**Attachment \_\_\_\_**

**SCOPE OF WORK**

**Weber County Prosperity Initiative**

**Weber County**

1. **Purpose**

During the 2020 Legislative General Session, Temporary Assistance for Needy Families (TANF) funding was appropriated through House Bill 2 (HB 2) for the Weber County Prosperity Initiative to provide services under the county-level plan that was implemented as a result of the IGP Implementation Pilot Program starting in 2018.

Funding will allow the County to provide services that meets TANF Purpose 2, to: reduce the dependency of needy parents by promoting job preparation, work, and marriage. In Weber County, 10% of children (7200+) are experiencing intergenerational poverty. This funding will scale the proven, child-centric, human-centered design, Integrated Community Action Now (ICAN) model to serve children experiencing intergenerational poverty and their families. The ICAN model uses resource integration coaches to work with parents to increase family resilience by implementing evidence-based programs and customizing the integration of resources and services for each child and adult in the household participating in ICAN to directly impact the future economic well-being of children and mitigate the adverse social environments and adverse childhood experiences (ACES), too often resulting from intergenerational poverty.

1. **Contractor Responsibilities** 
   1. **Objectives**

Through the Weber County Prosperity Initiative, the County will:

* + 1. Continue to provide services under their county-level plan to reduce the number of children in their county experiencing intergenerational poverty.
    2. Bring together cross-agency representatives, as well as cross-system representatives, to implement the ICAN model, thereby minimizing silos of service delivery and developing a coordinated system within the community to address the needs of TANF eligible families.
    3. Leverage the efforts of the community to ensure progress toward the Intergenerational Welfare Reform Commission goals without duplication of services.
  1. **Programming**
     1. Implement and provide services under the Weber County Prosperity Initiative to provide an integrated system of support by increasing the social capital of IGP children by incorporating two-generational strategies.
     2. Each TANF eligible family works with a Resource Integration Coach (RIC). The RICs will work with TANF eligible participants to customize an action plan and build family resilience.
        1. Action plans will be developed using a trauma-informed approach that is tailored to each participant’s needs and continue to build on this plan to accomplish the participant’s identified goals.
        2. RICs will collect data and report to ICAN leadership on the progress made towards the completion of the action plan goals. These goals will be built around, but not limited to, these four domains:

1. Early Childhood Development 0-6 years of age
   1. Education - Pre-schooling - Kindergarten
   2. Parenting skills development courses
   3. Strong parent - child bond
2. Education in school youth 5-18 years of age
   1. After school programing
   2. Attendance
   3. Retention of grade-level Language Arts and Math
   4. Parents engaging with children in homework and after school activities
   5. On track for graduation
3. Health
   1. Medical insurance
   2. Behavioral/mental health services for youth and parents
   3. Attend regular medical well-visits and receive dental care
4. Family Economic Stability
   1. Decrease barriers to job search and employability
   2. Family Resilience
      1. Grantees will be expected to post all open jobs with DWS and ensure all unemployed participants are registered and trained on utilizing jobs.utah.gov in their job search.
   3. **CUSTOMER ELIGIBILITY DETERMINATION**
      1. Serve TANF eligible families and determine eligibility as outlined in the TANF eligibility verification process found on the DWS Contractor website: <http://iobs.utah.gov/services/tevs/tanfcontract.html>.
         1. Families receiving services must have at least one eligible child under the age of 18 or a pregnant woman in her third trimester in the household.
      2. Verify eligibility by completing the TANF Needy Eligibility Form (see Attachment F - Form 300).
      3. Enter participant information into the TANF Eligibility Verification System (TEVS), using the Form 300 (Attachment F). Access the TEVS website at: http://jobs.utah.gov/jsp/tevs.
      4. Ensure a Release/Disclosure of Information 115C form is signed and dated by the participant (see Attachment E).
      5. Maintain a case file for all TANF eligible families to include:
         1. TANF Needy Eligibility Form 300 (see Attachment F - Form 300).
         2. Release/Disclosure of Information Form 115C (see Attachment E).
         3. All supporting documentation used to determine eligibility.
         4. Social Security number for all eligible family members.
         5. Picture ID of at least one household member over age 18.
      6. The Grantee shall have access to the DWS eShare system to assist in determining program eligibility. Grantee shall comply with the provisions set forth in Attachment H - eShare System Use Agreement.
5. **Data Sharing**
6. **DWS has agreed to provide employment wage data for ICAN participants to assist in the evaluation of program effectiveness and accuracy of outcomes reporting.** 
   1. Grantee will be required to request data through MoveIt for secure encrypted electronic data file transmission.
   2. Data requests will be made in writing through MoveIt to correspond with Quarterly and Annual Reporting. Data will only be provided for participants specifically identified in the request that have been previously reported as ICAN participants.
      * 1. MoveIt package data requests will include: customer name, case number and signed 115C (see Attachment E).
   3. Data elements to be provided include participant’s name, employment wages and dates related to earnings.
   4. Grantee shall comply with the Data Transmission requirements as set forth in AttachmentM - Data Transmission Agreement.
7. **Expected Outcomes**
   1. Provide an integrated system of support and serve at a minimum 500 TANF eligible participants experiencing IGP for the 3 years of this contract.
   2. Increase the annual income of 25% of participating families to above the current Federal Poverty Limit.
   3. Increase family resilience by 30% for all families participating in ICAN.
   4. Grantee may choose to report on additional outcomes and indicators as identified by the Weber County program.
8. **Reporting**
   1. Quarterly reports must be submitted using the DWS provided template. Reports will be due at the end of the month following each quarter.
      1. Quarter 1: July 1 - September 30, report due October 31
      2. Quarter 2: October 1 - December 31, report due January 31
      3. Quarter 3: January 1 - March 31, report due April 30
      4. Quarter 4: April 1 - June 30, report due July 15
      5. An annual report must be submitted by July 15 of each contract year using the DWS provided template.
9. **Monitoring**
   1. Monitoring will be completed by DWS to ensure funds are used for authorized purposes and contract compliance.
   2. Monitoring may include, but is not limited to, site visits, technical assistance, desk reviews, expenditure document review, or monitoring by a third party.
10. **Budget**
    1. Total indirect and direct administrative costs must not exceed 15% of the total grant costs.
    2. Grantee shall submit requests for reimbursement of expenses using the DWS reimbursement billing template no less than quarterly. The final billing must be received no later than July 15 of each year of the 3-year contract.
    3. Processing times for payments are determined by accuracy of invoices and approval by the DWS Finance Division.
    4. Allowable costs for this grant are specified in *Attachment E: Appropriate Uses of TANF Funds.*
    5. Budget change requests must occur prior to the purchase, including item description, desired fiscal change and rationale for the change. DWS approval is required in writing for the budget change to be valid.
    6. Budget changes shall not be made during the last 30 days of the contract year.
11. **Grant Orientation Meeting**
    1. A mandatory grant orientation to include the Grant Terms and Conditions as well as monitoring processes will be scheduled upon grant award. Required attendees include the program administrator and other pertinent personnel.