

TANF RFGA Questions and Answers

Revised 07/09/14

Collaboration

1. Can DWS be a collaborative partner and can DWS provide a collaboration letter?
*****IMPORTANT*** This particular question and answer is different from what was said in the bidders meetings. Please let us know if you have further questions.**
 - A. DWS can be a potential collaborative partner, but you will **not** receive a collaboration letter from DWS. If you have intent to collaborate with DWS please indicate that in your narrative. You may reference DWS, but you will not need a collaboration letter from DWS and that is okay. The Review Committee will be aware of that exception. **However, for partnerships and collaborations between non-DWS parties, collaboration letters are still needed.**
2. For collaboration letters, if the collaborating partner is a DBA (Doing Business As), do they need to provide documentation showing that name?
 - A. Yes, the DBA name needs to be provided on each application that they are a collaborative partner for.
3. Are collaborating agencies required to do separate background checks?
 - A. Agencies need to keep on file a separate background check for all employees and volunteers; however, if that volunteer is being provided by another organization that conducts fingerprint background checks that follows DWS background check policy, an agreement may be put in place to allow that agency to use their background check. One time volunteers do not need background checks as long as they are supervised while working with clients.
4. Can an organization partner with another organization that is currently receiving TANF funding from DWS.
 - A. Yes, as long as there are clear accounting practices to track that funding.
5. If you are collaborating with non-profit and for-profit agencies, does it matter which organization you choose as your collaborating partner?
 - A. No. It does not matter.
6. Can an MOU be used in place of a collaboration letter?
 - A. Yes.

Eligibility

7. What is the age limit for youth?
 - A. Children up to age 18 as long as they graduate high school before turning 19.

8. If an organization is required to determine eligibility and enter confidential information into the DWS system, how does the organization maintain customer confidentiality?
 - A. There is no way around the eligibility requirement; therefore, the agency must determine an internal process to protect confidential information. I.e. release of information.
9. What is the turnaround time for DWS to verify eligibility in TEVS?
 - A. Organizations will only hear back from DWS if there is a problem with eligibility.
10. How does Form 300 relate to fatherhood initiatives and skills training for employment for transitioning out of incarceration since individuals may not have an eligible child living with them?
 - A. For fatherhood initiatives, it must be documented that the parent has a child they are re-engaging with and the program must insure that circumstances for re-engagement are safe and in the best interest of the family. For skills training, there must be verification that the transitioning parent has an eligible child living in their home. Services cannot be provided to individuals while they are incarcerated.
11. If the parents are undocumented, are the parents eligible for services?
 - A. No. Only their children who meet citizenship/legal permanent status are eligible for services, however, the undocumented parents' income will be counted in total household income.
12. Is a halfway house or ankle bracelet monitoring still considered incarceration?
 - A. A halfway house is considered incarceration and not eligible for services under TANF. For ankle bracelet monitoring, as long as they are living in the home with their eligible child they are eligible for services.
13. Can services for transitioning out of incarceration be provided to youth offenders?
 - A. Yes. They must be home with their families and not incarcerated to receive services.

Evaluation

14. Can you get a priority point if you are serving people living in rural areas and they are coming to your location for services?
 - A. A priority point is only given if the services being provided are physically located in the rural areas.
15. Under GRAMA guidelines, can a for-profit and non-profit organization protect company trade information?
 - A. Yes, applicant can request in writing that trade secrets/proprietary data be protected. This "Claim of Business Confidentiality" must accompany the grant application.
16. Will all organizations that score above 49 points be required to do presentations, and how will organizations know they need to do presentations?
 - A. Each organization will be notified of this on a case by case basis.

17. Can grants be partially funded?
 - A. In some cases, yes.
18. How much money is available in this grant funding?
 - A. \$30 million.
19. Do we need to ask for the minimum of \$90,000 or can a lesser amount be requested?
 - A. The suggested minimum is \$90,000 however programs can request less if it makes sense for them.
20. Have we allocated a specific funding amount for each service?
 - A. Not at the time of the RFGA release.
21. Can unused funds be rolled over each year?
 - A. Yes, unused funds are allowed to roll over each year but it cannot go beyond the contract period.
22. Can referrals from rural areas to an urban area count for a priority point?
 - A. No. Services have to be physically located and provided in the rural areas.

Expenses

23. Can funds be used for rental assistance?
 - A. Rental assistance is not a service option at all under this grant.
24. Can funds be used for expenses related to the maintenance of vehicles used for transportation services?
 - A. Yes.
26. Can funds from line items be moved from one item to pay for another line item?
 - A. Yes, up to 10%.
27. Does TANF allow funding for in-school activities?
 - A. For parents it is okay, but not for children. TANF cannot be used to pay for services that the Utah State Office of Education (USOE) is responsible for.
28. Can a program charge a fee to participate in services?
 - A. Yes, but must have a sliding fee scale and cannot prohibit individuals from participating.
29. For rural transportation, can you purchase vehicles?
 - A. No.
30. Can grant funds be used to lease vehicles?
 - A. Yes, but there needs to be a direct connection to employment related activities.
31. Can transportation expenses be counted as a program cost?
 - A. Yes.
32. If you are remodeling office space to accommodate your program, is that an allowable expense?
 - A. No. That is considered capital expenditures and is not allowed.

33. Do you have to return the equipment or supplies that have been purchased with grant funds to DWS when the grant funding has ended?
- A. No, unless otherwise requested.
34. Can you use funds to pay for bus passes, boots, eyeglasses, equipment, etc. for clients?
- A. Yes. As long as you can connect those services to support employment related activities. You will also need to document those expenses in your grant narrative and budget.
35. Can funds be used to pay for mortgage?
- A. No. Per federal regulation, funds can only be used to rent space but not to purchase buildings or pay mortgage.

General

36. Does DWS have a standard measurement outcome?
- A. No. It depends on your organization.
37. Can you submit your files in multiple emails?
- A. Yes. Make sure you reference your application.
38. What if you want to expand an existing program, are you considered a new or old program?
- A. You can decide which one is more applicable to your program.
39. If you are providing in-home services, do you list those zip codes on the application cover sheet?
- A. No. Only list the zip code where your main location is.
40. Do you need to attach the licenses/certifications in the application?
- A. No. You only need to explain this in your narrative; however, you will need to keep documentation on file for when the contract is monitored.