



Non-Federal Cash Commitment Documentation Checklist

Funding Source: Funds from Another Source

According to *Section IV.2. Content and Form of Application Submission* of the AFI Funding Opportunity Announcement (HHS-2015-ACF-OCS-EI-1005), documentation of non-federal cash commitment(s) for an AFI application must meet universal and source-specific requirements. Documentation will be reviewed by an objective review panel, according to *Section V.2. Review and Selection Process* of the Funding Opportunity Announcement.

Most non-federal cash commitments for AFI projects come from one of the following sources:

- a third-party organization,
- the applicant organization,
- a state, local, or tribal legislative governmental entity, or
- an individual.

Details on the requirements for each of these sources are listed on the checklists for those sources. In case there are applicants that have non-federal cash commitments from a source other than those listed above, the AFI program has provided the following instructions for documenting those commitments.

Universal Requirements: *The documentation must:*

- Specify that the non-federal funds are committed as match for the five-year grant period for this specific AFI grant application submitted by the applicant.
 - Does the documentation state the specific AFI grant application for which the commitment is being made?
 - Does the documentation specify that the commitment will apply to the grant period if an award is made based on this application?
 - Example: “\$10,000 is committed as non-federal match for [applicant’s] June 2015 application and, if this application is funded, the period of the grant awarded.”
- State the total amount of the non-federal cash commitment.
 - Is the total amount of the non-federal cash commitment stated clearly as a specific dollar amount?
 - Commitment should not be stated as a range, an estimate, or an annual amount.



- Indicate when the cash will be available for the applicant to use for project implementation.
 - Does the documentation state when the cash will be available to use for project implementation?
 - Example: "50% of these funds will be transferred to [applicant] upon notification of award, and the remaining 50% will be transferred on Oct. 1, 2016."

Source-specific Requirements: *The documentation must:*

- Appear in an official format from the entity with authority to commit the funds
 - Organizational letterhead is an example of an official format
 - Is the documentation from the entity with the authority to commit the funds?
- Be signed by two authorized individuals
 - Is the letter signed by two individuals with the authority to make a financial commitment on behalf of the entity?