

# Temporary Rapid Rehousing Program (TRRP) Eligible Expenses and Requirements

*Each item listed for reimbursement needs to have an accompanying invoice and proof of payment*

- Invoice should be legible, with a description of what was purchased, the amount and date
- Proof of Payment- this can include canceled checks, credit card statements, bank statements, or copies of service receipts

## Expense Categories:

- Personnel Expenses
  - Salaries-documentation should include staff name, hours, and amount-include a payroll report or timecards that match the request
  - Fringe- documentation should include percentage fringe is calculated at
  - Hazard or incentive pay may be considered allowable if the agency has an established policy, expenses are in line with that policy, and are allocated equitably to all activities performed by the position
  - Vacation or sick accrual payouts, holiday time, and bonuses are not allowable
  - Other non-work time salary related expenses will be covered if they are reasonable, provided under established written leave policies, and equitably allocated to all activities performed by the position
- Landlord Incentives
  - Documentation should include Landlord/Agency Attestation Form
  - One-time incentive of up to \$1500.00
- Security Deposit Assistance
  - Documentation should include Landlord/Agency Attestation Form
  - Lease
- Rental application Fees
  - Zillow, etc.
  - Property Management Agencies

- Utility Assistance
  - Covered Utilities-gas, propane, electric, oil, K-1, water, sewer
  - Payments should be made directly to the utility company
  - TRRP funds may cover short term payment of utility expenses, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments.
  - TRRP funds may not be used to pay for utilities that are already subsidized through another funding source
  - TRRP funds may cover a standard utility deposit that is required by the utility company. In order to approve the reimbursement, we need documentation from the utility company stating how much is being requested for the deposit
  
- Apartment Cleanup/Repairs (non-voucher clients)
  - Repair and cleaning expenses incurred by the program participant not already covered by the security deposit.
  - Damages up to \$500
  
- Rental Assistance (non-voucher clients)
  - Documentation should include Landlord/Agency Attestation form
  - TRRP funds may cover short term rental assistance for participants whose rent is not subsidized through any other means. Short term rental assistance is typically up to 3 months. A one-time payment of up to 6 months of the tenant's portion of rental arrears may be covered for participants with already-subsidized rent. Providers are expected to have the below standards documented in order to support decisions around terms of assistance:
    - Program has clearly defined procedures for determining the amount of financial assistance provided to a participant based on individualized housing stability plans, as well as objective standards for when financial assistance should continue and end. Guidelines are flexible enough to respond to the varied and changing needs of participants, including those with zero income.
  
- Move-In Cost Support
  - TRRP funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the

date the program participant begins receiving TRRP assistance and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible

- Packing supplies

- **Unit Furnishings and Supplies**

- Basic furnishings/supplies should be obtained through community resources whenever possible prior to utilizing TRRP funds for these expenses

- Allowable Items: Mattresses; basic cookware; bed frame; bedding/sheets; towels; shower curtain; basic cleaning supplies; one lamp
- **Unallowable Items:** dressers, coffee tables; TV stands; gaming chairs and accessories
- **If items are not listed under the allowable expenses, please ask before purchase**

- **Other Client Expenses**

- Birth certificates/ID
- Background checks
- Bus tickets/public transportation
- Gift cards for food (McDonalds, Burger King, Dunkin Donuts, etc.)
- Client phone minutes
- Client phones are **NOT** allowable unless there is an extenuating circumstance, which would be considered on a case by case scenario. Please send the request to the Partner Support Manager, Melissa Lizotte at [mlizotte@mainehousing.org](mailto:mlizotte@mainehousing.org)
- Other-please reach out to provide explanation ahead of time

- **IT Expenses**

- Agency internet
- Security software
- Adobe
- IT service providers
- Agency equipment (keyboard/mouse/monitor/laptop/desktop)

- **Staff Travel**

- Expenses for travel that are related to the TRRP program or clients only
- Include Mileage Logs

- **Office Supplies**

- Paper
- Cleaning supplies

- Workspace needs
  
- **Telephone/Cell Phone**
  - Agency staff phones allocated to work on TRRP program
  
- **Occupancy**
  - Agency Rent
  - Agency Utilities
  - Maintenance
  
- **Other Misc. Expenses**
  - Applicable trainings; staff development; employee background checks
  
- **Admin/Indirect Cost Rate**
  - If not using de minimus rate or indirect cost rate, please provide explanation/backup

\*\*This is not intended to be an all-inclusive list of allowable and non-allowable expenses. Please reach out to us with questions before paying for an expense if you are uncertain\*\*

\*\*Duplication of assistance is prohibited if a client is receiving subsidy for the same expense or activity (Section 8/ESHAP/low-income housing/Survivor Rapid Rehousing/SSVF, etc. \*\*)

REVISED 6/6/2024