Service budget

ADDITIONAL COST CATEGORIES

Additional Cost Categories included	Amount Budgeted
Moving Costs: Moving costs @\$250 @15 HH	\$3750
Bus Passes \$3.50 @ 24 per participant @ 50 participants	\$4200
Utility Deposits Utility Deposits @ \$150 @ 50 participants	\$7500

TOUR OF AMPLIFUND

AMPLIFUND ACCOUNT REGISTRATION



The image shows a web form for AmpliFund. At the top is a green header with the AmpliFund logo. Below it, the word "Login" is displayed. There are two input fields: "Email" and "Password". The "Password" field has a "show" link to its right. Below the "Email" field is a checkbox labeled "Remember my email". To the right of the checkbox is a link that says "Forgot your password?". At the bottom of the form are two green buttons: "Register" and "Login". A blue circle is drawn around the "Register" button.

AmpliFund

Login

Email

Password [show](#)

☐ Remember my email [Forgot your password?](#)

[Register](#) [Login](#)

AMPLIFUND ACCOUNT REGISTRATION

Create New Account

If you have already registered, please click [here](#) to login.

User Information

Email Address*

Role Administrator

Password*

Confirm Password*

Contact Information

First Name*

Middle Name

Last Name*

Suffix

Only one administrator for your organization should register. The administrator then adds users and sends an invite to join.

ADDING ORGANIZATION USER



APPLICANT PORTAL

Getting Started on the Applicant Portal

Warning

Each user must have a unique email address across all Applicant Portal accounts.

5. Add the user's **Email Address**.

A screenshot of a web form titled "User Information". It contains two fields: "Email Address*" with a text input box, and "Role*" with a dropdown menu showing "Editor" and a question mark icon.

6. Select the user's **Role**.
 - **Administrator:** Administrators can create, edit, delete, and withdraw applications; create and edit accounts; and add new users.
 - **Editor:** Editors can edit applications and update their account settings.

Contact Information

7. Add the **user's name, mailing address, and phone number**. Required fields are marked with an asterisk (*).
8. Click **Invite**.

ADDING ORGANIZATION USER

How To Invite Users to Your Organization Account

Prerequisite: Must be an Administrator user. The first user to register in an organization is an Administrator by default.

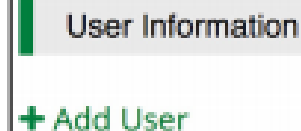
1. Open the **Applicant Portal**.
2. Click the **logo** in the top-left corner of any page.

The logo for AmpliFund, featuring the word "AmpliFund" in a dark blue sans-serif font, followed by a green graphic of three horizontal bars of increasing height.

3. Click **Users**.

A horizontal navigation bar with four items: "Applications", "Account Information", "Users", and "FAQ". The "Users" item is highlighted in green.

4. Click **+ Add User**.

A section titled "User Information" with a light gray background. Below the title is a white area containing a green plus sign followed by the text "Add User".

AMPLIFUND ACCOUNT REGISTRATION

PSH Supportive Services RFP

[Print](#)[Help](#)[Download](#)[Save](#)[Apply](#)[Opportunity Details](#)[Evaluation & Scoring](#)

Opportunity Information

Title PSH Supportive Services RFP

Description The All-Neighbors Coalition is issuing a Request for Proposals (RFP) to fund supportive services for 50 neighbors in permanent supportive housing.

This project will serve individuals who are experiencing chronic homelessness.

Housing Forward will assume match responsibility for the grant. This project will leverage 50 housing vouchers through coordination with the Dallas County Housing Authority.

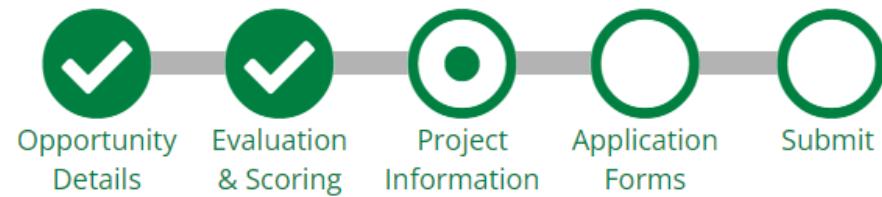
The expected start date for this 12 month grant is November 1, 2024.

Housing Forward is seeking to identify one (1) Permanent Supportive Housing (PSH) service provider to address the housing and support needs of participants. Each agency will submit a budget proposal with their application using the template provided which outlines the funding parameters for each budget line item.

Awarding Agency Name Housing Forward

NAVIGATING THE APPLICATION

PSH Supportive Services RFP



Project Information

[Help](#)[Download](#)[Save](#)[Save & Continue](#)

Application Information

NAVIGATING THE APPLICATION

Primary Contact Information

Name*	<input type="text" value="Sally Smith"/>
Email Address*	<input type="text" value="sally.smith@projectdiversion.org"/>
Address Line 1*	<input type="text" value="1234 Anywhere Lane"/>
Address Line 2	<input type="text"/>
City*	<input type="text" value="Dallas"/>
State/Province*	<input type="text" value="TX"/>
Postal Code*	<input type="text" value="75104"/>
Phone Number	<input type="text"/>

- Save: Saves the current page and stays on this page
- Mark as Complete: When done with page, will check to make sure all required fields are completed. If not, an error will show on the page.
- Save & Continue: Saves the current page and moves to the next page of the application

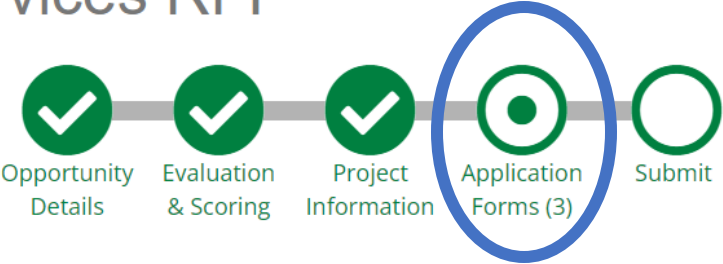
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✓ Mark as Complete

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NAVIGATING THE APPLICATION

PSH Supportive Services RFP



Forms

[Help](#)[Download](#)[Save & Continue](#)

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Financial Management	New	
Application Questions	New	
Budget	New	

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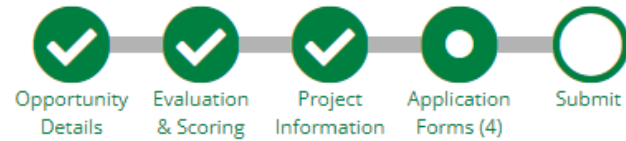
1 - 3 of 3 items

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APPLICATION FORMS

PSH Supportive Services RFP



Forms

[Help](#)[Download](#)[Save & Continue](#)

Name	Status	Print
Agency Information	Complete	
Financial Management	In Progress	
Application Questions	New	
Budget	New	

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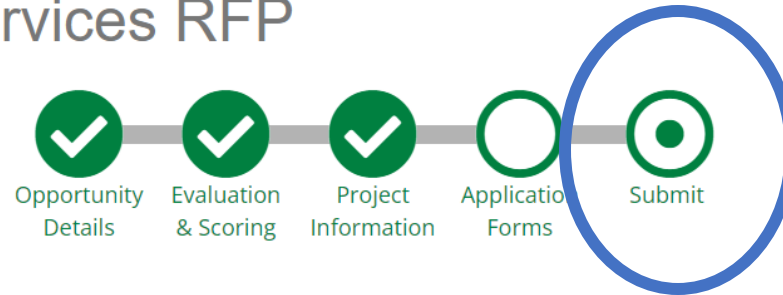
25 items per page

1 - 4 of 4 items

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NAVIGATING THE APPLICATION

PSH Supportive Services RFP



You are about to submit your application, **sally**, to **Housing Forward**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

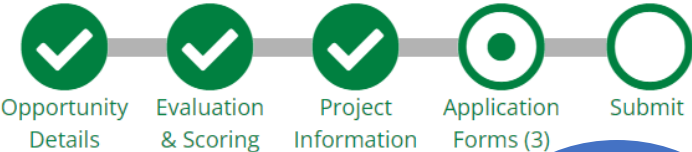
You have forms containing required fields which have not been completed!

 Review

Submit

NEED HELP?

PSH Supportive Services RFP



Forms

Help Download Save & Continue

Name	Status	Print
Financial Management	In Progress	
Application Questions	In Progress	
Budget	In Progress	

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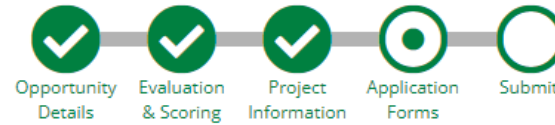
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1 - 3 of 3 items

Save & Continue

NEED HELP?

PSH Supportive Services RFP



Help

Application Help Information

For questions about the application questions or content, please reach out to the contact below.

The PSH Supportive Services RFP with detailed instructions are located on Housing Forward's funding website.

<https://housingforwardntx.org/funding/>

Application Help Email: Rebecca.Hickom@HousingForwardNTX.org

Application Help Name: Rebecca Hickom

Application Help Phone
Number: 770-655-1719

Technical Help Information

For questions related to inputting of application information into Amplifund, please reach out to the contact below.

Technical Help Email: sydney.ford@housingforwardntx.org

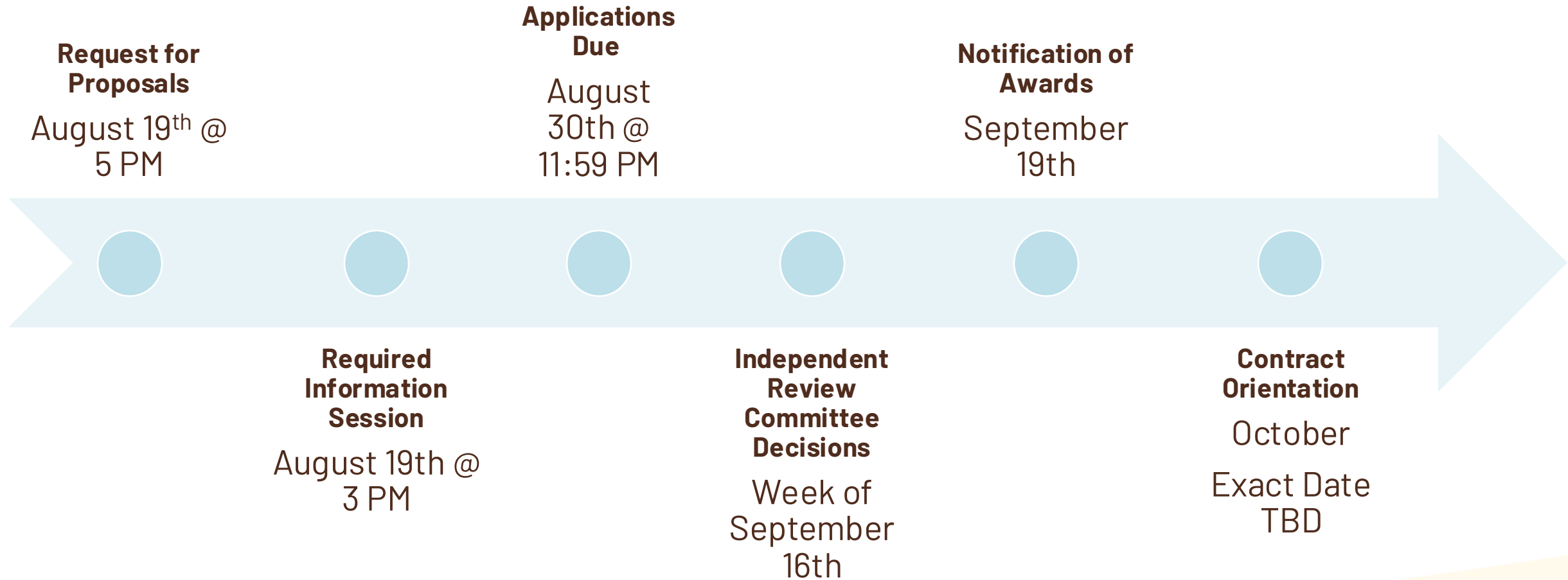
Technical Help Name: Sydney Ford

Technical Help Phone Number: 469-875-6036

KEY TAKE-AWAYS FOR AMPLIFUND

- One person from your organization must register as the account administrator FIRST, then user accounts can be added
- The application can be downloaded as a pdf prior to filling out the online application.
- Application will time out after 20 minutes and lose any unsaved work.
- You will not be able to submit your application without all pages and forms marked completed.
- Use the "HELP" button for AmpliFund and/or application questions.

TIMELINE



KEY CONTACTS

AmpliFund Questions:

Sydney Ford

sydney.ford@housingforwardntx.org

Other Questions:

Rebecca Hickom

Rebecca.Hickom@housingforwardntx.org