



Assets for Independence

# Critical AFI FOA Updates: Requirements for All AFI Grant Applicants

Documentation of Non-Federal  
Cash Commitments,  
Two-File Requirement, and More

*October 2014*



Welcome

Your Moderator

**Presenter****Emily Appel-Newby**

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.

Your presenter is Emily Appel-Newby.



Technical Difficulties?

**Having technical difficulties?  
Contact the AFI Resource Center:**

by **Phone** at 866-778-6037  
or **Email** [info@idaresources.org](mailto:info@idaresources.org)

If you are having technical difficulties, please contact this phone number or email.

### Housekeeping

- This webinar is being recorded.
- The webinar will last approximately 60 minutes and we will answer questions at the end.
- All webinar attendees are muted to ensure sound quality.

Please note the following about the webinar.

## Asking Questions

- Use the question box in your webinar Control Panel to ask questions at any time.
- Questions will be answered at the end of the call.



Here is how to ask questions during the webinar.

## Webinar Objectives

- For listeners to:
  - Recognize the changes in the new AFI FOA
  - Understand importance of documenting the non-federal cash commitment
  - Know both the *universal* and *source-specific* cash commitment documentation requirements
  - Understand how to meet the two-file requirement
  - Know where to go for more assistance

[www.IDAresources.acf.hhs.gov/Apply](http://www.IDAresources.acf.hhs.gov/Apply)

Our goal today is to help listeners:

- Recognize the changes in the new AFI FOA
- Understand importance of documenting the nonfederal cash commitment
- Know both the *universal* and *source-specific* cash commitment documentation requirements
- Understand how to meet the two-file requirement
- Know where to go for more assistance

We will be reviewing the requirements listed in the AFI Funding Opportunity Announcement, as well as some sample documents that the AFI resource Center has created to help you understand the requirements. In the email with today's log-in information, you should have received these sample documents. If you didn't, you can access them at [www.IDAresources.acf.hhs.gov/Apply](http://www.IDAresources.acf.hhs.gov/Apply).

Key Updates to the Funding Opportunity Announcement (FOA) – 9/25/14

- October 27, 2014 is the final due date – *new FOA is expected in FY 2015*
- Acceptable documentation of non-federal cash commitments
- Appendices page limit: 150
- Updated Project Budget & Budget Justification language
- Updated evaluation criteria

First, a note about the current AFI Funding Opportunity Announcement or FOA. On September 25, a series of changes were made to the FOA.

- The October 27, 2014 due date will be the final due date for this announcement. After this application due date, OCS will cancel this current FOA and release a new one. We will notify the field with an email when the new one is released; so send an email to [info@idaresources.org](mailto:info@idaresources.org) to get on the outreach mailing list.
- Requirements for acceptable documentation of non-federal cash commitments have been updated in Section IV.2. Applications without sufficient acceptable documentation of non-federal cash commitments will be disqualified from review. An Appendix has been added with common unacceptable errors in non-federal cash commitment documentation for AFI applications.
- The page limitation for the Appendices has been increased to 150 pages.
- Language in Section IV.2 regarding preparing the Project Budget and Budget Justification for an application and The evaluation criteria have been updated... I will go over that in the next slide.

## Key Updates to FOA, cont.

- Updated Project Budget & Budget Justification language
  - Budget should clearly display the allocation of both federal and non-federal funds to an object category and relevant line items.
  - An object category may have more than one line, e.g., more than one line under personnel or under other costs.
  - Funds allocated to participant savings match for qualified withdrawals should be included in the “Other” category.

- Language in Section IV.2 regarding preparing the Project Budget and Budget Justification for an application has been updated:
  - The budget should clearly display the allocation of both federal and non-federal funds to an object category and relevant line items.
  - An object category may have more than one line, e.g., more than one line under personnel or under other costs.
  - Funds allocated to participant savings match for qualified withdrawals should be included in the “Other” category.

## Key Updates to FOA, cont.

- Updated evaluation criteria
  - The available standard points now total 100.
  - The Approach sub-criterion on subrecipient activities has been updated to include project partners.
  - The Bonus Points criterion for Community Development has been changed to Federal Place-based Initiatives, the available points for this criterion have increased to 5, and additional definitions have been added to Section I, The Program Description related to this change.
  - The Bonus Points criterion for Key Collaborations has also been revised to clarify ACF expectations in this area and the available points for this criterion have increased to 5.

The evaluation criteria (Section V.1) have been updated.

- The available standard points now total 100, and the Approach sub-criterion on subrecipient activities has been updated to include project partners.
- The Bonus Points criterion for Community Development has been changed to Federal Place-based Initiatives, the available points for this criterion have increased to 5, and additional definitions have been added to Section I, The Program Description related to this change.
- The Bonus Points criterion for Key Collaborations has also been revised to clarify ACF expectations in this area and the available points for this criterion have increased to 5.

## Accessing the FOA

- Visit <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2014-ACF-OCS-EI-0774>
- Email the AFI Resource Center at [info@IDAresources.org](mailto:info@IDAresources.org) to receive an Application Kit and join mailing list

I want to show you how to access the FOA on the web. If you click on the link shown on slide 10, it will take you to this page. (SHOW POD SHARING IE/CHROME)

Up here in the upper-right hand corner are two ways to access the FOA, either in HTML or as a PDF.

Alternatively, if you would like us to email you a copy of the FOA, send an email the AFI Resource Center and we'll get one out to you. That's also a good way to get on our mailing list for future updates.

**\*NEW in 2014\***

**Requirements for Acceptable  
Documentation of Non-Federal  
Cash Commitment**



Now let's move into the section about the new requirements for Documentation of Non-Federal Cash Commitment.

### Non-Federal Cash Commitment

- Must have firm commitments of cash support from non-federal sources at the time of application
- The commitments **must be equal to or greater than** the federal grant amount requested



As you'll remember, all applicants are required to raise funds from nonfederal sources to support their AFI project, in an amount equal to the AFI grant they are requesting. So for example, if you are applying for \$100,000 from AFI, you need to raise \$100,000 from nonfederal sources to support your project. This can be from private sources, such as foundations or corporations, or public sources, such as state, local, or tribal governments. It can all be from one funder, or made up of multiple contributions from multiple funders.

The key is that these funds have to be secured before you submit your application, meaning the funder has to commit to giving them to you if you win an AFI award. This doesn't mean you need to have cash in hand at the time of application, but it does mean you need to submit a letter or some other documentation showing their commitment to fund your project.

Definition of *Documentation of Non-Federal Cash Commitment*

- One or more documents that detail the **non-federal cash commitment to the applicant for the proposed AFI project**, including the total amount of cash committed to the project, when the cash will be available for the applicant to use for project implementation, and the specific AFI funding cycle for which the commitment is made.
- **The commitment must be made by the entity responsible for the committed funds** and the documentation must be signed by one or more individuals authorized to act for the entity making the financial commitment.

In Section I, Program Description, Definition of Terms, the AFI FOA defines *Documentation of Non-federal Cash Commitment* as:

One or more documents that detail the non-federal cash commitment to the applicant for the proposed AFI project, including the total amount of cash committed to the project, when the cash will be available for the applicant to use for project implementation, and the specific AFI funding cycle for which the commitment is made. The commitment must be made by the entity responsible for the committed funds and the documentation must be signed by one or more individuals authorized to act for the entity making the financial commitment.

### Documentation of Non-Federal Cash Commitments: Universal Requirements

- Clearly describe the financial commitment to the applicant for the proposed project by including:
  - the **total** amount of the commitment;
  - **when** the cash will be available for the applicant to use for project implementation; and
  - the specific project for which the commitment is being made, identified by the month and year of the **application due date**.
- See FOA Section IV.2. *Content and Form of Application Submission, Acceptable Documentation of Non-Federal Cash Commitment*

So now let's talk about what that documentation needs to look like. There are a couple of "universal" requirements that apply to all documentation of nonfederal commitment, regardless of the funding source. These requirements are listed in Section IV.2. *Content and Form of Application Submission, Acceptable Documentation of Non-Federal Cash Commitment* and require you to Clearly describe the financial commitment to the applicant for the proposed project by including :

- the total amount of the commitment;
- when the cash will be available for the applicant to use for project implementation; and
- the specific project for which the commitment is being made, identified by the month and year of the application due date.

## Example

*We commit a total of **\$100,000** to AFI Project Agency as non-federal cash match for its **October 2014** Assets for Independence Demonstration Program application.*

*These funds will be provided to AFI Project Agency **within 60 days of the issuance of the AFI Award**.*

Now let's look at an example might look like. This is just a made-up letter. In this example, you can see clearly stated:

- the total amount of the commitment - \$100,000
- when the cash will be available for the applicant to use for project implementation – “**within 60 days of the issuance of the AFI Award**”, and
- the specific project for which the commitment is being made – October 2014.

Common Errors –Universal Requirements

Error	Correction
The documentation is not from the entity responsible for the committed funds. For example, Organization A is committing Organization B's funds to the project.	All non-federal cash commitments must be <b>made by the entity responsible for the committed funds</b> , and the documentation must be from that entity.
Required information (total amount, date of availability, and/or application due date) is <b>not integrated into the text</b> of the documentation.	All required information must be integrated into the body of the documentation by the author.

Let's look at some common errors and misinterpretations related to the documentation of non-federal cash commitment.

As the definition states, a non-federal cash commitment must be made by the entity that is responsible for the funds that have been committed, and the documentation must be from that entity. Documentation in which Organization A is committing Organization B's funds to the project do not meet the FOA definition for non-federal cash commitment documentation. If you have questions about who the appropriate entity is to make the commitment, call the AFI Resource Center and talk it through with one of the TA providers.

Another error is when the required information we've just gone over appears to have been added to the documentation after the fact. All required information must be integrated into the body of the documentation as an indication that the author of the document intended the information be included. Required information should not be added to documentation by parties other than the originators.

This requires you plan ahead and communicate these requirements to your funders, so they can create documentation that meets these requirements. In fact, you may want to provide them with pre-written text that they can place on their letterhead, for example.



Common Errors – Universal Requirements

Error	Correction
The documentation provides the amount of non-federal cash commitment as an annual amount, an estimated amount, or does not specify an amount.	The <b>total amount of the cash commitment</b> for the full five-year grant period must be clearly stated in the documentation. <i>Ex: "a total of \$100,000"</i>
The documentation does not identify the <b>month and year of the AFI FOA application due date</b> for which the commitment is being made.	The documentation must state the month and year of the due date under which the application with that documentation was/will be submitted. <i>Ex: "application due October 2014" or "October 2014 funding cycle"</i> <i>Not: FOA number HHS-2014-ACF-OCS-EI-0774</i>

We see cases where the documentation provides the amount of non-federal cash commitment as an annual amount, an estimated amount, or does not specify an amount. This is not acceptable. The total amount of the cash commitment must be clearly stated as one specific dollar amount, covering the full five-year grant period. So for example, "a total of \$100,000." If you want to clarify how the funds will be split between administrative costs and participant match, that's fine, but first be sure to clearly state the total amount. So for example, "a total of \$100,000, of which \$85,000 will be used for participant match and \$15,000 will be used for administration, operations, and data collection."

Another error is when the documentation does not identify the month and year of the AFI FOA application due date for which the commitment is being made. The FOA requires the documentation to state the month and year of the due date under which it is being submitted. So for example, for an application due October 2014. Note that stating the FOA number (HHS-2014-ACF-OCS-EI-0774) is not sufficient to meet this requirement, as the FOA has had multiple due dates.

Common Errors – Universal Requirements

Error	Correction
The documentation does not clearly state <b>when the non-federal cash commitment will be made available</b> for the applicant to use for project implementation.	The documentation must include language specifying when the non-federal cash commitment will be made available for the applicant to use for project implementation. <i>Ex: "May 2, 2015"</i> <i>"within 30 days of when the AFI grant is awarded"</i> <i>"upon award"</i> <i>"50% will be disbursed on May 31, 2015 and 50% will be disbursed on May 31, 2016"</i>

Another error is when the documentation does not clearly state when the non-federal cash commitment will be made available for the applicant to use for project implementation. This requires a look at your project timeline, and some discussion with your funder. It could look like a specific date – May 2, 2015 – or “within 30 days of when the AFI grant is awarded” or “upon award.”

Your funders also have the flexibility to not make all the funds available all at once. Even so, you should make it clear in the documentation what the schedule of disbursements will be. For example, 50% will be disbursed on May 31, 2015 and 50% will be disbursed on May 31, 2016.

### Documentation of Non-Federal Cash Commitments: Source-Specific Requirements

- Additional documentation is required for commitments from these sources:
  - Third-party organizations
  - Applicant organization
  - State, Local, or Tribal Legislative Entity
  - Individual(s)
  - Funds from another source not described above
- See FOA Section IV.2. *Content and Form of Application Submission, Acceptable Documentation of Non-Federal Cash Commitment*

Now that we've gone over the universal documentation requirements, let's go over the source-specific requirements. These are in addition to the universal requirements, and they vary based on the specific source of the funding you're working with. There are 5 source categories listed in the FOA, which capture any and all sources you could possibly receive funding from. They are:

- Third-party organizations
- Applicant organization
- State, Local, or Tribal Legislative Entity
- Individual(s) and
- Funds from another source not described above

We will now go over the requirements pertaining to each specific type of funder.

### Third-party organizations

*Any funds 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.*

**Requirements:**

- Organizational letterhead
- Addressed to the applicant
- Signed by the person in the third-party organization with the authority to make a financial commitment on behalf of their organization

Third-party Organizations refers to any funds committed to the project directly by a third-party organization, *i.e. an organization that is not the applicant*. For example, this might be a foundation or a corporation, like your financial institution partner. For these sources of funding, the commitment must be on the donor organization's letterhead, addressed to the applicant, and signed by the person in the third-party organization with the authority to make a financial commitment on behalf of their organization.

**AFI** Assets for Independence

**fictional bank** 4

October 20, 2014

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

5 Dear Dr. Kim, 1

3 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 October 2014 AFI Project Agency application for funding to the Assets for Independence Demonstration Program.

2 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.

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,

21 ADMINISTRATION FOR CHILDREN & FAMILIES

**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 project for which the commitment is being made  
4) organizational letterhead  
5) addressed to the applicant  
6) signed by person with authority to make a financial commitment

(review example – for the live webinar, we will send out this link ahead of time so they can download the samples)

So now let's turn to the sample documents we sent with the confirmation email, so you can see how these requirements are met. It's on Fictional Bank's letterhead and addressed to Dr. Erica Kim at the AFI Project Agency. The total amount of the commitment is listed as \$50,000, and it identifies the application the funds are being committed for as being submitted under the October 2014 round. It then specifies that the funds will be available upon notification of the AFI grant award.

Finally, the letter is signed by a person with the authority to make a financial commitment on behalf of the organization, which in this case is the President.

### Applicant Organization

*Any funds committed to the AFI project directly by the applicant organization from funds that it has on hand at the time of application.*

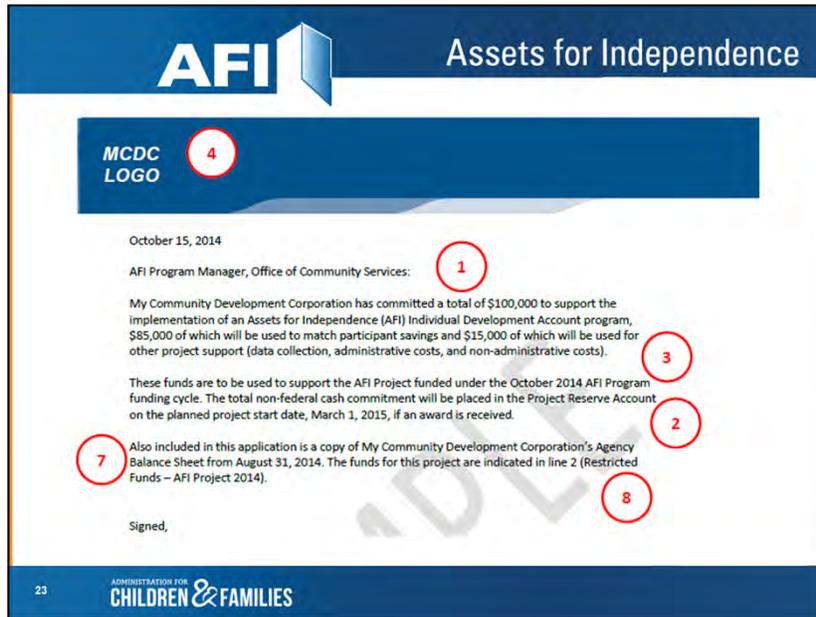
**Requirements:**

- Organizational letterhead
- Signed by Authorized Representative (Block 21 on SF-424)
- Signed by at least one other organizational representative
- Include an audit report or agency balance sheet that demonstrates the availability of the specific funds committed to the project
- Documentation clearly identifies the line item(s) that support the commitment

Applicant Organization refers to any funds committed to the project directly by the applicant organization.

Similarly, this commitment must be on organizational letterhead. It must be signed by TWO people – first by the AR – the Authorized Representative (as identified in Block 21 of the SF-424 in your application), and second by at least one other organizational representative (for example, a Board Member or the Financial Director).

Then, the documentation must 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. Then, going back to the main documentation, the letter should clearly identify the line item(s) in the audit report or agency balance sheet that support the commitment.



(review example – for the live webinar, we will send out this link ahead of time so they can download the samples)

So now let's look at our second example for funding which comes from the Applicant Organization. The applicant in this case is My CDC, so it's on their letterhead. The funding amount - \$100,000 – is listed right away, and then they provide more detailed information about the split where 85% matches participant savings and 15% for other project support, as per AFI program rules.

Next, the application cycle is clearly identified as October 2014 and the letter states that the funds will be available at the project start date. The author then references the Agency Balance sheet that is included as an attachment, and the line number where the contribution is listed, in this case line 2, called "Restricted Funds – AFI Project 2014." That's a pretty clear way to name the line item. Finally, you can see that the letter is signed by the AR – Alan Roster – and they made it clear that he is the AR right there in the signature block. Then it's also signed by the chair of the board of directors.

### State, Local, or Tribal Legislative Entity

*Any funds 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.*

**Requirements:**

- Include documentation of the *legislative action* taken to commit funds to the project, such as an official resolution.

The next funder types is State, Local, or Tribal Legislative Entity, which refers to funds committed to the project directly by a legislative governmental entity, such as a state legislature, or a city, county, or tribal council or other similar entity.

For this funding source, the application must include documentation of the *legislative action* taken to commit funds to the project, such as an official resolution.

### State, Local, or Tribal Legislative Entity, cont.

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.

**Requirements for additional documentation:**

- Official government letterhead
- Addressed to either the applicant or the Office of Community Services
- Signed by two members of the legislative entity

If that legislative action states all the required universal documentation requirements – amount, date available, and project application date – then you are good to go. If it does not, though, you will need to submit *additional* documentation with these details, plus a copy of the legislative action.

This additional documentation needs to be submitted on official government letterhead, addressed to either the applicant or the Office of Community Services, and signed by two members of the legislative entity.

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

4

AT A MEETING OF THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY, STATE, HELD ON OCTOBER 15, 2014.

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.

(review example – for the live webinar, we will send out this link ahead of time so they can download the samples)

So now we can turn to the State, Local, or Tribal Legislative Entity sample. This documentation has two parts, which will likely be the case. The first is a resolution from a meeting of the board of commissions of Washington County. In the last paragraph, you can see it commits \$50,000 of general funds the project. So while it states a total amount clearly, it doesn't state the application funding cycle, or when the funds will be available to the applicant. So more documentation is required.



So that brings up to part 2.

You can see it's on the county's letterhead, it's addressed to OCS, and it's signed by two members of the legislative entity, in this case the board of commissioners.

You can see they referenced that the legislative action is attached and reiterated the total amount of the commitment, \$50,000. Then they added in that it is intended for an application under the October 2014 cycle, and that the funding would be received no later than 90 days after notification that the applicant received funding from AFI.

## Individuals

*Any funds committed to the AFI project directly by an individual donor.*

**Requirements:**

- Addressed to the applicant
- Include the individual's contact information (name, address, telephone number, and/or e-mail)
- Signed by the individual donor
- Notarized

The next source, individuals, refers to any funds committed to the project directly by an individual donor.

The commitment, which will usually be a letter, must be addressed to the applicant, include the individual's contact information (their name, address, telephone number, and/or e-mail) be signed by the donor, and be notarized by a notary public.



(review example – for the live webinar, we will send out this link ahead of time so they can download the samples)

Looking at the sample documentation, you can see it's addressed to the applicant, it includes the donor's contact information in the signature block, and it's notarized. It also includes the three universal pieces of information – project amount, funding cycle, and when the funds will be available.

### Another Source Not Described

*Any funds committed to the AFI project that do not originate from one of the other sources previously described. NOTE: We do not expect this to be commonly used.*

**Requirements:**

- In an official form from the entity with authority to commit the funds (such as on letterhead)
- At least two signatures of individuals with the authority to make the commitment on behalf of that entity

If using federal funds as non-federal match, the documentation must:

- Clearly describe the statutory authority that allows those federal funds to be used as non-federal match to federal funds
- Include supporting references

Finally, the last category is funds from another source not described above, which is kind of the catch-all category that refers to any funds committed to the project that do not originate from one of the earlier 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. It should be noted, though, that OCS does not expect this to be commonly used.

For documentation for funds from these sources, the commitment must be in an official form from the entity with authority to commit the funds (such as on letterhead) and with at least two signatures of individuals with the authority to make the commitment on behalf of that entity.

If the funds are federal funds that have the statutory authority to be used as non-federal match, the documentation must clearly describe this statutory authority and include supporting references, such as the specific section of the Public Law.

Because OCS does not expect this to be commonly used, we have not created a sample for this one.



Common Source-Specific Errors

Funding Source	Error	Correction
Third-party or Applicant organization	Not on letterhead	Must be on letterhead
Applicant organization	Does not have two signatures	Must have two signatures
	Not signed by Authorized Representative listed on SF-424	Must be signed by Authorized Representative listed on SF-424
	Does not include audit report or agency balance sheet	Must include audit report or agency balance sheet, and specify relevant line item

Now let's look at some common errors in the documentation for specific types of funding.

For funding from either a third-party organization or the applicant organization, the documentation must be on the letterhead of the organization that is committing the funds.

For funding from the applicant organization, the documentation must have two signatures. One of them must be the Authorized Representative (AR), as identified in the SF-424. Also, it has to contain the appropriate financial statements, so the audit report or balance sheet, and the letter has to specify the relevant line item on the statement.

Common Source-Specific Errors

Funding Source	Error	Correction
Third party organization or Individual donor	Not addressed to applicant	Must be addressed to applicant
State, Local, or Tribal Legislative Entity	Legislative action does not include information for Universal Requirements	Submit additional documentation to meet the Universal Requirements
Individual	Does not include the individual's contact information	Must include the individual's contact information
	Not notarized	Must be notarized

For funding from either a third party organization or from an individual donor, the letter must be addressed to the applicant.

For funding from a State, Local, or Tribal Legislative Entity, if the legislative action committing funds does not include the total cash commitment, specify when the funds will be available for the applicant to use for project implementation, and the month and year of the application due date, then additional documentation with these details must also be submitted on official government letterhead and signed by two members of the legislative entity.

Finally, for funding from an individual, the letter has to include the individual's contact information and must be notarized.

Source-Specific Decision Tree

- **Does your organization already have possession of the funds?**  
 YES: Applicant Organizations: Checklist and Sample Documentation  
 NO...
- **Is an individual person committing the funds?**  
 YES: Individual(s): Checklist and Sample Documentation  
 NO...
- **Is a legislative governmental entity, such as a state legislature, or a city, county, or tribal council or other similar entity, committing the funds?**  
 YES: State, Local, or Tribal Legislative Entity: Checklist and Sample Documentation  
 NO...
- **Is a third-party organization committing the funds?**  
 YES: Third-party Organizations: Checklist and Sample Documentation  
 NO: Funds from Another Source not Described Above: Checklist

So that’s a lot of information, and a lot of categories to keep straight. To help you determine the documentation required for the specific commitments being made in your AFI application, we’ve created this decision tree.

Start by asking “Does your organization already have possession of the funds?”  
 If YES, then that should be considered funds from the Applicant Organizations. It doesn’t matter what the original source was, as long as it wasn’t federal.

If no, ask “Is an individual person committing the funds?”  
 If yes, then you want to use the documentation for Individual(s).

If no, ask “Is a legislative governmental entity, such as a state legislature, or a city, county, or tribal council or other similar entity, committing the funds?”  
 If YES, then you want to use the documentation for State, Local, or Tribal Legislative Entities, clearly.

If no, ask “Is a third-party organization committing the funds?”  
 If YES, use the Third-party Organizations Documentation.

If NO, then you have found Funds from Another Source not Described Above. But again, this will be very rare.

## Helpful Resources

- Sample documentation for each funding type
- Non-federal Cash Contribution Documentation Checklists for each funding type

See “Documentation of Non-Federal Cash Commitment” at

[www.IDAresources.acf.hhs.gov/Apply](http://www.IDAresources.acf.hhs.gov/Apply)

The AFI Resource Center has created some resources to help you understand these requirements and review your documentation for compliance. They were sent to you with the log-in information for today’s webinar, and are all available on our website at [www.IDAresources.acf.hhs.gov/Apply](http://www.IDAresources.acf.hhs.gov/Apply). The first is the sample documentation for each funding type you have already looked at. Feel free to copy these examples and tailor them for your project and your funders. The second is checklists of documentation requirements for each funding type, which you can print out and go through as you are creating your documentation.



## Assets for Independence

### Two File Requirement Details

<p><b>File 1- Project Description</b> (no page limit)</p> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Project Summary/Abstract</li> <li>• Approach- Org Capacity and Staffing</li> <li>• Approach- Project Implementation: Work Plan</li> <li>• Approach- Project Viability</li> <li>• Project Timeline and Milestones</li> <li>• Geographic Location</li> <li>• Plan for Oversight of Federal Award</li> <li>• General - Budget and Budget Justification</li> <li>• Other</li> <li>• Program Income</li> <li>• Commitment of Non-federal Resources</li> </ul>	<p><b>File 2- Appendices</b> (page limit: 150 pages)</p> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Legal Status of Applicant Entity - Proof of Non-Profit Status</li> <li>• <b>Additional Eligibility Documentation - Documentation of Non-federal Cash Commitment</b></li> <li>• Organizational Capacity - Resumes</li> <li>• Org Capacity - List of Board of Directors</li> <li>• Organizational Capacity - Copy or description of fiscal control and accountability procedures</li> <li>• Organizational Capacity - Job description for each vacant key position</li> <li>• Third-Party Agreements</li> <li>• Other Supporting Documentation</li> </ul>
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A note before we go to the Q&A about WHERE this documentation is supposed to be placed in an AFI application.

Remember that AFI is now using the two-file format for applications, where all your application documents are consolidated into two files, and attached to the Application Package. The first file is the Project Description, and that is the narrative about your project approach and organizational capacity, and also includes your budget and budget justification. There is no page limit on this section.

The second file is the appendices, and this is where the documentation of nonfederal commitment goes, towards the beginning. This file is limited to 150 pages. Remember to include a table of contents for each file, so the reviewers can easily see where to look for the required items.

You will also see on the File One – Project Description list, there is an item called ‘Commitment of nonfederal resources’ at the bottom. That is not asking for the documentation here, that is asking for a narrative description of the sources that make up your nonfederal cash contribution and how much each is contributing.

## Two-File Requirement: Points to Note

- Required Standard Forms will be accepted in addition to the two files
- Carefully observe the file naming conventions required by grants.gov and in the FOA
  - <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/restricting-special-characters.html>
- Guidance: “Grants.gov and the Two-File Requirement” webinar at [www.IDAresources.acf.hhs.gov/Apply](http://www.IDAresources.acf.hhs.gov/Apply)

Two additional notes about the two-file requirement:

First, the required standard forms like the SF424 and the Project/Performance Site Locations form will be accepted in addition to the two files.

Second, remember to carefully observe the file naming conventions required by grants.gov. They address the number of characters allowed and the use of special characters in the files name. This can impact if your application is received in its entirety and/or forwarded for review. You may use only capital or lower-case characters, the numbers 0 through 9, underscores, hyphens, spaces, and periods. No other characters will be accepted, and the file name must be fewer than 50 characters. See the link shown here for more details on what characters are allowed by grants.gov, and also review the instructions in the Funding Opportunity Announcement.

If you have more questions about the two-file requirement, there is an entire recorded webinar on our website about the process, called “Grants.gov and the Two-File Requirement”. Again, the website address is [www.IDAresources.acf.hhs.gov/Apply](http://www.IDAresources.acf.hhs.gov/Apply).

## Formatting Requirements

**Formatting requirements:**

- Times New Roman, 12-point font. Footnotes may be 10-point font.
- 1 inch margins
- One scanned page per single page
- Double-spaced
  - *Exceptions:* one-page Project Summary/Abstract, required Assurances and Certifications, required Standard Forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. **Pages will be removed before the objective review.** The removed page(s) will not be made available to reviewers.

Also, a reminder of other formatting requirements for an AFI application. These all come from Section IV.2 of the FOA, *Content and Form of Application Submission*:

- Times New Roman, 12-point font. Footnotes may be 10-point font.
- 1 inch margins
- One scanned page per single page
- Double-spaced. Please note some sections are excepted from the double spacing requirement. The following elements of the application submission be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required standard forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. **Pages will be removed before the objective review.** The removed page(s) will not be made available to reviewers.

The slide features a blue header with the AFI logo and the text "Assets for Independence". The main content area is white with blue and orange accents. It lists contact information for the AFI Resource Center, including a phone number, an email address, and a website URL. A call to action encourages emailing the center for an application kit and mailing list. On the right side, there are three small photographs of diverse families. The footer includes the number 38 and the logo for the Administration for Children & Families.

**AFI** Assets for Independence

AFI Resource Center  
1-866-778-6037  
[info@idaresources.org](mailto:info@idaresources.org)  
[www.IDAresources.acf.hhs.gov/Apply](http://www.IDAresources.acf.hhs.gov/Apply)

*Email the AFI Resource Center  
to receive an Application Kit  
and join mailing list!*

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Now we can end the presentation and move on to questions.

(Q&A)

...This slide shows the contact information for the AFI Resource Center. We are here to answer your questions about the FOA and documenting your nonfederal cash commitment. You can contact us at any time if you have questions.