

RAPID RE-HOUSING RFGA

PRE-PROPOSAL BIDDER'S MEETING

LETTER OF INTENT DUE (Required): **Friday, January 16, 2015, 5:00 PM**

APPLICATION DUE: **Friday, January 30, 2015, 12:00 PM (Noon)**



**Department of
Workforce Services**

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

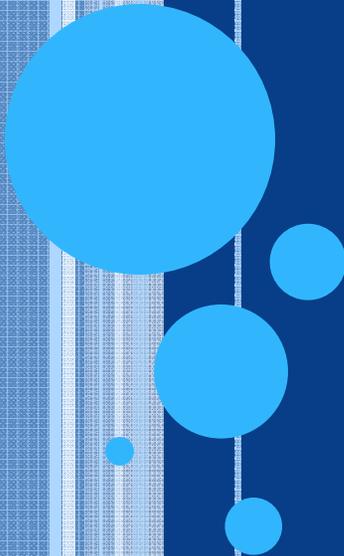
TANF:	TANF is a Federal Block Grant awarded to states to provide the opportunity to develop and implement creative and innovative strategies and approaches to remove families from a cycle of dependency on public assistance and into work.
TANF Purposes:	TANF projects are required to meet one of the four purposes set by Federal TANF regulations: <ul style="list-style-type: none">• Purpose 1: Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.• Purpose 2: Reduce the dependency of needy parents by promoting job preparation, work, and marriage.• Purpose 3: Prevent and reduce the incidence of out-of-wedlock pregnancies.• Purpose 4: Encourage the formation and maintenance of two parent families.

GRANT PURPOSE

- **Assist eligible families in short-term crises**
- Help families **obtain stable housing** through providing deposits, utility assistance and rent assistance
- Families in short-term crisis must demonstrate a **history of housing and employment stability**
- A **one-time, short-term crisis must be identified**
- The contractor must assist the customer in **creating a plan to overcome the housing crisis**
- All Rapid Re-Housing recipients must work with a **DWS Rapid Re-Housing Employment Specialist (RRES)**



GRANT INFORMATION



APPLICANT REQUIREMENTS

- Organization must have the ability to determine Rapid Re-Housing eligibility.
 - Organization must determine family to be in a temporary crisis with the ability to maintain housing stability within four (4) months.
 - Organization must complete Attachment I- Form 300 to determine income eligibility.
 - Programs must utilize DWS's TANF Eligibility Verification System (TEVS).
 - Details regarding eligibility determination and TEVS can be found at:
<http://jobs.utah.gov/services/tevs/tanfcontract.html>
- Organization must refer all adult (age 18 and older unless enrolled in high school), work eligible household members to the DWS Rapid Re-Housing Employment Specialist.
 - To remain eligible, Rapid Re-Housing customers will participate in Job Search/Job Readiness activities with the DWS's Rapid Re-Housing Employment Specialist.



PROGRAM SERVICES

- Funds may not be issued to customers.
- Funds must be issued in the form of a voucher or check directly to a third party (i.e. landlord, utility company).
- Possible housing-related assistance includes:
 - Deposit Assistance
 - Short Term Rental Assistance
 - Utility Assistance
 - Housing Application Fees
 - Case Management



RAPID RE-HOUSING RFGA

- Who May Apply
- Geographic Coverage
- Measurements and Outcomes
- Budget
 - Administrative costs
 - Indirect costs
- Funding
- Period of Performance: April 1, 2015- March 31, 2016.
 - Possible two additional, one year renewals
- Evaluation and Award



PRE-AWARD DOCUMENTS (NON-STATE AGENCIES)

- Federal Funding Accountability and Transparency Act (FFATA) Form (*Attachment M*)
- Business License
- Insurance Certificate and supporting documents



QUESTIONS AND ADDENDA

- Question due by January 20, 2015
- Check regularly
- Addenda and final questions posted by January 22, 2015
- <http://jobs.utah.gov/edo/rfp.html>



APPLICATION PROCESS

EVERYTHING RFGA



LETTER OF INTENT

- [Letter of Intent](#) (REQUIRED)
- Due January 16, 2015, 5:00 PM

Department of Workforce Services

Rapid Rehousing - Letter of Intent

Indicate your intention to submit an application for the Rapid Rehousing grant by completing and returning this form by Friday, January 16, 2015, 5:00 PM. Although this Letter of Intent is non-binding, it is a required first step in the Rapid Rehousing grant process. Letters of Intent received after 5:00 PM on January 16, 2015 will not be accepted.

* Required

Organization *

Name of Program *

Designated Contact Person *

Title *

Organization *

Name of Program *

Designated Contact Person *

Title *

Address *

City *

Zip Code *

Phone *

Email *

Submit

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APPLICATION DUE DATE

- Electronic **AND** Paper Copies Required
 - Submit **electronic copies** to
 - tanfgrant@utah.gov
 - Submit **one original (w/signature) and four paper copies** to
 - DWS, 140 East 300 South, Salt Lake City, Utah 84111
- Applications are due: **Friday, January 30, 2015, 12:00 PM (Noon)**



AWARD EFFECTIVE DATE

- Anticipated Grant Award Date: February 2015
- Grant funding begins April 1, 2015
- Two, one year renewals are available if program is successful



APPLICATION PROCEDURE

- **Failure to comply with any part of the RFGA will result in disqualification of the application.**
- Application must be stapled, not bound or in a binder.
- Paper copies **AND** the emailed copy – **must be received no later than 12:00 PM (Noon) Friday, January 30, 2015.**
 - Application may not be faxed. Late applications will not be accepted.
 - No exceptions!
- Do NOT include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information and/or addenda. Additional information will be discarded prior to scoring.



APPLICATION FORMS

[HTTP://JOBS.UTAH.GOV/EDO/RFP.HTML](http://jobs.utah.gov/edo/rfp.html)

- [Grant Application Cover Sheet](#)
- [Grant Application Narrative](#)
- Attachments
 - Process Flow Chart
 - Organization Chart
 - Collaboration Letter(s)
 - 501(c)(3) Letter – if applicable
 - Negotiated Indirect Cost Rate Agreement – if applicable
- [Budget Detail Form](#)
- Budget Narrative and Itemization Form



SUBMISSION CHECKLIST

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SUBMISSION CHECKLIST

- Letter of Intent (<http://tinyurl.com/TANFRB>) submitted by Friday, January 16, 2015, 5:00 PM. All intent letters must be submitted by this date or applications will not be considered for funding.
- Submit forms in the original PDF format (pre-signature) and attachments, by email to tanfrant@utah.gov.
- Submit one original (with an original signature) and four (4) identical paper copies of the application to the address below.

Each copy of the proposal must include the following, in order:

Application forms are available at: <http://jobs.utah.gov/edo/rfp.html>

- Grant Application Cover Sheet
- Grant Application Narrative - Narrative responses are limited to the space provided.
*Additional narrative attachments will not be accepted.
- Attachments
 - o Process Flow chart
 - o Organization Chart
 - o Collaboration Letter(s)
 - o 501(c)(3) Letter - If applicable
 - o Negotiated Indirect Cost Rate Agreement - If applicable
- Budget Detail Form
- Budget Narrative and Itemization Form

Submit applications by Friday, January 30, 2015 by 12:00 PM (Noon) to:

Email copy (required):

tanfrant@utah.gov

Paper copies (required):

Sisifo Taatiti, TANF Program Manager
Department of Workforce Services
140 East 300 South
Salt Lake City, Utah 84111

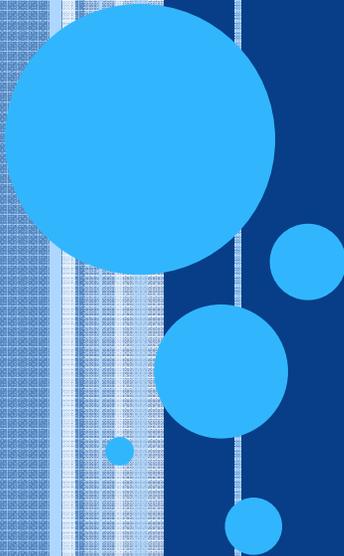
Questions:

Questions and Answers: <http://jobs.utah.gov/edo/rfp.html>

TANF Manager: Sisifo Taatiti, Email: staatiti@utah.gov, Phone: 801-526-4370

Contract Analyst: Jolene Hill, Email: johill@utah.gov, Phone: 385-212-4575

EVALUATION AND AWARD

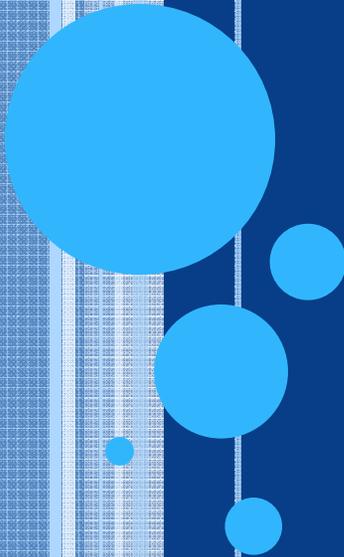
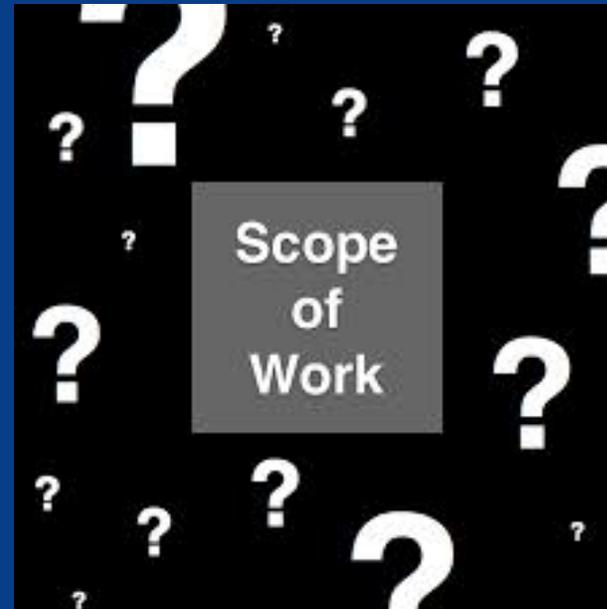


PROCESS

- Grant applications will be evaluated and awarded on a competitive basis
- All applications will be read and scored by 4 reviewers.
 - 80 points possible
 - Below 48, not considered for funding
- Applicants must be available for presentations upon request
- Successful grant applications will be open to public inspection under the guidelines of the Government Records Access and Management Act (GRAMA)
- Attachment L: Score Sheet



SCOPE OF WORK



SCOPE OF WORK (ATTACHMENT B)

Department of Workforce Services – Rapid Rehousing

Attachment B: Scope of Work

Grantee and funded program must comply with the following requirements. Failure to do so may result in immediate termination of grant.

- Funding Period**
 - Grant funding period will be April 1, 2015 through March 31, 2016.
 - Grants may be renewed for two additional one-year periods, ending March 31, 2018, as agreed to by both parties. DWS may elect not to provide renewal based on funding and/or grant performance.
- TANF Purpose**
 - Rapid Rehousing programs must provide services that meet one or more of the following purposes:
 - Purpose 1: Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
 - Purpose 2: Reduce the dependency of needy parents by promoting job preparation and marriage.
 - Rapid Rehousing Appropriateness Determination**
 - Rapid Rehousing provides non recurrent, short-term benefits, which:
 - are designed to deal with a specific crisis situation or episode of need.
 - are not intended to meet recurrent or ongoing needs.
 - will not extend beyond four calendar months.
 - The first month begins with the first payment (deposit, utilities, fees, rent, or back-payment).
 - Program Services**
 - Organizations must support families eligible for Rapid Rehousing by providing housing services. Funds may not be issued directly to customers. Funds must be issued in the form of a voucher or check directly to a third party (i.e. landlord, utility company).
 - Customer Eligibility Determination**
 - Contractors must determine eligibility as outlined in *Attachment K: Rapid Rehousing Pathway*.
 - Organizations may not add additional eligibility requirements that exclude TANF eligible families from participating in Rapid Rehousing.
 - Process**
 - To determine eligibility and provide Rapid Rehousing services the contractor must follow *Attachment K: Rapid Rehousing Employment Pathway*.
 - Reporting: Measurements and Outcomes**
 - Programs must provide quarterly progress reports detailing DWS grant outcome requirements.
 - The organization will be provided a spreadsheet to collect outcome data including, but not limited to:
 - Number of families served with at least one payment made
 - Number of families successfully housed
 - Average length of time Rapid Rehousing payments were provided (up to four months)
 - Number of families who maintain housing for up to six months after exiting the program
 - Number of return families who received Rapid Rehousing for a different crisis situation
 - Number of families who transition to employment
 - Number of families employed at time of application

Department of Workforce Services - TANF Rapid Rehousing

- Number of families employed at enrollment and able to resolve their crisis situation by:
 - increasing wages
 - finding more affordable housing
- Reason family exited the program
- Average dollar amount spent per family

- DWS may also track Quarterly Wages pre-enrollment and post completion. The grantee will not be responsible to collect wage data unless it was specifically in the grantee's proposal under outcomes.

- Grant Orientation/Training Meeting**
- Funded program's grant administrator and fiscal management must attend a yearly, in-person, grant orientation/training meeting in Salt Lake City (TBA).
- Funded programs will receive training on eligibility determination and grant reporting.
- Funded programs must participate in regular conference calls or webinars to share best practices, learn about DWS resources and participate in question and answers.
- Monitoring**
- A minimum of one on-site monitoring visit per year will be conducted by DWS to ensure program compliance.
 - Customer files will be reviewed for accuracy and information compliance.
- Expense Reimbursement**
- Programs shall submit requests for reimbursement of expenses using the reimbursement-billing template provided by DWS.
- DWS will strive to make timely payments. Turn-around-time for payment is determined by accuracy of invoice and approval by DWS Finance Division.
- Administration and Indirect Costs**
- Total Administrative costs (direct and indirect) must not exceed 10% of the total.
 - Costs associated with determining eligibility (*Attachment I: Form 300*) must be included in Administrative costs.
- Indirect Costs cannot exceed your federally approved indirect cost rate or 10% if you do not have a federally approved indirect cost rate.
 - If claiming an approved indirect cost rate, programs must provide a copy of their negotiated Indirect Cost Rate agreement.
- Attachments**

Programs are subject to and must comply with all terms set forth in the following attachments:

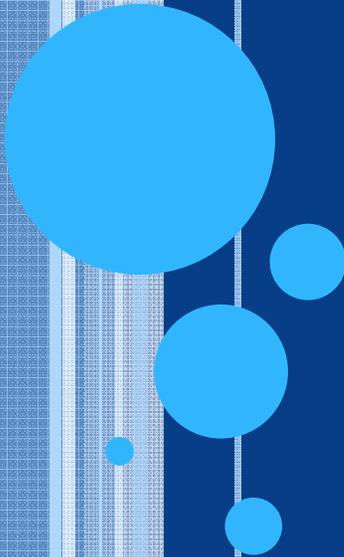
- Attachment A - Grant Terms and Conditions
- Attachment B - Scope of Work/Performance Requirements
- Attachment C - Non-Disclosure Agreement
- Attachment D - Code of Conduct
- Attachment E - Background Check Policy
- Attachment F - DWS Insurance Requirement
- Attachment G - Financial Reporting
- Attachment H - Form 115
- Attachment I - Form 300
- Attachment J - UHMIS Information Consent Release Form
- Attachment K - Rapid Rehousing Employment Pathway
- Attachment L - Grantee Proposal
- Attachment M - Budget Detail

Department of Workforce Services - TANF Rapid Rehousing

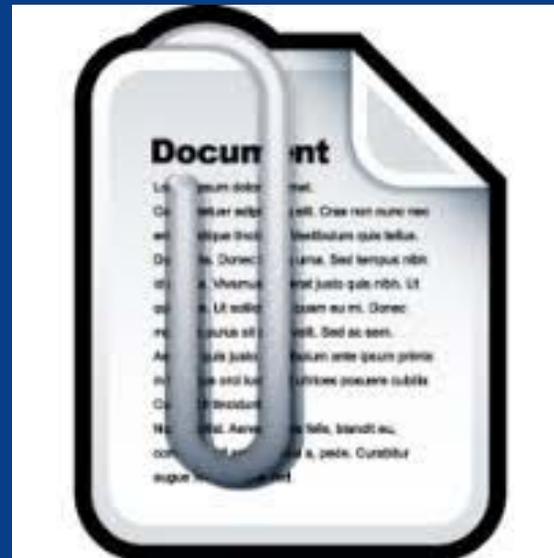
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RAPID RE-HOUSING EMPLOYMENT PATHWAY



ATTACHMENTS

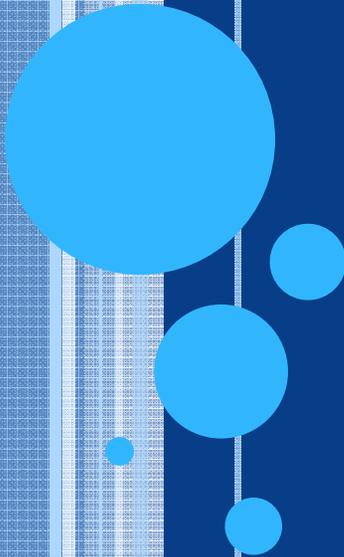


ATTACHMENTS

- Attachment A: Terms and Conditions
- Attachment B: Scope of Work
- Attachment C: Non- Disclosure Agreement
- Attachment D: Code of Conduct
- Attachment E: Background Check Requirements
- Attachment F: DWS Insurance Requirements
- Attachment G: Financial Reporting
- Attachment H: Form 115
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- Attachment J: UHMIS Information Consent Release Form
- Attachment K: Rapid Re-Housing Employment Pathway
- Attachment L: Score Sheet
- Attachment M: Federal Funding Accountability and Transparency Act (FFATA) Form



QUESTIONS



CONTACT INFORMATION

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801-834-1096

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