



Non-Federal Cash Commitment Documentation Checklist

Funding Source: State, Local, or Tribal Legislative Entity

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 a legislative governmental entity, such as a state legislature, or a city, county, or tribal council or other similar entity.

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 for the applicant to use for project implementation?
 - Examples:
 - o "The full non-federal cash commitment amount will provided to the applicant upon award of an AFI grant."
 - o "The full cash commitment will be disbursed to the applicant on [date]."

Source-specific Requirements: *The documentation must:*



- Include documentation of legislative action
 - Does the application include documentation of the legislative action (e.g., an official resolution) taken to commit funds for the project by a legislative governmental entity (e.g., a state legislature, or a city, county, or tribal council or other similar entity)?

If the documentation of legislative action does not include all the information necessary for the Universal Requirements, applicants must provide additional documentation that includes the required details. This additional documentation must also meet the following requirements:

- Be on official government letterhead
 - Does the documentation appear on letterhead of the legislative entity that is making the commitment?
- Be signed by a member of the legislative entity or a governmental representative with the authority to commit the funds
 - Is the documentation signed by a member of the legislative entity that is making the commitment or a governmental representative with the authority to commit the funds?

**SAMPLE DOCUMENTATION OF NON-FEDERAL CASH COMMITMENT
FROM A LEGISLATIVE GOVERNMENTAL ENTITY
Part 1 of 2**

AT A MEETING OF THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY,
STATE, HELD ON NOVEMBER 13, 2015.

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**RESOLUTION - COMMITMENT OF COUNTY FUNDS AS NON-FEDERAL MATCH FOR THE
WASHINGTON COUNTY INDIVIDUAL DEVELOPMENT ACCOUNT PROGRAM**

WHEREAS, the Board of Commissioners of Washington County of State, does hereby find
as follows:

WHEREAS, economic well-being does not come solely from income, spending, and
consumption, but also requires savings, investment, and accumulation of assets because
assets can improve economic independence and stability, connect individuals with a viable and
hopeful future, stimulate development of human and other capital, and enhance the welfare of
offspring;

WHEREAS, 25% of American households are asset poor, which is defined as lacking
sufficient net worth to subsist at the poverty level for three months in the absence of income.
The threshold used to determine the asset poverty rate varies by family size. A family of four
with net worth less than \$5,887 in 2013 is asset poor;

WHEREAS, the Washington County Individual Development Account (IDA) program,
administered by Community-based Organization, leverages federal Assets for Independence
(AFI) funds to provide local residents with the opportunity to save for first home purchase, small
business capitalization, and post-secondary education or training. Participants' savings are
matched by federal and non-federal funds to purchase one of these three assets;

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NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Commissioners of
Washington County, State, that \$50,000 of county general funds are committed as non-federal
match to the Washington County IDA Program, administered by Community-based
Organization.

Dated: November 13, 2015 Board of Commissioners, Washington County, State

Attest
Clerk, Board of Commissioners
Washington County, State

Key to Documentation Requirements

State, Local, or Tribal Legislative Entity sample:

- 1) total amount of the commitment
- 2) when the funds will be made available to the applicant (*see part 2*)
- 3) specific AFI grant application for which the commitment is being made (*see part 2*)
- 4) documentation of legislative action taken to commit funds to the project

NOTE: Since this document does not include all of the items above, additional documentation is needed, which has the following additional requirements:

- 5) official government letterhead (*see part 2*)
- 6) signed by a member of the legislative entity or a governmental representative with the authority to commit the funds (*see part 2*)

**SAMPLE DOCUMENTATION OF NON-FEDERAL CASH COMMITMENT
FROM A LEGISLATIVE GOVERNMENTAL ENTITY
Part 2 of 2**



WASHINGTON COUNTY
Board of Commissioners
123 S. Main Street • City, State 23456

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November 17, 2015

Jeannie Chaffin
Director, Office of Community Services
Administration for Children and Families
370 L'Enfant Promenade SW
Washington, DC 20447

Dear Ms. Chaffin,

On November 13, 2015, the Washington County Board of Commissioners committed \$50,000 as non-federal match for the Washington County Individual Development Account (IDA) Program administered by *Applicant Organization*. The Board Resolution demonstrating this commitment is attached.

This commitment is made to *Applicant Organization* for an application submitted to the Office of Community Services for the December 2015 funding cycle of the Assets for Independence Program and the grant period that may result from that application.

2 No later than 90 days after receiving notification that *Applicant Organization* has been funded by the Assets for Independence Program under this funding cycle, the Washington County Board of Commissioners will provide the non-federal funds in full to *Applicant Organization*.

With regards,

{signature}

6 Ed Arroyo
Washington County Commissioner

Attached: Board Resolution on the Commitment of County Funds as Non-federal Match for the Washington County Individual Development Account Program, November 13, 2015

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Key to Documentation Requirements

State, Local, or Tribal Legislative Entity sample:

- 1) total amount of the commitment (*see part 1*)
- 2) when the funds will be made available to the applicant
- 3) specific AFI grant application for which the commitment is being made
- 4) documentation of legislative action taken to commit funds to the project (*see part 1*)

NOTE: Since the legislative action documentation does not include all of the items above, this additional documentation is needed, which has the following additional requirements:

- 5) official government letterhead
- 6) signed by a member of the legislative entity or a governmental representative with the authority to commit the funds