

TANF Family Housing PRE-PROPOSAL MEETING



APPLICATION DUE: November 26, 2023 by 5:00 PM

Grant Contacts

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TANF FAMILY HOUSING GRANT RFGA

Current TANF Family Housing grantees:

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

TANF FAMILY HOUSING GRANT RFGA

- Grant Background and Purpose
- Program Services
- TANF Eligibility
- 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 Family Housing grant opportunity will be intended to assist at-risk families by connecting them to housing and other services available to them.

TANF Family Housing Grants will support the following TANF Purpose(s):

- **TANF Purpose 1:** Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
- **TANF Purpose 2:** Reduce the dependence of needy parents by promoting job preparation, work and marriage.

TANF Purpose(s) 1 and 2 require a TANF Eligibility Determination prior to services being offered.

Grant period of performance: January 1, 2024 - June 30, 2025

TANF ELIGIBLE FAMILIES

TANF Family Housing is intended to assist TANF eligible families who are in short-term crisis where housing related assistance (up to 4 months) will assist them to become or remain housed.

- Homeless - assistance is focused on helping families obtain and maintain permanent housing
- Homeless prevention services - provided to families who are at-risk of losing current housing

TANF Eligibility Criteria:

- Household must have a dependent child <18 years of age living in the home
- Pregnant parent in the 3rd trimester
- Household earnings are under 200% FPL
- U.S. Citizen or an employment eligible non-citizen

PROGRAM SERVICES

TANF Family Housing services may include:

- **Deposit Assistance**
- **Short Term Rental and Mortgage Assistance:** including fees
- **Utility Assistance:** setup, deposits and emergency payments required to avoid shut off
- **Housing Application Fees**
- **Back Payments** to prevent eviction
- **Case Management:** includes housing location assistance, completion of housing applications and other related documents including lease agreements, working with potential and current landlords, payments, goal setting, employment support and providing referrals to community resources

Funds may not be issued directly to customers.

Funds must be issued in the form of check directly to a third party

OUTCOMES/DELIVERABLES

TANF Family Housing providers must identify benchmarks and report out on the following outcomes quarterly:

1. Families spend less time in homelessness
 - a. Total number of days from program entrance to program exit
 - b. # of days for homeless families to transition to permanent housing
2. Families exit the program to permanent housing
 - a. % **of homeless families** that exit the program to permanent housing
 - b. % **of families** receiving homeless prevention services that remained housed
3. Families will not return to homelessness within a year
 - a. % **of families** that will not have another episode of homelessness within 12 months of exiting services
4. Families are employed or have ongoing financial resources to meet housing needs at time of exit
 - a. % **of families** who are employed at the time of exit
 - b. % **of families** receiving unearned income at the time of exit

Programs must provide quarterly progress reports on all of these measures on a DWS provided template. All percentage outcomes must be reported and calculated using a numerator and denominator.

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		
<p>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.</p>		
Organization:		
Contract Dates:		Date:
<p>Category I - Indirect Expenses:</p> <p>a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (NICRA), the NICRA must 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.</p> <p>b) De Minimis - If the organization <u>does not</u> have a NICRA and chooses a de minimis rate, Category I must 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.</p>		
Category I Indirect Expenses	NICRA Rate and Base(s) - OR - De Minimis	Grant Funds Requested
Indirect Costs		\$ -
<p><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></p>		
<p>Category II - Direct Administrative Expenses:</p> <p>If the organization DOES NOT have a NICRA and chooses not to use the de minimis rate, the organization must use Category II if charging Direct Administrative Expenses.</p>		

APPLICATION PROCESS

- Application Submission Deadline: **November 26, 2023 @ 5:00 p.m.**
 - 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
- Award Effective Date: January 1, 2024 - June 30, 2025

EVALUATION AND AWARD



Grant applications will be evaluated and awarded to eligible applicants



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 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 L– Appropriate Use of TANF Funds

Attachment F– Non-Disclosure Agreement

Attachment E– Code of Conduct

Attachment G– Background Check Requirement

Appendix D – FFATA



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Question and Answer

To ask a question: submit via **Google Form**

DWS Contact Information

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