

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Community Services

Funding Opportunity Title: Assets for Independence Demonstration Program

Announcement Type: Initial

Funding Opportunity Number: HHS-2008-ACF-OCS-EI-0053

CFDA Number: 93.602

Due Date for Applications: 01/15/2008 and 03/25/2008
01/15/2009 and 03/25/2009
01/15/2010 and 03/25/2010

Executive Summary:

The Administration for Children and Families (ACF), Office of Community Services (OCS), will accept applications for grants to establish and administer Assets for Independence (AFI) projects. Grantees provide an array of supports and services to enable individuals and families with low incomes to become economically self-sufficient for the long-term. A primary feature of each AFI project is that project participants are given access to special matched savings accounts called Individual Development Accounts (IDA), in which participants save earned income for the purchase of a home, for business capitalization, or to attend higher education or training. Grantees also ensure that participants have access to financial literacy education and coaching including training on money management and consumer issues.

As a condition of their Federal AFI grant, grantees must provide non-Federal funds to support their AFI project in an amount at least equal to the Federal AFI grant amount.

Applications will be screened and evaluated as indicated in this announcement. Unsuccessful applicants may submit new applications in any succeeding application cycle.

This is a standing announcement. This announcement supersedes the standing announcement published in the *Federal Register* on February 2, 2005. It will be effective until cancelled or changed by the Director of OCS.

Application due dates are January 15 and March 25 in 2008, 2009, and 2010.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

The Assets for Independence Act (Title IV of the Community Opportunities, Accountability, and Training and Educational Act of 1998, as amended, Public Law 105-285, 42 U.S.C. 604 note) authorizes the Department of Health and Human Services to award grants to support AFI projects and to evaluate the effectiveness of the AFI program and IDAs.

Funding Opportunity Description

A. BACKGROUND

The Office of Community Services (OCS) invites non-profit organizations; State, local and Tribal government entities; credit unions (including Low-Income Credit Unions); Community Development Financial Institutions; and other eligible entities to submit applications for grants to support and administer AFI projects as part of the national Assets for Independence program.

Grantees use the Federal AFI program awards to support and administer AFI projects that assist low-income individuals and families in becoming economically self-sufficient. A primary feature of each AFI project is that project participants are given access to special matched savings accounts called an Individual Development Accounts (IDAs). Participants receive up to \$2,000 per individual or \$4,000 per household from the Federal AFI grant and at least an equal amount in non-Federal funds as match funds for their IDA savings. After saving earned income in the IDA for a number of months or years, participants use their IDA savings and match funds for qualified purchases including homeownership, business capitalization or to obtain higher education or training. Participants may transfer their IDA savings to an IDA owned by their spouse or a dependent.

In addition to enabling participants to save in an IDA, grantees also ensure that participants have access to financial literacy education and coaching including training on money management and consumer issues.

Grantees provide participant-level and project-level data to OCS for an ongoing multi-part evaluation of the AFI program.

As a condition of their Federal AFI grant, grantees must provide non-Federal funds in an amount at least equal to the Federal AFI grant.

B. PROGRAM PURPOSE AND OBJECTIVES

The purpose of the AFI program is to provide financial awards and other supports to entities that administer AFI projects. These projects provide low-income individuals and families with access to special matched savings accounts called IDAs and other asset-building tools such as financial literacy education and coaching and training on money management and consumer issues.

The OCS objective in administering the AFI program is to demonstrate the effectiveness of projects that use IDAs and related asset-building strategies to enable low-income families and individuals to become economically self-sufficient.

The program-wide expected outcomes are: 1) Increase in the amount of IDA savings participants use for an asset purchase; 2) Increase in the number of participants who withdraw funds from their IDA for an asset purchase; and 3) Increase in the ratio of amount of earned income that participants save in their IDA to the cost of project services supported with Federal AFI grant funds.

C. APPLICANT ORGANIZATIONS

OCS seeks to support entities nationwide that design, administer, and implement innovative and successful AFI projects. OCS is interested in supporting a variety of types of entities for this work including national, statewide, regional, and community-based organizations.

The following is a list of examples of categories of organizations that may be eligible for AFI funding. Please note that applicants must meet specific eligibility criteria listed in *Section III* of this funding announcement:

- Community Action Agencies (CAA);
- Community Development Corporations (CDC);

- financial institutions such as credit unions and Community Development Financial Institutions;
- faith-based and community organizations;
- State, local and Tribal government agencies;
- service and fraternal organizations;
- schools, colleges and universities; and
- consortia or groups of organizations that collaborate to administer an AFI project.

The following are additional examples of the types of organizations that may be involved as an AFI program grantee. As noted above, applicants must meet specific eligibility criteria listed in *Section III*:

- Organizations that serve communities and groups that are less represented among the current AFI projects, such as residents of rural areas and Native American individuals or communities.
- Organizations involving schools, colleges or universities to provide services to youth who are saving to attend higher education.
- Organizations involving area employers to provide services their employees. This may include local government agencies that seek to provide an IDA benefit for their employees.
- Organizations involving agencies that manage the local Temporary Assistance for Needy Families (TANF) program; offices that manage employment, education, and training programs; and entities that manage child support enforcement.
- Organizations that administer AFI network projects made up of a consortium of organizations including a lead organization and one or more sub recipient (sub-grantee or contractor) organizations. In such an arrangement, a lead organization receives the Federal AFI award and administers the overall AFI project including the financial accounting services for the project, while the sub recipient entities provide services to project participants in a defined locality or a certain target population in a particular region, State, city or other geographic area.

D. INFORMATION FOR POTENTIAL APPLICANTS AND THEIR PROJECT PARTNERS

Grantees must comply with terms of the Assets for Independence Act (Title IV of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended, Public Law 105-285, 42 U.S.C. 604 note) and the HHS regulation for the Assets for Independence program at 45 C.F.R. Part 1000 in submitting an application for funding and administering an AFI project.

The OCS Asset Building website at <http://www.acf.hhs.gov/assetbuilding> provides detailed information about the AFI program, the roles and responsibilities of grantees that administer AFI projects, program-wide expected outcomes and project-level performance indicators, and the status of OCS-sponsored evaluations. The website features an array of information about administering an AFI project including tips and suggestions for planning a project, strategies for forming lasting partnerships with relevant community organizations and financial institutions, and strategies for developing the capacity to implement a strong project.

Of particular note, the website includes helpful information, resource links and several downloadable documents for applicants, potential applicants and their partner organizations, and grantee entities. These include:

- 1) The AFI Act and a synopsis of grantee responsibilities imposed by the Act.
- 2) The current AFI program announcement and detailed descriptions of key information needed for a strong application.
- 3) Contact information for the AFI Resource Center, which provides information to grantees, potential grantees, applicants and partner organizations about the AFI program and related asset-building strategies.
- 4) Sign-up for the AFI program listserv that provides periodic information and updates about the AFI program to grantees and other interested organizations and individuals.
- 5) *The AFI Project Builder*, a downloadable guidebook that covers many topics and includes suggestions and best practices for developing a strong application and planning, starting and implementing an AFI project.
- 6) Planning tools, templates and guidelines available to applicants and grantees.

7) Information about the OCS-managed internet-based tool (named "AFI²") for managing AFI projects. The system is provided free of charge to all AFI grantee entities.

8) A calendar of training events, conference calls and in-person workshops for applicants and potential applicants. Many of these events are open to interested individuals, regardless of their grantee status. The calls and workshops feature training on planning and developing viable AFI projects and building strong partnerships to ensure project success.

Applicants may visit the website to obtain more in-depth information regarding the requirements for applying for and implementing an AFI project

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$19,000,000
Anticipated Number of Awards:	55 to 65
Ceiling on Amount of Individual Awards:	\$1,000,000 per project period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$350,000 Per Project Period
Length of Project Periods:	Other

Explanation of Other:

Project and budget periods are for five years or 60 months. Applicants should submit a budget for the full five-year project period.

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- Local Governments
- City or township governments
- Regional Organizations
- Independent school districts
- Public and State-controlled institutions of higher education
- Indian/Native American Tribal governments (Federally recognized)
- Indian/Native American Tribal organizations (other than Federally recognized)
- Indian/Native American Tribally Designated Organizations
- Public/Indian Housing Authorities
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Private institutions of higher education
- Hispanic-Serving Institutions
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions
- Special district governments

Non-profit entities that do not have 501(c)(3) status may only apply as a joint applicant with an entity that is so certified.

State, Tribal, county, or local governments; school districts; public housing authorities; and other governments or agencies are eligible only as joint-applicants with a non-profit organization having 501(c)(3) status. Applications submitted by joint applicants, for example, by a State, a local or Tribal government agency, and a non-profit organization must clearly identify the organizations that are the joint-applicants. The required Standard Form 424, "Application for Federal Assistance" must be signed by an authorized representative of the one joint applicant that will be responsible for grant administration and AFI project implementation. The responsible applicant may be either the government agency or the non-profit organization.

Low-Income Credit Unions and Community Development Financial Institutions are eligible only if they demonstrate a strong collaborative relationship with one or more local community-based organization(s) that seek to address poverty and the economic needs of community residents. Such community-based organizations may be any number of types of entities such as philanthropic foundations, community foundations, for-profit organizations, or non-profit organizations. If a non-profit, they are not required to have 501(c)(3) status.

Applicant Low-Income Credit Unions and Community Development Financial Institutions may be a subsidiary of or otherwise affiliated with a State, local or Tribal government, or any non-profit or for-profit organization.

Applicant Low-Income Credit Unions must submit official documentation that the National Credit Union Administration has designated the organization as such. For information about Low-Income Credit Unions, see <http://www.ncua.gov>.

Applicant Community Development Financial Institutions must submit official documentation that the U.S. Department of the Treasury has designated the organization as such. For information about Community Development Financial Institutions, go to <http://www.cdfifund.gov>.

Current AFI project grantees may submit applications for new five-year projects. They will be reviewed competitively with all other applications.

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are not eligible under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees must provide non-Federal funds to support their AFI project in an amount at least equal to the Federal AFI grant amount.

Note that the availability of required non-Federal cost sharing funds is an important aspect of the "Organizational Profile" evaluation criterion. Furthermore, applicants will also be evaluated on the extent to which they propose to provide the required nonfederal funds from private sector sources. (See *Section V, Application Review Information, Evaluation Criteria*).

3. Other:

All applicants must have a Dun & Bradstreet Number. On June 27, 2003 the Office of Management and Budget published in the Federal Register a new Federal policy applicable to all Federal grant applicants. The policy requires all Federal grant applicants to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal <http://www.grants.gov/>. A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II*. Award Information will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Office of Community Services
ATTN: Assets for Independence Program
370 L'Enfant Promenade, S.W. #500 West
Washington, DC 20447
Phone: 202-401-4626

Fax: 202-401-5718

Email: afiprogram@acf.hhs.gov

2. Content and Form of Application Submission:

Please number all pages (text and supplemental information) sequentially, beginning with page number one. OCS does not limit the number of pages in an application for AFI funding. However, we suggest that proposals should include no more than 40 pages of text, and we encourage applicants to keep supplementary information such as appendices and exhibits to a minimum. Please do not submit organizational brochures, films, slides, newspaper clips, and so forth.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

Forms, Assurances, and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html. (If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification. Where return of a form is required, complete the

standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

When using www.Grants.gov, applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the www.Grants.gov site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

IMPORTANT NOTE: Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all www.Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if planning to submit an application electronically via www.Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at <http://www.Grants.gov>. There applicants can search for the downloadable application package by utilizing the www.Grants.gov FIND function.
- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through www.Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**
- To use www.Grants.gov, you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.

- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number. ACF will retrieve the electronically submitted application from www.Grants.gov.
- ACF may request that the applicant provide original signatures on forms at a later date.
- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using www.Grants.gov, please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp.
- When submitting electronically via www.Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times*.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.
- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the www.Grants.gov contact center at support@grants.gov for assistance.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The

original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications:	01/15/2008 and 03/25/2008
	01/15/2009 and 03/25/2009
	01/15/2010 and 03/25/2010

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers

must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.

Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
Non-Federal Resources	See Section III.2 and V	Found in Section III.2 and V	By date of award.
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.
Proof of Low Income Credit Union Status (if applicable)	See Section III and V	Format described in Section III and V	By date of award.
Proof of Community Development Financial Institution	See Section	Format described in Section III and V	By date of award.

Status (if applicable)	III and V		
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Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:
http://www.acf.hhs.gov/grants/grants_resources.html.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey on Ensuring Equal Opportunity for Applicants	See form.	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.

4. Intergovernmental Review of Federal Programs:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (Exec. Order) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Exec. Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments

and official State process recommendations, which may trigger the "accommodate or explain" rule.

Comments submitted directly to ACF should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor, Washington, DC 20447.

Although some jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State, Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Grantees must comply with the Assets for Independence Act (Title IV of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended, Public Law 105-285, 42 U.S.C. 604 note) and HHS regulations for the AFI program at 45 C.F.R. Part 1000 in submitting an application and administering an AFI project. As required in the Act, at least 85 percent of the AFI Federal grant funds must be available to match participant IDA savings; at least 2 percent must be available for data collection and information for OCS-administered program evaluations; at least 5.5 percent must be used to support non-administrative functions including financial education and related costs for participants; and not more than 7.5 percent may be used for general program administration costs.

As a condition of their Federal AFI grant, grantees must provide non-Federal funds to support their AFI project in an amount at least equal to the Federal AFI grant amount.

Prior to award of project funds, OCS may communicate with potential grantees to ensure that the proposed projects conform to the AFI.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Administration for Children and Families
Office of Community Services Operations Center
Assets for Independence Program
1515 Wilson Blvd, Suite 100
Arlington, VA 22209

Hand Delivery

Administration for Children and Families
Office of Community Services Operations Center
Assets for Independence Program
1515 Wilson Blvd, Suite 100
Arlington, VA 22209

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2010.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, the overall AFI program-wide expected outcomes are: 1) Increase in the amount of IDA savings participants use for an asset purchase; 2) Increase in the number of participants who withdraw funds from their IDA for an asset purchase; and 3) Increase in the ratio of the amount of earned income participants save in their IDA to the cost of project services supported with Federal AFI grant funds.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

EVALUATION CRITERIA:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

PROJECT SUMMARY/ABSTRACT - 2 points

Each application will be evaluated on the extent to which it includes a clear one-page document that summarizes key features of the proposed AFI project, such as: the applicant's goals and objectives for implementing the project; fundamental information about the proposed project design and the community(ies) where the project would be implemented; details about the IDA account structure including matching rate, savings caps, and processes for managing the project reserve fund; partner organizations; plans for data collection and management; and sources of required non-Federal support.

ORGANIZATIONAL PROFILES - 30 points

(1) Capacity (**10 points**): Each application will be evaluated on the extent to which it provides clear information that the applicant entity (and its planned partners, as appropriate) have significant capacity and relevant experience in developing and operating successful programs or initiatives, including but not limited to efforts for addressing the causes and effects of poverty.

(2) Staffing (**10 points**): Each application will be evaluated on the extent to which the applicant identifies a Project Director and other

key staff with relevant expertise including specific experience with the target populations, working with financial institutions and partners, and implementing successful asset-building approaches and IDA programs.

(3) Non-Federal contribution (**10 points**): Each application will be evaluated on the extent to which the applicant presents clear evidence, in the form of letters or other documents, that the project will be supported with the required amounts of non-Federal contribution in the form of cash (no less than the amount of the requested Federal AFI grant amount). In addition, each application will be evaluated on the extent to which the required non-Federal contribution will be provided by private sector sources.

APPROACH - 50 points

(1) Work Plan and Timeline (**20 points**): Each application will be evaluated on the extent to which it includes a clear work plan for day-to-day operations, including responsibilities of the applicant and those of all participating organizations and financial institutions.

Each application will be evaluated on the extent to which the work plan describes significant activities anticipated for the entire 60-month project period including, for example (these are not required elements):

- (a) Selecting and training key staff for the project;
- (b) Developing strong collaborations with key government agencies, faith-based organizations, and non-profit and for-profit organizations that will support the overall asset-building strategy;
- (c) Establishing and maintaining the Project Reserve Fund;
- (d) Developing protocols for managing the Project Reserve Fund including a system for allocating interest income for project administration and to project participants;
- (e) Establishing strong working relationships with one or more financial institution(s) that will participate in the project;
- (f) Reaching out to community residents, employers, and other key institutions about asset-building strategies in general and the IDA program in particular;
- (g) Recruiting, screening, and selecting project participants;

- (h) Determining the unique needs of each participant or group of participants including their needs for economic education, credit repair, and other assistance, as well as determining their particular strengths;
- (i) Providing economic education, credit repair, asset-specific information and other training or supportive services to participants;
- (j) Developing savings plans with participants and working with them to save accordingly;
- (k) Providing payments to project participants' IDAs as match for savings;
- (l) Establishing and maintaining IDAs for each participant including specific arrangements concerning the accounts with financial institutions or others;
- (m) Assisting participants who have difficulty completing the economic education or abiding with the terms of their savings plan;
- (n) Ensuring that participants use IDAs only as appropriate, including for emergency expenses;
- (o) Ensuring that participants purchase an eligible, appreciable long-term asset within the program timeframes;
- (p) Providing follow-up assistance to participants, if needed;
- (q) Providing required financial and programmatic reports to OCS;
- (r) Participating actively in the national evaluation of the demonstration program including providing data and other information as required; and
- (s) Managing periodic internal program reviews concerning staffing, participant successes, and other issues to be addressed.

(2) **Tax Services (3 points):** Each application will be evaluated on the extent to which it proposes to provide tax preparation assistance and assistance for claiming refundable tax credits such as Federal and State Earned Income Tax Credit and the Child Tax Credit for project participants as part of the overall program.

(3) **IDA Design Features (5 points):** Each application will be evaluated on the extent to which it presents a clear design for the IDA including logical frameworks including requirements for participants to attend financial education courses and asset-specific training; descriptions of saving plan agreements and how these agreements will

be used to enable participants to achieve their savings goals; rationales for proposed IDA matching rates; and clear descriptions of maximum savings allowed and minimum monthly savings expected.

(4) Partners/Collaborations (**12 points**): Each application will be evaluated on the extent to which it proposes a thorough and realistic plan for collaborating with an array of public and private organizations in administering the project, describing the roles and responsibilities of each, their capacity to participate in this project, and the process for recruiting additional partners throughout the project period. Each application will be evaluated on the extent to which it presents that the applicant organization has a well-conceived partnership including documentation of a strong relationship with one or more Federally insured financial institution(s) AFI grant funds and participant IDAs will be maintained.

If the applicant proposes to become the lead organization of an AFI network project or other form of collaborative effort, it will be evaluated on the extent to which the applicant clearly describes its capacity and experience in managing multi-agency projects and the roles and responsibilities of each participating organization.

(5) Participating in the AFI Program Evaluation (**5 points**): Each application will be evaluated on the extent to which the applicant affirmatively states: a) its intention to use an electronic data system for project management and data collection (such as the AFI² system); and b) its intention to provide data to OCS as required for the OCS-administered program evaluation as well as for program management.

(6) Description of Expected Participants (**5 points**): Each application will be evaluated on the extent to which the applicant clearly describes the target population and community(ies) or neighborhood(s), in terms of potential participant income and other compelling information such as demographics, savings/assets acquisition or other factors.

RESULTS OR BENEFITS EXPECTED - 13 points

Each application will be evaluated on the extent to which the applicant sets out a firm commitment to work in collaboration with OCS and other AFI project grantees toward overall goals for the AFI program, the program-wide performance outcomes. In addition, applications will be evaluated on the extent to which the applicant makes a commitment to adhere to the framework of grantee-level AFI performance indicators for project management, as displayed on the AFI program website at <http://www.acf.hhs.gov/assetbuilding>.

BUDGET AND BUDGET JUSTIFICATION - 5 points

Each application will be evaluated on the extent to which it includes a clear and realistic budget and justification with reasonable amounts allocated for essential features including the required non-Federal contribution, and outcome-oriented activities as listed in the program-wide expected outcomes and project-level performance indicators. A key evaluation factor will be the degree to which elements of the proposed budget comports with the funding limitations required for AFI grantees in the AFI Act (i.e., at least 85 percent of the AFI Federal grant funds must be available to match participant IDA savings; at least 2 percent must be available for data collection and information for OCS-administered program evaluations; at least 5.5 percent must be used to support financial education and related costs for participants; and not more than 7.5 percent may be used for general program administration costs.)

Bonus Points - 5 points

OCS will provide bonus points (up to an overall total of five bonus points) to applicants on the basis of the extent to which the applicant:

- (1) Will collaborate closely with entities that are implementing comprehensive neighborhood change projects (e.g., Empowerment Zone, Enterprise Community, Renewal Community, Weed and Seed projects).
- (2) Will integrate asset-building work with other related vital activities such as promoting healthy marriage and family formation as a means for achieving safety, permanency, and well-being for children and families.
- (3) Will collaborate closely with the United Way of America or local United Ways.
- (4) Will collaborate with credit unions or low-income designated credit unions.
- (5) Will collaborate with entities designated as Community Development Financial Institutions by the U.S. Department of Treasury.
- (6) Will collaborate with State or local agencies that administer the Temporary Assistance for Needy Families (TANF) program.
- (7) Will collaborate with State or local agencies that administer workforce development programs.

- (8) Will collaborate with State or local housing finance agencies.
- (9) Will enroll participants from households with children.
- (10) Will enroll individuals residing within relatively well-defined neighborhoods or communities that experience high rates of poverty or unemployment.
- (11) Proposes projects with a proportionally greater amount of funds committed from private sector sources.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

OCS Evaluation of Applications

OCS will make funding decisions based in part on the review panel scores and in part on other factors. The other factors may include: geographic distribution of AFI projects; the applicant's record regarding timely and proper completion of Federally funded projects; audit and investigative findings and issues; the applicant's progress in resolving any final audit disallowance on Federal funding; and information collected during pre-award communications or site visits by OCS staff or representatives of OCS.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

ACF anticipates to award funds in the third and fourth quarters of the fiscal year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all

program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_resources.html.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at:

http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

All grantees are also required to provide annual data reports with detailed information about performance and results. OCS will provide grantees access to an online project management tool to facilitate the collection of data for management and reporting.

VII. AGENCY CONTACTS

Program Office Contact:

James Gatz
Manager, Assets for Independence Program
Office of Community Services
370 L'Enfant Promenade, S.W. Suite 500 West
Washington, DC 20008
Phone: 202-401-4626
Fax: 202-401-5718
Email: afiprogram@acf.hhs.gov

Grants Management Office Contact:

Daphne Weeden
Administration of Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, SW., 6th Floor East
Aerospace Building
Washington, DC 20447
Phone: 800-281-9519
Email: ocsgrants@acf.hhs.gov

VIII. OTHER INFORMATION

Interested entities are encouraged to review the OCS Asset Building website at <http://www.acf.hhs.gov/assetbuilding> for in-depth information about the program and the application process. As noted above, the website provides information about the AFI Program, the roles and responsibilities of grantees that administer AFI projects, program-wide expected outcomes and project-level performance indicators, and the status of OCS-sponsored evaluations. The website features an array of information about administering an AFI project including tips and suggestions for planning a project, strategies for forming lasting partnerships with relevant community organizations and financial institutions, and strategies for developing the capacity to implement a strong project.

Of particular note, the website includes helpful information, resource links and several downloadable documents for applicants, potential

applicants and their partner organizations, and grantee entities. These include:

- 1) The AFI Act and a synopsis of grantee responsibilities imposed by the Act.
- 2) The current AFI program announcement with detailed descriptions of key information needed for a strong application.
- 3) Contact information for the AFI Resource Center, which provides information to grantees, potential grantees, applicants and partner organizations about the AFI program and related asset-building strategies.
- 4) Sign-up for the AFI Listserv that provides periodic information and updates about the AFI program to grantees and other interested organizations and individuals.
- 5) *The AFI project Builder*, a downloadable guidebook that covers many topics and includes suggestions and best practices for developing a strong application and planning, starting and implementing an AFI project.
- 6) Planning tools, templates and guidelines available to applicants and grantees.
- 7) Information about the OCS-managed internet-based tool (named "AFI²") for managing AFI projects. The system is provided free of charge to all AFI grantee entities.
- 8) A calendar of training events, conference calls, and in-person workshops for applicants and potential applicants. Many of these events are open to interested individuals regardless of their grantee status. The calls and workshops feature training on planning and developing viable AFI projects and building strong partnerships to ensure project success.

Applicants may visit the website to obtain more in-depth information regarding the requirements for applying for and implementing an AFI project.

Date: 12/07/2007

Josephine Robinson
Director
Office of Community Services