



Ohio Financial Literacy Education Grant Program FY 2017

Program and Application Guide February 2016

Ohio Department of Commerce
An Equal Opportunity Employer and Service Provider

Introduction

The Ohio Department of Commerce (the “Department”) is one of the state’s chief regulatory agencies. It comprises eight divisions which enforce a variety of regulations. The Department’s primary mission focuses on balancing consumer protection with the needs of the industries and small business persons it regulates. The Department is self-supporting, as its revenues are generated by fees paid by the industries and licensees being regulated.

In 2008, the Financial Literacy Education Fund was created to support various adult financial literacy education programs developed and implemented to benefit Ohioans. The authority for this fund is established in Ohio Revised Code section 121.085 and Ohio Administrative Code section 1301-1-02. The monies in this fund are used to provide competitive grant awards to entities offering financial literacy programs in Ohio.

Purpose: The purpose of the Financial Literacy Education Fund is to provide adult financial literacy education programs to Ohioans. The monies in the fund will be used to provide financial support in areas of need and address gaps in financial education delivery.

Beneficiaries: The Financial Literacy Education Fund will support programs which enhance adult financial literacy in Ohio. This year the fund will award grants to programs which focus on providing young adults the knowledge and skills necessary to build a strong financial foundation at an early age.

Available Funds: The Department will award up to a total of \$75,000 in grant funding to eligible programs in fiscal year 2017.

Criteria: Successful applicants will demonstrate the need for financial education in their community and justify their reasons for focusing on their chosen populations and subject matter. Applicants must explain how they intend to market their programs in order to reach their target populations. One half of grants awarded will be for programs offered at or by community colleges or state institutions.

In order to track how effectively grant funds are being utilized, grantees will be required to submit reports on a quarterly basis. In addition, grantees will also be required to submit a final report to the Department no later than three months after the end of their program describing how the grant monies were spent, the number of Ohioans served, curriculum used and lessons learned. A reporting template will be provided prior to the start of the program to help grantees track their performance.

Application Information

Applicants must clearly define the expected program output, goals, and measurements. Applications should be no more than six pages in length, not including attachments. Programs must be completed prior to July 1, 2017. Applications should include the following information:

Organization Name and Address

Program Name

Grant Amount Requested

Organizational Background: Provide details regarding the strengths and expertise that your organization has and any track record of success in order to demonstrate your ability to implement your program.

Program Description and Timeline: Provide a brief overview of your program structure. Identify primary and secondary objectives of your program. Describe your work plan and timeline, including key milestones and deliverables. Describe how much time will be required for preparation and how much time will be in active implementation. Include how you plan to market the program and what materials will be used for marketing purposes.

Materials Used: Identify what resources will be used and if these resources will be created by your organization.

Location: Clearly indicate where programming will be held. Please note that one half of grants awarded will be for programming offered at or by community colleges or other state institutions.

Population Served: Identify the age group your program or project will reach. Explain how your program will meet the requirement of providing young adult financial literacy education. Provide information on why your population served is in need of financial literacy education and any partnerships you have that will assist you.

Program Budget: Provide a detailed budget for the program. Indicate if expenses are estimates or actual costs. If the grant is only a portion of total funding, provide information on other sources of revenue and specify what portion of expenses will be funded through this grant. Also provide a narrative for the budget including information regarding how the program would change if less than the full grant request is awarded.

Community Impact and Expansion: Explain how your program will impact the community or target population. Can the program be expanded by your agency or replicated by other organizations?

Program Success: Provide information on how you will evaluate your program's success. Include what key quantifiable and qualitative numbers and information you will use to demonstrate success. Please include the method of verification of attendance and the method used to ensure students master the material, such as a quiz.

Resumes for Course Instructors: Provide names, addresses, and resumes for course instructors or job descriptions for instructors that would be hired or paid using grant monies.

Secretary of State Filings: Applicants must also provide evidence of all necessary filings with the Ohio Secretary of State and their Federal Tax Payer ID and DUNS number.

Audited Financial Statement: Applicants must include an audited financial statement with the applications. If more than ninety days have passed since the date of the most recent audited financial statement, the applicant shall provide an unaudited financial statement dated within sixty days of application to supplement its most recent audited financial statement.

Signature of an Authorized Representative of the Applicant: Applications must include the following attestation and be signed by an authorized representative of the applicant.

(Insert Applicant representative's name) hereby attests that all information provided in this application and all attachments affixed thereto have been prepared by me, or upon my direction and supervision, and that these documents constitute a complete, truthful, and correct statement of all information requested by the Director of Commerce.

Application Submission: All application material must be submitted by the close of business March 31, 2016. Applications should be sent to Jeanne Loscko. Applications can be emailed to Jeanne.Loscko@com.ohio.gov or mailed to 77 South High Street, 21st Floor, Columbus, Ohio, 43215.

Questions: Questions regarding the application process can be directed to Ms. Loscko via email, at Jeanne.Loscko@com.ohio.gov. Responses will be posted with a copy of the question on the Ohio Division of Financial Institution's webpage. All Questions asked before March 25, 2016 will be answered. Questions submitted after March 25, 2016 will not be answered, unless the Department determines it to be in the best interest of the state to waive this timeliness requirement.

The Department may reject any application if it fails to meet the deadline for submission.

Evaluation and Award Process

The Department will review all timely submitted applications for their completeness. Additionally, the Department will provide, via email, an acknowledgement of receipt for grant applications. Applications received after March 31, 2016 will not be accepted or reviewed. The Department normally rejects incomplete applications, though it may waive any defects or allow an applicant to submit a correction, if the Department believes doing so would not result in an unfair advantage for the applicant.

A representative of the Department will review the applications to ensure the applicant has the organizational capacity to complete the work it proposes to accomplish and is able comply with all of the grant requirements. Applications that do not demonstrate the requisite organizational capacity will be eliminated from further consideration. The Department may seek additional information regarding an applicant's organizational capacity, if it will not cause any material unfairness to other applicants.

Before the applications are provided to the Evaluation Panel, the Department's representative will redact the name and other identifying information in each application so that the evaluation process is blind to the identity of the applicant and based solely on the announced criteria.

All eligible applications will be reviewed by an Evaluation Panel comprised of employees from multiple divisions within the Department. The panel will meet to discuss and review applications in order to make a recommendation to the Director of Commerce regarding grant awards.

During the evaluation process, in the Department's sole discretion, it may request clarification or allow any applicant the opportunity to correct a mistake or defect in its application, if doing so would not result in an unfair advantage for the applicant, and it is in the Department's interest. The Department may reject any clarification that is non-responsive or broader in scope than what it requested. If the applicant fails to respond to the request for clarification, the Department may request a corrected clarification, consider the application without the clarification, or disqualify the application.

The Department may reject an application if it fails to meet the stated deadline for clarification in the Department's request.

Corrections and clarifications must be completed off State premises. Once a consensus has been reached by the Evaluation Panel, they will make recommendations to the Director of Commerce regarding grant awards. In addition to identifying what programs to award, the evaluation panel will also make recommendations as to the funding level for applications. Grant awards may or may not fully fund the request.

Awards will be announced by letter to the successful applicants. The Department expects to announce awards by April 30, 2016. Some applications may not be successful. For those applicants that are not successful, the Department will advise the applicant by letter, briefly describing the reasoning, as is articulated by the Evaluation Panel.

All Proposals and other material submitted will become the property of the State and may be returned only at the Department's discretion. Applicants should not include any confidential information in an application, clarification, or correction. All Proposals will be open to the public after the Department has awarded the grants.

Post Award Process and Reporting

Once selected, an awardee will be assigned to a grants administration specialist within the Department. The specialist will work with grantees in order to ensure appropriate documentation is received and contracts are signed in order to receive the grant funds.

Grantees will submit quarterly performance reports within thirty days of each quarter end. These reports must include a list of programs offered with program descriptions. Reports should also identify instructors for the programs along with resumes, number of participating students with attendance sheets and a current accounting of grant resources used.

Grantees will also be required to submit a final report to the Director of Commerce no later than ninety days after the end of their program with a full accounting of how the grant monies were spent, the total number of Ohioans served, challenges faced and lessons learned in implementing the program that could be addressed to improve similar programs in the future.

A quarterly and final reporting template will be provided prior to the start of the grant term to help grantees evaluate and track performance.