

ODJFS Program Agreements and Monitoring

Temporary Assistance for Needy Families (TANF)
Funding and the Grant Agreement process

Agenda

- ▶ Introductions
- ▶ Brief overview of TANF purposes
- ▶ TANF eligibility requirements
- ▶ Initiating the grant agreement process
- ▶ Required documents
- ▶ Contact Us

Governor's Office of Faith Based and Community Initiatives TANF Grants

- ▶ [Executive Order 2022-14D](#)
 - ▶ Limited funding
 - ▶ Grants for service capacity through State Fiscal Year (SFY) 2023
 - ▶ Not designed as a new or long term funding source
- ▶ Grants begin after a signed agreement and purchase order are in place and ends June 30, 2023
- ▶ NO CARRYOVER for funds not spent by June 30, 2023

What is TANF?

- ▶ Created in the Federal Personal Responsibility and Work Opportunity Act (PRWORA) of 1996
- ▶ Designed to help **families** and provide support to achieve self sufficiency
- ▶ Funding is not paid up front. Payment is only made through monthly reimbursements.

The Four Purposes of TANF

Funding must fall under one of these four purposes:

- ▶ 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: End the dependence of needy parents on government benefits by promoting job preparation work, and marriage
- ▶ Purpose 3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies
- ▶ Purpose 4: Encourage the formation and maintenance of two-parent families

Assistance vs. Non-assistance

TANF provided to non-profit agencies must be used for non-assistance:

- ▶ Benefits and services for non-recurrent, short-term needs
- ▶ Work subsidies
- ▶ Supportive services to employed individuals (e.g. transportation)
- ▶ Incentives, counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement
- ▶ Other employment-related services that do not provide basic income support
- ▶ Other benefits or services that are **not** designed to meet a family's ongoing basic needs

TANF Eligibility

- ▶ Pregnant, Parent, or Custodian of minor child(ren)
- ▶ Noncustodial parent may qualify for Non-Assistance if minor child resides in the state
- ▶ TANF Non-Assistance funding is available only to low-income families whose households are at or below 200% Federal Poverty Level.
- ▶ Participants complete the self-attestation form to determine eligibility.
- ▶ U.S. Citizen or Meets Citizenship Exemption

TANF Prohibitions

- ▶ Medical services
- ▶ Juvenile justice services
- ▶ Regular IV-D child support services
- ▶ Regular IV-E services
- ▶ Foster care maintenance payments

- ▶ Constructing or purchasing buildings or facilities or purchasing real property
- ▶ Public education
- ▶ Satisfying a cost sharing or matching requirement of another federal program unless specifically authorized by federal law
- ▶ Supplanting (replace or displace) current funding

Initiating the Grant Agreement Process

Overview of the Process

FIRST...

- ▶ Review your Letter of Intent and Budget to determine which components of your program are TANF eligible
- ▶ Ensure you have an OAKS supplier ID
- ▶ Ensure you have an Unique Entity ID (UEI)/(SAM) - formerly known as DUNS

NEXT...

- ▶ Complete the Operational Plan Template
- ▶ Complete the Budget
- ▶ Complete the Budget Narrative
- ▶ Complete the Affirmation and Disclosure Form

OAKS Supplier ID Number

- ▶ The State of Ohio requires users to create an [OH|ID](#) account which will allow users to securely access multiple State applications, and receive reimbursement
- ▶ You will be paid by electronic funds transfer (EFT) using the bank account information you enter
- ▶ **NOTE: Grantees are required to have a physical Address (not a PO Box) which must match OAKS Supplier Address**
- ▶ Contact Ohio Shared Services
 - ▶ Brochure: [Supplier Operations Digital Brochure.pdf \(ohio.gov\)](#)
 - ▶ Phone: (614) 338-4781 1-877-OHI OSS1 (1-877-644-6771)
 - ▶ Email: OhioSharedServices@ohio.gov
 - ▶ <https://supplier.ohio.gov/>

Unique Entity ID (UEI) / (SAM) Number

- ▶ Effective **April 4, 2022**, the federal government changed the unique identifier used by entities from the D-U-N-S® Number to the Unique Entity ID (UEI) / (SAM), generated by SAM.gov.
- ▶ If your entity is registered in SAM.gov today, your Unique Entity ID (UEI) / (SAM) has already been assigned and is viewable in SAM.gov.
- ▶ If you do not currently have a UEI, you will need to go to fsd.gov and select the green “Help on UEI Transition” button to learn how to register
- ▶ If you have questions about the Unique Entity ID, please review [this guidance](#).

Next Steps

- ▶ Complete the [Operational Plan](#)
The key document used to create a grant agreement
- ▶ Update Budget
- ▶ Update Budget Narrative
- ▶ Grantee must fill out the forms accurately, completely and correctly AND sign and date where noted

Operational Plan Template

ORGANIZATION INFORMATION	
Organization:	
President/CEO:	
Name of Signature Authority:	
Email Address:	
Organization Address:	
City:	Zip Code (9 digits) ZIP Code™ Lookup USPS:
Phone:	Website:
County:	Unique Entity ID (SAM) GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal
Federal Tax ID No.	Supplier ID No. Supplier Login (ohio.gov)
PROJECT INFORMATION	
Contact Person for the Project	
Phone:	E-mail:
Check the number (s) of the TANF purpose for your program.	
<ol style="list-style-type: none"> <input type="checkbox"/> To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. <input type="checkbox"/> To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. <input type="checkbox"/> To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. <input type="checkbox"/> To encourage the formation and maintenance of two parent families. 	
Brief Project Description (Project Purpose):	
Description of Grant Activities (Actual Work to Be Performed to Achieve the Purpose):	

Deliverables (Projected Outcomes of Activities/Services Delivered Including Quantifiable Metrics):	
Indicate the type of information/data that will be collected to demonstrate success of the project:	
Target Audience must meet TANF eligibility requirements. Include a brief description of the target audience that will be served by the provider:	
If your agency plans to charge for indirect costs greater than 10% you must have a federally approved indirect cost rate/plan (If yes, check here and attach the rate/plan)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature of Applicant:	Date:

Does My Project Meet TANF Objectives and Rules?

- ▶ When completing the Operational Plan, ensure that the project complies with the TANF Rules and Regulations.
- ▶ *Some of the proposed activities in your original letter of intent and budget may not be allowable per TANF Rules and Regulations.*
- ▶ Review your Letter of Intent, Budget and Budget Narrative to make sure the components of your proposed project comply with TANF Rules and tie in to your project purpose.
 - ▶ Please review the following slides:
 - TANF Prohibitions, TANF Eligibility and Assistance vs. Non Assistance
 - ▶ Other Guidance: 45 CFR Subpart E - Cost Principles
<https://www.law.cornell.edu/cfr/text/45/part-75/subpart-E>

Brief Project Description (Purpose of Program)

Examples

- ▶ Provide nutrition education and training to children in child care centers to assist them to make healthy food choices and to also engage them in and educate them about physical activities to promote lifelong health.
- ▶ To place Franklin County TANF parents in small businesses where they will obtain workforce experience. Agency will provide additional education services and help reduce barriers to work so that participants acquire skills to obtain and keep jobs in the future.
- ▶ Do not give a history or background of the agency.
- ▶ Do not mention other programming because it may not be unallowable or not tie in to this grant because it may imply that you are performing these services for the grant.

Description of Grant Activities (Actual Work to Be Performed to Achieve the Purpose)

Examples - Usually includes an action verb

- ▶ Provide information and referral for community resources to ensure families' basic needs are being met so they can focus on strengthening their family.
- ▶ Conduct regular telephone, virtual or in-person meetings with parents/guardians to provide group and/or one-on-one support in order to problem solve and manage the unique issues of parenting their children through the lens of trauma-informed care.
- ▶ Dedicate 1 Full Time Employee focused on reaching the most vulnerable families in our community through the outreach, tracking, vetting and disbursement process of short-term, non-reoccurring financial emergency assistance to families in crisis.
- ▶ We will provide education on pregnancy and parenting to TANF-eligible mothers at our eight centers across Ohio.

Deliverables Examples

Deliverable Example 1

The Agency will provide intake and assessment services, referrals, and resources to 200 TANF eligible students. 100 will enroll in literacy or other workforce readiness or college readiness programming. 50 will demonstrate literacy gains or other advancement towards employability including high school or college graduation.

Deliverable Example 2

- Forty (40) TANF-eligible adults will graduate from Cincinnati COOKS!, a 10 week course that trains unemployed/underemployed adults for positions in commercial kitchens.
- 80% TANF-eligible COOKS! graduates will earn ServSafe certifications.

Deliverable Examples

Deliverable Example 3

Deliverables: Agency will serve 50 client youth as described above during Fiscal Year 2022 and pursue the following additional goals and outcomes:

Goal	Output/Objective	Outcome
Improve prenatal care and parenting preparation for pregnant youth	Increase % of homeless pregnant youth who maintain follow-up prenatal/parenting appointment(s)	Healthy Babies at Delivery
Improvement of homeless youth education status: less than H.S. diploma/GED to HS Diploma/GED Achievement	Increase the # of youth who gain their high school diploma or GED	Educational Achievement
Improvement of Homeless Youth Employment Status: Unemployed/No income to Employed/Increase Income	Increase the # of youth who gain an income (employment or social security income) w/in 3 months of intake into employment services	Economic Achievement

Do My Proposed Expenditures Comply With TANF Objectives, Rules and Regulations?

- ▶ When completing the Budget and updating the Budget Narrative, ensure that the proposed expenditures comply with the TANF Rules and Regulations
- ▶ ***Some of the proposed activities in your original letter of intent and budget may not be allowable per TANF Rules and Regulations***
 - ▶ Please review the following slides:
 - TANF Prohibitions, TANF Eligibility and Assistance vs. Non Assistance
 - ▶ Other Guidance: 45 CFR Subpart E - Cost Principles
<https://www.law.cornell.edu/cfr/text/45/part-75/subpart-E>

Operational Plan Budget

(Input Agency's Name Here)

SFY 2023

	SFY 2023
Program Budget Category	Totals
Salaries & Wages	\$ -
Fringe Benefits	\$ -
Supplies	\$ -
Equipment	\$ -
Staff Mileage & Other Travel	\$ -
Contractual Services	\$ -
Other: (Specify here, add lines as needed)	\$ -
Other: (Specify here)	\$ -
<i>Total Program Costs</i>	\$ -
Indirect Costs* (See Below)	\$ -
Total Budget Amount	\$ -

* Indirect Costs shall not exceed 10% of total modified direct costs, if greater than 10%, an approved indirect cost plan must be attached

Plan, Budget and Spending Caveats and Tips

Caveats and Tips

- ▶ The federal regulations supersede an approved plan.
- ▶ Items that are not clearly delineated or described may be disqualified and deemed unreimbursable later potentially when reimbursement is claimed.
- ▶ Since there is no carryover:
 - ▶ plan and execute spending to ensure it is spent by the end of the grant;
 - ▶ address issues that affect spending well before the end of the grant period.

Other Form Needed - Affirmation and Disclosure Form

- ▶ The Affirmation and Disclosure Form is required for all state contracts and agreements
- ▶ Recently updated to comply with Governor's Executive Order 2022-02D.

Summary of Items to Submit

- ▶ **Operational Plan - Signed**

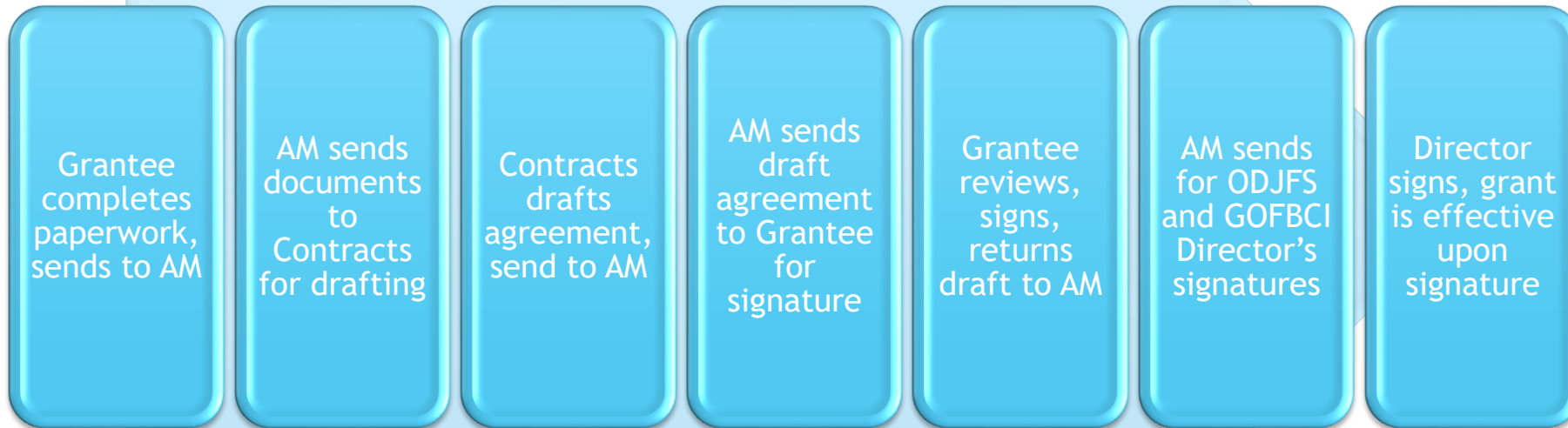
Which should include your OAKS Supplier ID Number and Unique Entity ID (UEI)/(SAM) Number

- ▶ **Budget**

- ▶ **Updated Budget Narrative**

- ▶ **Affirmation and Disclosure Form - Signed**

Next steps



Contact Us

- ▶ Krista Kinchen, Bureau Chief Krista.Kinchen@jfs.ohio.gov
- ▶ Winfred Johnson, Section Chief Winfred.Johnson@jfs.ohio.gov
- ▶ Brent Grissett Brent.Grissett@jfs.ohio.gov
- ▶ Carla Barner Carla.Barner@jfs.ohio.gov
- ▶ Khyra Botts Khyra.Botts@jfs.ohio.gov
- ▶ Lakeisha Hilton Lakeisha.Hilton@jfs.ohio.gov
- ▶ Sherri Lantz Sherri.Lantz@jfs.ohio.gov