

# TANF Capacity Building Grant PRE-PROPOSAL MEETING



**WORKFORCE  
SERVICES**  
WORKFORCE DEVELOPMENT

**LETTER OF INTENT DUE (REQUIRED):** November 27, 2023  
5:00pm

**APPLICATION DUE:** December 6, 2023 12:00 p.m. (noon)

# Grant Contacts

**Tonia Jones**  
TANF Program Manager, WDD  
[toniajones@utah.gov](mailto:toniajones@utah.gov)  
(801) 889-5177

**Rheane Swenson - Financial Capability**  
TANF Program Specialist/Contract Owner  
[TANFgrant@utah.gov](mailto:TANFgrant@utah.gov)

**Deborah Bott - Youth Development**  
TANF Program Specialist/Contract Owner  
[TANFgrant@utah.gov](mailto:TANFgrant@utah.gov)

**Tyler Seegmiller**  
Contract Analyst, ASD  
[tseegmiller@utah.gov](mailto:tseegmiller@utah.gov)  
(435) 393-5370

**Margaret Lautaimi**  
Fiscal Grant Manager, ASD  
[margaretlautaimi@utah.gov](mailto:margaretlautaimi@utah.gov)  
(385) 341-1671

# TANF CAPACITY BUILDING GRANT RFGA

Current TANF Capacity Building grantees:

- Implementing new or different programming and services, OR
- Expanding current programming and services to meet the need in a different location

# TANF CAPACITY BUILDING GRANT RFGA

- Grant Background and TANF Purpose
- Programs and Services
- Expected Outcomes
- Budget
- Application Process
- Evaluation and Award
- Grant Terms and Conditions
- Questions and Addenda

# BACKGROUND AND PURPOSE

Temporary Assistance for Needy Families (TANF) is designed to help low-income families achieve self-sufficiency. The TANF Capacity Building grant opportunity is intended to assist organizations to expand, integrate or develop programs that help families move out of poverty.

Capacity Building Grants will support the following TANF Purpose(s):

- **TANF Purpose 3:** Prevent and reduce the incidence of out-of-wedlock pregnancies.
- **TANF Purpose 4:** Encourage the formation and maintenance of two-parent families.

Grantees must provide research that demonstrates how programming and services support the identified TANF Purpose(s).

Grant Period - February 1, 2024 through June 30, 2026

# BACKGROUND AND PURPOSE (cont'd)

**Youth Development** - TANF Purpose 3 which is to prevent and reduce the incidence of out-of-wedlock pregnancies.

Programming must demonstrate the ability to increase protective behaviors and attitudes and/or decrease risky behaviors and attitudes that lead to the prevention of out-of-wedlock pregnancy, school completion, post-high school education and increased employment skills.

**Financial Capability and Asset Building** - TANF Purpose 4 which is to encourage the formation and maintenance of two-parent families.

Service and activities must lead to increased income, financial stability and asset building. Financial Capacity grants must include budgeting and financial counseling education and support.

# PROGRAMS and SERVICES

## TANF Programming and Services

- Intended to serve low-income, at-risk participants
  - TANF purposes 3 and 4 do not require a TANF eligibility determination overall
  - Some services provided, may
- Provide knowledge, skill building opportunities and resources
- Result in tangible, verifiable outcomes
- Demonstrate collaboration with local DWS and other community partners

# OUTCOMES and DELIVERABLES

Grant proposals should include tangible, verifiable outcomes that demonstrate customers are better off as a result of programming or services provided. You must be able to track and report on outcomes quarterly and the outcomes must include the following elements:

- Financial Capability - related to education and attainment of financial goals leading to self-sufficiency
- Youth Development - increased protective factors and decreased risk factors

Quarterly and Annual Reports:

- Providers must have a way to track outcome data
- Reflect unduplicated customer counts - quarterly and annually
- All % outcomes require reporting using a numerator and denominator
- Template provided by your DWS contract owner

Report data will be reviewed quarterly and monitored for accuracy and compliance to contract requirements.



# BUDGET INFORMATION

- Category I: Indirect Expenses
  - Negotiated Indirect Cost Rate (NICRA)
  - De Minimis Rate
- Category II: Direct Administrative Expenses
  - Direct administrative expenses only including eligibility determination expenses
- Category III: Direct Program Expenses
  - Costs should be reasonable, necessary and allowable under the grant proposal and federal regulations
- Appropriate Uses of TANF funds (See Attachment M)

Appendix IV Department of Workforce Services Budget Narrative and Itemization Form		
All planned expenses must be itemized, detailed and described for each line item. Cells may be expanded as necessary in order to provide all required information.		
Organization:		
Contract Dates:		Date:
<b>Category I - Indirect Expenses:</b>		
a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (NICRA), the NICRA <b>must</b> be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate. Any administrative costs that are not part of the base of the NICRA and are direct charged can be listed in Category II.		
b) De Minimis - If the organization <u>does not</u> have a NICRA and chooses a <b>de minimis rate</b> , Category I <b>must</b> be used. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined as being: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. No expenses should be entered into Category II if choosing the de minimis rate.		
<b>Category I Indirect Expenses</b>	<b>NICRA Rate and Base(s) - OR - De Minimis</b>	<b>Grant Funds Requested</b>
Indirect Costs		\$ -
<i>Cannot exceed the entity's federally approved indirect cost rate (NICRA) - OR - the entity's 10% de minimis rate based upon eligible Category III expenses as listed in the notes below.</i>		
<b>Category II - Direct Administrative Expenses:</b>		
If the organization <b>DOES NOT</b> have a NICRA and chooses not to use the de minimis rate, the organization <b>must</b> use Category II if charging Direct Administrative Expenses.		

# APPLICATION PROCESS

- [Letter of Intent](#) (REQUIRED): Deadline is Monday, November 27, 2023 no later than 5:00 pm MDT
- Application Submission Deadline: Monday, December 6, 2023 no later than 5:00 pm
  - Must be submitted via the Application [Webform](#)
  - Must use provided forms and attach to the Webform before submitting the application
  - Applicant must bear the cost of preparing and submitting application.
  - Application must be formatted as outlined
- Intent to Award Letters: January 2024
- Award Effective Date: February 1, 2024 – June 30, 2026

# EVALUATION AND AWARD



Grant applications will be evaluated and awarded on a competitive basis



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)



Evaluation Score Sheet

**ATTACHMENT A**  
**Department of Workforce Services (DWS)**  
**Grant Terms and Conditions**

**1. DEFINITIONS:**

- a. **"Agreement Signature Pages"** means the State cover pages that DWS and Grantee sign.
- b. **"Agreement"** means the Agreement, Signature Pages, attachments, and documents incorporated by reference.
- c. **"Confidential Information"** means information that is classified as Private or Protected, or otherwise deemed non-public under applicable state and federal laws, including but not limited to the Government Records Access and Management Act (GRAMA) Utah Code 63G-2-101 et seq. DWS reserves the right to identify, during and after this Agreement, additional information categories that must be kept confidential under federal and state law.
- d. **"Goods and Services"** means goods including, but not limited to, any deliverables, supplies, equipment, or commodities, and services including, but not limited to the furnishing of labor, time, and effort by Grantee pursuant to this Agreement and professional services required in accordance with this Contract.
- e. **"GRANTEE"** means the individual or entity receiving the funds identified in this Agreement. The term "GRANTEE" shall include GRANTEE's agents, officers, employees, and partners, as well as sub-recipients and loan recipients.
- f. **"Proposal"** means Grantee's response to DWS's Solicitation.
- g. **"Solicitation"** means the documents and process used by the State Entity to obtain Grantee's Proposal.
- h. **"State of Utah"** means the State of Utah, in its entirety, including its institutions, agencies, departments, divisions, authorities, instrumentalities, boards, commissions, elected or appointed officers, employees, agents, and authorized volunteers.
- i. **"Subcontractor/Subgrantee"** means an individual or entity that has entered into an agreement with the original GRANTEE to perform services or provide goods which the original GRANTEE is responsible for under the terms of this Agreement. Additionally, the term "subgrantee" or "subcontractor" also refers to individuals or entities that have entered into agreements with any subgrantee if: (1) those individuals or entities have agreed to perform all or most of the subgrantee's duties under this Agreement; or (2) federal law requires this Agreement to apply to such individuals or entities.
- j. **"Volunteer"** means an authorized individual performing a service without pay or other compensation.

# GRANT TERMS & CONDITIONS

# ATTACHMENTS

Attachment A– DWS Grant Terms and Conditions

Attachment M– Appropriate Use of TANF Funds

Attachment F– Non-Disclosure Agreement

Attachment E– Code of Conduct

Attachment G– Background Check Requirement

Attachment L – FFATA



[TANFGRANT@UTAH.GOV](mailto:TANFGRANT@UTAH.GOV)

Question and Answer

To ask a question: submit via [Google Form](#)

---

## DWS Contact Information

Rheane Swenson - Financial Capability  
Contract Owner  
[TANFgrant@utah.gov](mailto:TANFgrant@utah.gov)  
(435)348-1250

Deborah Bott - Youth Development  
Contract Owner  
[TANFgrant@utah.gov](mailto:TANFgrant@utah.gov)  
(435)-523-8571

Tyler Seegmiller  
Contract Analyst  
[tseegmiller@utah.gov](mailto:tseegmiller@utah.gov)  
(435) 393-5370

Margaret Lautaimi  
Fiscal Grant Manager  
[margaretlautaimi@utah.gov](mailto:margaretlautaimi@utah.gov)  
(385) 341-1671