



Housing and Homelessness Division
Kitsap County Department of Human Services

GRANT GUIDELINES HANDBOOK

for

Eviction Rental Assistance Program (ERAP)

Version 9/28/20

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Overview

The Housing and Homelessness Division of the Kitsap County Department of Human Services was granted emergency Eviction Rental Assistance Program (ERAP) funding from the Washington State Department of Commerce. These funds were granted for the purpose of supporting activities that will reduce the likelihood of eviction among low income households, with a focus on ensuring that historically underserved populations have information about, and access to, this resource. The intent was to make the funds quickly available and flexible enough to respond to the immediate needs of people facing eviction.

These Guidelines are intended to provide guidance for organizations that contract with the Division for these grant funds to achieve this purpose.

Funding Source

EVICTION RENTAL ASSISTANCE PROGRAM

The Eviction Rental Assistance Program (ERAP) funds were granted to Kitsap County Human Services through a contract between the Washington State Department of Commerce and the Kitsap County Housing and Homelessness Division.

The ERAP program is funded through federal CARES Act funding that was awarded to Washington State. The Washington State Department of Commerce is making \$100 million available across the state for the purpose of reducing evictions. These grant funds are administered by the Kitsap County Housing and Homelessness Division and sub-contracted to eligible service providers. The funds are governed by Commerce’s ERAP Guidelines and Kitsap County’s ERAP Guidelines.

Contracting

ERAP grants were awarded to two types of organizations:

- 1) Rental Assistance organizations that will work directly with affected households to do intakes, accept and process ERAP applications, provide prevention rental assistance funds to landlords directly, track basic household information, and provide required reports; and
- 2) Outreach Partner organizations (most of which are “By and For” organizations as defined by Commerce) that will work to educate specific target populations about the availability of this rental assistance through education and outreach, and assist these households with making an application through the provision of transportation, translation, and other support activities.

Contracts are standard Human Services contract templates. Contract processing was expedited per a Board of Commissioners temporary emergency ordinance that gives the Director of Human Services the authority to sign COVID-19-related emergency contracts.

Allowable Contract Activities

ELIGIBLE ACTIVITIES AND SERVICES

Eligible activities and services for this grant funding source are identified in Commerce’s ERAP Guidelines and below. Rental Assistance activities must use Commerce’s ERAP Forms.

In addition, eligible activities for Kitsap’s Outreach Partner Organizations include:

- Salaries and benefits for staff or contractors performing the activities listed below
- Attending trainings about ERAP,
- Outreach and education activities to populations that are typically under-served by rental assistance programs (as defined above) about this eviction rental assistance program, including who is eligible and where to go to access the funds,
- Production and printing/copying of materials that advertise the ERAP program,
- Social media or electronic publication costs for promoting the ERAP program,
- Translation services for non-English speakers,
- Transportation services to get eligible households to ERAP appointments or procure other required ERAP documentation,
- Providing assistance to tenants filling out ERAP applications or procuring required documentation,
- Program supplies to carry out the activities listed below,
- Administrative supplies and expenses to carry out the activities listed above, and
- Other activities listed in the organization’s ERAP proposal and approved by Kitsap County.

All activities must take place after 9/15/20 and be completed by 12/15/20.

HOUSEHOLD AND INCOME ELIGIBILITY

Household eligibility for the ERAP rental assistance is outlined in the most current version of Commerce’s ERAP Guidelines. However, these grant funds are generally intended to serve people who are at risk of homelessness due to lack of income to pay rent.

Allowable Uses of Funds

ERAP Grant funds may be only used for purposes outlined in the grant contract, in the amounts indicated in the contract budget, and in compliance with Commerce’s ERAP Guidelines.

Shifting grant funds between the ERAP budget line items is not allowed unless approved by Kitsap County in advance.

Allowable Expenses

ERAP Grant funds are granted in several categories, which appear as different budget line items. Contract scopes of work include more details about the anticipated ERAP activities, which will inform the types of expenses that are eligible and allowed.

Allowable expenses are also contingent on ERAP guidance and grant guidelines from the Department of Commerce.

By and For Organizations – all expenses will fall under the budget line item “By & For Grants”.

For other outreach organizations (not “By and For” organizations) expenses will be under Program Operations and Administration, as specified in the grant contract budget.

Rental Assistance Partner organization will have multiple budget line items, as specified in the grant contract budget.

Cost Categories	Definition	Example Expenses
Rent	Up to three months of rent payments in any combination of rental arrears, current rent or future rent through December 2020, as defined by Commerce	Rental arrears, current rent, future rent
Program Operations	Operations expenses that are directly attributable to this program	Salaries & benefits for staff costs, including but not limited to program staff, HR staff, bookkeeping, and accounting staff. Intake and assessment, outreach services, data collection and entry, office space, utilities, supplies, phone, internet, training related to grant management or service delivery, general liability insurance and auto insurance.
Administration	Allowable administrative costs benefit the organization as a whole and cannot be attributed specifically to a particular program or to the homeless crisis response system. Administrative costs may include the same types of expenses that are listed in program operations (such as IT staff and office supplies), in the case that these costs are benefiting the agency as a whole and are not attributed to a particular program or the homeless system	Expenses may include but are not limited to: Director salary & benefits, general organization insurance, organization wide audits, board expenses, organization-wide membership fees and dues, general agency facilities costs such as rent, depreciation, and O&M.

	Amounts billed to administration must be supported by actual costs. If costs in the contract period meet the budget cap, that amount may be charged in equal monthly amounts.	
By and For Grants	Expenses incurred for a wide range of activities which support outreach, education, and direct assistance to diverse underserved populations in applying for ERAP assistance.	Including but not limited to: staffing expenses and reimbursement, training, travel, transportation, driving expenses, printing, advertising, electronic/newsletter publication, and translation/interpreting services or expenses.

Reimbursement Requests

Reimbursement requests for ERAP funds must be submitted monthly, using the ERAP grant reimbursement process detailed below.

No reimbursements will be made in advance of costs or expenses being incurred.

No costs or expenses incurred prior to the effective date of the contract or after its termination are eligible for reimbursement.

Receipts and bills must be itemized; reimbursement for gift cards or pre-paid cards is not allowed, except with pre-approval by the Housing and Homelessness Division.

Reimbursement Request Process

Reimbursements requests are due monthly no later than the 14th day of the month following the expenditures.

Reimbursement requests for ERAP Grants must be submitted using the following process:

- 1. Submit all expenses using the Kitsap County Housing and Homelessness Division electronic invoice system.** Go to the Grant Recipient's Page on the website: <https://www.kitsapgov.com/hs/Pages/HH-Grant-Recipients-page.aspx>
- 2. Download Excel Reimbursement Request Form.** Click the link to the Kitsap County ERAP Electronic Reimbursement Request Form to download.

3. **Open the Reimbursement Form in Excel:** If you are prompted, please select to Enable Content.
4. **Complete the Excel workbook RR and SummaryExpenses Worksheets (see Electronic Reimbursement Request Form and Summary Statement of Expenses Form in the following sections for detailed information).**
5. **Email an invoice packet;** include scans of all required paper forms and include all backup documentation.
 - a. Email to cderenburger@co.kitsap.wa.us.
 - b. Include your completed ERAP Electronic Reimbursement Request spreadsheet in EXCEL (the original format).
 - c. Packet must include scanned copies of all itemized receipts, clearly indicating the ERAP grant expense(s).
 - d. For payroll expenses, submit time summaries and timesheets.
 - e. For mileage please submit a log including the name of the driver, dates traveled, to/from locations, and miles traveled.
6. **Once you have submitted your reimbursement request form, your submission will be reviewed.** If there are errors or questions you will be contacted by email. When your submission is accepted you will receive an email from DocuSign <dse@docusign.net> with a link “Review your Documents” within the email.
7. **Electronically Sign.** Launch the link from DocuSign email. You will see the submitted form with two signature areas, and it will prompt you to ‘Confirm Signature’ to electronically sign the form.

Once signed a pop-up will inform you that you have finished signing – and will offer the option to create an account – select “No Thanks” unless you choose to sign up for a free trial. You do not need a personal DocuSign account to complete these reimbursement requests.
8. **Signing Complete:** Once the Request has been signed by both the recipient and Division staff DocuSign will send an email titled “Completed: KC ERAP Reimbursement Request Form” with a link to the completed document. Use the link in the email to download and retain a copy of your reimbursement request.
9. **Routing for Payment.** The request will be approved by the Kitsap County Housing and Homelessness Division, then will be routed to the Kitsap County Human Services Accounting Department for issuing the payment.
10. **Payment.** Kitsap County will pay the request for reimbursement within 30 days of its receipt of the completed request.

Repeat this process each time you wish to submit a Reimbursement Request.

Assistance with this process is available by contacting Cory Derenburger cderenbu@co.kitsap.wa.us or (360) 362-0404.

Electronic Reimbursement Request Form

Below are additional instructions and definitions for each of the required elements of this electronic form.

Organization – **Fill this in FIRST** (upper right corner)! It will autofill some of the other required information for you.

Contract Number – This information is available on your grant contract in the upper right corner.

Invoice # -- Invoices should be sequential numbers, starting with 1 for the first invoice of the contract (e.g. 1, 2, 3, 4).

Grant Funding Source – Indicate that the funding for the Budget Award is from Eviction Rental Assistance Program (ERAP).

Budget Awards – Fill in the column by selecting each the cost categories included in your contract Exhibit B – Budget. Cost categories which are not included in your contract Exhibit B should not be selected on your reimbursement request.

Cost Categories – These fields will automatically populate when selecting your Organization. Note that for Outreach Partners that are “By and For” Organizations, there is a single cost category “By and For Grants” for all expenses.

New Adjusted Budget – If there are any contract amendments, these budget awards must be reflected in the New Adjusted Budget column. Check the checkbox next to New Adjusted Budget on the request form to display and complete the New Adjusted Budget fields. If you have an adjusted budget you must check the checkbox in this cell and complete both Budget Award and New Adjusted Budget columns for all cost categories stated in your contract Exhibit – B and the amounts for each category.

This Request – Enter the amount in each cost category that you are requesting for reimbursement for this period. This field will perform error-checking by summing the amounts on the SummaryExpenses worksheet. When there is an error the request amount will be formatted in a red and italicized font, when the amounts match the SummaryExpenses worksheet the standard black regular font will be displayed.

Prior Invoice Cum. To Date – Enter the Cum to Date Including This Request amount from the previously approved reimbursement request. If this is the first reimbursement request or if there have not been any expenses prior for this cost category enter \$0.

Cum. To Date Including This Request – Enter the total amount requested for all reimbursement requests so far, including the current request, in each cost category. This field is calculated for you.

Award Balance – These amounts should equal the difference between the Budget Award (or New Adjusted Budget) and the Cum to Date Including This Request. Indicate the amount for each cost category. This field is calculated for you.

Summary Statement of Expenses Form

Statement of Work Performed – Provide a brief description of what the expenses paid for and how they supported the scope of work in the contract. Please also include the number of households that were reached through your activities, and how many were assisted with completing ERAP applications during the reimbursement request period.

Summary of Expenses – List each expense separately. If you have an individual bill, invoice, or receipt from a vendor, it should be listed separately. For ERAP grants, a scanned copy of each bill, invoice, or receipt and proof of payment must be submitted before the reimbursement request can be processed.

Cost Category – Use the drop down menu to indicate the appropriate cost category for each expense related (Cost Categories include Rent, Program Operations, Administration, and By & For). By and For Partners will ONLY use the Cost Category “By & For” for all expenses.

Description – List person, company, vendor, or organization to whom the expense was paid.

If the expense is for staff time or salary, list the last name of the employee who was paid.
If the expense is for mileage, list the last name of the employee who was paid, and total number of miles.

Expenditure Date – List the date that the bill, invoice, or payroll was **paid** (not the date of the bill or invoice).

Amount – Indicate the amount paid to the vendor, company, or staff member. If you are submitting for mileage multiply the total number of miles by \$0.575 to determine the mileage amount. In some cases, the request amounts may be less than the total of the bill or invoice. If so, indicate this on the bill or invoice that you scan and submit.

DOCUMENTATION

For ERAP reimbursement requests, all documentation of expenses must be submitted with each request. See the section – Reimbursement Request Process for documentation information and the submission process.

Contractor Administrative Requirements

INSURANCE CERTIFICATES

As specified in grant contracts, contractors must provide updated insurance certificates demonstrating coverage limits identified in the contract. An up-to-date insurance certificate must be submitted electronically to the Housing and Homelessness Division before the contract can be issued.

MONITORING

The Department of Commerce and Kitsap County Housing and Homelessness Division monitors all projects for compliance with the funding terms and conditions in the contract(s). On-site or remote monitoring and performance evaluation for ERAP grants may be conducted periodically. Client files (with personally identifying information removed) may be requested during monitoring.

NON-DISCRIMINATION POLICY

Contractors must have a written non-discrimination policy, available for review upon request.

Contractors must comply with all federal, state, and local nondiscrimination laws, regulations, and policies.

Contractors must comply with the Washington State Law against Discrimination, RCW 49.60, as it now reads or as it may be amended. RCW 49.60 currently prohibits discrimination or unfair practices because of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Contractors must comply with the Federal Fair Housing Act and its amendments as it now reads or as it may be amended. The Fair Housing Act currently prohibits discrimination because of race, color, national origin, religion, sex, disability or family status. The Fair Housing Act prohibits enforcing a neutral rule or policy that has a disproportionately adverse effect on a protected class.

Local nondiscrimination laws may include additional protected classes.

REPORTING REQUIREMENTS

Reporting for ERAP grants is as follows:

- 1) All ERAP contractors must provide a summary of activities, the number of households reached, and the number of households referred to ERAP for that period with each reimbursement request on the Summary Statement of Expenses.
- 2) At the conclusion of the grant period, all contractors will be required to submit a completed simple Grant Final Report Form.
- 3) For contractors distributing rental assistance directly, each Reimbursement Request must be accompanied by a completed Commerce ERAP Report Form. A final ERAP Report Form will be due at the conclusion of the grant.

RECORDS MAINTENANCE AND DESTRUCTION

Contractors must maintain records relating to each grant contract for a period of six years following the date of final payment.

TIMELEY EXPENDITURE OF FUNDS

Grant funds must be fully spent by the contract termination date. If the funds are not expended during the contract period, they will be forfeited.

COMMERCE REQUIREMENTS

Contractors must also abide by all Department of Commerce requirements for these funds. Such requirements will be provided to contractors by the Housing and Homelessness Division.

Provision of Services Requirements

RELIGIOUS REQUIREMENTS PROHIBITED

Contractors are prohibited from making any program services, assistance, or housing conditional on clients participating in any sort of religious activity. No funding provided through Kitsap County may be used to support or engage in any explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization.

COVID-19 RECOMMENDATIONS

Contractors must make every effort to comply with the most updated COVID-19 recommendations for providing services to people from the Center for Disease Control, the Washington State Department of Health, the Washington State Department of Commerce Housing Assistance Unit, and the Kitsap Public Health District.