

T-RAP Technical Assistance Meeting

Mary Baldwin

T-RAP GRANT COORDINATOR

OFFICE OF FAMILY & ADULT HOMELESSNESS

APRIL 15, 2021

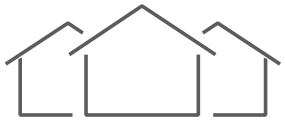
Kathryn Dodge

T-RAP LEAD



Washington State
Department of
Commerce

We strengthen communities



**HOUSING
HOMELESSNESS**



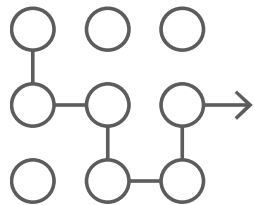
INFRASTRUCTURE



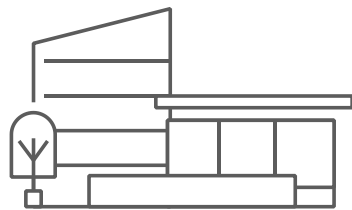
**BUSINESS
ASSISTANCE**



ENERGY



PLANNING



COMMUNITY FACILITIES



**CRIME VICTIMS &
PUBLIC SAFETY**



**COMMUNITY
SERVICES**

Agenda

- Welcome
- T-RAP contracts to date
- Guidelines, Forms and Q&A updates
- 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.

T-RAP to date

- About 75% of the T-RAP contracts are fully executed.
- Almost all T-RAP programs to be open by Mid-May.
- Provider list is updated on our webpage.
 - We refer households to this regularly so please keep us up to date of any changes!

Poll time!

Is your T-RAP program open?

Guideline & Forms updates

- Indirect allowed, updating Admin section.
- 2021 AMI limits are out and should be used now, updating forms.
- Contract end date will be extended to 9/30/2022 via an amendment in the future.

Q&A – new questions

If someone is currently doubled up could we use T-RAP to pay for security deposit and 3 months of rent for a new unit? Yes, that is allowable if the household meets the eligibility criteria.

If a household applies for and receives rental assistance for a given period of time, can they come back and apply for utility assistance for the same period time? Yes, they can get assistance for the utilities if they already got rent assistance for that month. If a household receives June, July and August future rent assistance and then comes back in September for June, July and August, that still counts as only 3 months of assistance.

Does the utility bill have to be in the household's name, in the event of subleasing? In other words, if a household is responsible for a utility, but it is not under their name can we pay for it? No, it doesn't have to be in their name. Document to the best of your ability that they are responsible for the bill.

Q&A – new questions

Can financial hardship be due to not being able to work because there are children who were home? How can we document that?

Yes, if the reason for not working is due to COVID. Example: they needed to quit their job in order to care for kids that would normally be in school.

If a household missed some payments while out of work due to COVID, but now they are over income, can we still serve them based on 2020 income? Yes, if they qualify based on their annual income from 2020.

Q&A – new questions

Are verbal verifications allowed in place of signatures? Yes, verbal or electronic (email or text) verifications from the household in place of a signature are allowable when a physical signature isn't possible to obtain. Since signatures are asked for on the Self-Declaration Form, make sure your Written Self-Declaration Policy (Section 8.2.1.3 in guidelines) describes under what circumstances you will accept verbal verifications in place of signatures.

Can we do a verbal for a landlord Payment Form, or does it have to be signed? While this is at your discretion, it is best practice to gather a signature from the landlord or an email verification. If the landlord provides a verbal verification, you would want to note who you spoke to and on what date in the household's file. This is due the fact that the landlord is certifying this satisfies the arrears and no additional late charges will be accrued for that debt.

Who's my grant manager?

Kathryn	King
Kathryn	Spokane
Kathryn	Grant/Adams
Kathryn	Kitsap
Kathryn	Klickitat/Skamania
Kathryn	Mason
Kathryn	Pend Oreille
Kathryn	Pierce
Kathryn	Stevens/Lincoln/Ferry
Kathryn	Thurston

Mary	Asotin
Mary	Benton/Franklin
Mary	Chelan/Douglas
Mary	Clallam
Mary	Clark
Mary	Columbia/Garfield
Mary	Cowlitz
Mary	Grays Harbor
Mary	Island
Mary	Jefferson
Mary	Kittitas
Mary	Lewis
Mary	Okanogan
Mary	Pacific
Mary	San Juan
Mary	Skagit
Mary	Snohomish
Mary	Wahkiakum
Mary	Walla Walla
Mary	Whatcom
Mary	Whitman
Mary	Yakima

Other questions? Future meeting topics?



Thank you!



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Department of
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www.commerce.wa.gov



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