**MDHI Flex Fund**

The Metro Denver Homeless Initiative Housing Stability Flexible Fund (Flex Fund) is designed to remove financial barriers that prevent households from obtaining or remaining in permanent housing. MDHI works with organizations to provide households with one-time assistance for move-in, prevention, and landlord mitigation costs.

### Accessing and Requesting Assistance
- MDHI is not able to approve requests directly from households themselves.
- Providers submitting on behalf of eligible households must be a part of an organization that partners with OneHome or is a member of the Metro Denver Continuum of Care.
- Providers are prohibited from submitting a request for the Flex Fund on behalf of a family member, friend, or colleague.
- Providers cannot submit more than one request at a time and can only have one active Flex Fund request open at a time.

### Eligible Participants
- Households must be literally homeless or at-risk of becoming homeless.
- Experiencing a housing crisis in the seven-county Metro Denver region.
- Households must be fully approved for housing and the unit should be ready for move-in (passed inspection) before submitting to Flex Fund.
- If a household is at-risk of homelessness, they must have written documentation from their current landlord/property owner stating that they need to vacate due to the non-payment of rent or have documentation of the mitigation costs/fees.

### Eligible Costs
- Reimbursement to landlord/property owners for damages, repairs, or vacancy payments.
- Security Deposit.
- First month’s rent.
- One-time move-in costs (hiring a moving company).
- Pet Deposits or one-time pet fees.
- Relocation to another community.
- Rental Arrears – current units and past units.
- Utility Assistance – Deposits and arrears when it impacts a participant’s ability to establish a new service.
- Hotel and Motel Assistance.
- Storage Unit Assistance.
- Other barriers related to permanent housing.

### Communication and Documentation
- Backup documentation must be collected and emailed to FlexFund@mdhi.org within 10 business days of submitting an application or the request will be denied. Providers must then re-submit, and MDHI can no longer guarantee assistance.
- Flex Fund will not reach out directly to the provider to request documentation. It is the provider’s responsibility to follow up on the application.
- Flex Fund may take 1-3 business days to respond to requests.
- Examples of documentation can be found in the latest Policies & Procedures on the webpage.

### Payments and HMIS
- All payments made on behalf of the household are issued to the appropriate third-party vendor, such as a utility company, landlord/property owner, moving company, etc.
- MDHI cannot directly reimburse a participant.
- Agencies who have access to Homeless Management Information Systems (HMIS) and submit a Flex Fund request are asked to create/update the household in HMIS.
- Agencies should adhere to the policies and procedures described in Colorado HMIS Statewide Policies & Procedures.

E-mail: FlexFund@mdhi.org
For more information visit: www.mdhi.org/flex-fund