

An Introduction to the 2014 AFI Funding Opportunity Announcement (FOA)

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Your Moderator

Presenter

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The AFI Resource Center provides training and technical assistance to AFI grantees, their project partners, and other organizations that are providing asset building services across the nation.

Webinar Objectives

- For listeners to:
 - Learn how to access the FOA
 - Learn the application due dates for FY 2014-2016
 - Become familiar with the content of the FOA
 - Learn where they can get answers to questions about the FOA and the application process



Assets for Independence

Special federally funded 5-year grants to organizations that enable individuals to ...

- **Learn** about financial and consumer issues
- **Save** in Individual Development Accounts

In order to ...

- Become more self-sufficient and plan for the future
- Invest in an asset: first home, post-secondary education, or starting up or expanding a small business

ACCESSING THE FOIA



Accessing the FOA

- Download the Funding Opportunity Announcement (FOA) at <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2014-ACF-OCS-EI-0774>
- Download the Grant Application Package from grants.gov by searching for:
 - Funding Opportunity Number HHS-2014-ACF-OCS-EI-0774
 - CFDA Number 93.602
- Grants.gov & The Two-File Maximum webinar: <http://idaresources.acf.hhs.gov/Apply>

APPLICATION DUE DATES



Application Due Dates

- Upcoming application due dates:
 - FY 2014: May 7, 2014 and July 14, 2014
 - FY 2015: October 25, 2014 and April 20, 2015
 - FY 2016: October 19, 2015 and April 18, 2016

NEW IN THE 2014 FOA



Organization (p18)

1. Table of Contents
2. Project Summary/Abstract
3. Approach - Organizational Capacity and Staffing
4. Approach - Project Implementation: Work Plan
5. Approach - Project Viability
6. Project Timeline and Milestones
7. Geographic Location
8. Plan for Oversight of Federal Award Funds
9. General - Budget and Budget Justification
10. Other
11. Program Income
12. Commitment of Non-federal Resources

Evaluation Criteria (p34)

- APPROACH
 - Target Population and Geographic Location (0-5 Points)
 - Project Design (0-10 Points)
 - Statement of Expected Outcomes (0-5 Points)
 - Timeline (0-5 Points)
 - Program Requirements (0-10 Points)
 - Subrecipient Activities (0-5 Points)
 - Record Keeping and Management (0-5 Points)
 - Project Viability (0-5 Points)

Evaluation Criteria (p34)

- ORGANIZATIONAL CAPACITY
 - Capacity (0-6 points)
 - Project Partners (0-6 points)
 - Financial Institution Partners (0-6 points)
 - Knowledge and Experience (0-6 points)
 - Staff (0-6 points)
- BUDGET and BUDGET JUSTIFICATION
 - Funding (0-5 Points)
 - Spending Guidelines (0-5 Points)
- BONUS
 - Community Development (0-2 points)
 - Key Collaborations (0-3 points)
 - Unserved States (0-5 Points)

Geographical Diversity (p3)

- Wyoming
- Rhode Island

Eligible Applicants (p9)

- Non-profit organizations with 501(c)(3) status
- State, local, and tribal government agencies
 - *Applications submitted by an Institution of Higher Education must include documentation that supports their designation as a government entity (i.e. as identified in box 9 of the SF-424).*
- Financial institutions that are designated as a low-income credit unions or community development financial institutions

Documentation of Non-Federal Cash Commitment (p10)

- Indicate the specific project for which the commitment is being made, as identified by application due date.
- Additional documentation requirements for non-federal cash commitments from:
 - Third-party Organizations
 - Applicant Organization
 - Individuals
 - State and Local Government or Tribal Funds

Submitting Applications for Multiple Funding Cycles in the Same Fiscal Year (p10)

- Entities seeking more than one grant award in the same fiscal year must provide documentation of non-federal cash commitments that are **separate, distinct, and specific to each application**. Entities seeking only one grant award in the same fiscal year must clearly indicate such by **identifying future applications in the same fiscal year as a "resubmission."**

The Two-File Requirement (p18)

- File One: Project Description and Budget & Budget Justification
- File Two: Appendices

- Required standard forms will be accepted *in addition* to the two files!

File One: Project Description and Budget & Budget Justification

- Table of Contents
- Project Summary/Abstract
- Approach - Organizational Capacity and Staffing
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- Project Timeline and Milestones
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- Other
- Program Income
- Commitment of Non-federal Resources

File One page limit: No limit

File Two: Appendices

- Table of Contents
- Legal Status of Applicant Entity - Proof of Non-Profit Status
- Additional Eligibility Documentation - Documentation of Non-federal Cash Commitment
- Organizational Capacity - Resumes
- Organizational Capacity - List of Board of Directors
- Organizational Capacity - Copy or description of fiscal control and accountability procedures
- Organizational Capacity - Job description for each vacant key position
- Third-Party Agreements (i.e. Project Partner Agreements)
- Other Supporting Documentation

File Two page limit: 100 pages

Required Standard Forms (p19)

- SF-424 - Application for Federal Assistance*
- SF-424A - Budget Information - Non-Construction Programs*
- SF-424B - Assurances - Non-Construction Programs
- Certification Regarding Lobbying (Grants.gov Lobbying Form)
- SF-P/PSL - Project/Performance Site Locations
- *SF-424 Key Contact Form (optional)*
- *SF-LLL - Disclosure of Lobbying Activities (optional)*

SF-424 (p16)

- Questions 14 and 15: Note: *Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.*
- Written guidance for the SF424 and 424A: See *Standard Budget Forms for AFI Applications* in the AFI Project Builder Toolkit at <http://IDAresources.acf.hhs.gov/Apply>

Project Activities (p5)

- Marketing and Recruitment.
- Case Management and Coaching.
- Asset-specific Training and Other Related Services.
- Data Collection.
- Record Keeping and Management.
- Evaluation Activities.

Data Collection (p5)

- **Data Collection.** Grantees should use performance measures in planning and implementing their projects. The framework includes two core performance measures: *the amount of IDA savings participants use for an asset purchase, and the number of participants who withdraw funds from their IDA for an asset purchase.* ACF continues to collaborate with AFI program stakeholders to refine and update the performance measures.

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