



CITY OF BELLINGHAM
Community Development Division
FLEX FUND POLICY

"Flex funds" are funds that may be used at the discretion of the Contractor, following the policies described below, to purchase goods or services directly related to the service needs of the Contractor's clients, when no other funding source is available, and no duplication occurs. Such goods or services must be reasonable and necessary to meet a client's emergent service needs or contribute to the stabilization or self-sufficiency of the client.

Allowable Costs

Allowable uses of client-specific expenditures of flex funds include the following (*all are expected to be non-luxury and generic-type items wherever possible*):

Clothing	Household supplies, including furniture
Food	Medications
Housing /rental assistance	Health care
Bus passes or taxi fare	Motel stay, limited to no more than 30 days, if client has a housing voucher in hand
Car repairs	Other, as approved by the City
Driver's license or ID card fees	
Educational/ training program costs	

Limitations

Flex fund expenditures must be within the allowable criteria established by the City, as identified above, must be based upon the service needs as documented in the client's individual service plan, and must have no other funding available from any other source. Flex funds distributed to any one client cannot exceed \$1,500 per year, except with written authorization from the City. Average per-client expenditure of flex funds should be targeted at or below \$800 per year. No flex fund disbursements are to be made directly to the client but rather will be made on behalf of a client.

Documentation

Requests for reimbursement of flex funds must include the attached form including the following:

- The person or organization to which funds were paid
- Date of transaction
- A list of the goods and/ or services purchased
- The cost of the goods and /or services purchased
- The initials of the client and /or unique identifying number of the client for whom the goods and /or services were purchased
- The total amount of flex funds distributed to the client during the year
- The service need addressed by the expenditure
- Accompanying invoices and/ or receipts
- Evidence of administrative review of expenditures, by way of signatures/initials of case manager and supervisor