T-RAP Technical Assistance Meeting

Washington State
Department of
Commerce

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TREASURY RENT ASSISTANCE PROGRAM (T-RAP) TEAM

OFFICE OF FAMILY & ADULT HOMELESSNESS

JULY 8, 2021

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.

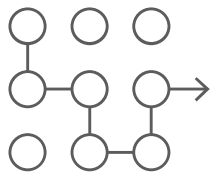# We strengthen communities
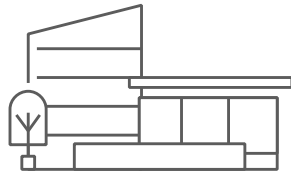
HOUSING HOMELESSNESS

INFRASTRUCTURE

BUSINESS ASSISTANCE

ENERGY

PLANNING

COMMUNITY FACILITIES

CRIME VICTIMS & PUBLIC SAFETY

COMMUNITY SERVICES

Ice breaker

- How are you showing up in this moment? Put two feelings you're currently experiencing in the chat.

Agenda

- Welcome

- Reporting
  - Current Report Deadlines
  - New Treasury Guidance
  - Moving Forward

- Proclamation Email Update

- Questions

Current Report Deadlines

- **June Monthly Report due July 15**
- Updated Quarter 1 Report due July 29
- Quarter 2 Report due July 29

We asked grantees to submit the following **by July 7th**
- Section 1 **ONLY** of Report Form Version 3 with data from April and May, one form for each month.
- Entire Monthly Report Form for June.

Please still work to get these in as soon as possible. Communicate with you grant coordinator if you're having difficulty.

New Treasury Guidance

New Requirement for Household-Level Data

All Recipients must provide, as a part of each of their required Quarterly Reports, a Participant Household Payment Data File with detailed information on assistance provided to/for each participant household during the reporting period, as highlighted in Figure 1.

Figure 1
Highlights of Required Participant Household Payment Data File

The Participant Household Payment Data File must provide the following data points for each payment of ERA Assistance paid under the subject ERA Project in the reporting period:

- Physical address of the participant household;
- Payee type (i.e., Tenant; Landlord or Owner; Utility/Home Energy Service Provider; Other Housing Services and Eligible Expenses Provider);
- Category of Financial Assistance provided;
- Amount of payment;
- Date of payment; and
- Date range for the period of performance the ERA Financial Assistance is intended to cover for the household (that is, the months in which household expenses are covered as documented in the participant household's application, as appropriate).

Recipients should report multiple entries per participant household where households received multiple forms of assistance under separate agreements, as needed, taking care to avoid counting assistance twice. See Section III, Module D below for more information.

New Treasury Guidance Cont'd.

- Participant Household Payment Data File **should not** include Housing Stability Service expenses or Administrative Costs.

- To the extent that the grantee made **multiple payments** to assist tenants at the same address during the reporting period, the Recipient should include multiple data entries per household. See the following two scenarios for more information:
  - When a grantee makes a rental payment and a utility/home energy payment for the same household during the reporting period, the data file should include two separate entries (one entry for each type of payment).
  - When the grantee makes a payment to a landlord for the future rent due and for rental arrears, the data file should include two entries – one for the future rent payment and one for the rental arrear payment.

  Participant Household Payment Data File is not available yet. We'll know more when we see the form.

  Complying with this will require lots of back filling of previous month's data. If at all possible please prepare your staff and schedules for this time consuming project. Plan to work on this between 7/12 – 7/26.

New Treasury Guidance Cont'd.

New/Updated Data Elements

Data Element	Data Collection
Number of Unique Households that Received their Initial Assistance in the Current Reporting Period	Can determine using household ID's on SECTION 2 of Report Form
Number of unique households that received assistance by type. *Reported separately for Future Rent, Rent Arrears, Utility Arrears, and Other Housing Costs.*	Use SECTION 2 Report Form data
Total number of households whose income eligibility was determined based on their eligibility for other federal benefit programs.	Not currently tracked
Total number of households whose income eligibility was determined using a fact-based proxy *Doesn't apply yet, related to T-RAP 2.0*	Not applicable yet
Average number of months of T-RAP future rent payments provided to each household.	Use SECTION 2 Report Form data

Poll

On a scale of 1-5 how frustrated do you feel right now?

Baby animals and deep breaths, take a few minutes

Moving Forward

- Please still submit asap:
  - SECTION 1 of [Report Form Version 3](#) with data from April and May, one form for each month.
  - Entire Report Form for June.
  - If you're having difficulty with SECTION 1 let your grant coordinator know asap.

- We're working on a plan/guidance for collecting the new data elements and will be in touch soon.

- One idea is to use the Participant Household Payment Data File as our report form after it's released, and add a tab to it for the other data elements required.

- Try to plan dedicated staff time to work on this between 7/12 – 7/26.

Proclamation Updates

- Follow up on Proclamation 21-09 email from 6/30.
  - An operational rent assistance program means a program that:
    - is currently receiving applications for rental assistance from eligible renters and landlords,
    - is currently expending funds, and
    - remains **open** through September 31, 2021.
  - **To be open, the program must have funds and be accepting applications from both landlords and tenants.**
- We're updating our web page with a link to the AGO's page with information about Proclamation 21-09.
- We've been asked to have all questions about the Proclamation go through the AGO. They have a question portal for this so that they can log and track inquiries.
  - Turnaround is usually a couple of days. They've processed almost 10,000 individual questions and complaints since the eviction moratorium began.
- Commerce won't be interpreting or providing feedback on the Proclamation moving forward.

COVID-19 Tenancy Proclamation 21-09 Question Form (wa.gov)

Thank you!

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