



---

DC Department of Employment Services  
Division of State Initiatives

# Financial Literacy Services Round 2

## Request For Applications (RFA)

RFA No.: DOES-FLSR2-2019

RFA Release Date: August 1<sup>st</sup>, 2019

### Pre-Application Meeting

**Location:** 4058 Minnesota Avenue, NE, Washington, DC 20019

**Room:** 5201

**Date & Time:** August 19<sup>th</sup>, at 1:00pm

*(Please email [OGAGRANTS@dc.gov](mailto:OGAGRANTS@dc.gov) if you will be attending the pre-application meeting.)*

## Application Submission Deadline:

**August 30<sup>th</sup> by 2:00pm**

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY TO [OGAGrants@dc.gov](mailto:OGAGrants@dc.gov)

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Table of Contents**

Table of Contents ..... 1

Section A: Funding Opportunity Description..... 3

    Scope ..... 3

    Background ..... 3

    FINANCIAL LITERACY SERVICES GRANT ..... 3

    Source of Grant Funding..... 5

    Anticipated Number of Awards..... 5

    Total Amount of Funding to be Awarded..... 5

    Period of Performance ..... 5

    Location Requirements ..... 6

    Grant Making Authority..... 6

Section B: General Provisions..... 6

    Eligibility Information ..... 6

    Monitoring ..... 7

    Audits ..... 7

    Nondiscrimination in the Delivery of Services ..... 7

    Other Applicable Laws ..... 8

Section C: Application Format..... 8

    Technical ..... 8

    Applicant Profile ..... 8

    Table of Contents ..... 8

    Applicant Summary ..... 8

    Program Narrative ..... 9

    Past Performance ..... 9

    Budget Narrative ..... 9

Section D: Program Narrative ..... 9

    Program Narrative ( 3 to 6 pages)..... 9

    Organization Profile ..... 9

Participant Profile ..... 9

Program Description ..... 10

Section E: Application Review and Scoring..... 10

    Review Panel ..... 10

    Table 1: Technical Rating Scale..... 10

    Scoring Criteria ..... 11

Section F: Application Submission Information ..... 12

    How to Request an Application Package ..... 12

    Application Preparation ..... 12

    Submission Date and Time ..... 12

Section G: Award Administration Information ..... 12

    Award Notices ..... 12

    Appeal..... 13

    Grantee Program Compliance..... 13

    Grantee Reporting and Deliverables..... 14

    Program Launch..... 14

    Grantee Payment.....15

    Anti-Deficiency Considerations .....15

Section H: Contacts .....15

Section I: Additional Documents Required for Submission.....15

## Section A: Funding Opportunity Description

### Scope

The Division of State Initiatives seeks the services of a qualified grantee to provide high-quality, structured financial literacy and asset-building program services to 1,500 DOES customers who are receiving employment services through the Division of State Initiatives (DSI).

The grantee shall provide services that (1) enhance financial capability skills; and (2) establish a savings account that results in the ability to make a long-term and lasting asset purchase; such as, buying a home, advancing education or starting a small business; and/or as otherwise determined by DOES

Each application should include a three to six page program narrative (page count does not include the organizational chart, staffing plans, staff resumes, budget, budget attachments or program addendums).

### Background

The Division of State Initiatives serves DC residents with multiple barriers to employment through transitional employment programs designed to prepare DC residents for sustainability in the workforce. In addition to core programmatic functions, such as job readiness and life skills training and subsidized work experience participants of DSI programming also receive case management services, and supplemental supports to include financial literacy services. The ultimate goal of financial literacy services is to assist DOES customers in managing their finances and build financial stability, which is critical to long-term job retention and upward mobility.

### FINANCIAL LITERACY SERVICES GRANT

The grantee shall deliver financial literacy services (Monday – Friday, 8:30am – 5:00pm) to DOES customers via:

1. **Classroom-Based Group Financial Education Workshops** – the Grantee shall be responsible for preparing materials for and delivering group financial education workshops at DOES Headquarters, AJCs, or other mutually agreed upon locations.
  - The Grantee shall also be responsible for developing and administering an assessment for the workshop to measure changes in customer financial knowledge that align with DOES' goals for this initiative.
  - The Grantee and DOES shall periodically review the assessment and modify, as necessary
2. **One-On-One Financial Coaching Sessions** - the Grantee shall be responsible for conducting one-on-one financial coaching sessions, build upon the foundation of knowledge gained during the financial workshop and help DOES customers apply what they have learned to personal finances. DOES customers and financial coaches will work collaboratively to assess the individual's current fiscal situation, set realistic financial goals, develop a plan for achieving them and monitor progress over time.
  - The Grantee shall provide up to 10 hours per person of one-on-one financial management coaching to DOES customers. No session shall exceed 90 minutes in length.

- The sessions shall be held at DOES Headquarters, one of four American Job Centers (AJC) or an alternative location that is mutually agreed upon.
  - The Grantee shall be responsible for developing and administering an assessment (pre and post) for the one-on-one sessions to measure changes to financial habits that align with DOES' goals for this initiative.
  - The Grantee shall also be responsible for developing and administering an assessment for the workshop to measure changes in customer financial knowledge that align with DOES' goals for this initiative.
  - The Grantee and DOES shall periodically review the assessment and modify, as necessary
3. **Matched Saving Program** – the Grantee shall administer a 4:1 Matched Savings account for DOES participants that meet the criteria designed by DOES. The maximum amount of participant savings to be matched at a 4:1 ration is capped at \$500 per DOES participant. In coordination, and with final approval from DOES, the Grantee shall establish rules and processes which include the following:
- Establish a formal partnership with a financial institution that will hold the Matched Savings Accounts that have the following features:
    - Accounts are jointly owned by the Grantee and the DOES customer for a minimum of 12 months and up to 24 months after the Matched Savings Account is opened.
    - While the account remains jointly owned, withdrawals shall be restricted to approved purposes, as determined by DOES, or specific emergency situations.
    - The account match provided by DOES and administered by the grantee shall have the following rates: \$4.00 for every \$1.00 saved by the DOES participant up to \$500. As such, no participant will obtain any match on their savings that exceeds \$2,000 in matching funds.
    - In collaboration with DOES, administer Matched Savings Accounts, including:
      - Establish a process for facilitating and monitoring approved withdrawals.
      - Develop a methodology to work with DOES customers to establish savings goals, both amount and intended use, when the account is opened, and work with DOES customers to adjust savings goals, as needed.
      - Establish simple and straightforward policies and procedures for Matched Savings Account, including: (1) receiving deposits from DOES customers and tracking by the Grantee, (2) administering saving matches to DOES customers and tracking by the Grantee, (3) withdrawing deposits and savings matches from the account for approved purposes, and (4) tracking interest earned on the Matched Savings Accounts, if any.

- Establish agreement with DOES customers who open a matched savings account that outlines the responsibilities of the Grantee and DOES customer.
- Track amount saved in accounts by DOES customers and amount of savings match administered, and share data with DOES.
- In coordination with DOES, track employment status of DOES customers and adjust savings match to reflect current income.

Grantees shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.

### Rights and Responsibilities

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, the grantee shall not assign or otherwise transfer any rights, duties, obligations or interest in the agreement or arising hereunder to any person, entity or entities whatsoever without the prior written consent of DOES.

### Outcomes

Through the delivery of financial literacy services, DSI seeks the outcomes of: (1) dramatically enhancing financial capability skills through exposure to financial literacy concepts. In addition, DSI seeks the outcome of (2) offering participants an opportunity to participate in a savings program that results in the ability to make a long-term and lasting asset purchase.

### **Source of Grant Funding**

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent upon availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the applicant's submission.

DOES may suspend or terminate an outstanding RFA, pursuant to its own grant-making policies or any applicable federal regulation or requirement.

### **Anticipated Number of Awards**

DOES intends to grant at least one (1) award. DOES, however reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.

### **Total Amount of Funding to be Awarded**

The total amount of funding DOES anticipates to be available for award is \$210,000.

### **Period of Performance**

The "Financial Literacy Services" grant program will operate from the date of award through 12 months thereafter.

### Option Years

DOES reserves the right to exercise single option years up to three additional years beyond the original period of performance, if funding is available in the designated option year and the grantee has met the performance requirements of the grant.

### **Location Requirements**

For the purpose of this RFA, **all applicants must currently hold office space in the District of Columbia and be able to provide program services in the District of Columbia.** Each applicant must provide legal proof of ownership or occupancy of the site that will be used to host events.

Adequate proof of ownership or occupancy that may be submitted includes the following:

- Certificate of Occupancy issued by the Department of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to host the events proposed by the applicant;
- Building lease or rental agreement that is current and valid.

The applicant must submit written notice of any site changes within 24 hours of the proposed change. DOES must approve any site changes, prior to the proposed change.

### **Grant Making Authority**

DOES maintains the rights to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quantity and quality of applications. Funding for the award is contingent on availability of funds.

## **Section B: General Provisions**

### **Eligibility Information**

The eligibility criteria are as follows:

- Possess at least 3 years of experience providing financial literacy services and asset-building programs;
- Provide three (3) references with contact information (name, email and telephone number) for projects similar in size and scope; and
- Possess working knowledge of HIPAA rules and regulations and other local regulations that restrict data collection.
- Must have a valid and current DC Business License

In addition, all applicants must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

## **Monitoring**

Specific monitoring and progress report schedules will be established, agreed upon, and included in the Notice of Grant Agreement (NOGA). DOES staff is responsible for monitoring and evaluating the program, and may also make periodic scheduled and unscheduled visits to worksite and event locations.

During site visits, the Grantee is required to provide access to facilities, records, and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine the Grantee's level of compliance with federal and/or District requirements and to identify specifically whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

## **Audits**

The Grantee must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have the Grantee's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the Grantee and an overpayment is found, the Grantee shall reimburse the District for said overpayment within thirty days, after written notification.

The Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

The Grantee shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the Grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to Grantees' personnel for the purpose of interviews and discussions related to such documents.

## **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, source of income, status as a victim of an intrafamily offense, and place of residence or business, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.



## Other Applicable Laws

The Grantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.

## Section C: Application Format

### Technical

The application should be double-spaced pages, typed in 12 point Times New Roman font with 1-inch margins.

### Applicant Profile

Each application must include an Application Profile, which identifies the applicant type of organization, program service area and the amount of the funds requested.

### Table of Contents

Each application must include a Table of Contents. The Table of Contents must list major sections of the application with a quick reference page indexing those sections.

### Applicant Summary

Each application must include an Application Summary. This section of the application must summarize the major components of the application.

## **Program Narrative**

The applicant must provide a full description of how the program will be carried out by responding to the application requirements in Section F. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

## **Past Performance**

Please provide any prior awarded contract or grant, evaluations and/or data that would highlight your organizations past performance and capability of successfully completing the stated program requirements.

## **Budget Narrative**

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant and does not count against the page limit outlined for the program narrative. For all applicants requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives must include timelines for expenditure of funds. For applicants that request capacity-building funds, applicants should note in their budget narrative their understanding that program-funding award is contingent upon DOES confirming completion of the capacity-building activities.

Budget narratives must detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities. All budget narratives must identify the average cost per participant.

## **Section D: Program Narrative**

### **Program Narrative (3 to 6 pages)**

This section applies to each of the strategic categories and is where you clearly describe your proposed program in detail. Please ensure that you include each of the following:

#### **Organization Profile**

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff). Describe the experience your organization and staff have to deliver the proposed program.

#### **Participant Profile**

- Describe the number of participants your organization will serve under this grant for the year.

- Describe how your programming is designed to provide quality service outlined within this RFA.
- Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.

**Program Description**

- Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

**Section E: Application Review and Scoring**

**Review Panel**

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation of programs and past performance, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2

**Table 1: Technical Rating Scale**

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant’s score for each criterion. The applicant’s total technical score will be determined by adding the applicant’s score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above,

and the District evaluates the applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

**Scoring Criteria**

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 10 points
- Participant Profile 20 points
- Program Description 40 points
- Past Performance 15 points
- Budget and Budget Narrative 15 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has stated the mission of the organization.</li> <li>• The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed program.</li> <li>• The extent to which the applicant has demonstrated experience working with the targeted population.</li> </ul>	
2	Participant Profile	20
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described the number of participants to be served under the grant.</li> <li>• The extent to which the applicant has described how the proposed programming is designed to provide quality services.</li> <li>• The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them.</li> </ul>	
3	Program Description	40
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described their proposed program.</li> <li>• The extent to which the applicant has provided a description of proposed sites where program activities will be carried out. Applicants must specify if sites have been secured at the time of this proposal.</li> <li>• The extent to which the applicant has provided a clear, detailed, timeline or schedule for the successful completion of the grant.</li> </ul>	
4	Past Performance	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has provided data that highlights prior success in accomplishing the goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided prior program evaluations that highlight prior success in accomplishing the goals outlined in the RFA.</li> </ul>	

5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant provides a clear explanation of how the budget amount is derived.</li> <li>• The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.).</li> </ul>	
TOTAL POINTS		100

**Section F: Application Submission Information**

**How to Request an Application Package**

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at [www.does.dc.gov](http://www.does.dc.gov)
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: [ogagrants@dc.gov](mailto:ogagrants@dc.gov)

**Application Preparation**

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.

**Submission Date and Time**

In order to be considered for funding, complete applications and attachments (**see section I**) must be received electronically via [ogagrants@dc.gov](mailto:ogagrants@dc.gov) no later than **August 30<sup>th</sup> by 2:00pm. EST.** Applications received after **2:00** p.m. EST on **August 30<sup>th</sup> will not** be considered for funding.

All applications and attachments (**see section I**) must be submitted as one PDF file. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted it will not be considered.

**Section G: Award Administration Information**

**Award Notices**

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the applicant’s contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between the Grantee

and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the “minimum level of effort” will be specified in the grant agreement.

## **Appeal**

### Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading “Appeal of Grant Responsiveness Determination”. Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

### Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and the grantees selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

## **Grantee Program Compliance**

Prior to the start of the program, Grantees must successfully complete the following:

- DOES technical site visit inspection;

- DOES Orientation;
- All DOES mandatory meetings.

**Grantee Reporting and Deliverables**

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline below.

**Reporting**

Reports Required	Frequency
Monthly Narrative Report (summarizing monthly activity, including program updates, data on participants served, insights, observations, etc.)	Monthly (10 <sup>th</sup> of each month)
“Coaching” Report (detail coaching hours, dates of activity, financial education test scores and other outcome data)	Monthly
Monthly Matched Savings Report (to include per each participant: number of participants that have created a “matched savings account”, amount of money saved by each participant, withdrawals made by each participant, match amount administered by grantee)	Monthly
Financial Assessment for all participants (pre-and post)	Monthly
Monthly Expenditure report	Monthly (5 <sup>th</sup> of each month)
Collect and report data on encounters with limited or non-English proficient (LEP/NEP) individuals.	Quarterly

**Deliverables**

- Preparing and delivering financial literacy workshops
- Conduct internal assessments on all program areas
- The Grantee shall provide up to 10 hours per person of one-on-one financial management coaching to DOES customers. No session shall exceed 90 minutes in length
- Provide matching savings at a ratio of 4 to 1
  - Monitor and track established savings accounts in accordance with requirements
- Provide a pre and post financial assessment measuring financial literacy knowledge gained

All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the end of the grant.

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

**Program Launch**

Before grantee can begin programming they must receive official documentation from “The Office of Grants Administration”.

**Grantee Payment**

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are two (2) payment categories listed below each representing a specific percentage of the total grant amount:

<b>PAYMENT #1 - Base Amount</b>	<b>PAYMENT #2 (monthly reimbursement)</b>	<b>Payment #3</b>
20%	45%	35%

**PAYMENT #1 – Base Amount:** Grantees that successfully complete the pre-program sit visit, attend the mandatory pre-program trainings and orientation will be eligible to submit an invoice for the base payment amount.

**PAYMENT #2 – 45%** of the grant award will be issued out on a monthly reimbursement basis until the end of the grant period. Each month’s payout will be determined by the eligible expenses and documentation provided by the grantee.

**PAYMENT #3 –** At least 50 (new) participants must create a matched savings account **and** make at least one bank deposit into the account.

<b>Grant</b>	<b>Payment Requirement</b>
Financial Literary Services	<ul style="list-style-type: none"> <li>• Required Reports</li> <li>• Monthly Expenditure Report</li> <li>• Invoice</li> </ul>

If the Grantee does not comply with the NOGA, applicable federal and District laws and regulations, then the NOGA may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

**Anti-Deficiency Considerations**

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

**Section H: Contacts**

Anthony Gamblin  
[OGAGRANTS@DC.GOV](mailto:OGAGRANTS@DC.GOV)

**Section I: Additional Documents Required for Submission**

The following documents are also required to be included in your grant submission. An application with the below required documents will be deemed non-responsive and will not be eligible for award.

**Documents provided by DOES**



- Statement of Certification
- Non-Closure Document
- Disclosure Document

**Documents to be provided by applicant**

- IRS W-9 Form
- IRS Tax Certification
- Valid DC Business
- Itemized Budget
- Proof of District Occupancy
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart