

AFI Program Information Memorandums

The Office of Community Services issues major guidance about the AFI Program in the form of information memorandums. Following are the current memorandums. AFI Program staff will notify grantees through the ListServ and post new information on the AFI Asset-Building Web site whenever memorandums are issued or updated.

- *Closeout Procedures (August 2005)*
This memorandum provides guidance on procedures AFI Projects must follow as they close out their grant awards. Included are definitions of key terms, the time frame, the types of reports and process for submitting them, as well as information on remitting unexpended Federal funds and the handling of any nonfederal cost share funds not expended. Attached to the memorandum are common questions and answers about the procedure and a closeout checklist and chart of required reports.
- *Procedures for Requesting a No-Cost Extension (August 2005)*
This memorandum provides guidance on procedures AFI Projects must follow to request a no-cost extension, beyond the five-year project period of the original award. Included are definitions and details of information that must be included in requests for no-cost extensions and the process for submitting such requests. Attached to the memorandum are common questions and answers about no-cost extensions.
- *Procedures for Reassigning Participants Among AFI Projects (August 2004)*
This memorandum provides guidance for AFI grantees that are administering multiple projects simultaneously. These grantees may reassign participants among their AFI Projects, from a new project to an older one or from an older project to a newer one. They may also reassign participants who have already achieved their asset purchases. In all cases, reassignment is subject to the procedures and limitations outlined in this memorandum.