

# ERAP 2.0 Information Meeting

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EVICTON RENT ASSISTANCE PROGRAM TEAM  
OFFICE OF FAMILY & ADULT HOMELESSNESS  
HOUSING ASSISTANCE UNIT

NOVEMBER 18, 2021



Washington State  
Department of  
**Commerce**

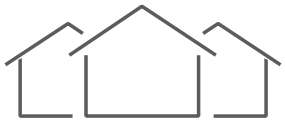
# Housekeeping:

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- 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

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**HOUSING  
HOMELESSNESS**



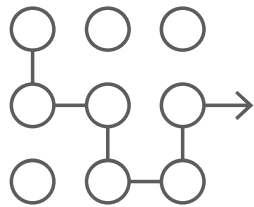
**INFRASTRUCTURE**



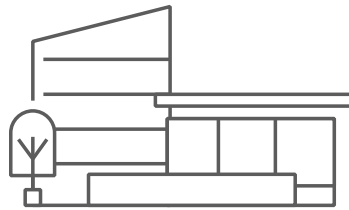
**BUSINESS  
ASSISTANCE**



**ENERGY**



**PLANNING**



**COMMUNITY FACILITIES**



**CRIME VICTIMS &  
PUBLIC SAFETY**



**COMMUNITY  
SERVICES**

# Agenda

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- Welcome
- Ice breaker
- Advance Payments
  - Demo
  - Questions?
- Fraud
  - Fraud Sample Policy
  - Island County
  - Small Groups
  - Reportback/Discussion

# Ice breaker

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*What's your favorite animal fact?*

Put it in the chat!



# Advance Payments – How do they work?

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- A payment for services the grantee is contracted to perform.
- Advance Payment Request Form –send to Grant Coordinator
  - No more than 25% of contract total for three month period
  - Cannot submit more than once a quarter
- Grant Coordinator approves or rejects
- Enter request in CMS in the Advance budget category, the same way you would enter

Service date and amount match the request form.

A19 Reimbursement Request

Account Number

The Account Number field is for your use. It will be added to your EFT Notification

Service From Date \*

10/01/2021

Service To Date \*

12/31/2021

Notes to Commerce

A19 Budget Table

☒ Order By Category Sequence ☐ Order By Activity Sequence

Print Warrant Budget Matrix

Budget Category	Budget Activity	Current Budget Amt	Expenditure to Date	Request Amount	Remaining Balance	Budget %
Admin	Unassigned	\$446,691.00	\$0.00	\$0.00	\$446,691.00	100%
Program Operations	Unassigned	\$1,407,644.00	\$0.00	\$0.00	\$1,407,644.00	100%
Rent/Utilities	Unassigned	\$6,914,201.00	\$0.00	\$0.00	\$6,914,201.00	100%
Rent/Utilities Advance	Unassigned	\$0.00	\$0.00	\$2,000,000.00	(\$2,000,000.00)	0%
Non-Match Total:		\$8,768,536.00	\$0.00	\$2,000,000.00	\$6,768,536.00	

The amount should be a positive number. This will put your remaining balance into the negative.

Enter actual spending into CMS on a usual schedule. Enter the amount spent as a positive number in the non-Advance category and a negative number in the Advance category

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Rent/Utilities	Unassigned	\$6,914,201.00	\$0.00	\$500,000.00	\$6,414,201.00	93%
Rent/Utilities Advance	Unassigned	\$0.00	\$0.00	(\$500,000.00)	(\$1,500,000.00)	0%
Non-Match Total:		\$8,768,536.00	\$0.00	\$0.00	\$6,768,536.00	

This will zero out the request amount (aside from any other budget categories being requested) and show how much of your advance remains to be billed.



# Questions?

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Contact your grant coordinator if anything else comes up, or still feels unclear!



# Ineligible Use of Funds (Fraud)

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- **Ineligible Use of Funds Policy**
  - Grantees must have a written procedure for when fraudulent activity by the landlord or household is suspected that includes the following components:
    - steps for investigating,
    - when to notify law enforcement,
    - how grantees will seek return of funds if substantiated
- Commerce has created a sample policy for addressing ineligible usage of funds you may adopt, developed in part from HUD guidance documents.
- It is our hope that your policies and procedures will also keep equity in mind as you develop them!

# Civil Legal Violations



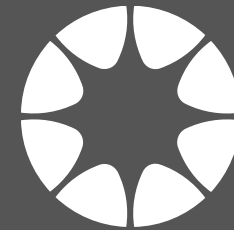
- While it's not exactly fraud, landlords violating tenant's civil legal rights is still important to be aware of.
- Commerce wants to make sure that our eviction rent assistance service providers are making the following information available to tenants who access their programs.
- *Where to turn if you receive an eviction notice, if a landlord violates that payment agreement or you want to know more about tenant rights in WA State.*
  - Eviction help
    - Contact your local [Dispute Resolution Center](#) for help with an eviction notice. The Center's Eviction Resolution Program will work to negotiate terms so the tenant may be able to retain housing.
  - If a landlord violates the eviction rent assistance payment agreement
    - Contact the NW Justice Project by phone at 800-657-8387; [nwjustice.org/apply-online](https://nwjustice.org/apply-online) or the Office of Civil Legal Aid by phone at 888-201-1014
  - Understanding tenant rights
    - WA Law Help – <https://www.washingtonlawhelp.org/issues/housing/tenants-rights>
  - Let us know if you need access to the payment information made to landlord on your behalf.

# Breakout Group Questions

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- Has your county/organization experienced fraud?
  - If so, how did you catch it?
  - How did you respond?
- What does your current Ineligible Use of Funds policy include?
- What could we at Commerce do to support you in catching fraud before payments are made?

# Thank you!



Washington State  
Department of  
**Commerce**

[www.commerce.wa.gov](http://www.commerce.wa.gov)



**Kathryn Dodge**

EVICTIION RENT ASSISTANCE PROGRAM MANAGER

[Kathryn.dodge@commerce.wa.gov](mailto:Kathryn.dodge@commerce.wa.gov)

**Mary Baldwin, Maureen Maples, Mika Semrow**

Eviction Rent Assistance Grant Coordinators

[Mary.baldwin@commerce.wa.gov](mailto:Mary.baldwin@commerce.wa.gov), [maureen.maples@commerce.wa.gov](mailto:maureen.maples@commerce.wa.gov), [mika.Semrow@commerce.wa.gov](mailto:mika.Semrow@commerce.wa.gov)