

Department of Workforce Services

Request for Grant Applications (RFGA)

HOME-American Rescue Plan (ARP) Supportive Services

Solicitation # 23-DWS-S022

LETTER OF INTENT DUE: 12/30/2022
APPLICATION DUE: 01/08/2023

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INTRODUCTION AND OBJECTIVE/PURPOSE

OVERVIEW

On September 13th, 2021, the United States Department of Housing and Urban Development (HUD) released a notice outlining a specialized version of the existing HOME housing development program. This new allocation, named HOME-ARP, dedicated federal funding to States and other participating jurisdictions to perform four activities that are required to primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. The State of Utah received funding to award agencies to perform allowable activities under the newly created HOME-ARP program. All projects utilizing any HOME-ARP funding must comply with HUD notice CPD-21-10 and with requirements outlined in the State of Utah HOME-ARP allocation plan. Funding will be administered by the Department of Workforce Services, Office of Homeless Services (DWS-OHS).

GRANT DESCRIPTION

1. HOME-ARP funds may be used to provide a broad range of supportive services to individuals and families that meet one of the Qualifying Populations. Supportive services are defined as services provided to help participants obtain and maintain permanent housing. Services include but are not limited to:
 - a. Annual assessment of services
 - b. Case management
 - c. Education services
 - d. Employment assistance and job training
 - e. Mental health services
 - f. Outpatient health services
 - g. Life skills training
2. Please see the HOME-ARP Supportive Services Fact Sheet for additional guidance on qualifying services (<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Supportive-Services-Fact-Sheet.pdf>).

POPULATION SERVED

Individuals or families that are:

1. Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) (“McKinney-Vento”);
2. At risk of homelessness, as defined in section 401 of McKinney-Vento;

3. Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking;
4. Part of other populations where providing supportive services or assistance would prevent a family's homelessness or would serve those with the greatest risk of housing instability; or
5. Veterans and families that include a veteran family member that meet one of the criteria in 1-4 above.

GRANT INFORMATION

MINIMUM REQUIREMENTS

1. Projects must be within the State of Utah.
2. Projects must serve qualifying populations.
3. Projects must comply with the HOME Investment Partnerships Program, outlined in 24 CFR Part 92 and HUD Notice CPD-21-10
4. Projects must comply with Attachment B - Scope of Work.

NON-PROFIT FUNDING

If you are a non-profit entity or Community Housing Development Organization (CHDO) that would like to be considered for additional funding through the HOME-ARP non-profit capacity building and operating funding, please complete the Optional Non-Profit Application Narrative in addition to the Supportive Services application. This funding will be in addition to any award you receive in response to the Supportive Services application and will specifically be awarded based on the information provided in the application. Operating expense assistance is defined as reasonable and necessary costs of operating the non-profit organization.

EXPECTED MEASUREMENTS AND OUTCOMES

1. Participation in statewide data collection efforts by DWS-OHS is required. If Grantee is required to utilize UHMIS for data collection, Grantee must provide accurate data entry into UHMIS, or comparable database if a Victim Service provider, within 5 days of client interactions. DWS-OHS will provide report templates for any data not reported through UHMIS with sufficient notice of the information or data required. If required to utilize UHMIS, all data entered into UHMIS should be report ready by the 15th day following

the last day of each month. Report-ready is when data entered for that period is accurate and complete to the best of the Grantees' knowledge and ability.

2. Performance data will be evaluated at least quarterly on the following schedule:
 - a. First Quarter: Due October 15 for the time period of July 1 – September 30
 - b. Second Quarter: Due January 15 for the time period of October 1 – December 31
 - c. Third Quarter: Due April 15 for the time period of January 1 – March 31
 - d. Fourth Quarter: Due July 15 for the time period of April 1 – June 30
 - e. Full Year: The full year's data will be pulled at the same time as the fourth quarter report and due July 15. In addition, a narrative report will be required after completion of the grant and at the end of each fiscal year.
3. Supportive services must report:
 - a. Number of clients assisted
 - b. Number of full-time case managers funded
 - c. Average length of project participation for stayers
 - d. Average length of project participation for leavers
 - e. Number of participants who were exited to permanent destinations
 - f. Number of participants who were exited without move-in date
 - g. Number of participants who were exited to data not completed
4. For Non-Profit Operating and Capacity Building funding (NPOC), GRANTEE must report:
 - a. Number of full time and part time employees hired or supported with HOME-ARP NPOC funding
 - b. Number of trainings and technical assistance either attended or provided by HOME-ARP NPOC supported staff
 - c. List of affordable housing project(s) supported by NPOC funded staff

BUDGET

1. Invoicing for Reimbursement:
 - a. Adhere to the approved budget set forth in Appendix D – Budget.
 - b. Claims for reimbursement of expenditures will be submitted online through WebGrants 3. The URL for WebGrants 3 is: <http://www.webgrants.utah.gov>
 - c. Changes to the budget must be approved by DWS-OHS prior to the expenditure date.
 - d. Up to 95% of awarded funds may be initially provided as negotiated with DWS-OHS upon receipt of proper documentation.
 - e. 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.

FUNDING

1. The grant is funded by HOME-ARP.
2. The amount of the grant will be awarded based on the program application, evaluation criteria and funding availability.
3. All unused funds at the end of the grant shall be returned to DWS-OHS.
4. Grant funds may not be used to supplant existing funds.

All items contained within this agreement must comply with the HOME Investment Partnerships Program, outlined in 24 CFR Part 92 and HUD Notice CPD-21-10.

PERIOD OF PERFORMANCE

1. Grant funds are available March 1, 2023 through June 30th, 2024.
2. DWS-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. There is no limit to the number of applications that organizations may submit.
3. Applicants must be available for questions or clarification during the grant review period.
4. Applicants must be available for presentations upon request.
5. DWS-OHS reserves the right to reject any and all applications or withdraw this offer at any time.
6. 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.
7. 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 applicant requests in writing that trade secrets/proprietary data be protected. A Claim of Business Confidentiality must accompany the grant application. This form can be found at <https://archives.utah.gov/rim/forms/GRAMA-business-confidentiality.pdf>
8. Organizations may be awarded partial grants, as determined by the Utah Homelessness Council and DWS-OHS.
9. DWS-OHS may contact Local Homeless Councils (LHC's) during the review period as necessary for coordination of priorities of each LHC.

QUESTIONS

Questions requesting clarification or interpretation of any section of this RFGA must be submitted on or before Wednesday, January 4, 2023, using [this link](#). All questions will be made public. Please check the questions and answers page prior to submitting questions. Written responses will be posted regularly on the grants [Q & A page](#), but not later than Thursday, January 5th.

ADDENDA

If DWS-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 Wednesday, January 4th, 2023.

APPLICATION PROCESS

TIMELINE

- **Friday, November 18th at 10:00 AM MST:** Pre-Proposal Meeting
- **Friday, December 30th:** Letter of Intent (REQUIRED)
- **Sunday, January 8th, 2023 at 11:59 PM MST:** Application Submission Deadline
- **February 2023:** Anticipated Grant Award Date
- **Wednesday, March 1st, 2023:** Award Effective Date

PRE-PROPOSAL MEETING

1. In Person or Webinar:

Friday, November 18th at 10:00 AM MST

Olene Walker Building

Room 101

140 E 300 S, Salt Lake City, UT 84111

or virtually at <https://utah-gov.zoom.us/j/88102364314>

LETTER OF INTENT

1. The Letter of Intent is due **Friday, December 30th at 11:59 PM MST.**
2. The Letter of Intent is required.
3. Letter of Intent form can be found [here](#).

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 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 (email to OHSRFGA@utah.gov)
 - b. Additional documents to be attached to the application, not provided by DWS:
 - i. HOME-ARP supportive services case management/service plan (required)
 - ii. MOUs/other partnership agreements related to project (if applicable)
 - iii. LHC letter of support dated within the last 60 days (required)
 - iv. Project budget (required)

- v. Business License or Articles of Incorporation (If applicable)
- vi. 501(c)(3) Letter (If applicable)

ADDITIONAL INFORMATION

1. Separate applications are required for each project.
2. The required application, forms and documents can be found at <https://jobs.utah.gov/department/rfg/index.html> .
3. 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 are 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.
4. Applicants must bear the cost of preparing and submitting the application.
5. Failure to comply with any part of the RFGA will result in disqualification of the application.
6. Applications must be received no later than **Sunday, January 8, 2023 at 11:59 PM MST**. Late applications will not be accepted. No exceptions!
7. Do NOT include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information, addenda, etc.
8. DWS-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	
●	Unique Entity Identifier (UEI) Number
●	Employer Identification Number (EIN)
●	Letter of Intent, due Friday, December 30th

Application Checklist, Due: Sunday, January 8 th , 2023 at 11:59 PM MST	
●	Grant Application Cover Sheet and Program Information
●	Grant Application Narrative
●	Business License or Articles of Incorporation (if applicable)
●	501(c)(3) Letter (if applicable)
●	Budget Narrative and Itemization Form (OHSRFGA@utah.gov)
●	Examples of other affordable housing projects completed in Utah (if applicable)
●	Verification of site control (if applicable)
●	Award letters to verify other funding sources (if applicable)
●	LHC letter of support dated within the last 60 days

Application must be received by **Sunday, January 8th, 2023 at 11:59 PM MST**. Applications must be submitted online. No paper copies will be accepted.

Questions:

DWS-OHS Program Manager: Russell Goodman, russellgoodman@utah.gov, 801-231-1339

Contract Analyst: Chloe Norvell, clnorvell@utah.gov, 801-526-9346