

TANF Grant Orientation



**DEPARTMENT OF WORKFORCE
SERVICES**

APRIL 22, 2015



Department of Workforce Services

Who's Who



- Sisifo Taatiti – TANF Program Manager
- Jolene Hill – TANF Contract Analyst
- Sarah Lu – TANF Contract Analyst
- Mollie Murphy Dale – TANF Contract Analyst
- Brian Prettyman – TANF Contract Analyst
- Brent Newren – Contracts Manager
- Debbie Lyberger – Revenue/Grant Manager
- Kayl Smith – Auditor
- Chris Boyadjian – Auditor
- Ayelen Butler – Program Specialist

Overview



- **TANF is a Federal Block Grant awarded to states to implement innovative strategies and approaches to remove families from a cycle of dependency on public assistance and into work**
- **Serves families with dependent children under 18 living in the home**
- **Services may be provided through contractual agreements with community partners**

Four Purposes of TANF



1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies
4. Encourage the formation and maintenance of two-parent families

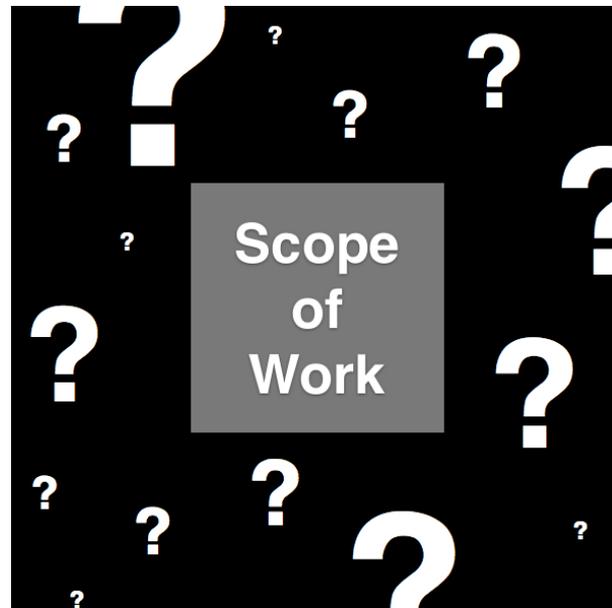
*Purposes 1 and 2 require income eligibility determination.

Purpose



- **DWS provides funding to support one of its goals to assist refugees maintain stable housing while they acquire English and work skills in preparation for employment and, or self-sufficiency.**

Scope of Work



Funding Period



- February 2, 1015 – January 31, 2020



Pathway & Budget



- Provide Refugee Employment Subsidized Housing Services including (1) temporary monthly rental assistance, and (2) case management services to refugees living at the Bud Bailey apartment complex, outlined in *Attachment C: Pathway*.
- Adhere to the DWS approved budget set forth in *Attachment D: Budget*.

Eligibility



- Purpose 1 and 2 require eligibility
- Purpose 3 and 4 focus on low-income, high-risk populations
- In negotiations we agreed that the DWS Employment Counselor would determine eligibility and communicate that with HACSL.

Scope of Work (cont.)



- Ensure the grant administrator and fiscal manager attend an in-person grant orientation in Salt Lake City.
- Provide quarterly reports to include outcomes, program overview, and progress.
 - Quarter 1: May 15
 - Quarter 2: August 15
 - Quarter 3: November 15
 - Quarter 4: February 15
 - **Annual Report: February 30**

Scope of Work – Outcomes



- Provide outcome measurement as specified in the *Pathway Attachment C*, Clients receiving these services will:
 - Understand the principles and norms that are characteristic of a good tenant
 - Communicate relevant tenancy issues with landlords
 - Budget and plan for future housing needs and goals
 - Access resources in the community that help stabilize and support families
 - Attend training and educational opportunities that increase skills, knowledge and employability

Attachments



- Comply with all terms, conditions and attachments set forth herein including, but not limited to:
 - **Attachment A: Interagency Terms and Conditions**
 - **Attachment B: Scope of Work**
 - **Attachment C: Pathway**
 - **Attachment D: Budget**
 - **Attachment E: Financial Reporting**
 - **Attachment F: DWS Invoice Form**
 - **Attachment G: Refugee Status**
 - **Attachment H: Form 300, English**
 - **Attachment I: Code of Conduct**
 - **Attachment J: Non-Disclosure Agreement**
 - **Attachment K: Background Check Policy**
 - **Attachment L: 3rd Party Access Request Form**
 - **Attachment M: RESH Release of Information**
 - **Attachment N: Refugee Progress Assessment Form**
 - **Attachment O: Form 115, Disclosure of Information**

Billing



- Submit to Mollie and Ayelen
- DWS must receive billing for services for the month of June **no later than July 15th** due to the DWS fiscal year end. Billings submitted after this date may be denied.

Review Pathway



Contract Monitoring

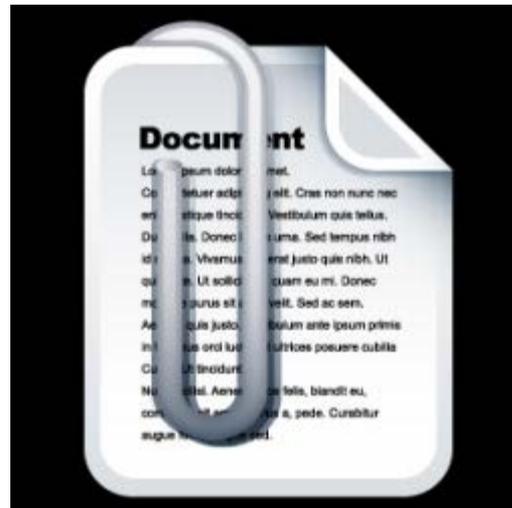


Contract Monitoring/Documentation



- **Program Monitoring (Contract Analyst and Program Specialist)**
 - Bi-Annual Program Monitoring
 - Employee File
 - Case File

Attachments



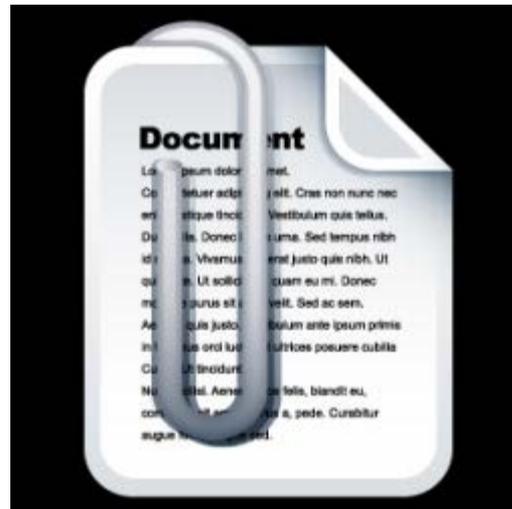
Attachments



- Interagency Standard Terms and Conditions (T&Cs)
- Non-Disclosure Agreement
- Code of Conduct
- Background Check



Reports and Resources



Reports



- Provide quarterly reports to include outcomes, program overview, and progress.
 - Quarter 1: May 15
 - Quarter 2: August 15
 - Quarter 3: November 15
 - Quarter 4: February 15
 - Annual Report: February 30
- Send to Mollie and Ayelen

Helpful Resources



- TANF Needy Family Contractor Site
- <http://jobs.utah.gov/services/tevs/tanfcontract.html>

- Dashboard
- <http://jobs.utah.gov/wi/statewide/communitygrants.html>

Questions?

