

SPECIAL TERMS AND CONDITIONS AFI GRANTS 90EI0375 through 0443

The following pages provide the contents of the Official Special Terms and Conditions for grants 90EI0375 through 0443.

1. **Grantee assumes complete responsibility for the administration and accountability of all funds (Federal and Non-Federal) received under this grant award.**
2. **Grantee must comply with legislation and all regulations and guidances established by the Secretary regarding the Assets for Independence Demonstration Program Reserve Fund and Investments of Reserve funds.**
3. **Grantees must comply with all regulations and guidances established by the Secretary regarding use of the program income generated from investment of reserve fund monies.**
4. **Grantees are required to report the status of funds on the Financial Status Report form SF 269 (long form).** Submit an original and two copies of the report. The grantee shall **report semi-annually** for the **first** year, then **annually**, thereafter, unless otherwise notified to report more frequently. The grantees shall submit the annual program progress and financial reports (SF-269) within 60 calendar days after the end of each budget year and a final report at the completion of the project within 90 days of the expiration of the grant. Extensions of due dates of financial status reports must be approved by the Grants Management Officer upon written request from the grantee.
5. **Grantees are required to submit Program Progress Reports on the program activities annually.** Submit an original and two copies of the report. The grantees shall **report semi-annually** for the **first** year, then **annually**, thereafter, unless otherwise notified to report more frequently. The grantees shall submit the annual program progress and financial reports (SF-269) within 60 calendar days after the end of each budget year and a final report at the completion of the project within 90 days of the expiration of the grant. Extensions of due dates of financial status reports must be approved by the Grants Management Officer upon written request from the grantee.
6. **Report of Federal Cash Transactions, PMS-272**, used to monitor cash advances to grantees and to obtain disbursement information for each account **has been waived** for the accounts authorized under the Assets for Independence funding.
7. **To obtain a cash withdrawal** against an Asset for Independence Demonstration grant account from the Division of Payment Management (DPM), the grantee must have:
 - a) **Established an account at an insured Financial Institution for the Reserve Funds** by using the Standard Form 1199-A (Direct Deposit Sign-up Form). Your choice of Financial Institution identified in your original application has been approved by the Office of Grants Management (OGM). **The grantee must notify the Office of Grants Management if there are any changes in Financial Institution.** If the location of deposits for the Reserve Fund changes, the grantee must submit the name of the new Financial Institution to the OGM and receive written approval to establish a new account. OGM must approve the establishment of the new account for the reserve funds.

- b) **Submit to OGM via a letter(s)** certified on financial institution letterhead acknowledging **the account number** and the amount of non-federal share deposited into the Reserve Fund Account. **Deposit slips and cancelled check(s) will not be accepted as verification of deposit.** Once OGM has accepted the account statement, the Division of Payment Management (DPM) will be notified to immediately release federal funds up to the amount of non-federal deposit in the Reserve Fund.

- c) **Submit to OGM via a letter(s)** on organization letterhead acknowledging **the account number**, the amount of non-federal share deposited into the Reserve Fund Account, and the amount of Federal dollars being requested. Once OGM has accepted the letter, the Division of Payment Management (DPM) will be notified to immediately release federal funds up to the amount of non-federal deposit in the Reserve Fund.

8. Grantee must comply with participation eligibility standards as indicated in the AFI Act.

NOTE: The most recent EITC Earned Income Guidelines set the limits on annual income in the IDA Demonstration program can be located at the site listed below:

<http://www.irs.gov/individuals/article/0,,id=96456,00.html>