

T-RAP Technical Assistance Meeting

Mary Baldwin

T-RAP GRANT COORDINATOR

OFFICE OF FAMILY & ADULT HOMELESSNESS

MARCH 25, 2021

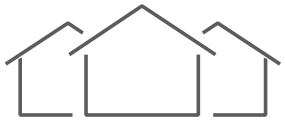
Kathryn Dodge

T-RAP LEAD



Washington State
Department of
Commerce

We strengthen communities



**HOUSING
HOMELESSNESS**



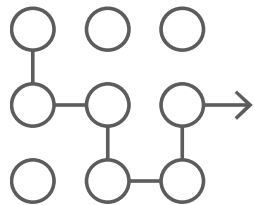
INFRASTRUCTURE



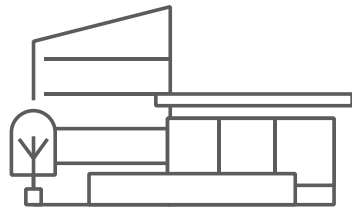
**BUSINESS
ASSISTANCE**



ENERGY



PLANNING



COMMUNITY FACILITIES



**CRIME VICTIMS &
PUBLIC SAFETY**



**COMMUNITY
SERVICES**

Agenda

- Welcome
- Q&A Update
- Allowable Expense Review
- Guest Speakers
- Questions

Housekeeping:

- This call is being recorded.
- PowerPoint slides and Zoom recording will be posted on Commerce website.
- Link will be sent to all lead grantees.

Q&A – new questions

Allowable Expenses

- **Is there 10% admin and ops built into the By and For category?** No, there is no admin and operations cap in this budget category. The By and For Subgrants budget category can cover any allowable T-RAP expenses (Admin and Operations or Rent and Utility Assistance- section 4 of guidelines). Unfortunately no indirect admin expenses are allowable.
- **Do stimulus checks count as income when determining income eligibility? What about enhanced unemployment benefits due to COVID-19?** No, this is temporary, nonrecurring or sporadic income which does not need to be considered for income eligibility.

Q&A – new questions

Eligibility

- **Can an incarcerated person still receive assistance?** Yes, as long as the person meets the eligibility criteria.
- **When a household receives a lump sum of unemployment back payments does this count towards their income? What about stimulus checks?** Unemployment income needs to be considered for income eligibility. Stimulus checks do not count as they are temporary, nonrecurring or sporadic income.
- **Can a person still apply for assistance if they've moved out of the unit but still owe rent to their previous landlord?** T-RAP is meant to assist households with their current rental obligation to prevent eviction. If the household has already moved out, they aren't going to be able to meet the documentation requirement of verifying current rental address and rental obligation. The landlord should seek assistance from a landlord fund program, more information here: <https://www.commerce.wa.gov/serving-communities/homelessness/landlord-fund-programs/>
- **TBD-** still looking into when verbal verifications are allowed in place of signatures!

Q&A – new questions

Documentation

- **Do leases that automatically go to month to month after the lease end date still count as current? Yes.**
- **The guidelines state the need for a “current” lease, but many landlords are refusing to sign a new lease with tenants that are behind on rent. If the terms have not changed, will this be sufficient to meet the lease requirement?** If a current lease is not available, providers can verify rental address and monthly payment amount in other ways. These are listed on the Household Information and Eligibility Form. If the landlord accepts a rent payment for the following month after the original lease ends, the tenant has established a month to month tenancy.

Budget Categories and Allowable Expenses

Budget Category	Move to Other Category
Admin and Operations <i>(no indirect)</i>	Yes
Rent and Utility Assistance	No
By and For Subcontracting	No

Managing No Indirect Allowed

Guest speakers!

Christina Choate, *Fiscal Analyst with Commerce*

Brian Sanda, *Chief Financial Officer with Community Action Council of Lewis, Mason, Thurston Counties.*

Indirect Costs (2 CFR § 200.56)

Indirect cost means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the objectives specifically benefitted, without effort disproportionate to the results achieved.

Direct or Indirect?

There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect cost in order to avoid possible double-charging of Federal awards.

Examples of Indirect Costs

- Depreciation and use allowances of non-federal equipment and buildings.
- Facility operation and maintenance (lights, heat, phone, janitorial, grounds, etc).
- General administrative expenses such as accounting, payroll, legal and data processing expenses.

Thank you! Questions?



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