

OCS and OGM Roles for AFI Grant Administration

The Office of Community Services and the Office of Grants Management jointly administer the AFI Program grants. The OCS program team is responsible for programmatic aspects of the grant, such as issuing funding opportunity announcements, reviewing grant proposals, providing guidance on and interpretation of program topics and issues, and providing training and technical assistance to grantees. The OGM staff is charged with technical aspects of grants and fiscal monitoring. OGM also assists with procedures for drawing down Federal grant funds.

Contact OCS for activities such as:

- Obtaining guidance on program design issues
- Seeking guidance on allowable uses for AFI IDAs.
- Registering for conference calls and AFI academies, requesting technical assistance, and adding a staff person to the AFI ListServ
- Submitting data for the annual report to Congress
- Using the AFI² Program Management Tool

Contact OGM for the following:

- Submitting drawdown requests in order to receive Federal AFI grant funds
- Requesting amendments to the original grant application, such as changes in key personnel.
- Submitting official copies of fiscal and progress reports

OCS and OGM Contacts

Grantees will find the names and contact information for their OCS and OGM contacts in the cover letter that accompanies their official AFI award documentation. (Grantees are encouraged to insert a copy of their official award letter in this section of the HANDBOOK for quick reference. Please see the following placeholder page.) For each grantee, James Gatz, the AFI program manager, is the official OCS contact person. The OGM contact, or grants management specialist, for each grantee, however, will vary, depending on the grantee's geographic location.

Note: It is always a good idea for grantees to send correspondence and reports to both OCS and OGM, checking first to be sure to send the official signed copies to the appropriate place and copies to the other office.

AFI Resource Center

Grantees with questions about administering their AFI grants may contact the AFI Resource Center. Staff will direct grantees to the appropriate persons within OCS or OGM.

AFI Resource Center:

Tel: 202-401-4626

Fax: 202-401-5718

Email: afiprogram@acf.hhs.gov

Web site: <http://www.acf.hhs.gov/assetbuilding>