

# TANF II Grant Orientation



**DEPARTMENT OF WORKFORCE  
SERVICES**

**SEPTEMBER 14, 2016**



**Department of Workforce Services**

# Who's Who



- Jolene Hill – TANF Program Manager
- Chris Harris– TANF Contract Analyst
  
- Debi Carty– Finance
- Kayl Smith – Auditor
- Chris Boyadjian – Auditor

# Overview



- TANF is a Federal Block Grant awarded to states to implement innovative strategies and approaches to remove families from a cycle of dependency on public assistance and into work
- Serves families with dependent children under 18 living in the home
- Services may be provided through contractual agreements with community partners

# Four Purposes of TANF



1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives
2. Reduce the dependency of needy parents by promoting job preparation, work, and marriage
3. Prevent and reduce the incidence of out-of-wedlock pregnancies
4. Encourage the formation and maintenance of two-parent families

\*Purposes 1 and 2 require income eligibility determination.

# TANF II Services



TANF II encompasses two services:

1. Financial Capability/Asset Building
2. Youth Development

Although programs providing services under TANF Purposes 3 and 4 do not require TANF eligibility determination, they are intended to serve low-income, at-risk families.

# TANF Contractor Website



- All required Forms
- Reporting
- Finance
- Funding Map

<http://jobs.utah.gov/services/tevs/tanfcontract.html>

# Contract





## GRANT AGREEMENT

CONTRACT  
NUMBER

Temporary Assistance for Needy Families (TANF) Grant  
Family Preservation

This Grant Agreement is entered into by and between the **Utah Department of Workforce Services**, 140 East 300 South, Salt Lake City, UT 84111, hereinafter referred to as the **Department or DWS** and the **ORG, ADDRESS**, hereinafter referred to as the **Grantee, Contractor or ORG**.

Vendor Number: *Insert Vendor #* Commodity Code: 99999

Contractor Type: *Insert LLC, Non-Profit etc.*

Grantee Program Name: *Program Name Here: e.g. "YMCA Aim High for High School"*

Funding Source: *Temporary Assistance for Needy Families (TANF), CFDA#93.558*

### PURPOSE

The purpose of this agreement is for the **Grantee** to provide Family preservation services according to *Attachment K- Proposal*. Family preservation may include short term, family-focused services designed to assist families in crisis by improving parenting and family functioning while keeping children safe.

These services support TANF Purposes 1 and 2:

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

### PERIOD OF PERFORMANCE

This Agreement shall be effective **November 1, 2014** through **October 31, 2017 and cannot be renewed**. This Agreement shall remain in effect unless terminated sooner in accordance with the terms and conditions herein.

### CONTRACT COSTS

The **Grantee** shall be paid a maximum per year according to the attached budget for **THREE** years for a total contract maximum of **\$Contract Amount** for costs authorized under this Agreement, based on funding availability and/or Grantee performance. All expenditures and activities must be in accordance with all attachments herein and must occur within the grant period. Funding may not be used for purposes contrary to applicable federal, state, and local laws.

### RATIFICATION

It is understood and agreed that the effective date of this Agreement is the date of commencement of services as provided in the Period of Performance paragraph above, and that any and all appropriate costs within budget incurred by the Grantee between said effective date and the date on which this Agreement is fully executed are hereby approved and ratified for payment.

### STATE FISCAL YEAR BILLING DEADLINE

***DWS must receive billing for services for the month of June no later than July 15<sup>th</sup>, due to the DWS fiscal year end. Billings submitted after this date may be denied.***



**ATTACHMENTS**

- Attachment A: Grant Terms and Conditions
- Attachment B: Scope of Work
- Attachment C: Allowable Costs
- Attachment D: Non-Disclosure Agreement
- Attachment E: Code of Conduct
- Attachment F: Background Check Agreement
- Attachment G: DWS Insurance Requirement
- Attachment H: Financial Reporting
- Attachment I: Budget Detail Form
- Attachment J: Proposal
- Attachment K: TANF Grant Outcomes -
- Attachment L: Form 300

**CONTACTS**

DWS	Grantee
Your Analyst	CONTACT INFO

**SIGNATURE AND ACKNOWLEDGEMENT**

By signing below, the following officials acknowledge that they understand and agree to all of the terms and responsibilities set forth herein and cause this Agreement to be executed.

ATTEST: **GRANTEE NAME HERE**

\_\_\_\_\_  
Signature Date

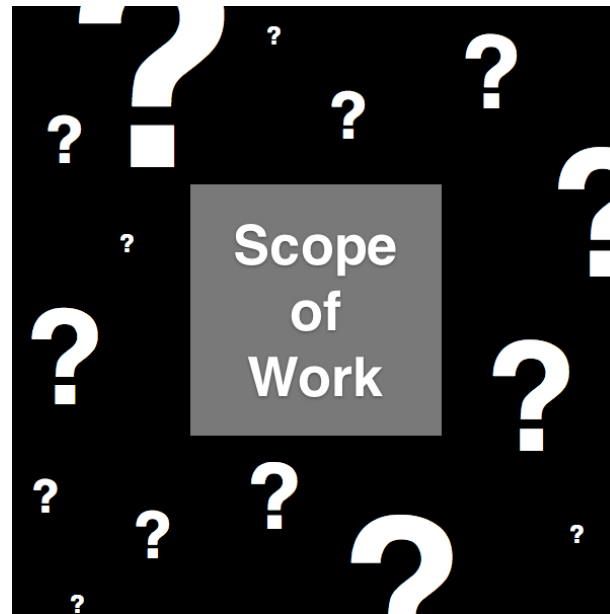
\_\_\_\_\_  
Print Name and Title

ATTEST: **UTAH DEPARTMENT OF WORKFORCE SERVICES**

\_\_\_\_\_  
Jon Pierpont, Executive Director Date

\_\_\_\_\_  
**STATE OF UTAH DIVISION OF FINANCE**

# Scope of Work



# Scope of Work (cont.)



- Ensure the fiscal manager attended the finance orientation webinar on August 25, 2016 or that they view the recorded webinar.
- Provide quarterly and annual reports to include outcomes, program overview, and progress.
  - Quarterly Reports: Dec. 31, March 31, June 30, Sept. 30
  - Annual Report: Sept. 30, 2017



# Scope of Work – Outcomes



- Provide outcome measurement as specified in the RFGA proposal and *Attachment B: Scope of Work– Program Outcomes*.
  - Utilize the data collection tool provided by DWS.
    - I will email the link for your Outcomes report to you. They will also be available on the TANF Contractor page.
    - Request technical assistance from DWS on use of the data collection tool as needed.



# Measurements and Outcomes



- Quarterly Outcome report
  - Financial Capability/Asset Building
  - Youth Development
- **Annual Report**
  - Individual program outcomes from proposal and Scope of Work

## Scope of Work (cont.)



- Submit requests for expense reimbursement a minimum of quarterly and no more than monthly unless otherwise pre-approved by DWS.

# Attachments



- Comply with all terms, conditions and attachments set forth herein including, but not limited to:
  - Attachment A - Grant Terms and Conditions
  - Attachment B - Scope of Work
  - Attachment C - Program Services
  - Attachment D1, D2 - Program Outcomes
  - Attachment E - Non-Disclosure Agreement
  - Attachment F - Code of Conduct
  - Attachment G - Background Check Policy
  - Attachment H - Financial Reporting
  - Attachment I - Appropriate Uses of TANF Funds



# FINANCE REQUIREMENTS





# Invoice and Documentation



- Allocations of Shared Expenses
- [Appropriate Uses of TANF Funds– Attachment I](#)
- Finance Webinar – View Recording
- Invoice



# Contract Monitoring



# Contract Monitoring/Documentation



- Program Monitoring
  - Annual Program Monitoring
  - Employee File
  - Case File

# Contract Monitoring/Documentation (cont.)



## ○ Employee Files

- Signed Non-Disclosure Agreement
- Signed Code of Conduct
- Criminal Background Check Requirement

# Contract Monitoring/Documentation (cont.)



## ○ Case Files

- Youth Development will need to provide verification establishing that customer meets TANF income eligibility guidelines (DWS benefit printout or notification letter for Free/Reduced Lunch)
  - Customer statement is not sufficient verification.
  - If your organization has an eShare MOU agreement from DWS in place, you may use that information, but must include a signed Form 115 (Release/Disclosure of Information) from the customer.

# Attachments



# Attachments



- Grant Terms and Conditions (T&Cs)
- Non-Disclosure Agreement
- Code of Conduct
- Background Check



# Questions





# Contact Information



**Jolene Hill**  
**TANF Program Manager**  
[johill@Utah.gov](mailto:johill@Utah.gov)  
**385-212-4575**

**Chris Harris**  
**TANF Program Manager**  
[christopherharris@utah.gov](mailto:christopherharris@utah.gov)  
**385-722-4397**

**Sarah Lu**  
**TANF Contract Analyst**  
[sarahlu@Utah.gov](mailto:sarahlu@Utah.gov)  
**385-722-4369**