

Appendix II
Department of Workforce Services
TANF Family Housing Program FY 24
Application Narrative
Solicitation #24-DWS-S028

Organization Name:

Directions: Narrative must be in the default size, font, and within the space provided. Additional narrative attachments are not allowed.

For current TANF Family Housing providers ONLY (receiving a current TFH grant): Please describe how you plan to utilize this funding to expand your geographical service area or provide additional services not offered under your existing contract:

1. PROGRAM OVERVIEW: Describe your organization's mission and the population you serve.

1. Describe the specific need in your geographical area.
2. What programs and services does your organization provide overall?
3. Include research with references that show how your services support the TANF Purpose(s).
4. Describe the services you currently provide related to housing.

2. ASSESSMENT PROCESS: Provide a description of your assessment process including the tool(s) that you will use and what information will be gathered. Please include:

1. How your assessment process identifies the specific needs of each family
2. How you will utilize the information to determine the appropriate support and resources necessary to ensure families are better off as a result of the services provided?

3. SERVICE DELIVERY and COLLABORATION: Provide a list of your partners and describe how you will coordinate your efforts to ensure customer success.

1. How will you ensure that the TANF Family Housing Employment Pathway is implemented into the service delivery process?

4. EXPECTED OUTCOMES DURING ENTIRE GRANT PERIOD: Please define the benchmarks that your program will achieve related to the outcomes identified in the RFGA Scope of Work (***ALL bold and italicized items***). Include any additional outcomes that you would like DWS to consider in your application.

1. Identify your expected baseline, and any existing and/or historic conditions that support it.
2. Provide a description of how you will meet each of those outcomes.
3. Describe how you will gather data to ensure proper reporting of identified outcomes quarterly.
4. Identify any additional outcomes you want to consider related to your programming.

****Outcomes identified here may be included in the final grant agreement Scope of Work.***

5. ELIGIBILITY REQUIREMENTS: Grantees must serve TANF eligible families and determine eligibility as outlined in the Scope of Work.

1. How will you ensure that your staff are trained on the eligibility process?
2. How will you ensure consistency in the eligibility process when you have staff turnover?
3. Describe how you will organize and store your eligibility files and how you will maintain customer confidentiality.
4. How will you ensure that data is entered accurately and timely into the TANF Eligibility Verification System (TEVS) and Utah Homeless Management Information System (UHMIS)?

6. COST INFORMATION: Justify the program's financial need and how the need aligns with Appendix IV. Budget Narrative & Itemization

1. Provide a summary of how the funds will be utilized over the grant period.
2. Identify key financial staff that will be involved with the invoice preparation processes and fiscal management of the program.
3. If you are currently receiving another TANF grant, describe how you will ensure that funding is managed separately and there is no duplication in charges across grants.