

Office of Homeless Services

# Request for Grant Applications (RFGA)

## Office of Homeless Services Deeply Affordable Housing Fund

Solicitation # 23-DWS-S013

**LETTER OF INTENT DUE: July 26, 2022, 5:00 PM MST**

**APPLICATION DUE: July 31, 2022, 11:59 PM MST**



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## INTRODUCTION AND OBJECTIVE/PURPOSE

### OVERVIEW

In the 2022 General Session, the Legislature of the State of Utah allocated \$55,000,000.00 of Federal funds from the American Rescue Plan Act (ARPA) to establish the Office of Homeless Services Deeply Affordable Housing Fund, also referred to in the legislation as the Homeless Housing and Services Grant Program. This competitive grant program, administered by the Department of Workforce Services (DWS), Office of Homeless Services (OHS), is intended to fund one or more housing projects that include units that are affordable for households whose income is no more than 30% of the area median income (AMI) and who have been impacted by the COVID-19 emergency.

OHS is requesting grant applications for projects that will create new housing units that are affordable to the qualifying populations and that facilitate the movement of households experiencing literal homelessness, as defined in Federal Code 24 CFR 576.2, into safe, stable housing.

### POPULATION SERVED

Grant funding must be used for the creation of deeply affordable housing that serves households at or below 30% of the Area Median Income (AMI), as published by the HUD Office of Policy Development and Research, available online at <https://www.huduser.gov/portal/datasets/il.html>.

Additionally, scoring preference will be given to projects that target households that are experiencing literal homelessness, as defined in Federal Code 24 CFR 576.2.

### FUNDING DISTRIBUTION FORMULA

Statewide funding distribution as follows:

- 50% to counties of the First Class (Salt Lake County)
- 30% to all counties of the Second Class (Utah, Davis, Weber, Washington)
- 20% to all other counties

If funding remains after all qualified projects have been considered by the review committee, funding will be distributed to other qualified projects in any county. All allocations are subject to approval by the Utah Homeless Council.

## GRANT INFORMATION

Although many project types are allowable under the American Rescue Plan State and Local Fiscal Recovery Fund final rule, this RFGA is only considering projects that fall under the affordable housing project type outlined in the interim final rule and final rule, available online at:

- Final Rule Overview: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>
- Final Rule: <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>
- Interim Final Rule: <https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

The interim final rule specifically outlines eligible uses that respond to the negative economic impacts of the public health emergency, which includes projects that build stronger neighborhoods and communities, including supportive housing and other services for individuals experiencing homelessness, and the development of affordable housing. Please review the interim and final rule published by HUD, in relation to the ARPA funding provided to States.

In addition, it is the responsibility of the applicant to ensure that projects meet the requirements required by the funding source and General Legislative Session 2022 Senate Bill 238 (SB238). OHS will determine if any application does not meet the requirements outlined in SB238 or treasury guidance on usage of funding.

## MINIMUM REQUIREMENTS

Projects must be within the State of Utah. Only permanent housing projects are eligible for this funding. Additionally, in order to be considered eligible for this grant, the following requirements must be met:

The permanent housing project must serve households:

- a. Whose income is no more than 30% of the Area Median Income (AMI) for households of the same size in the county or municipality where the project is located;
- b. At rental rates no greater than the rates described in HUD published Fair Market Rents (FMR) (Subsection 35A-8-511(2)(b)); and
- c. That have been impacted by the COVID-19 emergency in accordance with 42 U.S.C. Sec. 802.

Additionally, the Utah Homelessness Council (UHC) will consider the following criteria when reviewing applications:

- a. An applicant's rental income plan;
- b. Proposed case management and service plans for households;
- c. Any matching funds proposed by an applicant;
- d. Proposed restrictions, including deed restrictions, and the duration of restrictions on housing units to facilitate long-term assistance to households;
- e. Whether use of funds for the proposed project complies with ARPA State Fiscal Recovery Funds.

See Attachment B - Scope of Work for detailed reporting requirements and Attachment C - for Scoring Rubric.

## OTHER INFORMATION

1. Organizations or programs that have a religious affiliation will be required to provide assurance that grant funds will not be used for religious instruction.
2. Organizations previously receiving funding from DWS or OHS must be in good standing to be considered for the Office of Homeless Services Deeply Affordable Housing Fund Grant.

## EXPECTED MEASUREMENTS AND OUTCOMES

1. Programs must track data to demonstrate outcomes of funded services. OHS will request data from programs and report to the United States Department of Treasury, based on guidance located online at: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities>
2. Measures listed in Attachment B - Scope of Work.

## BUDGET

Use the following standard language, as applicable:

1. Indirect Administration Costs cannot exceed your Federally Approved Indirect Cost Rate or 10% if you do not have a Federally Approved Indirect Cost Rate.
  - a. If claiming a Federally Approved Indirect Cost Rate, programs must provide a copy of their Federally Approved Indirect Cost Rate agreement or a cost allocation plan.

All expenditures must comply with the United State Treasury Interim and Final Rule for State and Local Fiscal Recovery Funds. Please refer to the Treasury website for further guidance.

## FUNDING

1. The grant is funded by Federal ARPA funds.
2. The total amount in the grant funding pool is \$53,350,000.00 distributed by competitive award across the State of Utah, according to the funding formula listed in this RFGA.
3. Up to 95% of awarded funds may be initially provided as negotiated with OHS upon receipt of proper documentation.
4. No less than 5% of awarded funds will be provided upon submission of complete and final expenditure documentation, including payroll reports, invoices, and any other documentation that is applicable.
5. Monthly expenditure summaries must be submitted to OHS via email reflecting the actual expenditures of funds provided to grant recipients.
6. The amount of the grant will be awarded based on the program application, evaluation criteria, and funding availability.
7. All unused funds at the end of the grant shall be returned to OHS.
8. Grant funds may not be used to supplant existing funds.

## PERIOD OF PERFORMANCE

1. Funding for grant recipients begins October 1, 2022. Grant period ends June 30, 2024.
2. OHS may elect to terminate the grant for non-compliance or funding availability.

## EVALUATION AND AWARD

1. Grant applications will be evaluated on a competitive basis.
2. Applicants must be available for questions or clarification during the grant review period.
3. Applicants must be available for presentations upon request.
4. OHS reserves the right to reject any and all applications or withdraw this offer at any time.
5. Awards will be made to the responsible applicant(s) whose application is determined to best meet the objectives of the Department, taking into consideration all factors set forth in this RFGA.
6. Successful grant applications will be open to public inspection after grant award under the guidelines of the Government Records Access and Management Act (GRAMA). The entire application will be open unless the applicant requests in writing that trade secrets/proprietary data be protected. This "Claim of Business Confidentiality" must accompany the grant application.

7. Organizations may be awarded partial grants, as determined by the Utah Homelessness Council and OHS.
8. OHS may contact Local Homeless Councils (LHCs) during the review period as necessary for the coordination of priorities of each LHC.

## QUESTIONS

Questions requesting clarification or interpretation of any section of this RFGA must be submitted [here](#) on or before 11:59 PM MST on July 25th, 2022. All questions will be made public. All questions and written responses will be posted by 11:59 PM MST on July 26th, 2022, on the [QA Page Link](#) for all prospective applicants to view.

## ADDENDA

If OHS finds it necessary to modify the RFGA for any reason, it will issue a written addendum to the original RFGA. Final Addenda will be posted no later than 11:59 PM MST on July 26th, 2022.

## APPLICATION PROCESS

### TIMELINE

- **July 12th, 2022 at 10:00 AM MST:** Pre-Proposal Meeting
- **July 26th, 2022 by 5:00 PM MST:** Letter of Intent (REQUIRED)
- **July 31st, 2022 by 11:59 PM MST:** Application Submission Deadline
- **September 2022:** Anticipated Grant Award Date
- **October 2022:** Award Effective Date

### PRE-PROPOSAL MEETING

1. In Person: **July 12th, 2022 at 10:00 AM MST**  
4315 S 2700 W  
Taylorsville, UT 84129
2. Link to join virtually live via Zoom:  
<https://utah-gov.zoom.us/j/85129946406>

### LETTER OF INTENT

1. The [Letter of Intent](#) is required and due **July 26th, 2022 by 5:00 PM MST**.



## SUBMISSION REQUIREMENTS

1. Complete and submit the online application and attach required forms and documents.
2. Prior to filling out the online application, complete and compile the following documents which will be attached to Appendix A - Grant Application Cover Page and Organization Information during submission of the application. Note Appendix D - Budget Narrative and Pro-Forma must be emailed to [OHSRFGA@utah.gov](mailto:OHSRFGA@utah.gov) by the deadline.
  - a. Forms provided by DWS:
    - i. Appendix B- Grant Application Narrative
    - ii. Appendix C- FFATA Certification by Subrecipients- not required for State Agencies and Component Units of the State
    - iii. Appendix D- Budget and Pro-Forma (email to OHSRFGA@utah.gov)
  - b. Additional documents to be attached to the application:
    - i. Detailed case management and service plan and source of ongoing funding for services. *See Attachment D – Case Management and Services Plan Guidance.*
    - ii. Letters of commitment for services if provided by a third party.
    - iii. Project rental income plan.
    - iv. Verification of site control.
    - v. Award letters or letters of intent to fund from matching fund sources.
    - vi. Local Homeless Council (LHC) letter of support from LHC chair.
    - vii. Certificate of Insurance meeting the requirements found in the Terms and Conditions (not required for Government entities)
    - viii. Federally Approved Indirect Cost Rate Agreement or Cost Allocation Plan (if applicable).
    - ix. Local, regional, or state plan referenced in question 6.b.) on Appendix B, Grant Application Narrative (if applicable).
    - x. Examples of other affordable housing projects completed within the State of Utah.
    - xi. Business License or Articles of Incorporation (If applicable).
    - xii. 501(c)(3) Letter (If applicable).

## ADDITIONAL INFORMATION

1. Submit a Letter of Intent, required and due **July 26th, 2022, by 5:00 PM MST**. Failure to submit a Letter of Intent by the due date will result in disqualification.
2. Separate applications are required for each project.
3. The required application, forms, and documents can be found at <https://jobs.utah.gov/department/rfg/childcare.html>.

4. By submitting an application to this RFGA, the Applicant acknowledges and agrees that the requirements, Scope of Work, and the evaluation process outlined in this RFGA are understood, fair, equitable, and not unduly restrictive. Any exceptions to the content of this RFGA must be addressed within the Q&A period. The Applicant further acknowledges that it has read this RFGA, along with any attached or referenced documents, including the DWS Grant Terms and Conditions.
5. Applicants must bear the cost of preparing and submitting the application.
6. Failure to comply with any part of the RFGA will result in disqualification of the application.
7. Applications must be received no later than **July 31, 2022, 11:59 PM MST**. Late applications will not be accepted. No exceptions!
8. Do NOT include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information, addenda, etc.
9. OHS may request the correction of immaterial omissions during the review period. Applicants must respond within the time period provided in the request.

## PRE-AWARD REQUIREMENTS

1. Insurance, if not provided during application.
2. Subrecipient Pre-Award Risk Assessment, if applicable.

## SUBMISSION CHECKLISTS

Pre-Application Checklist	
<input type="checkbox"/>	Unique Entity Identifier (UEI) number
<input type="checkbox"/>	Employer Identification Number (EIN)
<input type="checkbox"/>	Letter of Intent, due July 26, 2022 5:00 PM MST

Application Checklist, Due: July 31, 2022, 11:59 PM MST	
<input type="checkbox"/>	Appendix A - Grant Application Cover Sheet and Program Information*
<input type="checkbox"/>	Appendix B - Grant Application Narrative*
<input type="checkbox"/>	Appendix C - FFATA Certification by Subrecipients, not required for State Agencies and Component Units of the State
<input type="checkbox"/>	Appendix D - Budget Narrative and Itemization Form* - <b>email to OHSRFGA@UTAH.GOV</b>
<input type="checkbox"/>	Detailed case management and service plan and source of ongoing funding for services, including letters of commitment for services if provided by a third party* <i>See Attachment D – Case Management and Services Plan Guidance</i>
<input type="checkbox"/>	Letters of commitments for services if provided by a third party.
<input type="checkbox"/>	Project rental income plan*
<input type="checkbox"/>	Verification of site control
<input type="checkbox"/>	Award letters or letters of intent to fund from matching fund sources
<input type="checkbox"/>	Local Homeless Council (LHC) letter of support from LHC chair
<input type="checkbox"/>	Certificate of Insurance (not required for government entities)
<input type="checkbox"/>	Federally Approved Indirect Cost Rate Agreement or Cost Allocation Plan (if applicable)
<input type="checkbox"/>	Local, regional or state plan referenced in question 6.b.) on Appendix B, Grant Application Narrative (if applicable)
<input type="checkbox"/>	Examples of other affordable housing projects completed within the State of Utah
<input type="checkbox"/>	Business License or Articles of Incorporation – if applicable
<input type="checkbox"/>	501(c)(3) Letter – if applicable

**\* Denotes required documentation**

Submit **Letter of Intent** by **July 26, 2022 5:00 PM MST** using the online form located [here](#).

**Application** must be received by **July 31, 2022, 11:59 PM MST**.

**Contact:**

Contract Owner: Russell Goodman

Contract Analyst: Melissa Turner

Email: OHSrfga@utah.gov

**APPENDIX A**  
**Department of Workforce Services**  
**Deeply Affordable Housing Fund RFGA**  
Solicitation # 23-DWS-S013  
**Grant Application Cover Sheet**

**Organization Legal Name:** \_\_\_\_\_

**Federal Tax ID #:** \_\_\_\_\_ **Unique Entity Identifier (UEI) #:** \_\_\_\_\_

**Vendor # (if known)** \_\_\_\_\_

**This organization is doing business as:**

- Individual/Sole Proprietor
- For-Profit Corporation
- Non-Profit Organization (attach 501(c)(3) letter)
- Government Agency

**Minimum Grant Funds Requested:** \$ \_\_\_\_\_

**Maximum Grant Funds Requested:** \$ \_\_\_\_\_

**EXECUTIVE DIRECTOR OR EQUIVALENT** (person authorized to sign grant application and/or an awarded contract)

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**GRANT CONTACT** (if different from above)

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**FINANCIAL ADMINISTRATOR**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**SECTION B: REQUIREMENTS BY STATUTE**

**PROJECTS TO INCLUDE AFFORDABLE HOUSING UNITS:**

PLEASE CHECK THE BOXES THAT APPLY.

- HOUSEHOLDS WHOSE INCOME IS NO MORE THAN 30% OF THE AREA MEDIAN INCOME FOR HOUSEHOLDS OF THE SAME SIZE IN THE COUNTY OR MUNICIPALITY WHERE THE PROJECT IS LOCATED;**
- AT RENTAL RATES NO GREATER THAN THE RATES DESCRIBED IN HUD PUBLISHED FAIR MARKET RENTS (FMR) (SUBSECTION 35A-8-511(2)(B)); AND**
- HOUSEHOLDS THAT HAVE BEEN IMPACTED BY THE COVID-19 EMERGENCY IN ACCORDANCE WITH 42 U.S.C. SEC. 802.**

**SECTION C: ATTACHMENTS**

**DWS FORMS TO PREPARE AND ATTACH:**

\_\_\_\_\_ **APPENDIX B: GRANT APPLICATION NARRATIVE**

\_\_\_\_\_ **APPENDIX C: FFATA CERTIFICATION BY SUBRECIPIENTS** (not required for state agencies and component units)

**Do Not Attach** \_\_\_\_\_ **APPENDIX D: BUDGET AND PRO-FORMA** (email to OHSRFGA@utah.gov)

**ADDITIONAL DOCUMENTS TO ATTACH:**

- \_\_\_\_\_ **1. DETAILED CASE MANAGEMENT AND SERVICE PLAN AND SOURCE OF FUNDING**
- \_\_\_\_\_ **2. LETTERS OF COMMITMENT FOR SERVICES IF PROVIDED BY A THIRD PARTY**
- \_\_\_\_\_ **3. PROJECT RENTAL INCOME PLAN**
- \_\_\_\_\_ **4. VERIFICATION OF SITE CONTROL**
- \_\_\_\_\_ **5. AWARD LETTERS FROM MATCHING FUND SOURCES**
- \_\_\_\_\_ **6. LOCAL HOMELESS COUNCIL (LHC) LETTER OF SUPPORT**
- \_\_\_\_\_ **7. CERTIFICATE OF INSURANCE** (not required for government entities)
- \_\_\_\_\_ **8. FEDERALLY APPROVED INDIRECT COST RATE AGREEMENT OR COST ALLOCATION PLAN – if applicable**
- \_\_\_\_\_ **9. LOCAL, REGIONAL OR STATE PLAN REFERENCED IN QUESTION 6.B.) ON APPENDIX B GRANT APPLICATION NARRATIVE- if applicable**
- \_\_\_\_\_ **10. EXAMPLES OF OTHER AFFORDABLE HOUSING PROJECTS COMPLETED WITHIN THE STATE OF UTAH**
- \_\_\_\_\_ **11. BUSINESS LICENSE OR ARTICLES OF INCORPORATION – if applicable**
- \_\_\_\_\_ **12. 501(C)(3) LETTER – if applicable**

APPENDIX B  
 Department of Workforce Services  
**Deeply Affordable Housing Fund RFGA**  
 Solicitation # 23-DWS-S013  
**Grant Application Narrative**

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

**1. GENERAL PROJECT INFORMATION**

a.) Name of primary entity:			
b.) Street address:			
c.) City:	d.) County:	e.) Zip code:	
f.) Local Homeless Council (LHC) that project is located in:			
g.) Project Timeline Start Date:		h.) Anticipated Completion Date:	

**2. PROJECT FINANCIAL INFORMATION**

a.) Total Project Cost:
b.) Amount and source of other funding secured for this project:
c.) Pending funding requests for this project from other sources:
d.) Local government incentives or land write-downs (e.g. discounted land purchase price, impact fee waivers, local bonds, parking waivers, etc.):
e.) The remaining funding gap, if awarded at ask:

<https://jobs.utah.gov/forms/sample-only>  
 FORMS FOUND HERE!  
<https://jobs.utah.gov/department/rfg/index.html>

f.) Is this project supported by rental subsidy(s)?

If YES... i.) What is the subsidy?

ii.) How many units does it subsidize?

iii.) How long is the commitment from the subsidy provider?

If NO... i.) How will the project maintain AMI restricted rental rates over the life of the project?

<https://jobs.utah.gov/department/rfg/index.html>  
SAMPLE ONLY  
FORMS FOUND HERE:



**3. PROJECT SUMMARY**

a.) A detailed summary of this project including specific developer and service provider partnerships.

<https://jobs.utah.gov/department/rfg/index.html>  
SAMPLE ONLY  
FORMS FOUND HERE:

b.) Any additional relevant project details.

**4. PROJECT RESTRICTIONS BREAKDOWN**

a.) Total number of units in project:

b.) Number of units Area Median Income (AMI) restricted:

c.) Breakdown of AMI restricted units (AMI %, # of units, % of project at each AMI)

<https://jobs.utah.gov/department/rfg/index.html>  
SAMPLE ONLY  
FORMS FOUND HERE!

d.) Number and percentage of units dedicated to those experiencing literal homelessness at each AMI level:

e.) Number and percentage of units dedicated to those at risk of homelessness at each AMI level:

f.) Other specialized populations served by this project at each AMI level:

g.) Proposed restrictions, including deed restrictions, and the duration of restrictions on property to facilitate long-term deeply affordable housing:

<https://jobs.utah.gov/department/rfg/index.html>  
SAMPLE ONLY  
FORMS FOUND HERE:

**5. ARPA RELATED INFORMATION**

As referred to in this application, ARPA is understood to be the Coronavirus State and Local Fiscal Recovery Funds provided to the State of Utah and allocated to General Session 2022 Senate Bill 238.

Although many project types are allowable under the ARPA final rule, this RFGA is only considering projects that fall under the affordable housing project type outlined in the interim final rule and final rule. The interim final rule specifically outlines eligible uses that respond to the negative economic impacts of the public health emergency, which includes projects that “Build stronger neighborhoods and communities, including: supportive housing...development of affordable housing”. Please review the interim and final rule published by HUD in relation to the ARPA funding provided to States.

It is the responsibility of the applicant to ensure that projects meet requirements required by the funding source and SB238. The Office of Homeless Services will determine if any application does not meet the requirements outlined in SB238 or treasury guidance on usage of funding.

a.) Please explain why you believe this project fits within the allowable uses of ARPA funds as described in the Treasury’s Final Rule (<https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>)

<https://jobs-for-sample-only.utah.gov/department/rfg/index.html>

**6. INNOVATION AND LOCAL PLANNING COORDINATION**

a.) In what ways could this project be considered innovative (i.e. social enterprises, unique services, specialized housing structures, etc.)?

b.) How will this project benefit those disproportionately impacted by the COVID-19 pandemic and its negative impact on the economy?

<https://jobs.utah.gov/department/rfg/index.html>  
SAMPLE ONLY  
FORMS FOUND HERE:

c.) Is the project on any local, regional, or state plan? If so, what plan and attach a copy of the plan.

d.) Describe how the project is coordinated with the transit needs of tenants, including distance from the project to major transit options:

<https://jobs.utah.gov/department/rfg/index.html>  
SAMPLE ONLY  
FORMS FOUND HERE:



State of Utah  
Department of Workforce Services  
**Appendix C- FFATA CERTIFICATION BY THE SUBRECIPIENT**  
(Not required for State Agencies and Component Units)

Organization Name: \_\_\_\_\_

Federal Funding Accountability and Transparency Act of 2006 requires that you report the names and total compensation of your entity's five most highly compensated executives, if the following requirements are met. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a UEI number, belongs) receive:

- (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

- NO: Skip to Attestation below
- YES: Continue, complete Executive Compensation and Attestation below

**Executive Compensation**

	Name	Title	Total Compensation Level*
1			
2			
3			
4			
5			

\*Total compensation means the cash and non-cash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402):

- 1) Salary and bonus.
- 2) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards 2 CFR 200 (Revised 2004) (FAS 123R), Shared Based Payments.
- 3) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- 4) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- 5) Above-market earnings on deferred compensation which is not tax-qualified.
- 6) Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**ATTESTATION**

By signing, you attest that the organization information and certification provided above is true and correct. Knowingly providing false or misleading information may result in criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.

Chief Executive Officer  
or Designee, Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**Equal Opportunity Employer/Program**

Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

**ATTACHMENT \_\_\_\_**

**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.

2. **GOVERNING LAW AND VENUE:** This Agreement shall be governed by the laws, rules, and regulations of the State of Utah. Any action or proceeding arising from this Agreement shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

3. **CONFLICT OF INTEREST:**

- a. GRANTEE certifies, through the execution of the Agreement, that none of its owners, directors, officers, or employees are employees of DWS, or the State of Utah. GRANTEE will not hire or subcontract with any person having such conflicting interest(s).
- b. GRANTEE will notify DWS immediately upon learning of such a conflict and shall take immediate action to cure the conflict in accordance with DWS' direction.
- c. GRANTEE certifies, through the execution of the Agreement that none of its owners, directors, officers, or employees working under this Agreement, are relatives of an employee of DWS. A relative is defined as: spouse, child, step-child, parent, sibling, aunt, uncle, niece, nephew, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent or grandchild.
- d. GRANTEE shall not use Grant funds to make any payments to an organization which has in common with GRANTEE either: a) owners or partners who directly or indirectly own ten percent (10%) or more of the voting interest of the organization; or b) directors, officers or others with authority to establish policies and make decisions for the organization.

4. **PROCUREMENT ETHICS:** Grantee certifies that it has not offered or given any gift or compensation prohibited by the laws, Executive Orders, or policies of the State to any officer or employee of the



State or participating political subdivisions to secure favorable treatment with respect to being awarded this Agreement. Grantee shall not give or offer any compensation, gratuity, contribution, loan, reward, or promise to any person in any official capacity relating to the procurement of this Agreement.

**5. RELATED PARTIES:**

- a. GRANTEE shall not use Grant funds to make any payments to related parties without the prior written consent of DWS. GRANTEE is obligated to notify DWS of any contemplated related party payment prior to making a purchase. Payments made by GRANTEE to related parties without prior written consent may be disallowed and may result in an overpayment assessment.
- b. GRANTEE is defined as all owners, partners, directors, and officers of GRANTEE or others with authority to establish policies and make decisions for GRANTEE.
- c. Related parties is defined as:
  - i. A person who is related to GRANTEE through blood or marriage, as defined by U.C.A., Section 52-3-1(1)(d), as father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, grandson, granddaughter, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
  - ii. An organization with directors, officers, or others with the authority to establish policies and to make decisions for the organization who is related to GRANTEE through blood or marriage, as defined above.
- d. Upon notification of proposed related party payment, DWS may, at its discretion:
  - i. Require GRANTEE to undertake competitive bidding for the goods or services,
  - ii. Require satisfactory cost justification prior to payment, or
  - iii. Take other steps that may be necessary to assure that the goods or services provided afford DWS a satisfactory level of quality and cost.
- e. Any related-party payments contemplated under this Agreement must be disclosed on a written statement to DWS which shall include:
  - i. The name of GRANTEE'S representative who is related to the party to whom GRANTEE seeks to make payments;
  - ii. the name of the other related party;
  - iii. the relationship between the individuals identified in "i" and "ii" above;
  - iv. a description of the transaction in question and the dollar amount involved;
  - v. the decision-making authority of the individuals identified in "i" and "ii" above, with respect to the applicable transaction;
  - vi. the potential effect on this Agreement if the payment to the related party is disallowed;
  - vii. the potential effect on this Agreement if the payment to the related party is made; and
  - viii. the measures taken by GRANTEE to protect DWS from potentially adverse effects resulting from the identified parties' relationship.

- 6. INDEMNITY:** GRANTEE shall be fully liable for the actions of its agents, employees, officers, partners, and subcontractors, and shall fully indemnify, defend, and save harmless DWS and the State of Utah from all claims, losses, suits, actions, damages, and costs of every name and description arising out of GRANTEE'S performance of this Agreement caused by any intentional act or negligence of GRANTEE, its agents, employees, officers, partners, volunteers, or subcontractors, without limitation; provided, however, that the GRANTEE shall not indemnify for that portion of any claim, loss, or damage arising hereunder due to the sole fault of DWS. The parties agree that if there are any limitations of the GRANTEE'S liability, including a limitation of liability clause for anyone for whom the GRANTEE is responsible, such limitations of liability will not apply to injuries to persons, including death, or to damages to property of DWS.

- 7. INDEMNIFICATION RELATING TO INTELLECTUAL PROPERTY:** GRANTEE will indemnify and hold DWS and the State of Utah harmless from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities, and costs in any action or claim brought against DWS or the State of Utah for infringement of a third party's copyright, trademark, trade secret, or other proprietary right. The parties agree that if there are any limitations of GRANTEE'S liability, such limitations of liability will not apply to this section.

8. **OWNERSHIP IN INTELLECTUAL PROPERTY:**
- a. DWS and GRANTEE each recognizes that each has no right, title, or interest, proprietary or otherwise, in the intellectual property owned or licensed by the other, unless otherwise agreed upon by the parties in writing. All documents, records, programs, data, articles, memoranda, and other materials not developed or licensed by GRANTEE prior to the execution of this Agreement, but specifically manufactured under this Agreement shall be considered work made for hire, and GRANTEE shall transfer any ownership claim to DWS.
  - b. Grantee warrants that it does not and will not infringe on any copyrights, patents, trade secrets, or other proprietary rights. Grantee will indemnify the State and hold the State harmless from and against all damages, expenses, attorney's fees, claims, judgments, liabilities, and costs in any claim brought against the State for infringement.
9. **STANDARD OF CARE:** Grantee and Subcontractors shall perform in accordance with the standard of care exercised by licensed members of their respective professions having substantial experience providing similar services, including the type, magnitude, and complexity of the Services. Grantee is liable for claims, liabilities, additional burdens, penalties, damages, or third-party claims, to the extent caused by the acts, errors, or omissions that do not meet this standard of care.
10. **AMENDMENTS:** This Agreement may only be amended by the mutual written agreement of the parties, provided that the amendment is within the Scope of Work of this Agreement and is within the scope/purpose of the original solicitation for which this Contract was derived. The amendment will be attached and made part of this Agreement. Automatic renewals will not apply to this Agreement, even if listed elsewhere in this Agreement.
11. **IMPOSITION OF FEES:** GRANTEE will not impose any fees upon clients provided services under this Agreement except as authorized by DWS. The State of Utah and DWS will not allow the GRANTEE to charge end users electronic payment fees of any kind.
12. **HUMAN-SUBJECTS RESEARCH:** GRANTEE shall not conduct non-exempt human-subjects research, as defined by 45 CFR part 46, involving employees of DWS or individuals receiving services (whether direct or contracted) from DWS. Program reporting and evaluation are not considered human-subjects research.
13. **GRANTEE RESPONSIBILITY:** GRANTEE is solely responsible for fulfilling the statement of work under this Agreement, with responsibility for all services performed as stated in this Agreement. GRANTEE shall be the sole point of contact regarding all matters related to this Agreement. GRANTEE must incorporate GRANTEE's responsibilities under this Agreement into every subcontract with its subcontractors that will provide any of the work product in this Agreement. Moreover, GRANTEE is responsible for its subcontractor's compliance under this Agreement.
14. **GRANTEE ASSIGNMENT AND SUBGRANTEES/SUBCONTRACTORS:**
- a. Assignment: Notwithstanding DWS's right to assign the rights or duties hereunder, this Agreement may not be assigned by GRANTEE without the written consent of DWS. Any assignment by GRANTEE without DWS's written consent shall be wholly void.
  - b. If GRANTEE enters into subcontracts the following provisions apply:
    - i. Duties of Subgrantee/Subcontractor: Regardless of whether a particular provision in this Agreement mentions subgrantees, a subgrantee must comply with all provisions of this Agreement including, insurance requirements and the fiscal and program requirements. GRANTEE retains full responsibility for the Agreement compliance whether the services are provided directly or by a subgrantee.
    - ii. Provisions Required in Subcontracts: If GRANTEE enters into any subcontracts with other individuals or entities and pays those individuals or entities for such goods or services with federal or state funds, GRANTEE must include provisions in its subcontracts regarding the federal and state laws identified in this Agreement, if applicable ("Grantee's Compliance with Applicable Laws; Cost Accounting Principles and Financial Reports"), as well as other laws and grant provisions identified in 45 C.F.R. §92.36(i).
15. **INDEPENDENT GRANTEE:** GRANTEE and subcontractors, in the performance of the Scope of Work, shall act in an independent capacity and not as officers or employees or agents of DWS or the State of Utah. Persons employed by or through the Grantee shall not be deemed to be employees or agents of the State and are not entitled to the benefits associated with State employment.

**16. MONITORING:**

- a. DWS shall have the right to monitor GRANTEE'S performance under this Agreement. Monitoring of GRANTEE'S performance shall be at the complete discretion of DWS which will include but is not limited to GRANTEE'S fiscal operations, and the terms, conditions, attachments, scope of work, and performance requirements of this Agreement. Monitoring may include, but is not limited to, both announced and unannounced site visits, desk audit, third party monitoring, expenditure document review or video/phone conferencing. Any onsite monitoring will take place during normal business hours.
- b. If it is discovered that GRANTEE is in default (not in compliance with the Agreement), GRANTEE may be subject to sanctions which may include warnings, audits, temporary suspension of payments, termination, demand for the return of funds and or suspension/debarment from participation in future DWS grants and contracts. Default may also result in the cancellation of other agreements between GRANTEE and DWS.
- c. GRANTEE understands that DWS may conduct customer-satisfaction surveys. GRANTEE agrees to cooperate with all DWS-initiated customer feedback.
- d. EVALUATIONS: DWS may conduct reviews, including but not limited to:
  - i. PERFORMANCE EVALUATION: A performance evaluation of Grantee's and Subcontractors' work.
  - ii. REVIEW: DWS may perform plan checks, plan reviews, other reviews, and comment upon the Services of Grantee. Such reviews do not waive the requirement of Grantee to meet all of the terms and conditions of this Agreement.

**17. DEFAULT:** Any of the following events will constitute cause for DWS to declare GRANTEE in default of this Agreement (i) GRANTEE's non-performance of its contractual requirements and obligations under this Agreement; or (ii) GRANTEE's material breach of any term or condition of this Agreement. DWS may issue a written notice of default providing a ten (10) day period in which GRANTEE will have an opportunity to cure. In addition DWS will give GRANTEE only one opportunity to correct and cease the violations. Time allowed for cure will not diminish or eliminate GRANTEE's liability for damages. If the default remains after GRANTEE has been provided the opportunity to cure, DWS may do one or more of the following: (i) exercise any remedy provided by law or equity; (ii) terminate this Agreement; (iii) debar/suspend GRANTEE from receiving future grants or contracts from DWS or the State of Utah; or (iv) demand a full refund of any payment that DWS has made to GRANTEE under this Agreement.

**18. AGREEMENT TERMINATION:**

- a. **Termination for Cause:** This Agreement may be terminated with cause by either party, upon written notice given by the other party. The party in violation will be given ten (10) days after written notification to correct and cease the violations, after which this Agreement may be terminated for cause immediately and subject to the remedies below. Time allowed for cure will not diminish or eliminate GRANTEE's liability for damages.
- b. **Immediate Termination:** If GRANTEE creates or is likely to create a risk of harm to the clients served under this Agreement, or if any other provision of this Agreement (including any provision in the attachments) allows DWS to terminate the Agreement immediately for a violation of that provision, DWS may terminate this Agreement immediately by notifying GRANTEE in writing. DWS may also terminate this Agreement immediately for fraud, misrepresentation, misappropriation, or mismanagement as determined by DWS.
- c. **No-Cause Termination:** This Agreement may be terminated without cause, by either party, upon thirty (30) days prior written notice being given the other party.
- d. **Termination Due to Nonappropriation of Funds, Reduction of Funds, or Changes in Law:** Upon thirty (30) days written notice delivered to the GRANTEE, this Agreement may be terminated in whole or in part at the sole discretion of DWS, if DWS reasonably determines that: (i) a change in Federal or State legislation or applicable laws materially affects the ability of either party to perform under the terms of this Agreement; or (ii) that a change in available funds affects DWS's ability to pay under this Agreement. A change of available funds as used in this paragraph includes, but is not limited to a change in Federal or State funding, whether as a result of a legislative act or by order of the President or the Governor.  
If written notice is delivered under this section, DWS will reimburse GRANTEE for the services properly performed until the effective date of said notice. DWS will not be liable for any performance, commitments, penalties, or liquidated damages that accrue after the effective date of said written notice.

- e. **Accounts and Payments at Termination:** Upon termination of this Agreement, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination. In no event shall DWS be liable to GRANTEE for compensation for any good or service neither requested nor accepted by DWS. In no event shall DWS's exercise of its right to terminate this Agreement relieve the GRANTEE of any liability to DWS for any damages or claims arising under this Agreement.
  - f. **Remedies for GRANTEE's Violation:** In the event this Agreement is terminated as a result of a default by GRANTEE, DWS may procure or otherwise obtain, upon such terms and conditions as DWS deems appropriate, services similar to those terminated, and GRANTEE shall be liable to DWS for any damages arising there from, including attorneys' fees and excess costs incurred by DWS in obtaining similar services.
19. **DISPUTE RESOLUTION:** Prior to either party filing a judicial proceeding, the parties agree to participate in the mediation of any dispute. DWS, after consultation with the GRANTEE, may appoint an expert or panel of experts to assist in the resolution of a dispute. If DWS appoints such an expert or panel, DWS and GRANTEE agree to cooperate in good faith in providing information and documents to the expert or panel in an effort to resolve the dispute.
  20. **SUSPENSION OF WORK:** If DWS determines, in its sole discretion, to suspend Grantee's responsibilities but not terminate this Agreement, the suspension will be initiated by formal written notice pursuant to the terms of this Agreement. GRANTEE's responsibilities may be reinstated upon advance formal written notice from DWS.
  21. **FORCE MAJEURE:** Neither party to this Agreement will be held responsible for delay or default caused by fire, riot, act of God, or war which is beyond that party's reasonable control. DWS may terminate this Agreement after determining such delay will prevent successful performance of this Agreement.
  22. **ATTORNEYS' FEES and COSTS:** In the event of any judicial action to enforce rights under this Agreement, the prevailing party shall be entitled its costs and expenses, including reasonable attorney's fees incurred in connection with such action.
  23. **AGREEMENT RENEWAL:** Renewal of this Agreement will be solely at the discretion of DWS.
  24. **CITING WORKFORCE SERVICES IN GRANT PROGRAM PROMOTION:** Grantee agrees to give credit to Workforce Services for funding in all written and verbal promotion, marketing or discussion of this program, including but not limited to brochures, flyers, informational materials, paid advertisements, and social media. All formal promotion, marketing (paid or otherwise), or public information programs will be coordinated with the assigned Public Information Officer for Workforce Services. It is within DWS's sole discretion whether to approve the advertising and publicity.
  25. **LICENSING AND STANDARD COMPLIANCE:** By signing this Agreement, GRANTEE acknowledges that it currently meets all applicable licensing or other standards required by federal and state laws or regulations and ordinances of the city/county in which services or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for the duration of this Agreement period. Failure to secure or maintain a license is grounds for termination of this Agreement. GRANTEE acknowledges that it is responsible for familiarizing itself with these laws and regulations, and complying with all of them.
  26. **LAWS AND REGULATIONS:** The Grantee shall ensure that all supplies, services, equipment, and construction furnished under this Agreement complies with all applicable Federal, State, and local laws and regulations, including obtaining applicable permits, licensure and certification requirements. Grantees receiving federal pass-through funding shall comply with applicable 2 CFR 200 (Uniform Administrative Requirements and Cost Principles).
  27. **WARRANTY:** Grantee warrants, represents and conveys full ownership and clear title to the goods provided under this Agreement. Grantee warrants that: (a) all services and goods shall be provided in conformity with the requirements of this Agreement by qualified personnel in accordance with generally recognized standards; (b) all goods furnished pursuant to this Agreement shall be new and free from defects; (c) goods and services perform according to all claims that Grantee made in its Proposal; (d) goods and services are suitable for the ordinary purposes for which such goods and services are used; (e) goods and services are suitable for any special purposes identified in the Grantee's Proposal; (f) goods are properly designed and manufactured; and (g) goods create no harm to persons or property. Grantee warrants and assumes responsibility for all goods that it sells to the State under this Agreement for a period of

one year, unless a longer period is specified elsewhere in this Agreement. Grantee acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State apply to this Agreement. Product liability disclaimers and warranty disclaimers are not applicable to this Agreement and are deemed void. Remedies available to the State include but are not limited to: Grantee will repair or replace goods and services at no charge to the State within ten days of written notification. If the repaired or replaced goods and services are inadequate or fail their essential purpose, Grantee will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State may otherwise have.

28. **TIME OF THE ESSENCE:** Services shall be completed by the deadlines stated in this Agreement. For all Services, time is of the essence. Grantee is liable for all damages to DWS, the State, and anyone for whom the State may be liable as a result of Grantee's failure to timely perform the Services.
29. **DEBARMENT:** For GRANTEES receiving any Federal funds: By signing this Agreement, GRANTEE certifies it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities. See the provisions on government-wide suspension and debarment in 2 CFR §200.205(d), Appendix II to Part 200 - Paragraph (H), and 2 CFR part 180 which implements Executive Orders 12549 and 12689 for further clarification. The Grantee shall notify DWS within five days if debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract by any governmental entity during the Agreement period.
30. **COMPLIANCE WITH GENERALLY APPLICABLE STATE AND FEDERAL LAWS:**
  - a. At all times during this Agreement, GRANTEE, and all services performed under this Agreement, will comply with all applicable federal and state constitutions, laws, rules, codes, orders, and regulations.
  - b. GRANTEE is required to comply with all anti-discrimination and drug-free workplace laws, and all laws governing research involving human subjects. If GRANTEE is receiving federal funds under this Agreement the following federal laws may apply: Equal Opportunity Employer Executive Order, the Davis-Bacon Act, the Hatch Act, the Copeland "Anti-Kickback" Act, the Fair Labor Standards Act, the Contract Work Hours and Safety Standards Act, the Clean Air Act, the Federal Water Pollution Control Act, the Byrd Anti-Lobbying Amendment, and the Debarment and Suspension Executive Orders. GRANTEE shall comply with these laws and regulations to the extent they apply to the subject matter of this Agreement.
  - c. By accepting this Grant, the GRANTEE assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and shall remain in compliance with such laws for the duration of the Grant:
    - i. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries, applicants, and participants on the basis of either citizenship or participation in any WIOA Title I-financially assisted program or activity;
    - ii. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
    - iii. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
    - iv. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
    - v. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.
  - d. GRANTEE also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.
    - i. If applicable, GRANTEE will provide an explanation of the client's rights and protections under 29 CFR Part 38, including displaying DWS' Equal Opportunity is the Law poster. If individual client files are maintained GRANTEE will also provide a

copy of DWS' Equal Opportunity Notice to the client and maintain a copy in the client file.

- ii. The GRANTEE shall comply with WIOA guidance regarding services and access for persons with limited English proficiency, to the extent they apply to the subject matter of this agreement. Specific guidance is provided at Part IV, Department of Labor Federal Register/Volume 68, No. 103, issued Thursday, May 29, 2003, and Department of Health and Human Services Federal Register/Volume 65, No. 169, August 30, 2000 and Department of Health and Human Services Federal Register Volume 68, Number 153, August 8, 2003.
  - e. Workers' Compensation Insurance: GRANTEE shall maintain workers' compensation insurance during the term of this Agreement for all its employees and any subcontractor employees related to this Agreement. Workers' compensation insurance shall cover full liability under the workers' compensation laws of the jurisdiction in which the work is performed at the statutory limits required by said jurisdiction.
31. **WORK ON STATE OF UTAH PREMISES**: GRANTEE shall ensure that personnel working on State of Utah premises shall: (i) abide by all of the rules, regulations, and policies of the premises including DWS substance abuse and drug free workplace standard; (ii) remain in authorized areas; (iii) follow all instructions; and (iv) be subject to a background check, prior to entering the premises. The State of Utah or DWS may remove any individual for a violation hereunder.
  32. **WORKFORCE SERVICES JOB LISTING**: GRANTEE must post employment opportunities with DWS for the duration of the Agreement.
  33. **CODE OF CONDUCT** (attached if applicable): GRANTEE agrees to follow and enforce DWS's Code of Conduct, Utah Administrative Code, R982-601-101 et seq.
  34. **GRIEVANCE PROCEDURE**: GRANTEE agrees to establish a system whereby recipients of services provided under this Agreement may present grievances about the operation of the program as it pertains to and affects said recipient. GRANTEE will advise recipients of their right to present grievances concerning denial or exclusion from the program, or operation of the program, and of their right to a review of the grievance by DWS. GRANTEE will advise applicants in writing of rights and procedures to present grievances. In the event of a grievance, GRANTEE will notify DWS Contract Owner of the grievance and its disposition of the matter.
  35. **PROTECTION AND USE OF CLIENT RECORDS**: Grantee shall ensure that its agents, officers, employees, partners, volunteers and Subgrantees keep all Confidential Information strictly confidential. Grantee shall immediately notify DWS of any potential or actual misuse or misappropriation of Confidential Information. The use or disclosure by any party of any personally identifiable information concerning a recipient of services under this Agreement, for any purpose not directly connected with the administration of DWS's or GRANTEE'S responsibilities with respect to this Agreement is prohibited except as required or allowed by law. GRANTEE shall be responsible for any breach of this duty of confidentiality, including any required remedies or notifications under applicable law. GRANTEE shall indemnify, hold harmless, and defend DWS and the State of Utah, including anyone for whom DWS or the State of Utah is liable, from claims related to a breach of this duty of confidentiality, including any notification requirements, by GRANTEE or anyone for whom the GRANTEE is liable. This duty of confidentiality shall be ongoing and survive the termination or expiration of this Agreement.
  36. **RECORDS ADMINISTRATION**: GRANTEE shall maintain or supervise the maintenance of all records necessary to properly account for GRANTEE's performance and the payments made by DWS to GRANTEE under this Agreement. These records shall be retained by GRANTEE for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. GRANTEE agrees to allow, at no additional cost, the State of Utah, federal auditors, and DWS staff, access to all such records and to allow interviews of any employees or others who might reasonably have information related to such records. Further, GRANTEE agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Grant. Such access will be during normal business hours, or by appointment.
  37. **PUBLIC INFORMATION**: GRANTEE agrees that this Agreement, invoices and supporting documentation will be public documents and may be available for public and private distribution in accordance with the State of Utah's Government Records Access and Management Act (GRAMA). GRANTEE gives DWS and the State of Utah express permission to make copies of this Agreement, invoices and supporting documentation in accordance with GRAMA. Except for sections identified

in writing by GRANTEE and expressly approved by DWS, GRANTEE also agrees that the grant application will be a public document, and copies may be given to the public as permitted under GRAMA. DWS and the State of Utah are not obligated to inform GRANTEE of any GRAMA requests for disclosure of this Agreement, related invoices and supporting documentation.

38. **REQUIRED INSURANCE:** GRANTEE shall at all times during the term of this Agreement, without interruption, carry and maintain the insurance coverage described below. Non-governmental entity GRANTEES shall provide Certificate(s) of Insurance, showing up-to-date coverage, to DWS within thirty (30) days of Agreement award. Failure to provide proof of insurance as required will be deemed a material breach of this Agreement. GRANTEE's failure to maintain required insurance for the term of this Agreement will be grounds for immediate termination. DWS reserves the right to require higher or lower insurance limits where warranted. The carrying of insurance required by this Agreement shall not be interpreted as relieving GRANTEE of any other responsibility or liability under this Agreement or any applicable law, statute, rule, regulation, or order.
- a. Commercial general liability (CGL) insurance from an insurance company authorized to do business in the State of Utah. The limits of the CGL insurance policy will be no less than one million dollars (\$1,000,000.00) per person per occurrence and three million dollars (\$3,000,000.00) aggregate per occurrence. Non-governmental entity GRANTEE must add the State of Utah, DWS as an additional insured with notice of cancellation.
  - b. Commercial automobile liability (CAL) insurance from an insurance company authorized to do business in the State of Utah. The CAL insurance policy must cover bodily injury and property damage liability and be applicable to all vehicles used in the performance of Services under this Agreement whether owned, non-owned, leased, or hired. The minimum liability limit must be \$1 million per occurrence, combined single limit. The CAL insurance policy is required if Grantee will use a vehicle in the performance of this Agreement. If GRANTEE subcontracts with another entity or individual for transportation services, or services that include transportation services, GRANTEE may satisfy this insurance requirement by submitting proof that the subcontractor has complied with this section and agrees to the Indemnity section of this Agreement.
  - c. If GRANTEE employs doctors, dentists, social workers, mental health therapists or other professionals to provide services under this Agreement, GRANTEE shall maintain a policy of professional liability insurance with a limit of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. This professional liability insurance ("malpractice insurance") shall cover damages caused by errors, omissions or negligence related to the professional services provided under this Agreement.
  - d. Workers' compensation insurance for all employees and subcontractor employees. Workers' compensation insurance shall cover full liability under the workers' compensation laws of the jurisdiction in which the service is performed.
  - e. GRANTEE also agrees to maintain any other insurance policies required in the Agreement. Grantee shall add the State as an additional insured with notice of cancellation. Grantee shall submit certificates of insurance that meet the above requirements prior to performing any Services, and in no event any later than thirty days of the Agreement award. Failure to maintain required insurance or to provide proof of insurance as required is a material breach of this Agreement and may result in immediate termination.
39. **FINANCIAL REPORTING AND AUDIT REQUIREMENTS:** GRANTEE shall comply with all applicable federal and state laws and regulations regarding financial reporting and auditing, including but not limited to 2 CFR 200, Subpart F; Utah Code: 51-2a-201.5, Utah Code: 53A-1a-507. Utah Admin. Code Rule R123-5, the *State of Utah Compliance Audit Guide* (SCAG). Further information on financial reporting and audit requirements is available at [auditor.utah.gov](http://auditor.utah.gov).
40. **BILLINGS AND PAYMENTS:** Payments to GRANTEE will be made by DWS upon receipt of itemized billing for authorized service(s) supported by appropriate documentation and information contained in reimbursement forms supplied by DWS. Billings and claims must be received within thirty (30) days after the last date of service for the period billed including the final billing, which must be submitted within thirty (30) days after Agreement termination or payments may be delayed or denied. DWS must receive billing for services for the month of June no later than July 15th, due to DWS's fiscal year end. Billings submitted after this date may be denied. DWS will not allow claims for services furnished by GRANTEE which are not specifically authorized by this Agreement. DWS has the right to adjust or return any invoice reflecting incorrect pricing.

41. **PAYMENT WITHHOLDING:** GRANTEE agrees that the reporting and record keeping requirements specified in this Agreement are a material element of performance and that if, in the opinion of DWS, GRANTEE'S record keeping practices or reporting to DWS are not conducted in a timely and satisfactory manner, DWS may withhold part or all payments under this or any other Agreement until such deficiencies have been remedied. In the event of the payment(s) being withheld, DWS agrees to notify GRANTEE of the deficiencies that must be corrected in order to bring about the release of withheld payment.
42. **OVERPAYMENT/AUDIT EXCEPTIONS/DISALLOWANCES:** GRANTEE agrees that if during or subsequent to GRANTEE'S CPA audit or DWS determines payments were incorrectly reported or paid, DWS may amend the Agreement and adjust the payments. To be eligible for reimbursement GRANTEE expenditures must be adequately documented. Upon written request GRANTEE will immediately refund to DWS any overpayments as determined by audit or DWS. GRANTEE further agrees that DWS shall have the right to withhold any or all subsequent payments under this or other Agreements with GRANTEE until recoupment of overpayment is made.
43. **UNUSED FUNDS:** Any funds paid by DWS that are not appropriately used as authorized by this Agreement must immediately be returned to DWS.
44. **REDUCTION OF FUNDS:** The maximum amount authorized by this Agreement shall be reduced or Agreement terminated if required by federal/state law, regulation, or action or if there is significant under-utilization of funds, provided GRANTEE shall be reimbursed for all services performed in accordance with this Agreement prior to date of reduction or termination. If funds are reduced, there will be a comparable reduction in the amount of services to be given by GRANTEE. DWS will give GRANTEE thirty (30) days' notice of reduction.
45. **PRICE REDUCTION FOR INCORRECT PRICING DATA:** If any price, including profit or fee, negotiated in connection with this Agreement, or any cost reimbursable under this Agreement was increased by any significant sum because GRANTEE furnished cost or pricing data (e.g., salary schedules, reports of prior period costs) which was not accurate, complete and current, the price or cost shall be reduced accordingly. The Agreement may be modified in writing as necessary to reflect such reduction, and amounts overpaid shall be subjected to overpayment assessments. Any action DWS may take in reference to such price reduction shall be independent of, and not be prejudicial to, DWS's right to terminate this Agreement.
46. **FINANCIAL/COST ACCOUNTING SYSTEM:** GRANTEE agrees to maintain a financial and cost accounting system in accordance with accounting principles generally accepted in the United States of America. An entity's accounting basis determines when transactions and economic events are reflected in its financial statements. An entity may record its accounting transactions and events on a cash basis, accrual basis, or modified accrual basis; however the cash method of accounting is not appropriate for governmental entities. GRANTEE further agrees that all program expenditures and revenues shall be supported by reasonable documentation (e.g., vouchers, invoices, receipts), which shall be stored and filed in a systematic and consistent manner. GRANTEE further agrees to retain and make available to independent auditors, State and Federal auditors, and program and grant reviewers all accounting records and supporting documentation for a minimum of six (6) years after the final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. GRANTEE further agrees that, to the extent it is unable to reasonably document the disposition of monies paid under this Agreement, it is subject to an assessment for over-payment.
47. **DWS COST PRINCIPLES FOR COST REIMBURSEMENT AGREEMENTS:**
- Federal cost principles determine allowable costs in DWS grants. GRANTEE may locate the Federal Cost Principles applicable to its organization by searching the appropriate federal government websites.
  - Compliance with Federal Cost Principles: For GRANTEE'S convenience, DWS provides Table 1 below, "Cost Principles," as a reference guide to the applicable cost principles. However, the information in this table is not exhaustive, and GRANTEE understands that it is obligated to seek independent legal or accounting advice. As shown in Table 1, "Cost Principles," the principles applicable to a particular GRANTEE depend upon GRANTEE'S legal status.

**Table 1: Cost Principles**

GRANTEE	Federal Cost Principles
State/Local/Indian Tribal Governments	2 CFR 200 Subpart E



College or University	
Non-Profit Organization	
For-Profit Entity	48 CFR Part 31.2

- c. Compensation for Personal Services - Additional Cost Principles:  
 In addition to the cost principles in the Federal circulars concerning compensation for personal services, the following cost principles also apply:
- i. The portion of time a person devotes to a program should be disclosed in the budget as a percent of 40 hours per week.
  - ii. Employees who are compensated from one or more grants, or from programmatic functions must maintain time reports, which reflect the distribution of their activities.
  - iii. If total work time exceeds 40 hours in a week and GRANTEE wants reimbursement for the time devoted to DWS programs over 40 hours, the following two conditions must be met: 1) a perpetual time record must be maintained and 2) prior written approval must be obtained from DWS's Finance-Contracting Division
  - iv. Compensation for Personal Expenses: DWS will not reimburse GRANTEE for personal expenses. For example, spouse travel when the travel costs of the spouse is unrelated to the business activity, telecommunications and cell phones for personal uses, undocumented car allowances, payments for both actual costs of meals and payments for per diem on the same day, and business lunches (not connected with training).
- d. Third-Party Reimbursement and Program Income: GRANTEE is required to pursue reimbursement from all other sources of funding available for services performed under this Agreement. Other sources of funding include, but are not limited to, third-party reimbursements and program income. In no instance shall any combination of other sources of funding and billings to DWS be greater than "necessary and reasonable costs to perform the services" as supported by audited financial records. Collections over and above audited costs shall be refunded to DWS.
48. **ADMINISTRATIVE EXPENDITURES:** DWS will reimburse administrative expenses as allowed by the budget terms of this agreement. GRANTEES with a federally approved Negotiated Indirect Cost Rate Agreement (NICRA) must provide DWS with a copy of their approval letter from the federal cognizant agency along with information on the base(s) used to distribute indirect costs.
49. **CHANGES IN BUDGET (Cost Reimbursement Grants Only):** The budget attached hereto shall be the basis for payment. GRANTEE may not make any adjustment in budgeted funds from Category III, "Program Expenses" to either Category I, "Indirect Expenses" or Category II, "Direct Administrative Expenses" or between Categories I and II, without prior written approval by DWS. Expenditures in excess of those budgeted in either Category I or II may be considered questioned costs. Resolution of such questioned costs will normally result in a request that such excesses be refunded to DWS. GRANTEE may, however, shift between either Category I or II to Category III with prior approval from DWS. Expenditures in excess of those budgeted in Category III will not normally result in questioned costs unless restrictions have been placed on subcategories within this major category. When the grant restricts expenditures within defined subcategories, any unapproved excess will be considered a questioned cost.
50. **NON-FEDERAL MATCH:** For those grants requiring a non-federal match, said match shall be:
- a. Expenses which are reasonable and necessary for proper and efficient accomplishment of the Agreement program objectives.
  - b. Allowable under applicable cost principles.
  - c. Not paid by the Federal Government under another award except where authorized by Federal statute.
  - d. In accordance with the appropriate Federal grant being matched.
  - e. Invoices submitted to DWS should detail the total cost of program expenditures and should distinguish between which expenditures are match and which are requested for reimbursement.
51. **WAIVER:** A waiver of any right, power, or privilege shall not be construed as a waiver of any subsequent right, power, or privilege. The State does not waive its sovereign or governmental immunity.
52. **NOTIFICATION TO THE INTERNAL REVENUE SERVICE:** It is DWS's policy to notify the Internal Revenue Service of any known violations of IRS regulations.

53. **ORDER OF PRECEDENCE:** In the event of any conflict in the terms and conditions in this Agreement, the order of precedence shall be: (i) this Attachment A; (ii) Agreement Signature Page(s); and (iii) any other attachment listed on the Agreement Signature Page(s). Any provision attempting to limit the liability of GRANTEE or limit the rights of DWS or the State of Utah must be in writing and attached to this Agreement or it is rendered null and void.
54. **SURVIVAL OF TERMS:** Termination or expiration of this Agreement shall not extinguish or prejudice DWS's right to enforce this Agreement with respect to any default of this Agreement or of any of the following clauses: Governing Law and Venue, Laws and Regulations, Records Administration, Remedies, Indemnity, Intellectual Property, Indemnification Relating to Intellectual Property, Insurance, Public Information; Conflict of Terms; Confidentiality; and Publicity.
55. **SEVERABILITY:** The invalidity or unenforceability of any provision, term, or condition of this Agreement shall not affect the validity or enforceability of any other provision, term, or condition of this Agreement, which shall remain in full force and effect.
56. **ERRORS AND OMISSIONS:** GRANTEE shall not take advantage of any errors or omissions in this Agreement. GRANTEE must promptly notify DWS of any errors or omissions that are discovered.
57. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.
58. **ANTI-BOYCOTT ISRAEL:** If applicable, in accordance with Utah Statute 63G-27-101, GRANTEE certifies that it is not currently engaged in a boycott of the State of Israel and agrees not to engage in a boycott of the State of Israel for the duration of the Agreement.

**Attachment B**  
**SCOPE OF WORK**  
Solicitation # 23-DWS-S013

**I. Purpose/Background**

In the 2022 General Legislative Session, Senate Bill 238 (SB238) allocated \$55 million in American Rescue Plan funding for affordable housing development. The Department of Workforce Services, Office of Homeless Services (DWS-OHS) is the division responsible for overseeing the administration of this funding. Projects receiving money from this allocation are required to comply with the following restrictions:

- A. Must service households whose income is no more than 30% of the area median income (AMI) for households of the same size in the county or municipality where the project is located;
- B. Must have rental rates no greater than the rates described in HUD published Fair Market Rents (FMR) (Subsection 35A-8-511(2)(b)); and
- C. Must serve households that have been impacted by the COVID-19 emergency in accordance with 42 U.S.C. Sec. 802.

Funding is also required to comply with all applicable state and federal laws in SB238 and in guidance from the United States Treasury final rule for Coronavirus State and Local Fiscal Recovery Funds.

**II. Grantee Responsibilities**

- A. **COMPLIANCE:** GRANTEE must perform all tasks as approved by the Utah Homelessness Council (UHC) and DWS-OHS. Any deviations from the original project intent or funding approval must be approved in writing by DWS-OHS. DWS-OHS reserves the right to deny any change requests. If applicable, DWS-OHS must approve any Subcontractors through the application process. GRANTEE is responsible for Subcontractors' compliance with the Terms and Conditions of this contract and will provide DWS-OHS with a copy of any agreements with Subcontractors.
- B. **PROJECT PARTICIPATION:** GRANTEE must participate in the following:
  - i) Activities aligning with and supporting the UHC Statewide Strategic Plan.
  - ii) CoC and LHC activities, policies, and procedures.
  - iii) Annual Point-in-Time (PIT) Homeless Count.
  - iv) Housing Inventory Count (HIC).
  - v) Data initiatives as requested by DWS-OHS including all federally mandated reports.
- C. **TECHNICAL ASSISTANCE:** GRANTEE must participate in reasonable technical assistance activities provided by DWS-OHS staff or its designees. Failure to respond to email and other correspondence from DWS-OHS and its designees within 10 business

days, without reasonable cause, will be referred for contract review. A contract review may result in probation or termination of the contract.

### III. **Program Services**

Projects must provide supportive services to tenants in housing units whose construction was funded by this project and identified in the application for funds. Supportive service plans must be approved by DWS-OHS and updated on an annual basis or as requested by DWS-OHS. Supportive service plans must reflect the needs of tenants being assisted and the overall needs of the community. Failure to provide supportive services as outlined in the supportive service plan and project application during the period of affordability may result in repayment of grant funds, as determined by DWS-OHS.

Projects receiving funding through this contract must maintain a length of affordability as outlined in the project application and approval by the UHC. Failure to maintain supportive services or affordability may require repayment of grant funds, as determined by DWS-OHS.

### IV. **Outcomes Deliverables and Reporting**

Projects in the pre-development and construction phase must submit quarterly reports outlining progress towards completion.

Projects that are fully occupied and operational must submit annual reports to DWS-OHS outlining the operating budget for the coming year and rent rolls highlighting clients in AMI restricted units as outlined in the project application.

Tenants in units set aside as 30% AMI restricted that vacate their units for any reason must be reported to DWS-OHS on an annual basis, with the reason for the vacating of the unit and the destination of the tenant after vacating. Reasonable effort must be made by the GRANTEE to obtain this information.

Information on all eligible units must be entered into the Utah Homeless Management Information System (UHMIS) in accordance with federal and UHMIS standards and participate in all relevant reporting produced by the UHMIS system. Eligible units will be determined by DWS-OHS data staff after consultation with the operator of the project.

### V. **Monitoring**

DWS-OHS will review projects at least annually or more often as necessary. Monitoring will review at a minimum that units designated as AMI restricted are maintaining affordability, that supportive services are being offered and implemented as outlined in the supportive service plans, and that the overall project is maintaining standards that provide tenants with decent, safe, and sanitary housing.

### VI. **Budget**

A. Invoicing for Reimbursement:

- i) Adhere to the approved budget set forth in Attachment C – Budget.

- ii) Up to 95% of awarded funds may be initially provided as negotiated with OHS upon receipt of proper documentation.
- iii) No less than 5% of awarded funds will be provided upon submission of complete and final expenditure documentation, including payroll reports, invoices, and any other documentation that is applicable.
- iv) Monthly expenditure summaries must be submitted to OHS via email reflecting the actual expenditures of funds provided to grant recipients.
- v) Claims for reimbursement will be submitted online through WebGrants 3. The URL for WebGrants 3 is: <http://www.webgrants.utah.gov>
- vi) Changes to the budget must be approved by DWS-OHS prior to the expenditure date.

**VII. Funding Source(s)**

- A. All items contained within this agreement must comply with the requirements of the funding source listed in the agreement, which includes:
  - i) General Session 2022 Senate Bill 238.
  - ii) Federal Treasury Coronavirus State and Local Fiscal Recovery Funds.

<b>Attachment C</b>		
<b>OHS - EVALUATION SCORE SHEET</b>		
<b>Threshold Questions (Reviewed by OHS)</b>		
<b>Question #</b>	<b>Description of criteria</b>	<b>Pass/Fail</b>
N/A	Application was complete, with all questions answered and all attachments submitted.	
Cover Sheet	Project would serve households below 30% AMI.	
Cover Sheet	Project would provide rental rates no greater than the rates described in HUD published Fair Market Rents (FMR) (Subsection 35A-8-511(2)(b)).	
Cover Sheet	Project would serve households that have been impacted by the COVID-19 emergency in accordance with 42 U.S.C. Sec. 802.	
<b>UHC Review Committee Scoring</b>		
<b>Question #</b>	<b>Description of criteria</b>	<b>Points Possible</b>
2b/c	What percentage of funding is the project asking for, compared to funding already secured from other sources or proposed to be secured?	5
2d	Has the local government in which the project is located prioritized this project or given incentives to support the development?	5
3a	How thorough is the project summary. Does the project seem reasonable, well thought out, and feasible over the long term?	5
4b and 4c	What percentage of the project is restricted to low income households? How low of an income are the households being targeted for the project?	10
4d	What percentage of the project is restricted to housing individuals experiencing homelessness?	10
4e	What percentage of the project is restricted to other special populations?	5
4g	How long are the restrictions on the property that require affordability of the units? How does this length compare to the expectations for the length that units will be affordable?	10
6a	Does this project represent an innovate structure, idea, or concept for buildings that serve low income households, or those serving individuals experiencing homelessness?	5
6d	Does this project demonstrate a strong connection to public transit and other transportation solutions for tenants?	5
<b>Attachments</b>		
Attachment	Review the attached "Detailed Case Management and Services Plan and Source of Funding". See Attachment D - Case Management and Services Plan Guideline for expectations.	15
Attachment	Does the rental income plan match the subsidies the property will utilize as stated in question 1(f) of the application? If there is no subsidy supporting the project, does the rental plan indicate how the project can sustain AMI restricted rents? Does the rental plan demonstrate how the project will continue to be sustainable over the length of operation?	15
Attachment	Does the LHC letter indicate support for the project? (5 points for yes, 0 points for no.)	5
Attachment	Do the award letters match the sources of funding listed in the application? Are the funding sources reliable, long term solutions for the projects development costs?	5
	<b>Total Points</b>	<b>100</b>

## **ATTACHMENT D**

### **CASE MANAGEMENT AND SERVICES PLAN GUIDANCE**

Applicants' case management and service plan should consider including information for the following elements:

1. What is the intensity and type of case management being provided to clients, including:
  - a. Professional credentials of individuals providing case management service;
  - b. Needs of the proposed population to be served;
  - c. Number of FTEs (full-time employees) provided for each type of case manager providing services;
  - d. Detailed description of the services provided, including frequency, types of services (transportation, mental health, substance use disorder, etc.);
  - e. Caseloads proposed for each case FTE case manager and justification for caseload; and
  - f. Case management model proposed?
2. How will service providers coordinate with property management to minimize returns to homelessness?
3. How will clients be able to ensure access to additional resources if not provided directly by onsite case managers, including Substance Use Disorder, mental health treatment, and physical health care?
4. What is the cost of case management services, considering the possibility of costs increasing year to year?
5. What is the sustainability of case management services over the life of the project, including the identification of funding sources for case management services?
6. What possible alternative funding sources does the project have access to if rental income or grant funding is lost or reduced?

