

Contents

TAB	Title	Doc. Number
	Introduction: How to Use This Handbook	Doc A-2
	Assets for Independence Program Summary	Doc A-3
TAB 1	AFI PROGRAM CONTACTS	
	• OCS and OGM Roles for AFI Grant Administration	Doc 1-1
TAB 2	AFI RESOURCE CENTER	
	• AFI Resource Center: Summary of Services	Doc 2-1
	• Using the AFI Resource Center	Doc 2-2
	• AFI Asset-Building Web Site	Doc 2-3
	• AFI ListServ Registration Form	Doc 2-4
	• AFI Monthly Topical Conference Call Schedule and Registration Information	Doc 2-5
TAB 3	AFI GENERAL POLICY	
	• Introduction to AFI General Policy	Doc 3-1
	• Introduction to the AFI Funding Opportunity Announcement	Doc 3-2
	• AFI Funding Opportunity Placeholder	Doc 3-3
	• Introduction to the Assets for Independence Act	Doc 3-4
	• Assets for Independence Act	Doc 3-5
	• Introduction to the AFI Program Information Memorandums	Doc 3-6
	• Closeout Procedures (August 2005)	Doc 3-7
	• Procedures for Requesting a No-Cost Extension (August 2005)	Doc 3-8
	• Procedures for Reassigning Participants Among AFI Projects (August 2004)	Doc 3-9
TAB 4	AFI PROJECT ADMINISTRATION	
	• Introduction to AFI Project Administration	Doc 4-1
	• AFI Participant Eligibility: Questions and Answers	Doc 4-2
	• Eligibility: Earned Income Tax Credit and Federal Poverty Information	Doc 4-3
	• Tools for Gathering Data About AFI Project Communities	Doc 4-4
	• Marketing, Recruiting, and Retaining AFI Project Participants	Doc 4-5

Tab	Title	Doc Number
	AFI PROJECT ADMINISTRATION (continued)	
	• Designing the AFI Project Reserve Account and Participant Individual Development Accounts	Doc 4-6
	• Savings Plan Agreements - <i>Sample Savings Plan Agreements</i>	Doc 4-7
	• Why Financial Institutions Want to Partner with AFI Projects	Doc 4-8
	• Financial Institution Partner Agreements - <i>Sample Financial Institution Partner Agreement</i>	Doc 4-9
	• Continuous Improvement for Strong Project Administration	Doc 4-10
	• Strategies for Homeownership	Doc 4-11
	• Strategies for Postsecondary Education and Training	Doc 4-12
	• Strategies for Microenterprise and Small Business Development	Doc 4-13

TAB 5 AFI GRANT MANAGEMENT

• Introduction to AFI Grant Management	Doc 5-1
• OCS and OGM Roles for AFI Grant Administration	Doc 5-2
• Official AFI Grant Documentation - <i>Sample Financial Assistance Award Documents</i> - <i>Placeholders for Project Financial Assistance Award Documents</i> - <i>Sample Standard Terms and Conditions for AFI Grants</i> - <i>Sample Special Terms and Conditions for AFI Grants</i> - <i>Placeholders for Project Terms and Conditions Documents</i>	Doc 5-3
• Accessing AFI Grant Funds, Part 1: Direct Deposit - <i>Instructions for Completing the Standard Form 1199A—Direct Deposit</i> - <i>Sample 1199A Form</i>	Doc 5-4
• Accessing AFI Grant Funds, Part 2: Drawdown - <i>Sample Grantee Drawdown Letter</i> - <i>Sample Financial Institution Account Verification Letter</i>	Doc 5-5
• AFI Reporting Requirements Financial Reports - <i>Sample SF 269 Form for Financial Status Reports</i> - <i>Instructions for Completing the SF 269</i> Narrative Program Progress Reports - <i>Sample Contents for Narrative Program Progress Report</i> Data Reports for the Annual Report to Congress Where to Submit Required Reports AFI Reports Checklist	Doc 5-6
• Congressional Data Report Form Worksheet	Doc 5-7

Tab	Title	Doc Number
TAB 6	AFI PROGRAM EVALUATION	
	• AFI Program National Evaluation	Doc 6-1
TAB 7	AFI² PROGRAM MANAGEMENT TOOL	
	• Introduction to the AFI ² Program Management Tool	Doc 7-1
	• AFI ² Program Management Tool: A New Instrument for Asset Builders	Doc 7-2
TAB 8	RESOURCES/PUBLICATIONS	
	• Selected IDA and Asset-Building Resources and Publications	Doc 8-1
TAB 9	Notes	