



Non-Federal Cash Commitment Documentation Checklist

Funding Source: Applicant Organization

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.

This checklist explains the universal and source-specific requirements for documentation of non-federal funding committed to the AFI project directly by the **applicant organization** from funds that it has on hand at the time of application.

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 our 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 from our general account to the AFI project reserve fund upon notification of award, and the remaining 50% will be transferred on Oct. 1, 2016."



Source-specific Requirements: *The documentation must:*

- Appear on the applicant organization's official letterhead (Part 1)
 - Does the documentation appear on the applicant organization's official letterhead?

- Be signed by the Authorized Representative (Part 1)
 - Is the documentation signed by the applicant organization's Authorized Representative, as designated in Block 21 of the SF-424?

- Identify committed funding line item in documentation (Part 1)
 - Does the documentation clearly identify the line item(s) on the audit report or balance sheet (Part 2) that supports the commitment?
 - Examples:
 - o "This commitment is made from our unrestricted assets, as stated under Net Position on the third page of the audit report included in our application."
 - o "In our agency balance sheet, Line Item 'New AFI Project' identifies the funds that we have set aside as commitment for this application."

- Includes an audit report or agency balance sheet (Part 2)
 - Does the application include an audit report or agency balance sheet that demonstrates the availability of the specific funds committed to the project, such as unrestricted general funds or funds that are restricted for use as match to the proposed AFI project?
 - Funds that the applicant is not able to demonstrate through an audit report or agency balance sheet cannot be committed to the project by the applicant.

November 15, 2015

Dear AFI Program Operations Branch Chief, Office of Community Services:

1

Applicant Organization has committed a total of \$100,000 to support the implementation of an Assets for Independence (AFI) Individual Development Account program, \$85,000 of which will be used to match participant savings and \$15,000 of which will be used for other project support (data collection, administrative costs, and non-administrative costs).

3

These funds are to be used to support the grant period of an AFI Project funded under the December 2015 AFI Program funding cycle. The total non-federal cash commitment will be placed in the Project Reserve Account on the planned project start date if an award is received.

2

5

Also included in this application is a copy of *Applicant Organization's* Agency Balance Sheet from August 31, 2015. The funds for this project are indicated in line 2 (Restricted Funds – AFI Project 2015).

6

Signed,

{Signature}

Alan Rodriguez
Executive Director
Applicant Organization
Agency AOR

Attachment: August 31, 2015 *Applicant Organization's* Agency Balance Sheet

Key to Documentation Requirements

Applicant Organization Sample:

- 1) Total amount of the non-federal cash commitment
- 2) Date when funds will be made available for project implementation
- 3) Specific AFI grant application for which the commitment is being made
- 4) Organizational letterhead and signed by the Authorized Representative, as designated in Block 21 of the SF-424
- 5) Application includes an audit report or agency balance sheet that identifies unrestricted funds and/or funds restricted for use as commitment to the proposed AFI project
- 6) Line item(s) that support the commitment are clearly identified in the audit report or agency balance sheet