



The Wabash Valley is made up of problem solvers, difference makers, and opportunity creators.

Together, we're on a mission to change lives forever in our community by investing in programs focused on our BOLD GOAL!

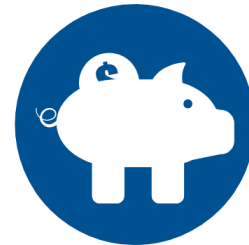
**United Way
of the Wabash Valley**



**United Way of the Wabash Valley, Inc.
Collective Impact Grant Opportunity Announcement
*Request for Proposals***

Issuing Impact Council: **Financial Management**

The Financial Management Impact Council is a United Way of the Wabash Valley initiative designed to implement a Collective Impact methodology to promote and grow financial coaching and income management throughout the 6-county service areas in the Wabash Valley. We believe that by improving financial management skills, we can help break the cycle of generational poverty and bring more households to financial stability



Financial Management Council

Grant Title:	Financial Skills at Work
Announcement Date:	3.1.22
Deadline:	5.25.22
Fiscal Year Funding:	2022

Contained in this document is the grant overview, schedule, application requirements, and instructions to provide a proposal to United Way of the Wabash Valley, Inc.

Overview of Funding Opportunity

Community Impact Goal

United Way of the Wabash Valley (UWWV) works with and for our community to create lasting solutions to our greatest challenges. We envision a thriving, inspired community focused on care and collaboration. We pursue this by convening the community to address key issues, collaborating to achieve a measurable impact, and connecting human and financial resources to improve lives.

In the United Way service area (Clay, Parke, Sullivan, Vermillion and Vigo Counties in Indiana and Clark County in Illinois), more than 33,000 households live below a bare bones financial income referred to as ALICE (see www.uwwv.org/ALICE). *UWWV is working toward a long-term bold goal for the community of moving 10,000 households out of financial struggles and into stability.* We invite applicants to propose initiatives that will help us reach that goal.

Issue Background

The UWWV Financial Management (FM) Impact Council will impact the ALICE population by investing in efforts intended to improve family budgeting skills, encourage ongoing savings to assist with emergency situations and retirement savings, as well as reduce the need to seek high cost borrowing alternatives (credit cards & 'pay-day' loans) for unforeseen needs. The UWWV FM council believes that growth in evidence-based personal financial literacy programs will positively impact these measurements.

The need for increased financial literacy among adults in the U.S. is well-documented:

- In 2019, the Board of Governors of the Federal Reserve System reported that 12 percent of adults wouldn't be able to pay their monthly bills if they incurred an unexpected expense of \$400 or more.
- In 2018, the FINRA Investor Education Foundation conducted a National Financial Capability Study which found that in Indiana,
 - 16% of individuals reported that over the past year, their household spent more than their income.
 - 48% of individuals lack a rainy day fund.
 - 31% of individuals can answer four or five questions on a basic five-question financial literacy quiz correctly.
 - 35% of individuals with credit cards paid only the minimum on their credit cards during some months in the last year.

Whether it's due to insufficient knowledge, lack of planning, or excessive spending, financial literacy training and mentoring programs will help improve an individual's ability to make informed judgements and effective decisions regarding the use and management of money. By creating new or expanding existing training and mentoring programs offered throughout the UWWVs six-county service area, families will become more financially literate and responsible, which will assist moving families out of ALICE. This grant offering will support programs that are offered in partnership with Wabash Valley employers who are interested in providing their employees with convenient, accessible financial literacy training.

Grant Offering

The UWWV Financial Management Impact Council is soliciting proposals to expand financial literacy training, coaching and/or mentoring in the Wabash Valley. The initiative must expand all participants' ability to understand and properly apply financial management skills. UWWV is seeking proposals from qualified applicants to coordinate, manage, and monitor initial training programs involving a minimum of six hours of total instructional time. Applicants will also be expected to provide post-training coaching/mentoring opportunities. Applicants will work with an employer partner or partners to deliver convenient and incentivized financial literacy training to their employees. Incentives may include additional paid time off to attend courses, contribution of funds to an emergency account, "lunch and learn" meals, etc. While course enrollment will be open to all, applicants must address how they will identify and attract members of the ALICE population to participate in the financial literacy program and facilitate their attendance at the course.

The UWWV Financial Management Impact Council is making available \$100,000 in funding to be provided over one year from the grant start date. Pending successful assessment of the program, these grants may be renewable.

Grant Required Outputs/Outcome

UWWV uses the biennially produced "ALICE Project" report to measure progress toward its long-term outcome of moving 10,000 households out of financial struggles and into stability. For its part, the Financial Management Impact Council will measure the contributing outcome of increased "banking reserve" (an increase of the average daily balance in an emergency savings account) and debt reduction of all Financial Management Impact Council program participants. To help achieve success in this outcome, award recipients must accomplish one of the following outputs through this grant:

1. Increased capacity (includes both increased clients and increased mentors) in an existing financial management skill-building training course with subsequent required mentorship program;
2. Creation of a new financial management skill-building training course with subsequent required mentorship program

Applicants already conducting such programs must demonstrate growth of clients served/enrolled and implementation of deliverables identified in the Application Overview below.

Grant Timeline

There are no exceptions to any deadlines for the applicant; however, UWWV reserves the right to change the dates, with proper communication to potential applicants. All times provided below are in Eastern time.

Milestone Activity	Date
Grant announcement. Solicitation for <i>required</i> Letter of Intent (LOI).	3.1.22
LOI/Stewardship Package Meeting. Organizations interested in submitting an LOI package are required to attend. Please RSVP to Mark Johnson @ 812.235.6287 or mjohnson@uwwv.org.	3.25.22 @ Noon
LOI/Stewardship Package is due electronically through United Way's e-CImpact™ system to UWWV by 4:00PM.	4.4.22
Notification of application status. Only approved submissions will proceed beyond this point.	4.11.22
Meeting and training to submit application electronically through United Way's e-CImpact™ system. Required meeting for application submission. Please RSVP to Mark Johnson @ 812.235.6287 or mjohnson@uwwv.org.	4.18.22
Grant application period	4.18.22 – 5.18.22
Full application electronic submission due to the UWWV by 4:00 PM	5.18.22
Review of applications	5.19 – 6.20
Notification of awards	8.1.22
Funding period begins	8.1.22
Progress report due per grant agreement	2.1.23

Eligibility

Eligibility to apply for this funding opportunity will be based on an initial review of the applicant's Letter of Intent (LOI) and Stewardship Package.

The UWWV Financial Management Impact Council invites applications from the following categories of entities based in or operating a facility or programs in Clay, Parke, Sullivan, Vermillion or Vigo Counties in Indiana or in Clark County in Illinois:

1. non-profit or for-profit organizations; or
2. faith-based and community-based organizations; or
3. institutions of higher education; or

4. financial institutions; or
5. a unit of local government

Letter of Intent (LOI)

All applicants must submit a Letter of Intent (LOI) indicating their interest in this funding opportunity. These letters will be used to narrow the field of applicants to a reasonable number who will be asked to submit a full proposal. Organizations are **required** to attend the LOI and Stewardship Package meeting at the UWWV offices on the date referred to in the grant timeline. UWWV is located at 100 S. 7th Street in Terre Haute.

The LOI shall be a maximum 2-page letter format for upload and will provide the following information:

- the name and address of the applicant and all contact information. (If the proposed project is a collaboration of one or more organizations, please designate one organization to be the lead. The lead will be the contact organization for all matters related to the project, as well as the fiscal agent for the project. List all collaborating organizations with project contact information).
- information about the employer partner(s) including the number of employees who will be invited to participate, the participation incentives being offered by the employer, and the location where the program will be held.
- the expected capacity of the program (number of participants).
- information about the curriculum being offered in the program.
- the amount of funding being requested, how the funds will be spent, and a brief description of how the funds will help the project achieve the goals and objectives listed for this grant opportunity. The amount requested in the LOI is not binding but should be a reasonable estimate and will be used in evaluating the LOI. If the project is selected for a full application, the budget can be adjusted as supported in the application.

Stewardship Package Requirements

A Stewardship Documentation Checklist will be provided and reviewed at the **required** LOI and Stewardship Package meeting discussed earlier. Minimum criteria for organizations to apply for grant funding will be included on this checklist and include, but are not limited to the following:

For 501(c)(3) organizations:

- Prior fiscal year organizational/department budget for the applying organization
- Board of directors roster
- Proof of financial oversight
- Stated policies of nondiscrimination and compliance with all the requirements of state and federal laws and regulation on nondiscrimination and equal opportunity
- Certified compliance with U.S. Patriot Act including recommended counterterrorism measures
- IRS determination letter

For organizations that are *not* 501(c)(3):

- Prior fiscal year organizational/department budget for the applying organization
- Proof of financial oversight

- Stated policies of nondiscrimination and compliance with all the requirements of state and federal laws and regulation on nondiscrimination and equal opportunity
- Certified compliance with U.S. Patriot Act including recommended counterterrorism measures

Application Content

Application Overview

UWWV uses Seabrook's e-CImpact™ Grant Management Community Impact Software system for submittal and review of issued funding opportunities. The grant application will require the following content to be completed and submitted online by the applicant.

- a. Applicant Organization General Information
- b. Applicant Organization Counterterrorism Compliance Certification
- c. Program/Initiative Proposal General Information
- d. Project Narrative (see explanation below)
- e. Project Budget and Budget Narrative (see explanation below)
- f. Additional Documents (*at discretion of applicant*)

Items *a - d* will be a series of online forms and text boxes; items *e* and *f* will be PDF attachments to be uploaded to the online application. The following instructions provide details for the completion of each section of the proposal. Each text box has a limit of 4,000 characters (this includes spaces). This is comparable to approximately one page of text, using 12-font, single-line spacing.

Project Narrative

This RFP is seeking projects that will expand financial literacy training, coaching and/or mentoring in the Wabash Valley. In particular, we seek applicants who will develop these programs in partnership with an employer or employers who wish to provide this training as a benefit to their employees. The project narrative should provide a clear, comprehensive framework and description of all aspects of the proposed project.

1. *Purpose and Need:* Briefly describe the purpose of the proposed project. Include information about the employer partner(s) who will incentivize their employees' participation in the program.
2. *Organizational Capacity:* Describe the staff, space, equipment, and general organizational capacity to implement the proposed project. Provide examples of past and existing programs that demonstrate your organization's capacity to successfully execute the proposed project.
3. *Workplan:* Describe the proposed program and the way it aligns with UWWV's goal. Describe collaborating participants and their roles in the project, if applicable.
4. *Methodology:* Describe your specific project activities as they relate to the objective.
5. *Key Personnel:* Describe key personnel and their role in the project. Provide information and background on their qualifications to conduct this work.

6. *Timeline*: Provide a succinct timeline that outlines key activities and benchmarks.
7. *Sustainability*: Describe how the project will be sustained after the funding period.

Detailed Budget and Budget Narrative

The Detailed Budget and Budget Narrative should be combined into a single document. The applicant may choose the format, making sure the financial content and associated narrative explanations are easy to review and understand.

The budget should provide details for each budget line item of the proposal, listing the total cost of each with the associated narrative explaining how such items were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid with grant funding. The budget should present—as completely as possible—an itemization of all proposed costs.

If the applicant is requesting funding to support or expand an existing program, the budget narrative should include details on how the funds will be used, and the budget should represent the entire program as well as highlight the use of the grant funding.

Evaluation and Selection Criteria

UWWV's *Investment Strategies and Partnership Requirements Manual* provides a description and additional insight into the standardized grant process. The manual is available at www.uwwv.org/how-we-invest.

UWWV staff members do not make selection decisions for grant applications. Rather, UWWV recruits volunteers to participate in the evaluation process. As the manual describes, volunteers are trained to use the “Best Investment Criteria” to make their decisions. As volunteers review applications for funding under an issued RFP, “Best Investment Criteria” refer to the programs that most clearly demonstrate:

- **ALIGNMENT**: Connection between program goals, UWWV Impact Council metric(s), and the Bold Goal for our community
- **IMPACT**: Effectiveness of programming as reflected by evaluation efforts and evidence-based outcomes
- **RESOURCES**: Access to the resources (staff, experience, financial, etc.) to successfully implement the program

The following additional considerations are not required criteria, but are recommended so that applicants may enhance their submittal based on these most basic evaluation criteria.

Organizational Capacity

- The applicant has provided a clear explanation of its mission, vision, and goals.
- The applicant's budget is consistent in terms of current and proposed fiscal years, and acceptable accounting practices are used.
- The applicant possesses the staff, space, equipment, and general organizational capacity to implement the outcomes.

- The applicant demonstrates the knowledge required to successfully provide programs of the quality proposed in this initiative through past experience or existing programs.
- Evidence of community engagement and partnerships is preferred.

Achieving Results/Program Evaluation

- The application clearly describes how the new investment will be evaluated for effectiveness.
- The application confirms how results data will be collected and reported.

Program Budget & Expenditure Detail

- If the program is current or existing, the proposal adequately describes current funding sources.
- The grant request amount seems adequate to support the proposed initiative/program.
- The application adequately describes how the requested grant funding will be used.

Sustainability

- The application describes a plan to ensure the sustainability of the program after the grant period ends and grant funds have been expended.
- The application includes information on additional resources or community partnerships that could be drawn upon, if necessary, to ensure sustainability.

Application Instructions & Guidance

All applicants are encouraged to review the “Standardized Grant Process” section (p. 19) of the *UWWV Investment Strategies and Partnership Requirements Manual* (www.uwwv.org/how-we-invest). The manual provides key details on selection criteria for submitted applications.

IMPORTANT: UWWV awards full requests only; partial funding will not be considered. Because of this, it is important that applicants request exactly what is needed. For example, applicants should not request \$25,000, expecting to receive \$15,000 in funding; this could disqualify a proposal from consideration.

The UWWV Community Impact Staff is the primary point of contact during the application process, from the issue date of the RFP until selection of the successful applicant(s). The Community Impact Staff for this RFP is:

Mark Johnson
 100 S. 7th Street, Terre Haute, IN 47807
 812.235.6287
mjohnson@uwwv.org

From the issue date of this RFP until announcement of the successful applicant(s), all questions, requests for clarification, and suggested changes may be addressed only to UWWV staff. UWWV assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing (electronic accepted). In addition, the UWWV written responses to questions will not be considered part of the RFP.

UWWV reserves the right to amend or provide clarifications to the RFP at any time. If the amendment occurs after the closing date for receipt of applications, UWWV may, in its sole discretion, allow applicants to amend their applications.

UWWV may request clarification from applicants in order to resolve ambiguities or question information presented in the applications. Clarifications may occur throughout the application review process. Clarification responses shall be in writing (electronic accepted) and shall address only the information requested. Responses shall be submitted to UWWV within the time stipulated with the request.

UWWV acknowledges that selected applicant(s) may contract with third parties for the performance of any of the applicant's obligations. The UWWV reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.

The application shall be received by the UWWV Community Impact Staff by the time and date specified in the grant timeline. The UWWV will not waive this requirement. Any application received after this deadline will not be considered. Applications must be submitted online through e-CImpact. It is the applicant's responsibility to ensure that the application is received online prior to the deadline.

All programs that are awarded funding through any collective impact grant issued from any UWWV impact council will be required to sign a grant recipient agreement. This agreement will confirm that grant recipients understand all stipulations of the grant and all requirements for abiding by them, in order to receive the full designated funding over the grant period. Failure to abide by the stipulations of the grant recipient agreement will result in forfeiture of remaining funds and may prevent the organization from applying for future funds. An example of a grant recipient agreement is included as Attachment E in the *UWWV Investment Strategies and Partnership Requirements Manual*.