



Non-Federal Cash Commitment Documentation Checklist

Funding Source: Third Party 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 a third-party organization, i.e. an organization that is not the applicant. This is the most common source of non-federal funds, as it includes other community-based organizations, banks, corporate funders, foundations, etc.¹

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: "We commit \$7,000 is 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 be disbursed to the applicant upon award of an AFI grant."

¹ Note that there are different requirements for funds from an individual and for funds from a legislative entity, such as a state legislature, city council, or county board of commissioners.



- “The full cash commitment will be distributed to the applicant on [date].”

Source-specific Requirements: *The documentation must:*

- Appear on organizational letterhead
 - Does the documentation appear on the organization’s formal letterhead?
 - The organization named on the letterhead and the organization committing the non-federal funds must be the same organization. Organization A cannot make a commitment of Organization B’s funds.
- Signed by an organizational representative with the authority to make a financial commitment
 - Does the person signing the letter of commitment have the authority to make a financial commitment on behalf of the organization?



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Key to Documentation Requirements

Third party organization sample:

- 1) total amount of the commitment
- 2) when the funds will be made available to the applicant
- 3) specific AFI grant application for which the commitment is being made
- 4) organizational letterhead
- 5) signed by an organizational representative with authority to make a financial commitment

October 20, 2015

Dr. Erica Kim
Executive Director
AFI Project Agency
1234 Main Street
Anytown, State 54321

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Dear Dr. Kim,

Fictional Bank has committed \$50,000 to *AFI Project Agency* for its Asset Building Program. Fictional Bank commits these funds for the purposes of the December 2015 *AFI Project Agency* application for funding to the Assets for Independence Demonstration Program.

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The full non-federal cash commitment will be provided to *AFI Project Agency* for deposit into the project reserve fund upon notification of an AFI grant award and will be available for the five-year grant period.

In addition, Fictional Bank will provide in-kind services appropriate to support the program, such as assistance with economic literacy classes, financial mentors for participants, and small business development trainings.

Fictional Bank is pleased to support the efforts of AFI Project Agency as they begin the pioneering work of providing economic literacy and asset building opportunities for low-income individuals.

Sincerely,

{Signature}

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Russell Loudon
President
Fictional Bank