

DEPARTMENT OF WORKFORCE SERVICES

H²H Homeless to Housing



STATE COMMUNITY SERVICES OFFICE

Application Instructions
FY 2017 TANF Application



**Department of
Workforce Services**

Application and Supplementary Documents Due in Webgrants by: July 13th, 2016



Introduction

As a part of the most recent legislative session, a coalition led by Salt Lake County government requested \$27M for homeless services; the primary intent of the funding was to build and operate two new shelters in the Salt Lake area with additional funds to support a statewide response to homelessness. This effort resulted in \$9.25M awarded in FY17 which includes both State General Funds and Federal TANF (Temporary Assistance for Needy Families) funds.

On May 11th 2016, the State Homeless Coordinating Committee adopted the attached proposal, based on Salt Lake County and HCD staff recommendation, which includes the overall breakdown of year 1 funding and makes \$1,050,000 of the awarded TANF funds available for Statewide use via RFP. This \$1,050,000 H2H-TANF has specific intent and limitations, which will be detailed in the training and application instructions. The training is prerequisite to application. In order to help agencies identify whether they should attend the training, we have outlined some of the key criteria below:

A project proposal for this funding source must:

- Be a new or expanded service (started on or after March 15, 2016)
- Maximum award amount of \$100,000
- Fill a specific unmet need in the community that can be substantiated through the application.
- Satisfy the conditions specified in Utah Code [35A-8-604](#) in accordance with the Homeless to Housing legislative intent.
- Meet one of the four purposes of TANF
- Provide assistance to needy families so that children can be cared for in their own homes
- Reduce the dependency of needy parents by promoting job preparation, work and marriage
- Prevent and reduce the incidence of out-of-wedlock pregnancies
- Encourage the formation and maintenance of two-parent families
- Serve a TANF eligible population (usually households with minors or youth meeting the income guidelines) and be able to determine eligibility of TANF households and demonstrate this within the application. See <http://jobs.utah.gov/services/tevs/tanfcontract.html> under "TANF Eligibility" for more specific information about eligible populations.
- Provide an evidence-based approach to delivering services.
- Clearly delineate funds are for pilot project purposes and there is no guarantee of ongoing funding.
- Clearly delineate the funds, if awarded, will operate on a reimbursement basis.

Additional Considerations/Recommendations:

- Prior experience with federal funding preferred.
- Projects need to show significant leveraging of funds specific to the proposed, new, or expanded project.
- Where this is one-time funding to be expended by July 30 2017, it is important that the agency experience, timeline for implementation and commitment of leveraging be expressed through the application. High performing projects may have the opportunity to apply for continued funding in years two and three.
- H2H training space is limited. Please be sure your agency can meet the specifications above prior to registering.
- We welcome creative ideas for the use of this fund that meet the parameters above and would ask they be brought to the training for further discussion.



Application in Webgrants

Housing and Community Development's State Community Services Office (SCSO) will be using a new version of our grants management system for the Housing to Homeless (H2H) application and contracts. The web address for H2H is webgrants.utah.gov. **This will not affect the current Webgrants website used for all other HCD contracts** (webgrants.community.utah.gov). To begin the application process, go to webgrants.utah.gov where you will be able to sign in using your existing username and password in Webgrants. If you have not registered, follow the on screen registration process.

Starting an Application

To start an application, complete the following steps:

1. Log in to or register for Webgrants at webgrants.utah.gov
2. Select "Funding Opportunities"
3. Select "SCSO – Homeless to Housing (H2H) TANF"
4. Select "Start New Application" between to "Copy and Existing Application" and "Ask A Question"

Note: If you are applying for multiple programs, you should start a new application following the process above for each program applied for

5. Choose your organization, authorized official, primary contact and choose a project title.
Note: You can edit this information by going back to the general information component of the application.
6. Review information and select "Go to Application Forms"
7. Click on any of the application forms to begin working on your application.

Application Component: Application information

Once you have started your application, click on "Application Information" to begin editing this component of the application. Go through this section and answer all questions. Some items merit further clarification and are listed below.

- If you indicate that you have a Negotiated Indirect Cost Rate Agreement (NICRA) you will need to refer to your agreement to answer the subsequent two questions concerning the rate and base amounts. If you do *not* have a NICRA, you may leave questions 4 and 5 blank.
- In order to select more than one TANF Purpose and more than one Funding Priorities, **you will need to hold down Ctrl while clicking** more than one with your mouse.

Once you have entered information, you may save this form by clicking "Save" in the upper right hand corner of the page. After saving, you may come back and edit this component at a later date. To work on other components, click the "Go to Application Forms" link.

Application Component: Scope of Work

Click on "Scope of Work" to begin editing this component of the application. Click "Edit" which is in the upper right hand corner in order to begin entering information into this section. This section is where you will be able to provide a narrative of your program. Evidence-based practices will be prioritized for funding. Please limit responses to less than 2000 characters. Some items merit further clarification and are listed below.

- The 3rd question specifically asks for objective sources. Some examples may be the Homeless Reports, Point-in-Time numbers, HMIS data, etc.



- Question 5's answer should provide a narrative to support the budget portion of the application. If you are applying for program staffing, explain here how many full-time or part-time staff will be paid for. If you are applying for direct financial assistance, what specific items will be paid for - how much will they average; and how much do you project to provide to each client. Consider this a narrative to your application budget worksheet.

Once you have entered information, you may save this form by clicking "Save" in the upper right hand corner of the page. After saving, you may come back and edit this component at a later date. To edit other forms, click the "Go to Application Forms" link.

Application Component: Application Budget

Click on "Application Budget" to begin editing this component of the application. A requirement of this funding source is leveraging other funding sources in order to implement these programs.

Budget Breakdown

In order to edit this portion of the budget, you will click the "Edit" button in the upper right hand corner of the page. The editable budget worksheet is broken into three columns. The first column lists the budget line items and specific areas that may be applied for funding. They are broken into administrative expenses, which *cannot exceed 10%* of the total award amount and program expenses. The second column is the amounts you are requesting in H2H funds specific to each line item. The third column is the leveraging funds you anticipate to be able to use in allocating these funds. This column should correlate directly with the leveraging funds section of the budget worksheet.

Leveraging Funds

In order to add leveraging funds, you will need to locate the "Leveraging Funds" table at the bottom of the page. In the upper right corner of this table is an "Add" button, which will allow you to add a funding partner or funds that will be allocated to this program once implemented. Save a funding partner in the upper right corner of the page when finished. To add more leveraging funds, repeat these steps. The components are as follows:

- Name of Leveraging Fund(s) – This may be a specific grant, funding partner's name, general funds, etc.
- Projected FY17 leveraging funds – The projected amount that will be applied directly to the program you are applying for (not necessarily the award amount).
- Activities Funded – Please provide a narrative of how this leveraged fund as it relates to the "Leveraging Funds" of the Budget Breakdown worksheet. Indicate the amounts that will be budgeted to each budget line item (Salaries and Fringe Benefits, Operational Costs, etc.)
- Indicate if this is cash or an in-kind leverage.

Once you have entered information, you may save this form by clicking "Save" in the upper right hand corner of the page. After saving, you may come back and edit this component at a later date. To work on other components, click the "Go to Application Forms" link.



Application Component: Related Documents

We are requesting that you upload additional documents to support your application. In order to begin this process, click on the “Related Documents” application form. In the upper right corner of the page you will see an “Add” button. After clicking this button, you will be able to choose files to upload by selecting the “Browse” Button. You *must* add a description of the item to upload in order to upload the file. Once you have chosen the file and added a description, click the “Save” button in the upper right corner of the page to complete. To upload more items, repeat the previous steps.

The items that should be uploaded are:

- Program Summary – Any additional information not covered in your application relative to your agency, but especially the program you are starting or expanding can be written into a summary and uploaded here.
- Most Recent Audited Financial Statement
- List of Current Board of Directors
- Federally Approved Indirect Cost Rate Agreement

Submitting an Application

Once you have completed all of the sections required in each of the application components, you will need to click the “Mark as Complete” button which will ensure that all fields are complete. Even if you have indicated it is complete, you will be able to make additional changes, but it is encouraged that you only mark as completed immediately before submitting your application. Once you have marked an application component form as completed, a check mark will appear in the Application Forms page. If you have marked all of the components as complete, you may click the “Submit” button in the upper right hand corner of that table. Clicking this and clicking “OK” on the pop-up message will finalize your submission.

Contact

The State Community Services Office, within the Housing and Community Development Division of the Utah Department of Workforce Services, is located at 1385 South State Street – 4th Floor, Salt Lake City, UT 84115. Information about our office can be found on our website at www.jobs.utah.gov/housing/scso. The best way to contact us is via email.

- For questions regarding funding priorities, performance measures, and making your application competitive, contact
Tamera Kohler at tkohler@utah.gov
- For questions regarding programs, the application and/or Continuum of Care questions, contact
Ashley Barker-Tolman at atolman@utah.gov
- For questions regarding TANF eligibility and viability, contact
Jolene Hill – johill@utah.gov
- For questions regarding technical assistance with Webgrants, contact
Andrew Gray at andrewgray@utah.gov