



## TANF Family Housing Questions and Answers

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**Question:** Can we use this grant to pay mortgage payments?

**Answer:** Yes. Though mortgage payments for grantees are not allowable with TANF, mortgage payments for customers are allowable as long as they are paid directly to the mortgage company.

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**Question:** Is there a federal match requirement?

**Answer:** There is no requirement.

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**Question:** What are the eligibility requirements for a recipient to be for TANF Family Housing funds?

**Answer:**

- Homeless or at-risk of becoming homeless
  - Single or Two-parent household with an eligible child under the age of 18
  - They have to meet other eligibility requirements as well such as income limits, citizenship, etc. Refer to the first tab at this [link](#) on the TANF contractor website for additional information.
  - Grantees will be trained on the eligibility process
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**Question:** Are for-profit agencies able to apply for this grant funding? Approximately 40% of clients served at our agency meet TANF eligibility.

**Answer:** Yes, for profit agencies may apply for the funding as long as they can meet all other contractual requirements as outlined in the RFGA and use of the funding does not result in profit.

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**Question:** Are the attachment files needed for what our organization is required to submit for our application or is that done at a later time? I noticed that the RFGA checklist doesn't include them and there is no where to include them in appendix I "Grant Application Webform" and I want to be sure I'm not missing something. Thanks!

**Answer:** The Attachments do not need to be turned in. Only the Appendices and other documents that are asked for on the webform are to be attached to the Webform.

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**Question:** In Appendix II item #5 part 4, we are asked: "How will you ensure that data is entered accurately and timely into the TANF Eligibility Verification System (TEVS) and Utah Homeless Management Information System (UHMIS)?" The U.S. Department of Justice (DOJ), from which we receive considerable programmatic funding, requires non-participation in HMIS because the security of victims must be protected and kept confidential. How should we respond to this request?

**Answer:** As outlined in the RFGA, entering information into HMIS and TEVS is a requirement of this funding. Please refer to the RFGA packet pg. 3 for information about entities eligible for additional consideration.

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**Question:** In the conflict of interest section, regarding related party payments prohibited:

1. Does this include relations to anyone in the company or just the person(s) directly involved in the grant?
2. How distant of relation is prohibited? (1st, 2nd, 3rd cousins etc)
3. What is the process for obtaining written permission/disclosure etc.

**Answer:** As explained in the Terms and Conditions, "Grantee" means the individual or entity receiving the funds identified in grant agreement, and includes the Grantee's agents, officers, employees, and partners, as well as sub-recipients and loan recipients. Therefore, "relations" includes anyone at the applicant entity that is working on or providing oversight of the grant.

Relations are outlined in the Terms and Conditions of the RFGA and state:

A person who is related to grantee through blood or marriage, as defined by U.C.A., Section 52-3-1(1)(d), as father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, grandson, granddaughter, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.



Grantees that are awarded will need to obtain advance written permission from DWS regarding circumstances where a relative works or receives payments through the grant. This includes situations where a Grantee officer who oversees the grant is related to an employee working under the grant, or when an individual served by the Grantee is related to an employee of the Grantee. This request should include a plan on how the grantee would ensure that any grant funding spent on relatives including:

1. The name of grantee's representative who is related to the party to whom grantee seeks to make payments;
2. the name of the other related party;
3. the relationship between the individuals identified in 1 and 2 above;
4. a description of the transaction in question and the dollar amount involved;
5. the decision-making authority of the individuals identified in 1 and 2 above, with respect to the applicable transaction;
6. the potential effect on this Agreement if the payment to the related party is disallowed;
7. the potential effect on this Agreement if the payment to the related party is made; and
8. the measures taken by grantee to protect DWS from potentially adverse effects resulting from the identified parties' relationship.

A copy of the Related Parties Approval Request, DWS Form 505, can be found [here](#).

If a grantee believes a relative may be eligible for services under the grant but does not have enough specific information to provide to DWS to obtain advance permission, the grantee may provide a plan for addressing such situations as they arise, including any internal controls the grantee has to ensure program and payment integrity.

All applicants should note that DWS is required in our TANF state plan to enforce procedures to ensure against program fraud and abuse. Any internal controls that an entity implements should accomplish that, and should establish and enforce standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the TANF program, kickbacks, and the use of political patronage.

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**Question:** The budget form asks for 3 years detail but the grant time period is only 18 months. Do we ignore the 3rd year and only put 6 months into year 2?

**Answer:** On the budget detail, Year 1 will include January - June 30, 2024 and Year 2 will include July 1, 2024 - June 30, 2025. Leave Year 3 blank.



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**Question:** With this being an 18 month grant period how would you like the budget detail form broken out by year? Would year one just account for the 6 months remaining in FY 24 and year two account for the entirety of FY 25? Additionally, I want to be sure that we are calculating our category I and II expenses properly. To be clear, the aggregate total of these two sections cannot exceed 15% of the expenses in category III, am i understanding this correctly?

**Answer:** Yes, on the budget detail, Year 1 will include January - June 30, 2024 and Year 2 will include July 1, 2024 - June 30, 2025. Leave Year 3 blank. The aggregate total of Category I Indirect Expenses and Category II Direct Administrative Expenses cannot exceed 15% of total category III Direct Program Expenses.

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**Question:** In the narrative are the answer spaces restricted for length or can we edit the pdf for longer answers?

**Answer:** The document can't be edited to allow for more space.

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