

State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Employment / Child Care Program Office

Addendum 2

December 14, 2007

To

**Request for Proposals
Temporary Assistance for Needy Families (TANF)
Maintenance of Effort (MOE) Services
HMS 903-08-08-O**

November 19, 2007

December 14, 2007

ADDENDUM NO. 2

To

REQUEST FOR PROPOSALS
Temporary Assistance for Needy Families (TANF)
Maintenance of Effort (MOE) Services
HMS 903-08-08-O

The Department of Human Services, Benefit, Employment and Support Services Division, Employment / Child Care Program Office is issuing this addendum to HMS 903-08-08-O, Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) Services, for the purposes of:

- Responding to questions that arose at the orientation meeting of November 29, 2007 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to.
- is not amended.
- for Final Revised Proposals is.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:
Scott Nakasone
808-586-7062

snakasone2@dhs.hawaii.gov
Benefit, Employment and Support Services Division
Employment / Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813

HMS 903-08-08-O Temporary Assistance for Needy Families (TANF)
Maintenance of Effort (MOE) Services Written Response

The following are responses to written questions that were received. Questions that were submitted to address specific services provided by non-profit agencies have been amended so that the questions and subsequent responses may be more widely applicable to all interested parties.

1. *Are these monies particularly focused on current services that already have TANF funding or are you asking people to also submit proposals for other programs the agency has that may fit TANF goals?*

The proposal could be for expansion/enhancement of either currently TANF funded services or services that are not TANF funded but meet a TANF purpose. However, if the services are already TANF funded, the funding of the proposed services could not replace the existing federal funds and would need to be clearly separated in your proposed budget.

2. *If our program(s) are already identified in TANF Purpose Contract #2, should we continue to focus on that purpose?*

Please reference the TANF document that is referred to in the RFP to determine if your service meets one of the 4 TANF purposes. The proposal that is submitted would need to clearly identify for which TANF purpose the service being proposed would be addressing. I cannot advise which TANF purpose your proposed service should be addressing, however I can clarify the intent of each TANF purpose should you have questions on this matter.

3. *If one of our current TANF-funded programs is statewide, would we then just write to the services for Oahu for this RFP?*

This RFP is for Oahu only and will only fund services that are provided on the island of Oahu.

4. *It notes on the proposal application checklist that we have to submit the MOE Report Form. That does not appear to be a form that we need to complete but are we to still just add to an attachment?*

Please refer to the checklist that is part of the proposal submittal for this RFP. On this checklist the MOE report form is a document for submittal for this RFP. An addendum will be issued to clarify that MOE report form must be completed and that the service(s) reported on the form need to be of a TANF purpose in order to receive the maximum points in the proposal evaluation. If you have questions regarding this MOE report form, you may contact me for follow-up to your question(s).

5. *Will this RFP allow for programs to enroll and service both U.S. citizens as well as Micronesians?*

Because this RFP will be awarding federal TANF funds, there is a federal prohibition against using federal funds for non-qualifying aliens for services covered under TANF Purposes 1 and 2. Non-qualifying aliens are those immigrants that do not meet the eligibility requirements for federal public benefits, including TANF benefits. Because they are not eligible for federal public benefits, they do not meet the TANF criteria of being "TANF eligibles". The federal funding for this RFP for any service under Purposes 1 or 2 would be to service U.S. citizens and qualifying aliens only.

For services under TANF Purposes 3 and 4, there is no requirement to determine that the population being served is "TANF eligible", so there is no federal prohibition against using federal funds for these services, even if the population is made up of non-qualifying aliens.

6. *On page 2-11 and 2-12 under "Reporting requirements for program and fiscal data" Purpose 1: 1) Number of families applying for the month. Does this refer to the number of new families coming into our office for services under this proposal?*

Yes, the aforementioned reporting item is to capture the number of new families that are applying for your services for that report month.

7. *Since the RFP is to expand already existing services, can we use funds to build out of additional office space?*

No. TANF funds cannot be used for construction or capital improvement purposes. However, it can be used for equipment purchases if such equipment is needed in order for the proposed service to achieve its proposed TANF Purpose. Please reference the TANF document that is referred to in the RFP to review what could be paid for through TANF funding.

8. *If we submit one proposal for a service with two budgets for different sites; is the \$100,000 per service or per service site/geographic area?*

It would be per service site/geographic area. DHS will reserve the right to select to award services in particular service site/geographic area(s) if such a proposal is submitted.

9. *We provide services in support of TANF Purposes 3 and 4. We understand that this RFP is an expansion of existing TANF services. Are we limited to applying to expand our services in TANF Purposes 3 and 4, or can we also expand our services to TANF Purposes 1 or 2?*

You may submit a proposal to expand to TANF Purposes 1 or 2, however the proposal must clearly describe how its service addresses either Purpose, as well as what kind of benefit would TANF eligible families receive through this expansion. Also, Purposes 1 or 2 will require a process to confirm and record that families meet the criteria of being “TANF eligible families” (i.e. Families of U.S. citizenship with a dependent child in the household under 18 years of age, and income less than 500% FPL). The proposal should include a description of how this will be done.