

Introduction to Assets for Independence (AFI)

*FY 2015 AFI Grantee Orientation:
Webinar 1*



Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services



Introduction of Speakers

- Vernae Martin, Branch Chief, Assets for Independence, Office of Community Services
- Twanna Nickens, Grants Management Specialist, Office of Grants Management
- Parker Cohen, Senior Program Manager, CFED
- Megan Bolado, Program Manager, CFED

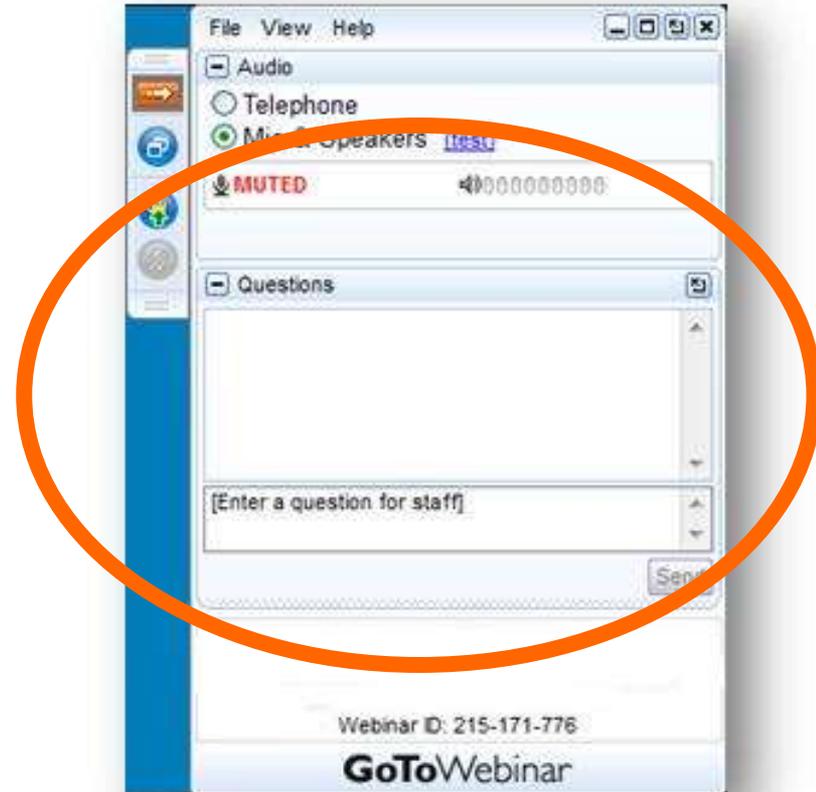
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- Listen on your computer by clicking the option on the webinar control panel
- Connect your speakers or a headset to your computer for best quality



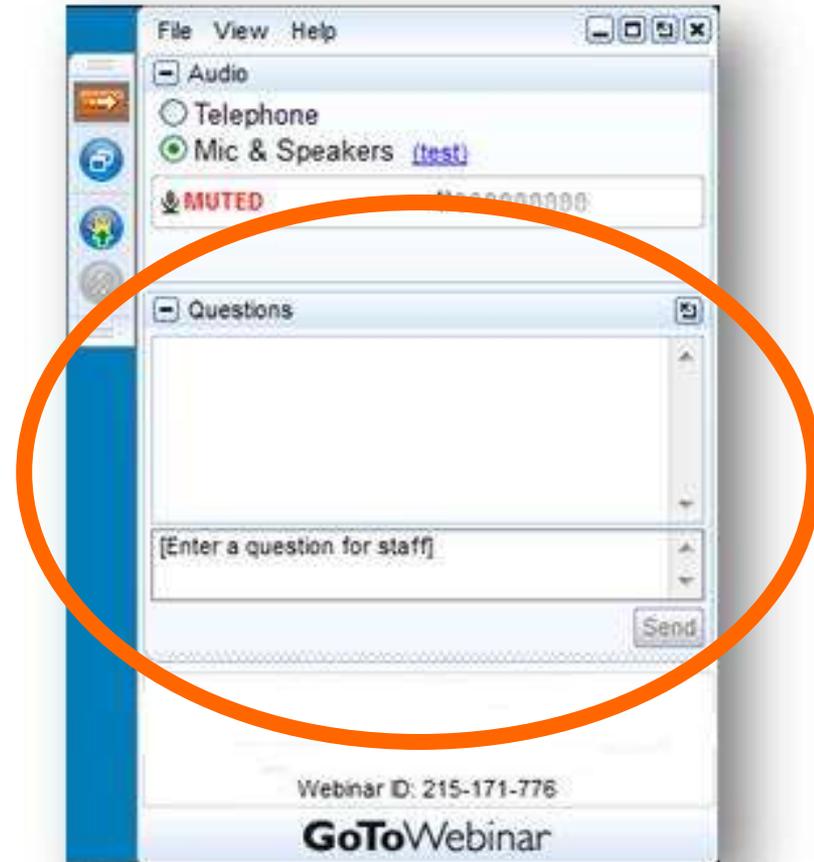
Technical Issues & Questions

- Use the question box in your webinar control panel to ask questions at any time. We will answer questions at the end of the presentation.
- Having technical difficulties?
 - Use the questions box
 - Email slandry@cfed.org



Housekeeping

- This webinar is being recorded!
 - All attendees are muted to ensure sound quality
 - A video recording and transcript will be available on idaresources.acf.hhs.gov at a later date.
- The webinar will last approximately 90 minutes.



Objectives for Today

- Provide an overview of the New Grantee Orientation Series
- Identify the federal offices that help you implement your AFI grant.
- Explain the roles of these offices and how to contact them.
- Understand how to access your AFI grant funds.

Introduction to AFI and Key Federal Offices and Resources



Department of Health
& Human Services



Administration for
Children and Families



Office of Community
Services



Assets for
Independence

Department of Health & Human Services



Administration for Children and Families



Office of Community Services



Assets for Independence

Department of Health & Human Services (HHS)

- Mission is to enhance and protect the health and well-being of all Americans
- Fosters advances in medicine, public health, and social services
- Eleven operating divisions:
 - Eight in the US Public Health Service
 - Three human services agencies

Administration for Children and Families (ACF)



- One of the key *human services* agencies within HHS
- Promotes the economic and social well-being of families, children, individuals and communities.
- Responsible for funding many programs and services, including Head Start, child care, child welfare, child support, LIHEAP, family violence prevention, TANF, CSBG, and refugee services

Office of Community Services (OCS)



- OCS is the lead office that administers the AFI program
- OCS' role includes:
 - Managing grant competitions
 - Awarding grants
 - Developing program policy
 - Providing guidance and interpretation of program topics and issues
 - Monitoring grantee progress
 - Ensuring that grantees succeed with their IDA projects

Assets for Independence (AFI)

AFI was established by the Assets for Independence Act in Title IV of the Community, Opportunities, Accountability, and Training and Educational Services Act of 1998

Three components:

1. Grant funding for IDA projects
2. Support for grantees and their partners through training and technical assistance
3. Ongoing research and evaluation about project administration and the impacts of AFI projects and IDAs

Department of
Health & Human
Services



Administration
for Children and
Families



Office of
Community
Services



Assets for
Independence



AFI Program Office



Office of Grants Management



Program Support Center
(PSC) Payment Management
Services (formerly DPM)

Key Federal Offices/Resources



AFI Program Office

- AFI Program Specialists
- AFI Program Website
- AFI Resource Center Website



Office of Grants Management

- Grants Management Specialists
- GrantSolutions.gov
- Grant Award Notifications
- Report Submissions



Program Support Center (PSC) Payment Management Services (formerly DPM)

- Accessing Grant Funds
- Payment Management System (PMS)



AFI PROGRAM OFFICE



AFI Program Specialists

- Monitor grantee performance.
- Provide grantee support.
- Conduct regular calls with grantees.
- Review Performance Progress Reports.
- Work with AFI management and OGM to process grant actions, such as personnel changes and no-cost extensions.

AFI Program Website

www.acf.hhs.gov/programs/ocs/programs/afi

- The AFI Act (authorizing statute):
<http://www.acf.hhs.gov/programs/ocs/resource/afi-legislation-0>
- Information Memoranda (IM), which provide official policy guidance.
- Annual Reports to Congress

AFI Resource Center idaresources.acf.hhs.gov

The AFI Resource Center is the access point for AFI program technical assistance. It features:

- Calendar (lists webinars for grantees and applicants)
- Grantee Locator
- Topic-specific resources
- Announcements



Assets for Independence Resource Center

[AFI Resource Center Home](#) |
 [Calendar of Events](#) |
 [AFI e-Newsletter](#) |
 [Grantee Gateway](#) |
 [Contact Us](#) |
 [Materiales en Español](#) |
 Search

About AFI Resource Center

About AFI

Success Stories

Locate a Project Near You

Apply for an AFI Grant

e-Newsletter

Welcome to the Assets for Independence Resource Center.

The AFI Resource Center is your one-stop source for information on the Assets for Independence program and Individual Development Accounts (IDAs). Here you can quickly learn about the AFI program and IDAs, how to apply for an AFI grant, and how to administer an AFI project. Come here for tips and to learn about best practices for providing and using IDAs and related services.

> Announcements

[Instructions for Submitting SF-425s and PPRs in GrantSolutions](#)

AFI Grantees are now required to submit their SF-425s and Performance Progress Reports (PPRs) through the online system, [GrantSolutions](#). Please follow these instructions for filling out and submitting your [SF-425s](#) and [PPRs](#).

[Resources for Planning a Native Asset Building \(NABI\) Application](#)

The Office of Community Services (OCS) and Administration for Native Americans (ANA) have released the 2013 NABI funding opportunity announcement.

> Topics & Tools

General Information

Managing Your AFI Grant
Guidance and forms for grantees

ASSET Initiative
A Partnership to Encourage Asset Development

Populations

Financial Stability for Families with Young Children

Connecting early learning communities to asset building



AFI Resource Center: Help Desk

- Help Desk operators provide on-the-spot answers to routine questions.
- Route more complex questions to AFI Program Specialists.
- **Phone:** 1-866-778-6037
- **Email:** info@idaresources.org

OFFICE OF GRANTS MANAGEMENT



Office of Grants Management (OGM)

- Responsible for technical and fiscal grant oversight.
- Coordinates with OCS to issue grant awards and process grant amendments.
- Approves any changes in key personnel
- Facilitates grantee access to GrantSolutions.
- Reviews grantee Federal Financial Reports (SF-425).

OGM Grants Management Specialists

- OGM's Grants Management Specialists are assigned by state.
- Find your Grants Management Specialist here:
<http://idaresources.acf.hhs.gov/page?pageid=a047000000Ar7oQ>

GrantSolutions



GrantSolutions.gov – a system of record for AFI Grants

- Notice of Award (NOA)
- Fiscal and Progress Reports submission portal

Accessing GrantSolutions.gov

- Contact your Grants Management Specialist to set up an GrantSolutions.gov account.
- The GrantSolutions help desk can create read-only accounts, but cannot provide access to submit grant reports.
- Only Authorizing Officials and Principal Investigator/Project Directors named on NOA can have full access accounts.



PAYMENT SUPPORT CENTER



Payment Support Center (PSC) Payment Management Services

- Operates the Payment Management System (PMS) used to disburse HHS grant funds.
- Works with OCS, OGM, and grantees to provide access to grant funds.
- Formerly known as the Division of Payment Management (DPM).

Key Federal Offices/Resources Summary and Review



AFI Program Office

- AFI Program Specialists
- AFI Resource Center Website



Office of Grants Management

- Grants Management Specialists
- GrantSolutions.gov
- Grant Award Notifications
- Report Submissions

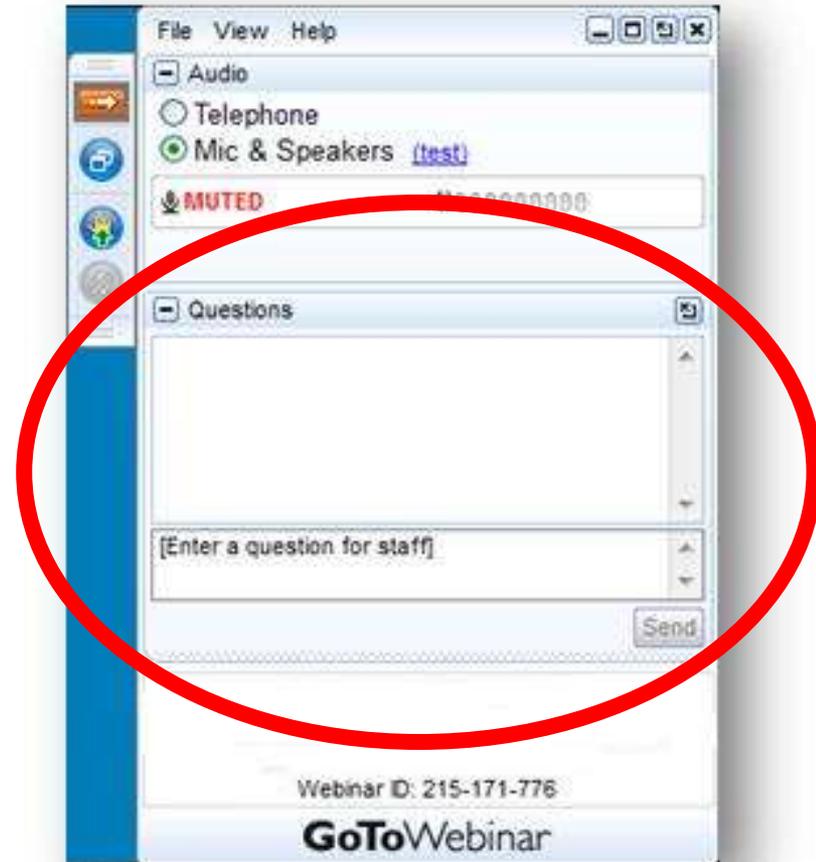


Program Support Center
(PSC) Payment Management
Services (formerly DPM)

- Accessing Grant Funds
- Payment Management System (PMS)

Questions?

- Ask your questions using the box on the right side of your screen



Accessing AFI Grant Funds



Accessing AFI Grant Funds

- Step 1: Address Any Grant Restrictions
- Step 2: Set up Project Reserve Fund
- Step 3: Set up Direct Deposit
- Step 4: Request Draw Down of Funds

Step 1: Address Any Grant Restrictions

Sometimes grant funds are restricted when the award is made.

Example: An award is made that is a different amount than requested in the application. In this case, the grantee must submit revised budget information before grant funds are made available.

Step 1: Address Any Grant Restrictions

Review Section 26 of the Notice of Award (NOA) for your AFI grant for restrictions.

26.REMARKS (Continued from previous page)

RESTRICTION ON FEDERALLY AWARDED FUNDS

All funds reallocated to 'Other' category and restricted. Subject to release of funds, within 30 days from the start of the grant award grantee must submit revised SF-424A and Budget/Budget Justification for the reduced amount of the award.

Grantee must comply with the following special conditions:

Step 1: Address Any Grant Restrictions

- Complete and submit to OGM required documentation to resolve any grant restrictions.
- Contact your OGM Specialist with questions about any grant restrictions.

Step 1: Address Any Grant Restrictions

26. REMARKS: (Continued on separate sheets)

This amendment is issued to 1) approve the project budget in block 16 and 2) remove the restriction on draw down of Federal funds. Grantee may draw down funds in accordance with the policy of the Division of Payment Management.

<p>27. SIGNATURE - ACF GRANTS OFFICER</p> <p>Katrina Morgan</p>	<p>DATE:</p> <p>11/07/2014</p>	<p>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</p>
<p>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</p> <p>-</p>		<p>DATE:</p>

DGCM-3-785 (Rev. 86)

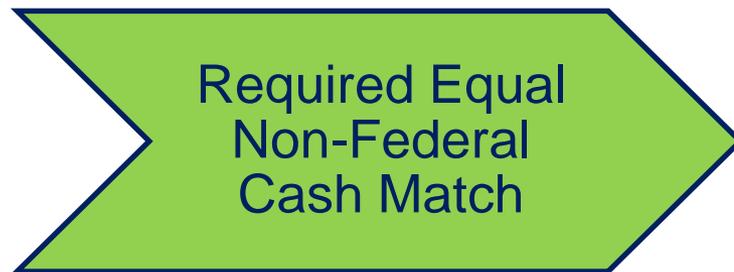
Additional Resources

- [HHS Grants Policy Statement](#)
- [Code of Federal Regulations 45, Part 75](#)



Step 2: Set Up Project Reserve Fund

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Qualified Financial Institution (Bank or Credit Union) holds your Project Reserve Fund

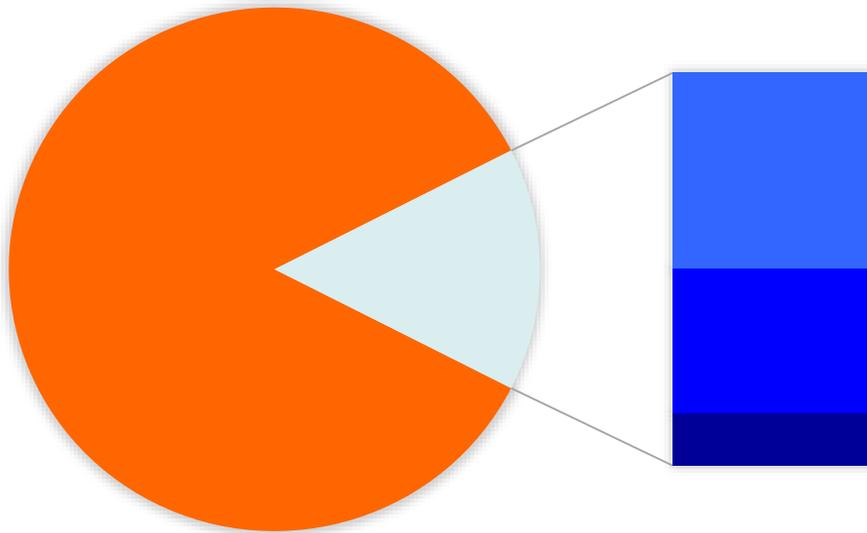


Memorandum of Understanding with Financial Institution

Step 2: Set Up Project Reserve Fund

Project Reserve Fund Basics

At least **85%** of project funds



Up to **7.5%** of the AFI grant funds for administrative costs

Up to **5.5%** of the AFI grant funds for non-administrative functions

Not less than **2%** of the AFI grant funds for the collection of data and other information required for evaluation

Step 2: Set Up Project Reserve Fund Project Reserve Fund Policies

Other Key Things to Remember:

1. Only draw down federal funds equal to the amount of non-federal cash into the Project Reserve Fund.
2. Keep a clear audit trail enabling grantees to identify the source of funds for any expenditure.



Step 3: Set Up Direct Deposit

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- Download and complete the Direct Deposit Sign-Up Form, Standard Form (SF) 1199A.
http://www.dpm.psc.gov/grant_recipient/new_grantee_information/hhs_1199a.aspx
- Download and complete Payment Management System Access Form (PMS/FFR), if necessary.
http://www.dpm.psc.gov/grant_recipient/guides_forms/ffr_user_form.aspx

Step 3: Set Up Direct Deposit

Avoid delays with 1199A processing!

Make sure that:

- All required fields are completed.
- All organizational information is consistent with your NOA. Contact OGM if you need to amend the NOA.
- The Payee Certification field is signed by your Authorizing Official (NOA Section 11).
- All signatures are original and in ink.
- There are no alterations (erasures, strike-outs, correction fluid) on the form.

Step 3: Set Up Direct Deposit

- Submit completed form(s) to PSC Payment Management Services.

Your PSC Liaison

Payment Management Services

Program Support Center

P.O. Box 6021

Rockville, MD 20852

- Keep a copy for your records.
- Send a copy to your AFI Program Specialist.

Step 3: Set Up Direct Deposit Identify Your PSC Liaison

- **Governmental and Tribal Payment Branch –**
Works primarily with government entities, such as state and local governments, and Indian Tribes with HHS grants.
http://www.dpm.psc.gov/contacts/governmental_and_tribal.aspx
- **University and Non-Profit Payment Branch -**
Works with colleges, universities, and all other non-profit and for profit organizations with HHS grants.
http://www.dpm.psc.gov/contacts/university_non-profit.aspx

Step 4: Request Draw Down of Funds

Step 4: Request Draw Down of Funds

After receiving username and password from PSC, log into the Payment Management System (PMS).

www.dpm.psc.gov/access_pms/system_status.aspx

Caution!! Type username and password carefully—especially when you have multiple credentials for multiple grants—to avoid being locked out of the system.

Step 4: Request Draw Down of Funds

Draw Down Policies

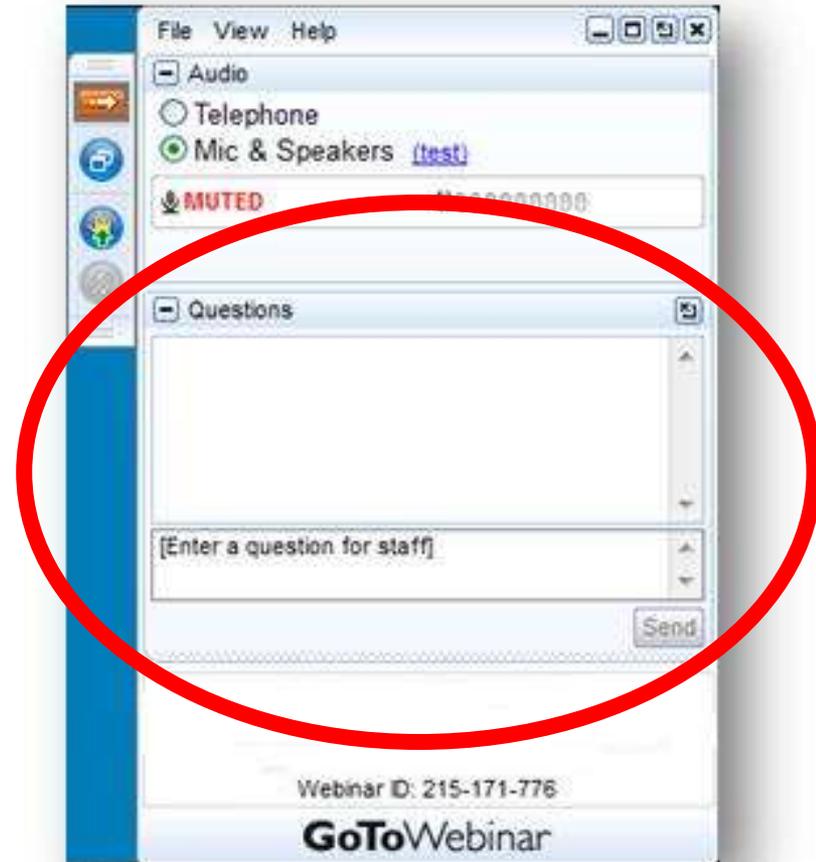
- AFI grantees may draw down an amount equal to or less than the amount of non-federal cash deposited in the Project Reserve Fund.
- The balance of the Project Reserve Fund must be at least equal to the amount needed to cover obligations (match amount) to participants who have opened their IDAs.
- Grantees must be current on all required AFI grant reports when drawing down AFI funds.
- **Grantees cannot draw down funds after the end of their five-year project period.**

Accessing AFI Grant Funds

- Step 1: Address Any Grant Restrictions
- Step 2: Set up Project Reserve Fund
- Step 3: Set up Direct Deposit
- Step 4: Request Draw Down of Funds

Questions?

- Ask your questions using the box on the right side of your screen



Grantee Orientation Overview

- **Program Management System Training Webinar** – Wednesday, November 18th, 1:00pm – 3:00pm EST
 - Provide training on system access, completing a payment request, performing account inquiries, requesting reports, and completing the Federal Financial Report
- **New Grantee Orientation Webinar 2: Launching Your AFI Project** – Thursday, November 19th, 2:00pm – 3:30pm EST
 - Review key AFI requirements
 - Discuss benchmarks for successfully launching a new AFI grant.
- **New Grantee Orientation Webinar 3: Data & Reporting** – Tuesday, December 8th, 2:00pm – 3:30pm EST
 - Review reporting requirements
 - Discuss using data to manage your projects

Thank You!

