



Application Instructions Housing Needs Flex Fund

Vision & Purpose

The goal of the Housing Needs Flex Fund is to provide assistance to individuals and families impacted by homelessness, or at-risk of homelessness, through efficient distribution of funds for security deposits, application fees, past utility bills, or other needs that directly impact the safety, security, retention, and access to housing.

Eligibility

The household must meet the criteria for homelessness, or at-risk of homelessness, in one of the categories defined on the [Verification of Housing Status](#) form.

To qualify for Category 2H (Imminent Risk of Homelessness), an eviction notice is required.

Allowable Uses

Households may be eligible for multiple funding allotments throughout the year but amounts over \$2,000 (in a year) will require special consideration.

- One month "informal" room rental, up to \$400.
- Past utility bills, if needed to turn on utilities at new home.
- Rental application fees.
- Rental security deposits, for exiting homelessness only.
- Limited rental subsidy.
- Rent owed, if payment will prevent eviction (eviction notice required).

Special exceptions may apply for families involved with Child Welfare Services.

- No storage
- No vehicle repairs
- No vehicle insurance
- No vehicle registration
- No furniture

Application

The Housing Needs Flex Fund application must be fully completed for each request. These applications are designed for case managers to fill out on behalf of their clients. The clients should not fill out the forms.

Important: Applications may only be submitted by local agencies and organizations; applications from individual recipients will not be accepted.

- Complete the application, including the case manager's contact information.
- Mark the type of assistance and the amount you are requesting and answer all relevant questions.
- Indicate where you would like the check mailed.
- Attach the necessary back-up documentation, including verification worksheet and HMIS entry forms.
- Submit application and documentation to Zoey: fernandez@mendocinocounty.org.

All applications are reviewed on a case-by-case basis. Approval is not guaranteed. You will receive an email telling you if your request was approved.

Back-Up Documentation

- A completed W-9 form is required.
- Each application **must have** some form of back-up documentation that shows the amount that is being requested, such as a utility bill, an invoice, or a lease agreement.
- An HMIS Intake form is required for each family member.
- A signed Verification of Housing Status form is required with each application.

Check Request & Disbursement

- Applications, with all necessary back-up documentation, may be submitted by email.
- Checks may take up to three (3) weeks to be issued..

Important: Payments will only be made to the landlord, property management company, utility company or other vendor. Funds will not be paid out to the applicant or other household member.