**REQUEST FOR APPLICATION (RFA)**

**EMPLOYMENT FOR TANF PARTICIPANTS**

**RFA NO. BEN-17-056**

**SECTION I - AWARD INFORMATION**

1. **Purpose of Request for Applications (RFA)**:

The purpose of this Request for Applications (RFA) is to solicit applications for **proven** service approaches and strategies that help participants of Temporary Assistance for Needy Families or TANF (current and former TANF clients – including those with multiple barriers to becoming employed) **prepare to enter and maintain employment with the prospect of a career path and wage growth.** The intent is to provide resources to expand and enhance existing service delivery efforts that address more fully the needs of the target population prior to their entry into work and during employment. Applications may include, but are not limited to:

* Comprehensive assessments (including utilization of psychologists and clinicians) that help identify strengths, diagnose disabilities, and determine any treatment and accommodations required;
* Services that stabilize an individual’s situation so that he/she can participate in or retain employment/
* Intensive work preparation or work adjustment services, including education and skills training, community work experience placements, and on the job training;
* Job development and placement and the development of industry-based Career Pathways;
* Other services that assist individuals to retain employment and/or obtain higher wages, obtain health benefits, and/or obtain jobs with career paths that will in turn eliminate the participating individuals’ families need for TANF benefits.

B. **Funding Information**:

Subgrant awards are being funded with federal money as follows:

Federal Awarding Agency: Department of Health and Human Services Administration for Children and Families

Federal Award Identification Number (FAIN): 1701VATANF

Federal Award Date: 2017

CFDA Number: 93.558

Federal Award Project Description: Temporary Assistance for Needy Families (TANF)

Total Amount of the Federal Award: $80,729,721.00

Amount of Federal Funds Obligated by this Action: Approximately $7.5 Million

Note: This is not a Research and Development (R&D) Grant

The total amount of funds available for the initial award period is approximately $7.5 million, available in TANF funding, subject to federal availability. Of this amount, $2.0 million shall be provided for competitive grants for Employment Services Organizations (ESOs). Employment Services organization means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services. A 25% non-federal match is required from all applicants. Sub-recipients of funding through this solicitation must comply with federal TANF laws and regulations. Funds will be awarded to firms, organizations, and/or agencies that have **proven** records of effectively delivering the described services and successfully leveraging private and public sector dollars to carry out activities.

It is expected that some sub-awards will be made to firms/organizations/agencies offering to provide statewide coverage. Given the wide variety of services and potential combinations of geographic groupings and statewide coverage, awards will not exceed $400,000.00 to any one sub-recipient for the twelve-month period. Applicants should be reasonable in their request and recognize that funds need to support services across Virginia. Funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.

C. **Period of Performance**: Sub-awards will be made for a twelve-month period, effective July 1, 2017, through June 30, 2018. As this is a one-year project, only projects with **proven** success will be considered. It is VDSS’ intent to announce the sub-awards by June 15, 2017.

D. Copies of this RFA, including the necessary forms, instructions, and addenda (if applicable) may be downloaded from the DGS/DPS eVA website at [www.eva.virginia.gov](http://www.eva.virginia.gov). The application can be found by clicking on the “Solicitations, Quick Quote, and Awards” button located in the middle of the screen. In the Keyword Search box enter the solicitation number: **BEN-17-056**.

E. **Optional** **Pre-Application Conference**: An optional pre-application conference will be held on April 21, 2017, at 2:00 P.M. at the Forest Office Park, 1604 Santa Rosa Road (Richmond/Henrico Rooms), Richmond, VA 23229. The purpose of the conference is to allow potential applicants an opportunity to present questions and receive clarification on any sections of this solicitation.Questions need not be in writing. After the pre-application conference,however, all additional questions must be submitted in writing to Jennifer Nixon at [jennifer.nixon@dss.virginia.gov](mailto:faye.palmer@dss.virginia.gov) for receipt within five (5) working days prior to the due date of the applications. VDSS will answer questions as expeditiously as possible. See Appendix A for directions.

**SECTION II - PROGRAM OPPORTUNITY DESCRIPTION & REQUIREMENTS**

**A. Program History or Background**.

**TANF Population**

It is important to note that the TANF population is quite diverse. Those with significant issues often need stabilization services before they can enter or fully participate in the workforce, as well as specialized employment services that support work placement and ongoing employment.

Client issues are both personal and family/situational in nature and may include:

|  |  |
| --- | --- |
| * Learning Disabilities * Substance Abuse * Mental Illness * Mental Retardation * Low Educational Levels * Attention Deficit and Hyperactivity Disorder * Medical (Physical) Problems | * Social Issues * Domestic Violence * Family Issues * Limited English Proficiency * Lack of Transportation |

Virginia’s services to TANF clients have revealed the presence of many different disabilities in this population, with many determined most significant based on the Department for Aging and Rehabilitative Services’ (DARS) evaluations. Disabilities have included: learning disabilities, other cognitive impairments, mental health issues, substance abuse issues, orthopedic problems, health issues, and other impairments. Cognitive impairments and mental health issues have been identified most frequently.

Research has shown the correlation between education and earnings. Some TANF clients have a General Educational Development (GED) certificate and have moved readily into the workforce. However, others lack a GED and some have very limited skills in math, reading and writing. Some communities have many clients with limited or no English proficiency.

The TANF work requirements including mandatory participation rates and lifetime limits to benefits, key elements of welfare reform, pose challenges for the local social service departments as they attempt to address the unique needs of individuals with disabilities and /or other issues and help parents move to work, thus fulfilling their potential.

**ADA Guidance**

Guidance received from the Department of Health and Human Services (HHS), Office for Civil Rights, clarifies the responsibility of states' TANF programs to comport with Title II of the Americans with Disabilities Act of 1990.

Some former welfare recipients have successfully moved into employment despite extraordinary obstacles. However, others, due to known or unrecognized disabilities, need additional training, accommodations, and support services to prepare for, or succeed at work. The practice of exempting individuals with disabilities, which was carried over from the employment services program under the former Aid to Families with Dependent Children Program, is now viewed as a discriminatory exclusion and contrary to the TANF philosophy that individuals are better off with training opportunities and a job rather than continued public assistance.

With appropriate screening, assessment and diagnostic work, and services, TANF recipients with ‘hidden’ disabilities (including those with temporary medical exemptions or partial disabilities) have often been able to secure and retain employment. Expansion of these services across the state will help more TANF adults with disabilities obtain and retain employment.

**Employment and Retention**

The objectives of this initiative are to help unemployed clients obtain employment and retain employment, obtain wage increases and start on a career pathway. Employment and retention strategies apply to:

* Individuals who face special issues and need extra preparation and support before entering the workforce;
* Those who find jobs;
* Those who have difficulty keeping jobs; and
* Those who can find only entry level, low wage or part-time employment.

Employment and retention strategies may vary as greatly as the individuals to be served. Some who have a poor work history may need assistance in transitioning to new positions to help build better employment records that can demonstrate their qualities as workers. Finding better jobs can also help improve job loyalty that can serve the best interests of both the employee and the employer.

**B.** **Program Requirements**

## 1. Priority Areas

In addition to the purpose outlined in Section I of this RFA and the broad areas that may be addressed by applicants, the programs funded will help address the following additional priority areas:

* The need for establishing a continuum and wide array of services statewide, including specialized employment services, to better serve the target population and support job entry and retention.
* The need for offering the range and depth in assessment and services that help enhance Virginia’s implementation of the Americans for Disability Act (ADA) within the social service system.

To sustain efforts in the long-term, emphasis should be on services that can be sustained without additional funding through VDSS. Although not required, consideration should be given to purchase of service models using pay-for-performance and/or per service unit/person rate. These strategies can help expand the service infrastructure and permit usage of scarce resources on an as-needed basis.

2. **Populations Eligible to Receive Services**

The target populations eligible for services fall into one of the following categories:

1. Recipients of TANF cash assistance who are in the employment program – VIEW (Virginia’s

Initiative for Employment Not Welfare), including those sanctioned;

1. Recipients of TANF cash assistance who are exempt from VIEW, called VIEW-Exempt;
2. Individuals receiving Diversionary Assistance under the TANF Program; or
3. TANF clients whose cash assistance has ended and who are now in the transitional period, up to 24 months after the end of TANF cash assistance.

Given the wide diversity of the above eligible populations, applications may, in addition, target one or more specific populations defined by other characteristics including education level, the presence of a physical disability or mental health issue(s) that restrict their employment opportunities, individuals with poor job retention histories and so forth.

3. **Geographic Coverage**

As noted previously, statewide coverage is an important consideration for VDSS to increase services available to TANF participants and to support enhanced efforts to meet ADA requirements. Applications should cover as many geographic jurisdictions as feasible to support statewide services and for economies of scale. The order of priorities where feasible and/or required to address special needs are:

1. Statewide
2. Regional or district-wide
3. Individual locality

To the extent feasible by the application pool, VDSS intends to achieve reasonable regional balances in the provision of needed services funded through this solicitation. See Appendix D for a Map of Virginia showing regional boundaries for sub-recipient award purposes.

4. **Services Requested**

a. Applications may focus on one service or may offer an array of services, using one or more providers. To the extent feasible, given the characteristics of the client population outlined, applications should offer an array of enhanced services that are responsive to the clients’ diverse needs, including changing situations related to different case/employment statuses. Program efforts should complement, enhance and integrate with existing VIEW services and other government services, not supplant or duplicate current services. It is possible that:

1. One application could include multiple providers for the same geographic area;
2. Two or more applications could cover a similar/overlapping geographic area, and each could include one or more providers in their respective applications. Their different service applications could be complementary;
3. An application could include a combination of services purchased per individual (as needed) and other services that may require ongoing (new) staff (such as a clinical counselor at a community services board or an educator), depending on the projected volume.

b. Applications must include one or more of the following services, each of which is more fully described in Appendix B, Definitions for Services:

1. Comprehensive assessments, including diagnostic evaluations from licensed or certified professionals to identify specific impairments or issues that may exist
2. Vocational assessment and vocational evaluations

*From DARS staff, certified vocational evaluator (CVE), licensed vocational evaluator*

1. Situational assessments

*From DARS-approved providers who maintain certification from the Commission on the Accreditation of Rehabilitation Facilities (CARF)*

1. Medical case management

*From individuals/organizations with medical credentials such as RN, certified rehabilitation provider (CRP), or certified disability management specialist (CDMS)*

1. Interventions and/or treatment for substance abuse, mental health, physical disabilities, learning disabilities and such
2. Assistive technology and other accommodations

*Determined by occupational therapist, rehabilitation counselor/engineer, speech and hearing specialist, psychologists usually for GED accommodations, others*

1. Soft-skills development
2. Independent living skills

*From DARS-approved providers*

1. Intensive job readiness
2. Work adjustment training

*From DARS-approved providers who maintain CARF certification*

1. Job skills training
2. GED and basic education
3. Job analysis (may be part of vocational assessment or situational assessment)
4. Employer outreach, job development and expanding access to better jobs
5. Job placement
6. Job coaching

*From DARS-approved providers who maintain CARF certification*

1. Supported employment
2. Internships, practicums, work-study, pre-apprenticeships and apprenticeships
3. On-the-job training
4. Supportive services
5. Job follow-up
6. Job “follow along”

*From DARS-approved providers who maintain CARF certification*

1. Transportation
2. SSI/SSDI application support

**Note:** Other services may be considered if they relate to the purpose and priorities of this solicitation.Excluded for consideration are childcare services except where it supports another primary intervention strategy. To be considered for funding, the planned percent of entry-level employment should be equal to or exceed 50% and the client’s average hourly wage at entry into employment should be equal to or exceed 10% the federal minimum wage level at the time of employment.

**5. Service Models**

Applicants may wish to consider the use of one or more “best practices” described here as part of or the focus of their applications. These practices have demonstrated improvements in service provision and/or increased employment of the TANF population. These include, but are not necessarily limited to, the following:

1. Comprehensive screening and assessments for diverse employment barriers, including needed diagnostic services. This could target VIEW clients only or address the needs of the broader population eligible for services.
2. Intensive work readiness programs of at least a week to six weeks, possibly full-time, that address self-esteem and motivational issues, assist individuals in developing some computer skills, prepare individuals for work in terms of work goals and resume preparation, provide short work trials, and enhance educational levels or specific job-required skills (e.g., reading, math). Some of these programs have used the Workplace Essential Skills program.
3. “Bridges to Practice” projects, an inter-agency service model for identifying and addressing learning and other disabilities. The projects involve the use of a psychologist and are most effective when combined with special interventions to improve employment outcomes.
4. Disability-focused employment projects using a team approach involving DARS, LDSS, employment service organizations, and other vendors (e.g., community services boards) that offer an array of services from comprehensive assessments, work preparation, job placement and job coaching through 90 to 180 days of continuous employment. While these initiatives have focused on individuals with disabilities, the model and its services are also relevant for individuals who face multiple issues.
5. Training and education (such as Workplace Essential Skills – high quality, free software, tapes, and tools available on the Internet) when focused on the acquisition of one or more essential skills for a job, as well as GED preparation. These skills may focus on a specific area such as math, reading or writing.
6. “MedVIEW” projects, a service model focused on those medically exempt from VIEW as well as

VIEW clients with medical issues (including psychiatric issues that limit their ability to work). Health conditions and their impact on employment are evaluated through medical case management. Individuals may be released to the VIEW program or receive other assistance tailored to their medical conditions.

1. Employment sector initiatives that target a specific industry or employment sector and tie training, job placement, and post-employment services together to develop a pipeline of qualified workers who advance in their careers.
2. Contextual learning initiatives that teach basic skills and workplace skills in an integrated work-learning model which uses the workplace as the primary learning lab.
3. Post-employment “service packages” which may include one or more of the following: job coaching/mentoring, retention bonuses (employers and/or employees), transportation assistance, skills training, and child care.
4. Pay-for-performance for job development, placement, and retention services.

**6. Expedited Implementation**

As this is a time-limited project, it is the expectation that applicants will select service delivery methods with a **proven** success record leading to expedient implementation of proposed services and that will facilitate sustaining efforts in the future. Applicants should already have staff, and should have the necessary certifications to provide quality services right away; or consider the use of contractors which have staff and are ready to provide services. Other strategies may include:

a. Continuation of an existing Employment/Job Retention program that has had proven outcomes;

1. Use of licensed social workers or certified clinicians for assessments and other areas;
2. Implementation through purchased services where some or all services could be provided from a set of individual vendors such as psychologists, licensed social workers, employment service organizations, and centers for independent living that typically offer services on a unit/per person basis. Other organizations such as community services boards, domestic violence service providers, and/or community action agencies may also be able to offer services on a fee basis.

Consideration should be given to making services accessible to individuals and utilizing the “wrap-around” concept so that all services for one individual flow together smoothly regardless of the number of providers. Integrated case planning, case management, consumer choice, and timely service delivery are important components and should be addressed in the application.

**7. Providers of Services**

The diverse needs of the TANF populations require multiple providers. Some services require the use of licensed or certified professionals.

DARS’ network of providers may be useful for developing an application as they include many types of vendors, and these organizations and licensed/certified professionals offer many specialized services which may be needed by some clients. While the services are usually used for individuals with disabilities, they may also be helpful for other individuals, particularly those who have multiple issues to resolve in order to stabilize their family and/or employment situation. DARS lists these vendors at their web site: <http://www.vadars.org>. Employment service organizations (ESOs), centers for independent living (CILs), psychologists and other providers are a few; for the ESOs and CILs, the site also shows geographic coverage, services and rates.

Service networks include community services boards, providers associated with workforce investment boards, health departments and child development clinics, the adult education system, the community college system, local community action agencies, and United Way providers. Other specialized providers include, but are not limited to, transportation and Medicaid.

**8. Expected Outcomes**

To document success, all sub-recipients of funding received as a result of this solicitation must report on the following outcome measures for participants related to:

|  |  |
| --- | --- |
| 1. Number participating in services 2. Number who entered employment 3. Number of unique employers hiring individuals 4. Average starting hourly wage 5. Number employed with benefits 6. Number employed part time | 1. Number employed full time 2. Average hourly wage increase 3. Number who obtained wage increase 4. Jobs in a Career Pathway |
|  |  |

In addition, the sub-grantees should report on process measures such as how the program targets improvement in poverty over a 3-5 year period and fits in with long term community goals for reducing poverty.

**9. Community Partnerships**

a. For an employment and retention program to be successful, firmly established and committed community partnerships are vital. Many clients need an array of services from many providers and benefit greatly from integrated case planning and service delivery. Applicants should identify other service agencies or vendors that offer essential expertise and should outline the community partnerships relevant to the project design, including consumer groups and businesses. Key agencies for partnerships may include public and private providers of vocational rehabilitation services, employment service organizations, mental health and substance abuse agencies, providers of care to domestic violence victims, adult education providers, community action agencies and faith-based groups.

b. Documentation of Partnerships: Applicants should provide evidence in the application related to community collaboration and the use of community services in service delivery. Applicants should include copies of their interagency agreement(s) or other comparable documents to demonstrate such collaboration. If other agencies are specifically responsible for implementing portions of the application, this should be defined in the Narrative Section and reflected in an agreement.

c. Documentation of Interactions with LDSS: Applicants should address essential interactions with LDSS that cover one or more of the following areas, depending on applicability:

1. Integration with the local VIEW plan(s) and other TANF initiatives and its expansion of the continuum of services;
2. Identification and referral of participants for proposed services;
3. Case planning;
4. Case management;
5. Case monitoring or follow-up; and/or
6. Reporting of status and outcomes for the VDSS information system.

**SECTION III - ELIGIBILITY INFORMATION**

1. **Eligible Applicants**: Entities eligible to submit applications are:

* Local Departments of Social Services (LDSS), however, may not provide direct services
* Incorporated nonprofits
* For-profit organizations (additional requirements – see General/Special Terms & Conditions)
* State agencies
* Local government entities in Virginia
* Educational institutions
* Faith-based organizations

A variety of options exist for the development of applications which may vary and can include any combination of eligible organizations. Submission of a group application (or expansion of an existing program) is strongly encouraged wherever feasible for services, economies of scale and/or the geographic coverage of partner agencies.

Applicants may submit ONLY ONE application, but a firm, organization or agency may be a participant/partner in multiple applications. Where multiple firms/organizations/agencies are involved in one application, a lead agency and fiscal agent must be identified. The applicant must be the lead agency; if an organization other than the applicant is to serve as the fiscal agent, that organization must sign an additional document after the award (such document will confirm the intent of the organization to comply with state and federal fiscal requirements). Once a sub-award is made, the fiscal agent must also identify a contact if one has not already been specified in the application.

All organizations submitting applications that have previously received funds from VDSS must be in good standing to be considered for a sub-recipient award.

**B**. **Cost Sharing or Matching Requirements**: There is a **25 percent** non-federal match required, including in-kind services.

**C.** **Funding Considerations and Restrictions**:

1. Funds **may** be used for:

* Core staff in support of program activities including core staff involved in program design, development, and implementation. Funds for staff are limited to the personnel working directly with the recipients or developing program resources on their behalf (such as services and materials for the participants in the proposed program)
* Equipment in support of project activities
* Consultation, technical assistance or staff training related to this project
* Adapting an employment site or equipment related to the project that accommodates an individual’s needs for work
* Medical Services including the evaluations of medical, psychological, psychiatric and/or dental needs. Note: Such funding is limited, and costs may be incurred as a last resort (only if not covered by other funds). Funds used for medical services must be tracked and reported separately from other costs so that they may be charged to TANF "Maintenance of Effort" funds. Estimated costs must be identified separately in the application.
* Other allowable direct costs associated with the project such as supplies, travel, communications
* Costs related to assistive technology needs of the persons served
* Indirect Costs not to exceed 10% (unless the applicant furnishes a copy of its letter from the federal government showing an approved indirect cost rate that is higher)

2. Funds **may not** be used for:

* Administrative costs not specifically designated above
* Rent (unless the project requires rental of space and such need is documented)
* Construction of new buildings
* Renovations to a facility
* Capital investment or operating revenue
* Salaries of LDSS staff except for personnel costs associated with reporting requirements.
* Direct services by LDSS

**NOTE:** See Appendix C for TANF requirements.

3. Medical Expenses: For applications that include medical services for clients, applicants must consider what portion of the cost will be covered by the clients’ Medicaid coverage and design the program so that Medicaid pays for part or all of needed services, as allowable by Medicaid law. It is critical to maximize TANF contract funds by making full use of Medicaid’s coverage, particularly certain types and parts of services such as psychological evaluations, medical case management, and mental health services.

**SECTION IV - APPLICATION SUBMISSION INFORMATION**

A. **Application Date and Time of Submittals**: In order to be considered for selection, an Applicant is to submit a complete response to this RFA no later than **4:00 PM EST on May 15, 2017**. Responses received after the submission due date and time will not be accepted and will be returned unopened without consideration.

B. **Application Submission**:

Hard Copy (printed) Application Submission: The application and all required forms and attachments shall be provided in the following number of copies:

1. Six (6) hard copies (printed), one marked Original, for a total of six (6) copies; and one (1) soft copy (CD) labeled with the RFA number and the name of the applicant organization.

2. Hard copies of applications shall be mailed or hand delivered to the following address:

Virginia Department of Social Services

General Services - Procurement

801 East Main Street, 14thFloor

Richmond, VA 23219-2901

Attention: Jennifer Nixon

In the event state business operations are suspended (office is closed) on the date set for receipt of applications, applications shall be due at the same time on the next regular business day.

3. Identification of Application Package: All packages must be sealed. The following information must be included in the return address and identified as follows:

From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May 15, 2017 4:00PM

Name of Applicant Organization Due Date Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BEN-17-056

Street or Box Number RFA Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employment for TANF Participants

City, State, Zip Code RFA Title

C. **Application Preparation Instructions**:

1. Applications shall be signed by an authorized representative of the applicant. All information requested should be submitted. Failure to submit all information requested may result in the VDSS requiring prompt submission of missing information and/or giving a lowered evaluation of the application. Applications which are substantially incomplete or lack key information may be rejected by VDSS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

2. Applications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFA. Emphasis should be placed on completeness and clarity of content. All pages of the application should be numbered.

3. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the applicant must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information. The classification of an entire application document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the application. If, after being given reasonable time the applicant refuses to withdraw an entire classification designation, the application will be rejected.

D. Deadline for Questions Concerning Application Requirements and Documents: If any prospective applicant has questions about the specifications or other application documents, the prospective applicant should contact the contract officer indicated below no later than five working days before the application due date. Any revisions to the solicitation will be made only by addendum issued by the contract officer.

Contract Officer: Jennifer Nixon

Phone Number: (804) 726-7183

Email: jennifer.nixon@dss.virginia.gov

**SECTION V. - APPLICATION FORMAT, CONTENT AND REQUIRED FORMS**

A. **Application Format**: Applications should be as thorough and detailed as possible so that the VDSS may properly evaluate your organization’s capabilities to provide the required services. The application narrative must be typed on 8.5” x 11” paper in a font size of 12 or greater (no smaller than 10 font for tables) using a conventional font such as Times New Roman, Arial, or Courier. All pages of the narrative should be numbered. Applications must be organized in the order in which the requirements are presented in the Application Content and Required Forms section below.

B. **Application Content and Required Forms**: Applicants are required to submit the following items as a complete application:”

1. GRANT APPLICATION COVER SHEET: The Grant Application Cover Sheet must be completed and signed by an authorized representative of your organization. (Attachment A)

2. ADDENDA: Sign and return all addenda acknowledgments, if any.

3. APPLICATION INFORMATION FORM: Complete Attachment B

3. TABLE OF CONTENTS: *(with page numbers provided)*

4. KEY CONTACTS: Complete Attachment C

4. APPLICATION NARRATIVE: Each section of the narrative should be clearly labeled as written below and in the order presented. **Applicants should follow the Narrative Template (Attachment D) when completing this section.** Narrative must consist of no more than 25 pages that address the following:

1. Application Title
2. Application Summary (one page limit)
3. Application Need Statement
   1. Evidence of Need
   2. Demonstrates Relationship Between Need and Services Proposed
4. Program Design/Proposed Services and Implementation Plan
   1. Project Scope
   2. Services
   3. Interactions with LDSS’ Existing VIEW Program
   4. Method of Provision
   5. Population to be Served
   6. Enrollment and Retention of Participants – Screening Process
   7. Diagnostic Tests and Specialized Professionals
   8. Implementation Plan
5. Outcomes and Benefits Expected
   1. Expected Outcomes and Benefits
   2. Tracking and Reporting Methods of Planned Outcomes
   3. Planned Reduction Outcomes
6. Organizational Staff and Provider Qualifications and Collaborative Agreements

5. Collaborative Agreements, Community Partners and Documentation of Support (Attachment E)

6. BUDGET and BUDGET NARRATIVE (Attachment F):

Complete all pages of the Budget in the Excel Workbook (Attachment F) outlining the proposed budget. Instructions for completing the Budget are located on the 1st tab of the Excel Workbook which should be reviewed before entering any information in the document.

The Budget may include an Indirect Cost Rate. Applicants with a federally approved indirect cost rate must submit, as a separate attachment, a copy of the NICRA (Negotiated Indirect Cost Rate Agreement) from the applicable federal agency that specified the approved rate. If no federally negotiated rate exists, applicants may elect to charge a *de minimis* rate **up to** 10% of Modified Total Direct Cost (MTDC). An Applicant’s costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

A budget narrative is also a requirement and the template is located on the last tab of the Budget workbook. Use this worksheet to justify all proposed expenditures by explaining the cost, how the costs were determined and calculations to support the expense. The cell for the narrative description will expand to accommodate all explanations and they should, therefore, be as comprehensive as possible. *All requested costs must be linked to the program goals and objectives. Not doing so could result in individual line item requests not being approved.* Instructions for the Budget Narrative are located on the first tab with all other Budget Instructions.

7. ASSURANCES, CERTIFICATIONS and OTHER REQUIRED FORMS:

a. Pre-Award Questionnaire (Attachment G)

b. FFATA Form (Attachment H)

b. Assurances for Non-Construction Programs (SF-424B) (Attachment I)

c. Certification Regarding Lobbying (Attachment J)

d. W-9 Request for Taxpayer Identification Number and Certificate (Attachment K)

e. State Corporation Commission Form (Attachment L)

g. Applicant’s Non-Discrimination in Employment Policy

h. Applicant’s Confidentiality Policy

**SECTION VI. - APPLICATION REVIEW INFORMATION**

A. Review and Section Process: An initial review for adherence to the guidelines of the application will be completed and applications failing to provide the required information may be removed from consideration at the discretion of the grantee. Each complete application from eligible organizations will be read by a review panel or panels who have demonstrated expertise in the subject matter. The panel(s) will rate the applications using the evaluation criteria indicated in this RFA. The grantee will endeavor to ensure sub-grant awards are made to applicants of statewide programs and to applicants of regional and local programs, based on boundaries as shown in Appendix D to ensure a continuum of services is provided to the citizens of the Commonwealth. Awards may include partial funding.

The evaluation will be adjectival and applications will be rated using the criteria in the table below.

|  |  |
| --- | --- |
| **Rating** | **Description** |
| Exceptional | Applicant’s proposal exceeds requirements and/or demonstrates an exceptional understanding of goals and objectives of the procurement. Major strengths are illustrated. No significant weaknesses exist. |
| Acceptable | Applicant’s proposal demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses; however, strengths outweigh the weaknesses. |
| Marginal | Applicant’s proposal demonstrates a minimal understanding of the goals and objectives of the procurement. Weaknesses have been found that out balance any strengths that exist. |
| Unacceptable | The content of the Applicant’s proposal is significantly incomplete and/or the proposal fails to demonstrate an understanding of the goals and objectives of the procurement. |

Plus and minus (i.e. Exceptional-, Acceptable +, Acceptable -, Marginal +, Marginal -) may be used by evaluators to differentiate proposals whose rating for an evaluation criteria fall, for example, within the “acceptable” rating category based on the above description but may be a little stronger or weaker than another proposal receiving an “acceptable” rating.

B. Evaluation Criteria: The following criteria will be used in the review of applications:

1. Application Need Statement

a. Evidence of need

b. Demonstration of Relationship Between Need and Services Proposed

1. Quality of Program Design/Proposed Services and Implementation Plan
2. Project Objectives and Scope
3. Quality of Services
4. Interactions with LDSS’ Existing VIEW Programs
5. Method of Provision – Reflects “Promising Practices” and/or Utilizes Evidence-Based Practices
6. Population to be Served
7. Enrollment and Retention of Participants – Screening Process
8. Diagnostic Tests and Specialized Professionals
9. Implementation Plan
10. Outcomes and Benefits Expected
    1. Projected Outcomes are Reasonable and Feasible for Funding Level, Services and Population to be Served
    2. Evidence in Application Narrative of Service Strategies That Will Produce Projected Outcomes
    3. Outcomes Demonstrated in Related Prior Work Relevant to Application and Population to be Served
11. Organizational Staff and Provider Qualifications and Collaborative

Agreement(s)

1. Qualifications of Organization (Applicant and any Other Providers) for Proposed Work
2. Qualifications of Staff for Proposed Work
3. Track Record of High Performance Demonstrated through Quantifiable Past Outcomes when Implementing Similar Projects
4. Leadership, Including Participation in and Formation of Collaborative Partnerships

(also see Section 2.9, Community Partnerships)

1. Budget
2. Budget and Budget Narrative are Reasonable, Allowable, and Clearly Show How Funds and Match will be Expended;
3. Budget Demonstrates a Cost Relationship to Project Activities and Support Proposed Activities, Outputs, and Outcomes; and
4. Applying Agency, through Administrative Structure and Past Performance, Demonstrates Ability to Maintain Required Records and Fiscal Accountability

C. **SELECTION OF APPLICANTS FOR AWARD:** Selection shall be made of applicants deemed to be fully qualified and best suited among those submitting applications on the basis of the evaluation factors included in the Request for Applications. The agency shall select the applicant(s) which, in its opinion, has made the best proposal, and shall make sub-awards to those applicants. The Commonwealth may cancel this Request for Applications or reject applications at any time prior to an award, and is not required to furnish a statement of the reasons a particular application was not deemed to be the most advantageous. The sub-award document will be an agreement incorporating by reference all the requirements, terms and conditions of the solicitation, and the applicant’s application as negotiated, if applicable.

D. Anticipated Announcement and Award Dates

|  |  |
| --- | --- |
| Application Due Date | 4:00 PM, May 15, 2017 |
| Award Decisions are posted on eVA | Approximately June 15, 2017 |
| Subaward Begin Date | July 1, 2017 |

**SECTION VII. - REPORTING REQUIREMENTS**

1. All sub-recipients of funding received as a result of this solicitation must provide statistical data to VDSS. Sub-grantees are required to maintain documentation of program performance according to state and federal standards and shall maintain documentation of all project activities for case reviews and audits. Documentation of services provided should be maintained in each client’s individual file.

Specific reporting instructions will be provided at a later date during training after awards are made. The reporting will include monthly cumulative financial invoices/reports, quarterly cumulative financial and statistical program performance reports, and a 12-month summary report. VDSS may also request one or more ad hoc reports on project status, if needed.

B. Quarterly reports are required from all recipients of funding received as a result of this solicitation. These reports will include a cumulative quarterly financial report, a cumulative statistical summary of program performance, and a case study/success story. Barriers to meeting objectives outlined in the activities/outcome form shall be reported and solutions to such barriers shall be explored and included in the quarterly reports.

C A final report is required that will address the activities, outcomes and overall accomplishments during the contract period.

**SECTION VIII. - ADMINISTRATIVE REQUIREMENTS**

A. Amendments: The grantee or subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve the grantee or subrecipient from its obligations under this Agreement. The grantee may, in its discretion, amend this Agreement to conform with federal or state government guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in funding, the scope of services, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendments signed by both grantee and subrecipient.

B. Termination of Agreement**:** This agreement may be terminated in whole or in part as follows (See §2 CFR 200.339):

1) Either party may terminate this Agreement at any time upon 30 days written notice to the other party. The subrecipient’s written notification must set forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. Partial termination of the Scope of Services can only be undertaken with the prior approval of the grantee In the event of any termination for convenience, at the grantee’s option, all finished or unfinished documents, data, studies, surveys, photographs, reports, or other materials prepared by the subrecipient under this Agreement shall, at the option of the grantee, become the property of the grantee, and the subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination.

2) The grantee may terminate this Agreement, in whole or in part at any time, if the subrecipient fails to comply with federal statutes, regulations, or terms and conditions of the Agreement. Upon receipt of a notice of termination the subrecipient shall stop all work and the grantee will cease all payments. The termination decision may be considered by the grantee in evaluating future applications submitted by the subrecipient.

3) If the federal awarding agency terminates its agreement with the grantee, the grantee shall terminate the Agreement with the subrecipient.

C. **EQUIPMENT**: Equipment is defined as an article of equipment equal to or in excess of $5,000 and having a useful life of more than one year. Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the approved budget incorporated in the agreement. The subrecipient shall keep written documentation of any acquisitions purchased and up-date the documentation if additional property or equipment is acquired. The written documentation shall include, but not be limited to: date of acquisition, description of product, serial number, ID number, physical location, cost, and name and phone number of individual using or responsible for the equipment. Equipment purchased under this agreement shall be retained by the subrecipient during the period of performance of the agreement. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the Commonwealth of Virginia or any of its agents.

If the grantee permits the subrecipient to purchase real property or equipment with grant funds, grantee retains a residual financial interest, enabling the grantee to recover the assets or determine final disposition. This will be accomplished on a case-by-case basis, according to the federal grant guidelines applicable to the grant that is funding the service(s).

D. **RECORDS ACCESS**: The federal awarding agency, Inspectors General, the Comptroller General of the United States, the grantee, and its authorized representatives shall have the right of access to any documents, papers, or other records of the subrecipient which are pertinent to this Agreement in order to make audits, examinations, excerpts, and transcripts. The right shall also include timely and reasonable access to the subrecipient’s personnel for the purpose of interview and discussion related to such documents. (See § 200.336)

E. **RECORDS RETENTION**: The subrecipient shall retain all financial records, supporting documentation, statistical records, and all other records pertinent to this agreement for a period of three (3) years after the termination of all activities funded under this Agreement. Records for real property and equipment acquired with federal funds under this agreement shall be retained for three years after final disposition. Indirect cost rate computations or proposals must be retained in accordance with §200.333(f) of the OMB uniform guidance. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later. (See §200.333)

F. **SUBRECIPIENT MONITORING**: The grantee may monitor and evaluate the subrecipient's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the subrecipient’s services or operations, audit reports, and other mechanisms deemed appropriate by the grantee. The subrecipient shall furnish the grantee on request information regarding payments claimed for services under this agreement. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the grantee, its authorized agents, and/or federal personnel.

Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the subrecipient, the subrecipient shall reimburse the grantee upon demand.

Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration in future grant awards and negotiations.

**SECTION IX. - GENERAL CONDITIONS**

A. **AUDIT:** The subrecipient shall retain all books, records, and other documents relative to this contract for three years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, federal and/or state auditors shall have full access to and the right to examine any of said materials during said period.

**(The above section applies to grants with a combination of state and federal funding. Omit if federal funds only.)**

The subrecipient further agrees to comply with the audit and reporting requirements defined by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart F – Audit Requirements, as applicable. A subrecipient who expends $750,000 or more in combined federal funding during the subrecipient’s fiscal year is required at its expense to have an independent audit performed annually in accordance with the provisions of these parts. The single audit report(s) package must be submitted on-line to the Federal Audit Clearinghouse (FAC) within the earlier of thirty calendar days after receipt of the auditor’s report(s) by the subrecipient, or nine months after the end of the audit period.

For specific questions and information concerning the submission process:

Visit the Federal Audit Clearing House <https://harvester.census.gov/facides/(S(ilywi5ipbj3rjov5zvu1fnos))/account/login.aspx>

Call FAC at the toll-free number: (800) 253-0696

B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The subrecipient shall comply with all applicable federal, state and local laws, rules and regulations.

C. **ANTI-DISCRIMINATION:** By submitting their applications, applicants certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over $10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the subrecipient agrees as follows:

a. The subrecipient will not discriminate against any employee or applicant for employment because of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, veteran status, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the subrecipient. The subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The subrecipient, in all solicitations or advertisements for employees placed by or on behalf of the subrecipient, will state that such subrecipient is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The subrecipient will include the provisions of 1. above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. **ANTITRUST:** By entering into a contract, the subrecipient conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

E. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

F. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The subrecipient assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual’s and the agency’s written consent and only in accordance with federal law or the Code of Virginia. Subrecipients who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Subrecipients shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Subrecipients and their employees working on this project may be required to sign a confidentiality statement.

G. **DEBARMENT STATUS:** By submitting an application, the applicant certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of services covered by this Request for Applications. Applicant further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

H. **DRUG-FREE WORKPLACE:** During the performance of this contract, the subrecipient agrees to (i) provide a drug-free workplace for the subrecipient's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the subrecipient that the subrecipient maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subrecipient, subcontractor or vendor. For awards of federal grant funds, failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

For the purposes of this section, “*drug-free workplace”* means a site for the performance of work done in connection with a specific contract awarded to a subrecipient, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

I. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13.Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of $50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer’s registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

J. **ETHICS IN PUBLIC CONTRACTING:** By submitting their applications, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other applicant, supplier, manufacturer, subcontractor or subgrantee in connection with their application, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

K. **FEDERAL EXCLUDED PARTIES LIST:** This contract is being funded in whole or in part by funds granted to grantee by the US Government. Under Federal Executive Order 12549, all contractors receiving individual awards, using federal funds of $25,000 or more, and all sub-recipients, certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. By submitting an application, the applicant represents that neither the applicant nor any of its principal officers are on the Federal Excluded Parties List.

L. **HUMAN TRAFFICKING PROVISIONS**: By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Section 106(g) of the “Trafficking Victims Protection Act of 2000” (22USC 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>

M. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the subrecipient certifies that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

N. **LOBBYING PROHIBITIONS**: Federal grant funds may not be used by any subrecipient (at any tier) to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This prohibition is related to the use of federal grant funds and is not intended to affect an individual’s right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93)

O. **NONDISCRIMINATION OF SUBRECIPIENTS**: An applicant or subrecipient shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, sexual orientation, gender identity, age, political affiliation, disability, veteran status, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the applicant employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

P. **OWNERSHIP OF MATERIAL**: Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the subrecipient in the performance of its obligations under this contract shall be the exclusive property of the grantee and all such materials shall be remitted to the grantee upon completion, termination or cancellation of this contract. The subrecipient shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the subrecipient's obligations under this contract without the prior written consent of the grantee. Any materials produced under this contract must bear a statement that the project was supported by the grantee and identify the title of the funding source.

Q. **POLITICAL ACTIVITY PROHIBITED**: The Subrecipient funded under this contract shall not use these program funds, provide services, or employ or assign personnel, in a manner supporting or resulting in the identification of such programs with any partisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office.

R. **PRIME SUBRECIPIENT RESPONSIBILITIES**: If approval is granted by the grantee to subcontract any portion of this contract, the subrecipient shall be responsible for completely supervising and directing the work under the contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime subrecipient. The subrecipient agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

S. **RELIGIOUS ACTIVITY PROHIBITIONS**: Direct federal grants, sub-awards, or contracts shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, the subrecipient must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. (See 45 CFR Part 87)

T. **SAME-SEX MARRIAGE PROVISIONS**: In accordance with the decision in United States vs Windsor (133 S. Ct. 2675 (June 26, 2013); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, martial, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. “Same-Sex Spouses” means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. “Same-Sex Marriages” means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. “Marriage” does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.

U. **SMOKE FREE ENVIRONMENT**: The applicant certifies to the Commonwealth that it will comply with the requirements of Title XII of Public Law 103-227, the “PRO-KIDS Act of 1994”, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs either directly or through State or local governments, by federal grant, contract, loan, or loan guarantee. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity. Additionally, the applicant certifies that it will include the above language in any subawards that contain provisions for children’s services.

V. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth’s use and acceptance of such form, or its acceptance of Contractor’s statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

W. **SUBCONTRACTS**: No portion of the work shall be subcontracted without prior written consent of the grantee. In the event that the subrecipient desires to subcontract some part of the work specified herein, the subrecipient shall furnish the grantee the names, qualifications and experience of their proposed subcontractor(s). The subrecipient shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

X. **SUBRECIPIENT AS INDEPENDENT CONTRACTOR**: During the performance of this agreement, the subrecipient shall be regarded as an independent entity and not as an agent or employee of the Commonwealth of Virginia or the grantee. The subrecipient shall be responsible for all its own insurance and federal, state, local and social security taxes.

Y. **SUPPLANTATION OF FUNDS:** The applicant assures that funds made available under this contract will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for [*insert name of program initiative* (i.e. child abuse prevention services and activities)].

**SECTION X. - PAYMENT TERMS**

Compensation to the Subrecipient for delivered services shall be as follows:

For providing the services specified in the subaward agreement, the subrecipient will be reimbursed monthly. The Subrecipient shall submit expenditure statements within 16 days following the end of the month in which services were performed.

Disbursement of funds will follow a cost reimbursement procedure and will be for actual funds expended. Actual expenditures shall be itemized and invoiced pursuant to approved line item budget categories in Attachment F of the subaward agreement. Subrecipients shall only be reimbursed for costs that have been incurred within the grant subaward period.

No amendments to the approved budget may be made without the prior written approval of VDSS, and budget amendments must be requested in writing. The subrecipient must be prepared to pay expenses as they are incurred and then submit expenditure request for funds on a monthly basis to VDSS for reimbursement.

The subrecipient should allow 30 days from the time expenditure statements are received by the VDSS until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date a corrected expenditure statement is received.

The subrecipient shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the Commonwealth of Virginia. VDSS will monitor expenditures.

VDSS will not pay for non-allowable expenses, or for work performed that is not in conformity with the contract, applicable federal, state and local laws, ordinances, rules and regulations. The method of payment to be used will depend on the type of organization receiving funds or serving as the fiscal agent:

* If the subrecipient or its fiscal agent is a local social services department, then the reimbursement will be handled through VDSS’ statewide local financial system – LASER. Funds allocated to a LDSS for this contract project will be placed in LASER in a separate cost center for this initiative. The first allocation will be for the period July 1, 2017 through June 30, 2018. Reimbursements are handled on a monthly basis.
* If the sub-grantee is a state agency, then reimbursement will be handled through Virginia’s Interagency Transfer system. Payments may be made monthly.
* If the subrecipient is not a state agency or local social service department, then the subrecipient will need to submit monthly expenditure statements to VDSS unless a local social services department is serving as the fiscal agent. For these subrecipients:
  + Upon approval of the award, the subrecipient will be reimbursed for expenses on a **monthly** basis according to the terms of the sub-award contract. Entities awarded contracts must pay expenses as they are incurred and then submit invoices on a **monthly** basis to VDSS for reimbursement. The subrecipient shall invoice monthly on forms supplied by VDSS. In cases where no costs are incurred for a particular **month,** the subrecipient shall submit a financial report showing no services delivered for that period.
  + Reimbursement shall be made electronically, using the Virginia Department of Account’s (DOA) Remittance Electronic Data Interchange (EDI). **All reimbursements will be deposited electronically through DOA’s Remittance Electronic Data Interchange (EDI) Virginia.** Subrecipientsseeking reimbursement from VDSS through the invoice process must be or become eligible to receive reimbursement through EDI. Application information for EDI is found on DOA’s website: [www.doa.virginia.gov](http://www.doa.virginia.gov).

**SECTION XI. - ATTACHMENTS AND APPENDIX**

1. **ATTACHMENTS**

Attachment A - Grant Application Cover Sheet

Attachment B – Application Information Form

Attachment C - Key Contacts

Attachment D - Application Narrative Template

Attachment E – Collaborative Agreements, Community Partners, & Documentation of Support

Attachment F - Budget Forms (Excel)

Attachment G - Pre-Award Questionnaire

Attachment H - FFATA Form

Attachment I - Assurances for Non-Construction Programs (SF-424B)

Attachment J - Certification Regarding Lobbying

Attachment K - W-9 Request for Taxpayer Identification Number and Certificate

Attachment L- State Corporation Commission Form

1. **APPENDICES**

Appendix A - Directions for the Richmond Pre-Application Information Session

Appendix B – Definitions for Services

Appendix C – TANF Requirements

Appendix D – Map of Regions for Award Purposes Only and Regional Boundaries for Award Purposes Only

**APPENDIX A**

**DIRECTIONS FOR THE RICHMOND PRE-PROPOSAL INFORMATION SESSION**

Directions to: VDSS Central Area Regional Office-1604 Santa Rosa Road,

Richmond, VA 23229

**From Washington or Petersburg (and points North and South of Richmond)**

Take I-95 to Richmond (DO NOT TAKE I-295, STAY ON I-95). Follow signs for I-64 West towards Charlottesville. Follow I-64 West to Exit 183A (Glenside Drive South and the University of Richmond). Stay in the right hand lane as you merge onto Glenside Drive. Go to the second traffic light turn RIGHT onto FOREST AVENUE and continue approximately 1 mile to the traffic light at DISCOVERY DRIVE (you will cross SKIPWITH ROAD and pass HENRICO DOCTORS’ HOSPITAL on the left.) At the traffic light, turn RIGHT onto DISCOVERY DRIVE. DISCOVERY DRIVE turns sharply to the left and becomes SANTA ROSA ROAD. As you make this turn, building 1604 is on your right. There is parking on three sides of the building**.**

**From Charlottesville (and points West of Richmond)**

Follow I-64 East to Richmond. Take Exit 183 (Broad St., Glenside Drive). Bear right at the split (250 West) towards the University of Richmond and the hospital. At the traffic light, turn right. Go to the first traffic light turn RIGHT onto FOREST AVENUE and continue approximately 1 mile to the traffic light at DISCOVERY DRIVE (you will cross SKIPWITH ROAD and pass HENRICO DOCTORS’ HOSPITAL on the left.) At the traffic light, turn RIGHT onto DISCOVERY DRIVE. DISCOVERY DRIVE turns sharply to the left and becomes SANTA ROSA ROAD. As you make this turn, building 1604 is on your right. There is parking on three sides of the building**.**

**From Norfolk (and points East of Richmond)**

Follow I-64 West to Richmond (DO NOT TAKE I-295, STAY ON I-64). Follow signs for I-95 North to Washington and then follow signs for I-64 West to Charlottesville. Follow I-64 West to Exit 183A (Glenside Drive South and the University of Richmond). Stay in the right hand lane as you merge onto Glenside Drive. Go to the second traffic light turn RIGHT onto FOREST AVENUE and continue approximately 1 mile to the traffic light at DISCOVERY DRIVE (you will cross SKIPWITH ROAD and pass HENRICO DOCTORS’ HOSPITAL on the left.) At the traffic light, turn RIGHT onto DISCOVERY DRIVE. DISCOVERY DRIVE turns sharply to the left and becomes SANTA ROSA ROAD. As you make this turn, building 1604 is on your right. There is parking on three sides of the building**.**

**APPENDIX B**

**DEFINITIONS FOR SERVICES**

Below is the list of definitions in the same sequence as noted in the document (see *Services Requested).*

1. **Comprehensive Assessments** generally utilize one or more screening processes for both obvious and hidden conditions, may be done by VIEW staff in collaboration with other professionals, and may involve diagnostic evaluations from licensed or certified professionals (including psychologists and doctors) to determine specific impairments or issues.

**2. Vocational Assessment and Vocational Evaluations**

*Providers are from DARS staff; Certified Vocational Evaluators (CVE) are licensed vocational evaluators.*

**Vocational Assessment** is the process of gathering information on an individual’s attainment, aptitudes, interests, learning style, and other relevant personal characteristics. The purpose in gathering this information may be to assist the individual in making sound judgments about their choice of, or progress in, employment, education, or training. This may include two complementary processes: Situational Assessment (item 3 below) and the more formal vocational evaluation.

**Vocational Evaluation** is the formal process of gathering information on an individual’s attainment, aptitudes, interests, learning style, and other relevant personal characteristics. For individuals without a work history, it may sometimes be more cost-effective to start with a situational assessment and then later do the more comprehensive vocational evaluation. This process will help to identify both assistive technology and accommodations needed for work.

**3. Situational Assessments**

*Providers are from DARS-approved providers who maintain certification from CARF --* *Commission on the Accreditation of Rehabilitation Facilities.*

A comprehensive community-based evaluation of the individual’s overall functioning in relation to the specific environment of an assigned job. The evaluation includes the job site, the community through which the person must travel to and from the job, and the people at the job site with whom the participant will interact. Situational assessment can be an effective tool to determine vocational interests and aptitudes of individuals with little work history. The process can also help identify and develop the supportive service strategies necessary for successful employment and is short term in nature.

**4. Medical Case Management**

*From individuals/organizations with such medical credentials as RN, certified rehabilitation provider (CRP), or certified disability management specialist (CDMS)*

Service provider conducts/facilitates obtaining an extensive educational, medical, and employment assessment, including information concerning the participant’s medical and behavioral health status, potential disabilities, work history and current employment situation, employment barriers, education and training history, career plans, work readiness and the appropriateness for vocational training, if required. The provider reviews medical evaluation forms with a treating physician to clarify the statements regarding a participant’s inability to work and help to develop plans, if applicable, for entry into employment. Specialized diagnostic services are obtained as needed so that the client’s situation is fully documented and those with disabilities are entitled to accommodations. If applicable, the provider obtains information on and/or determines the number of hours an individual can work and any limitation on the type and conditions of work that relate to the individual’s disability. Follow-up services are provided to obtain needed services and, if appropriate, prepare a participant for entry into employment. Medical Case Management services should be billed to Medicaid, if received by a client eligible for this program.

**5. Interventions and/or Treatment for substance abuse, mental health, physical disabilities, learning disabilities, etc.**

This includes the broad array of treatment and intervention services that may be needed to help an individual overcome, manage, or accommodate identified and verified conditions that will help stabilize situations and permit individuals to participate more fully in employment activities and the workplace. Where impairments are most severe, chronic, etc. assistance may be provided to help the individual obtain SSI.

**6. Assistive Technology and Other Accommodations**

*Determined by occupational therapist, rehabilitation counselor/engineer, speech and hearing specialist, psychologists usually for GED accommodations, others.*

This involves the identification and provision of assistive tools and devices when needed to increase, maintain, or improve functional capabilities of individuals with developmental disabilities and services related to the individual’s acquisition and use of assistive technology devices. These tools could be computers, special software, tape recorders and many other devices. Other accommodations may relate to job redesign (so that the individual can perform the work and it also meets the employer’s requirements), time allowed for the performance of work, type of work setting and other aspects that relate to an individual’s ability to perform work. Accommodations may also be obtained for education that could include supports such as more exam time, private examination area, and use of tools.

**7. Soft-Skills Development**

This includes a wide-array of activities and services that help individuals prepare for entry into the workplace, build self-esteem, learn computer keyboarding skills, develop a resume, problem solving, dress for different work settings, etc. Individuals also acquire familiarity with general work place expectations, work behaviors, and attitudes. This may overlap with or be part of some other services such as intensive job readiness.

**8. Independent Living Skills**

*May be from DARS-approved providers*

Deficits in non-vocational life areas may adversely affect an individual’s ability to gain and/or maintain employment. This service involves the provision of one-to-one or group education and training in areas that assist an individual to live and participate as independently and effectively as possible in home, work, and community settings of choice. The services are generally provided in the environment in which the skills and abilities will be used, i.e., home and community settings.

Specific services may include education, skills training, assessment and instruction related to the use of assistive technology, and development and implementation of strategies and techniques that allow an individual to live and participate successfully in community settings. Areas targeted may include household and financial management, personal care/hygiene, coping and social skills, using transportation, and other similar skills and tasks. The services are usually provided on a short-term basis, with services gradually decreasing and the individual becomes more independent in carrying out the specific tasks or activities (similar to the provision of job coaching services).

**9. Intensive Job Readiness**

This service may include workshops and seminars that focus on preparation for the workplace, resume development, work place expectations, work behaviors, and attitudes, and other areas noted under soft-skill development. The difference is in the intensity in terms of time required during the week and the duration of the program. These intensive programs are likely to be more structured as well. Some run from four to eight weeks and may involve as much as 30 to 35 hours per week. Some programs also integrate adult education within the program to address skills (reading, writing, or math) that may be needed for employment and/or to help individuals obtain their GED. In some cases, these activities facilitate a fuller identification of issues that could impede employment and access to needed services. Some programs have incorporated Workplace Essential Skills (WES) as the core curriculum.

**10. Work Adjustment Training**

*From DARS-approved providers who maintain CARF certification*

This is a formal training program designed to help individuals become “work-ready” and create viable short-term and long-term vocational development strategies. The duration will vary by program and by needs of participants. Individuals have opportunities to learn about work skills by experiencing daily work in one or more settings, possibly including some with earnings or stipends. Assistance may be provided to locate a job and/or support the person in the work setting. The services can help individuals:

* Learn the skills and expectations needed to work independently.
* Identify a vocational goal.
* Build self-confidence.
* Develop effective problem solving, communication, and coping skills.
* Improve relationships with supervisors and coworkers.

**11. Job Skills Training**

A wide-range of training activities can be offered. Training offered should relate to technical skills and required knowledge specific to an occupational area in the labor market, job opportunities and, wherever possible, help individuals acquire skills that will serve them well for job retention and job advancement. Training may include opportunities that offer non-traditional careers for women. Employment Services Organizations (ESOs) may provide occupational skills training for specific jobs. Examples are computer training, retail skills training, janitorial services, landscape maintenance, and clerical training. Most ESO skills training programs benefit from the involvement of a local Business Advisory Council who assists in curriculum development, internship development, and assessments of individuals served.

**12. GED and Basic Education**

Adult education includes programs and services to help individuals attain a GED (General Educational Development) and/or acquire basic skills for work. It may include the use of the pre-GED test to determine educational gaps and the diverse strategies to help individuals improve basic literacy skills and/or to master additional subjects and pass the GED. The adult education may occur in the regular classroom or in a flexible delivery system utilizing the workplace; it may be intensive and individualized. WES and *GED* Connects are two highly effective and free tools available to support educational initiatives.

Education can be aligned closely to specific occupational needs. Foundation skills (e.g., reading, math, writing, problem-solving, critical thinking, team building) may be tailored to the unique needs of a specific person’s job or a workplace.

Reasonable accommodations, both formal and informal, should be available for TANF participants to enable their success with class work and in taking the GED. Accommodations for learning and other disabilities, in the class and on the job, allows each employee to perform to his or her full potential. Some of these are individualized accommodations in the curriculum, strategies to help the individual learn and apply coping strategies, modifications in testing (e.g., breaking up tests, privacy of test area, longer test time) and helping the individual obtain accommodations for GED testing. (Formal accommodations require certification of the disability by a psychologist and approval by the Department of Education.)

**13. Job Analysis** (may be part of vocational assessment or situational assessment)

This is a comparative evaluation of job-site assessment with individual data to determine a match on key factors consistent with an employment objective. The analysis will also be used to develop alternative strategies for such factors as job availability, transportation, motivation, physical skills, orientation and mobility, production rate, social skills, communications, work behavior skills, need for reinforcement, family supports, and financial considerations.

**14. Employer Outreach , Job Development and Expanding Access to Better Jobs**

This is an organized effort to create and/or locate employment opportunities for clients. DARS’ Marketing Specialist and /or employer networks are sources for employer outreach and job development. For those with limited ability or some impairment, it may also involve fostering a special partnership with a specific business. Job development could also include creating new opportunities with a specific company or with a union (e.g., electrician’s or bricklayer’s union).

**15. Job Placement**

This service places specific participants in an unsubsidized or subsidized job and utilizes whatever relevant job opportunities have emerged from employer outreach and other job development activities. Job placement includes job-finding, job-matching, and placement of individuals, including consideration of allowable (documented) accommodations. Placement services may also include a job analysis (see item 13) for an individual and possibly redesigning the job for a specific individual so that the job is viable for an individual and the employer’s needs are met.

**16. Job Coaching**

*From DARS-approved providers who maintain CARF certification.*

This involves the training of an employee by an **approved** specialist who uses structured intervention techniques to help the employee prepare for entry into a job and then actually perform tasks to the employer’s specifications. Coaching also addresses the interpersonal skills necessary to be accepted as a worker at the job site. In addition to work preparation and job site training, job coaching includes related assessment, job development, counseling, advocacy, travel training and other services needed to provide initial support for employment. This service may extend for about three weeks or longer after employment and it may take place at the work site.

The job coach will provide highly intensive one-on-one training and guidance on or off the job, customized to the needs and barriers presented by each participant. Job coaches are usually utilized for teaching a specific job. They typically are used in cases of mental retardation, cognitive dysfunction, severe mental illness, or brain injuries. The supported employment model may utilize an employee or supervisor in the workplace who guides and trains a disabled individual when the job coach is not available or has "faded" from the scene over time. A family member or friend also may serve in that capacity.

**17. Enclave employment**

This service involves the use of an Employment Model that provides a group of clients with disabilities (often developmental disabilities) the opportunity to work in employment in a host company. This group may be comprised of 6 to 8 workers who are supervised by a staff member of an Employment Services Organization and are covered under a Worker’s Compensation Policy. They work under the guidelines of the host company. Quality control is highly stressed. While receiving the benefits of working in an integrated work setting and being compensated for their work, they are developing greater skills for better jobs in the future.

**18. Internships, Practicums, Work-study, Pre-Apprenticeships and Apprenticeships**

These are work activities that provide employment and training opportunities. Except for some apprenticeships, participants typically will be paid wages for these jobs, which will involve both an employer and training provider. The hours of work and training will vary, depending on the industry/employer, participant’s skill level, and the needs of the program or trainer. More specifically, internships are usually for six months and with a business. Practicums are part of a student’s curriculum, usually in community college or higher education and count as work activities under welfare reform policy.

Pre-apprenticeships are typically performed by one who is preparing to enter a trade and the formal apprenticeship program. Apprenticeships typically are performed by one who is beginning a trade or occupation and is bound by legal agreement to work for another for a specific amount of time in return for instruction in a trade, an art, or a business. The Department of Labor and Industry and the Apprenticeship Council oversee the apprenticeship programs in Virginia.

**19. On-The-Job Training (OJT)**

This is a subsidized employment activity that provides training to acquire skills and knowledge needed for full and adequate job performance. OJT involves a contractual arrangement in which a public or private employer agrees to hire and train an individual. The employer receives reimbursement of an amount not to exceed an average of 50 percent of the participant's total wages. During this time the participant is an actual employee engaged in productive work and receiving wages and other employee benefits. OJT contracts usually last for six months or less depending on the amount of training needed, the participant’s skill level, and the type of work.

In the Full Employment Program, TANF participants work for an employer and receive on-the-job training. The employer receives a $300 per month stipend to reimburse their expenses for wages and training.

OJT is another example of a welfare and business partnership that enables the employer to be involved in the hiring and training of participants. This activity is suited to serve participants who need additional training and support to compete in the unsubsidized labor market, retain employment, and become qualified for future career advancement.

**20. Supportive Services**

Supportive services include child care, transportation, and other services traditionally offered by VIEW that help individuals obtain and maintain employment. When providing supportive services, the following requirements apply:

* + For project participants who are VIEW or TANF, child care and transportation costs are covered out of regular TANF funds (not funds for this particular project/initiative). Transitional participants are also paid from regular TANF funds to allow them to retain employment (not to be confused with “going to look for a job”).
  + Other services may include equipment and tools, uniforms and other clothing, professional fees and licensing costs, and car repairs. Additional areas for supportive assistance may include health care, housing, domestic violence intervention and services for children.

VIEW supportive services are available for up to one year after the end of cash assistance. Contract funds can be used for supportive services for up to one additional year for transitional participants.

**21. Job Follow-Up**

Services relate to monitoring an individual’s success in the workplace, assessing job proficiencies and deficiencies, the need for additional skills, and identifying job retention issues at an early point so that a problem can be resolved.

**22. Job “Follow Along”**

*From DARS-approved providers who maintain CARF certification*

This is long-term support for individuals in the employment setting for a period of one to two years, but in some cases (particularly those served by community services boards for the mentally ill and mentally retarded) the support may be life-long. This support service monitors the status of an individual in the work setting and helps the individual adapt to changes in terms of the functions to be performed and interpersonal skills necessary to continue to be accepted as a worker at the job site. The project should determine the length of time the individual will need this service and where they would be eligible for other funding, referrals should be made to those programs. This support may occur in a sheltered setting.

**23. Transportation**

Diverse strategies are used to help clients have a means of getting to job appointments and to their work site. Local DSS agencies, using VIEW funds, pay for the transportation required for VIEW clients to get to their jobs. Clients continue to get transportation for up to 12 months following closure of their TANF case (i.e., cash assistance). During this time, local agencies may utilize and fund many modes of transportation that include but are not limited to:

* Door-to-door van service on demand
* In some rural localities, agencies pay for daily taxi service so that TANF clients can reach employment site
* Bus tokens
* Purchase of cars
* General funding of local transportation systems.

Contract funds can be used for supportive services for up to one additional year for transitional participants.

**24. SSI/SSDI Application Support**

This involves providing support to an individual for the application process for SSDI or SSI. For this contract, the target population would be TANF clients (adults and children) who have significant disabilities and assessments (including diagnostic evaluations) and poor employment histories that would indicate SSI as an appropriate strategy.

**APPENDIX C**

**TANF REQUIREMENTS**

**I. PROGRAM OBJECTIVES**

The State receives TANF funding in the form of a block contract from the United States Department of Health and Human Services (HHS). The State must use the TANF block contract funds to meet at least one of the four objectives stated in the federal TANF law. The objectives of TANF are to:

1. provide assistance to needy families;
2. end dependence of needy parents by promoting job preparation, work, and marriage;
3. prevent and reduce out-of-wedlock pregnancies; and
4. encourage the formation and maintenance of two-parent families.
5. **SOURCE OF GOVERNING REQUIREMENTS**

TANF was established by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (Public Law 104-193), which amended Title IV-A of the Social Security Act. Additional amendments were enacted in the Balanced Budget Act of 1997. The federal law regarding TANF can be found in the U.S. Code at 42 USC 601-619.

Reauthorization of the Temporary Assistance for Needy Families (TANF) Program’s Final Rule was published in the February 5, 2008 Federal Register 45 CFR Parts 261, 262, 263, and 265. The regulation can be found at: [*http://www.acf.hhs.gov/programs/ofa/law-reg/finalrule/tanf\_final\_rule.htm*](http://www.acf.hhs.gov/programs/ofa/law-reg/finalrule/tanf_final_rule.htm)*.*

TANF is subject to the A-102 Common Rule (*www.whitehouse.gov/omb/circulars/a102/a102.html*) and OMB Circular A-87 (*www.whitehouse.gov/omb/circulars/a087/a087-all.html*).

Any program or activity that receives TANF block contract funds is subject to: the *Age Discrimination Act* of 1975, the *Rehabilitation Act* of 1973, the *Americans with Disabilities Act* of 1990, and the *Civil Rights Act* of 1964. There shall be no discrimination based on race, color, religion, sex, national origin, marital, parental, birth status, or disability by State or local agencies in the administration of any public assistance program.

**III. ASSISTANCE VERSUS NON-ASSISTANCE**

The funds being allocated by contract cannot be used for "assistance" unless specifically permitted by the Secretary of Health and Human Resources. Generally, assistance refers to cash benefits and non-assistance refers to the provisions of services.

The definition of "assistance" provided with TANF federal funds is of particular importance because the major TANF program requirements (e.g., work requirements, time limits on Federal assistance, assignment of rights to child support, and data reporting) apply only to families receiving "assistance." The definition of assistance can be found at 45 CFR 260.31 ([www.acf.dhhs.gov/programs/ofa/finalru.htm](http://www.acf.dhhs.gov/programs/ofa/finalru.htm)).

In the federal TANF regulations, assistance includes payments directed at ongoing, basic needs.

Assistance excludes non-recurrent, short-term benefits designed to deal with individual crisis situations rather than ongoing need. These benefits cannot provide for needs that extend beyond four months. The definition of assistance also excludes child care, transportation and supports provided to employed families, individual development account (IDA) benefits, refundable earned income tax credits, work subsidies to employers, and services such as education and training, case management, job search, and counseling.

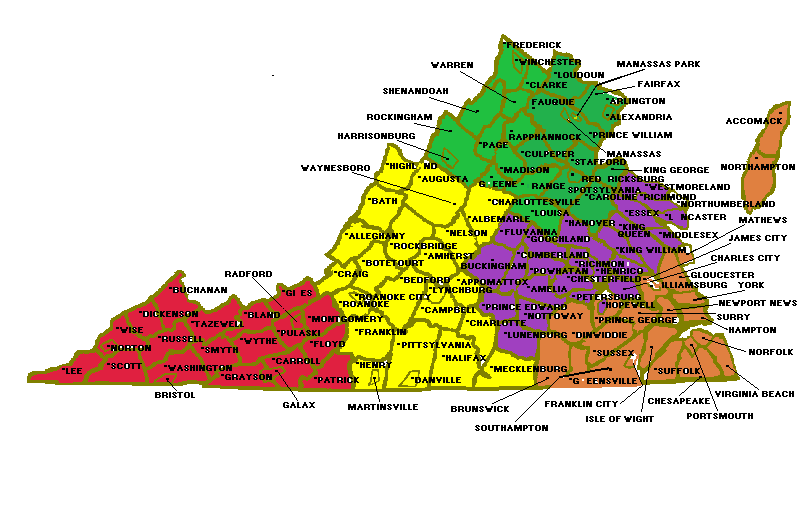
1. **FINANCIAL PENALTIES**

Penalties are incurred as described below and in applicable federal laws/regulations:

1. Use of federal funds in violation of the Act results in financial penalties. The single audit conducted under the Single Audit Act, supplemented by other related audits, reviews, and data sources will help identify violations.
2. Any use of funds that violates the provisions of the Act (Public Law 104-193, Section 115(a)(1) [Denial of Public Assistance and Benefits for Certain Drug-Related Convictions]) the provisions of 45 CFR Part 92 or OMB Circular A-87 will be considered to be a misuse of funds.
3. Misuse of funds will be considered intentional if there is supporting documentation, such as federal guidance or policy instructions, indicating that federal TANF funds could not be used for that purpose.

**APPENDIX D**

**Maps of Regions for Award Purposes Only**



**REGIONAL BOUNDARIES FOR AWARD PURPOSES ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Central**  (Purple) | **Eastern**  (Orange) | **Northern**  (Green) | **Piedmont**  (Yellow) | **Western**  (Red) |
|  |  |  |  |  |
| Amelia | Accomack | Alexandria | Albemarle | Bland |
| Buckingham | Brunswick | Arlington | Alleghany-Covington | Bristol |
| Caroline | Chesapeake | Clarke | Amherst | Buchanan |
| Charles City | Dinwiddie | Culpeper | Appomattox | Carroll |
| Chesterfield | Franklin City | Fairfax County (inc. Falls Church | Bath | Dickenson |
| Cumberland | Gloucester | Fauquier | Bedford | Floyd |
| Essex | Greensville-Emporia | Frederick | Botetourt | Galax |
| Fluvanna | Hampton | Fredericksburg | Campbell | Giles |
| Goochland | Isle of Wight | Greene | Charlotte | Grayson |
| Hanover | James City | Harrisonburg//Rockingham | Charlottesville | Lee |
| Henrico | Mathews | King George | Craig | Montgomery |
| Hopewell | Newport News | Loudoun | Danville | Norton |
| King & Queen | Norfolk | Louisa | Franklin County | Patrick |
| King William | Northampton | Madison | Halifax | Pulaski |
| Lancaster | Portsmouth | Manassas City | Henry-Martinsville | Radford |
| Lunenburg | Prince George | Manassas Park | Highland | Russell |
| Middlesex | Southampton | Orange | Lynchburg | Scott |
| New Kent | Suffolk | Page | Mecklenburg | Smyth |
| Northumberland | Surry | Prince William | Nelson | Tazewell |
| Nottoway | Sussex | Rappahannock | Pittsylvania | Washington |
| Petersburg | Virginia Beach | Shenandoah | Roanoke City | Wise |
| Powhatan | Williamsburg | Spotsylvania | Roanoke County | Wythe |
| Prince Edward | York-Poquoson | Stafford | Rockbridge-Buena Vista-Lexington |  |
| Richmond City |  | Warren | Shenandoah Valley (Staunton-Augusta & Waynesboro) |  |
| Richmond County |  | Winchester |  |  |
| Westmoreland |  |  |  |  |