**Flexible Housing Fund Guidelines**

**Purpose**

It is the intent of the Flexible Housing Fund (FHF) to be used for a variety of circumstances that could present barriers to housing for people experiencing homelessness including payment for back rent, current or back utility payments, moving costs, security deposits, and ongoing short-term rental assistance. It is the goal of the fund to provide just enough financial assistance to ensure successful outcomes for people exiting homelessness. Often financial assistance in our community is limited by the type of assistance it can provide. This fund seeks to supplement our existing resources and fill in where others can not

**Target population**

Any individual or household that meets HUD’s definition of literal homelessness:

* Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  + (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
  + Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
  + Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

**Referral Process**

Any organization providing housing services in the form of Case Management or housing navigation to individuals or households that are literally homeless will be able to access the FHF by submitting a request through coordinated entry. The determination of funding eligibility will be checked by contact person at the fun holding agency in so far as the applicants homeless status in HMIS and for documentation in HMIS. The coordinated entry specialist will then send the request to the housing agency for processing of the request. The housing agency will then coordinate with the social service representative that submitted the request. The process goes as follows:

1. A local Housing Navigator or Case Manager locates appropriate and affordable housing for an individual or household
2. The Housing Navigator or Case Manager determines what is the least amount of funding needed
3. The Housing Navigator or Case Manager seeks out other funding sources such as ESG funding with Hamilton County Social services to see how much of the funding can be acquired by other means
4. The Housing Navigator or Case Manager then submits a request to the contact person at the fund holding agency
5. The contact person at the fund holding agency then verifies documentation in HMIS
6. The contact person at the fund holding agency then process the request
7. Housing Navigator or Case Manager picks up the check from the fund holding agency

**Funding determination process**

The FHF will provide a maximum of $750 for each Individual or household. The funds in the FHF will be used after other funding measures have been utilized to cover any remaining expenses up to the maximum amount. Funding will be limited to the total funding amount being divided into 12 equal amounts and that number being the total amount given out each month. Referrals will work on a first come, first serve basis on when the fund holder receives them. Examples of appropriate uses of the fund include, but are not limited to:

* First Month’s/Last Month’s rent
* Security deposit
* Utility deposit
* ebt owed to a Public Housing Authority, including Chattanooga Housing Authority
* Utility debt owed to Electric Power Board, Tennessee American Water, City of Chattanooga, or Chattanooga Gas
* Any other financial barrier that directly limits one’s ability to move into housing

Items that are not appropriate uses of the FHF include but are not limited to:

* Transportation costs
* Application fees for housing
* Any financial needs concerning employment
* Medical bills
* Tuition costs
* Etc.