



## Introduction to Assets for Independence (AFI)

*FY 2016 AFI Grantee  
Orientation Series: Webinar 1*



Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human Services

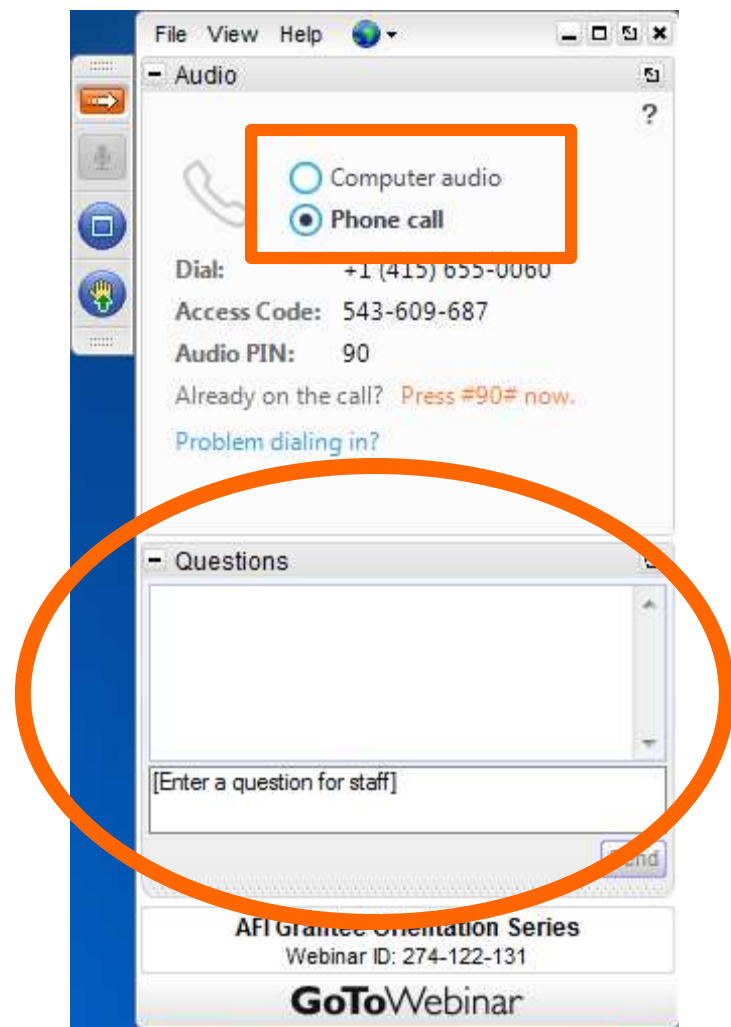


## Introduction of Speakers

- Vernae Martin, Branch Chief, AFI Operations, Assets for Independence
- Stephanie Landry, Program Manager, CFED
- Santiago Sueiro, Program Associate, CFED
- Parker Cohen, Associate Director, CFED

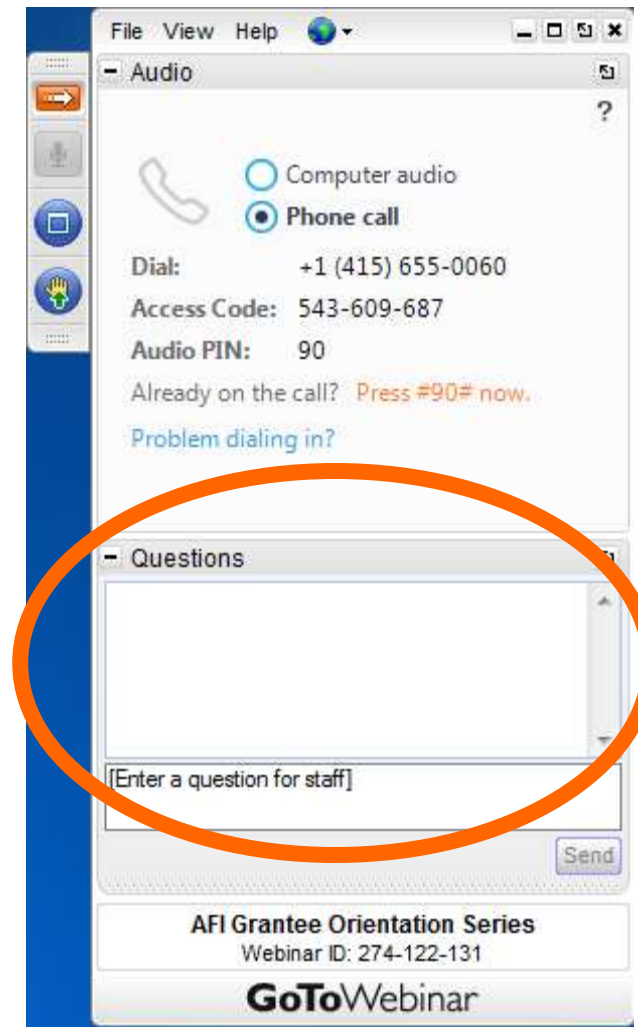
## Connecting to Audio

- Chose the appropriate audio setting (computer or phone)
- Ask a question any time by typing the question into the text box on the GoToWebinar Control Panel
- Experiencing technical difficulties?
  - Use the questions box
  - Email us at [slandry@cfed.org](mailto:slandry@cfed.org)



## Housekeeping

- This webinar is being recorded!
  - All attendees are muted to ensure sound quality
  - A video recording and transcript will be available on [idaresources.acf.hhs.gov](http://idaresources.acf.hhs.gov) at a later date.
- The webinar will last approximately 90 minutes.



## Objectives for Today

- Provide an overview of the AFI Program
- Identify the federal offices that help you implement your AFI grant
- Explain the roles of these offices and how to contact them
- Understand your first steps in launching your grant:
  - Setting up your reserve fund
  - Accessing your AFI grant funds

## Introduction to AFI and Key Federal Offices and Resources



Department of Health  
& Human Services



Administration for  
Children and Families



Office of Community  
Services



Assets for  
Independence



## Department of Health & Human Services (HHS)

Department of  
Health & Human  
Services



Administration  
for Children and  
Families



Office of  
Community  
Services



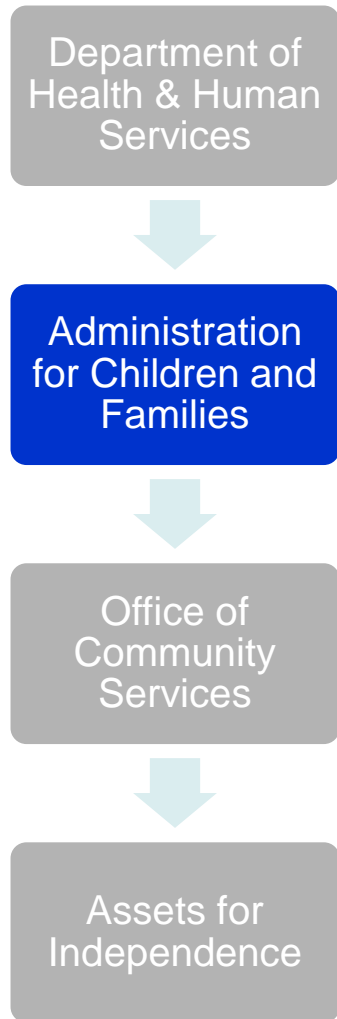
Assets for  
Independence

- Mission is to enhance and protect the health and well-being of all Americans
- Fosters advances in medicine, public health, and social services
- Eleven operating divisions:
  - Eight in the US Public Health Service
  - Three human services agencies



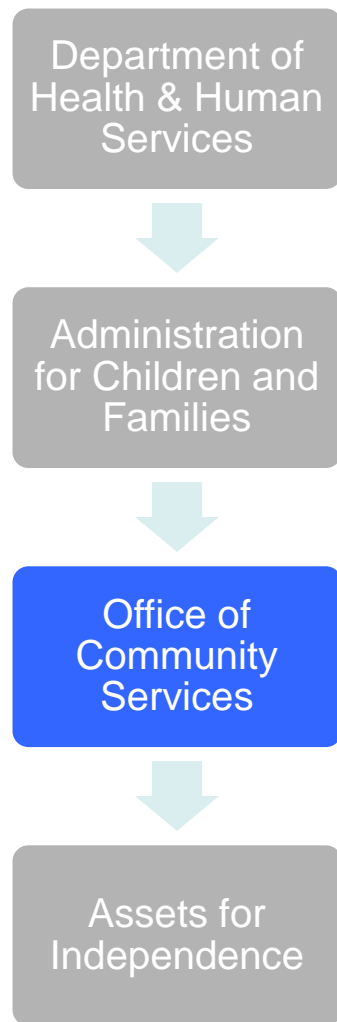


## Administration for Children and Families (ACF)



- One of the key *human services* agencies within HHS
- Promotes the economic and social well-being of families, children, individuals and communities.
- Responsible for funding many programs and services, including Head Start, child care, child welfare, child support, LIHEAP, family violence prevention, TANF, CSBG, and refugee services

## Office of Community Services (OCS)



- OCS is the lead office that administers the AFI program
- OCS' role includes:
  - Managing grant competitions
  - Awarding grants
  - Developing program policy
  - Providing guidance and interpretation of program topics and issues
  - Monitoring grantee progress
  - Ensuring that grantees succeed with their IDA projects

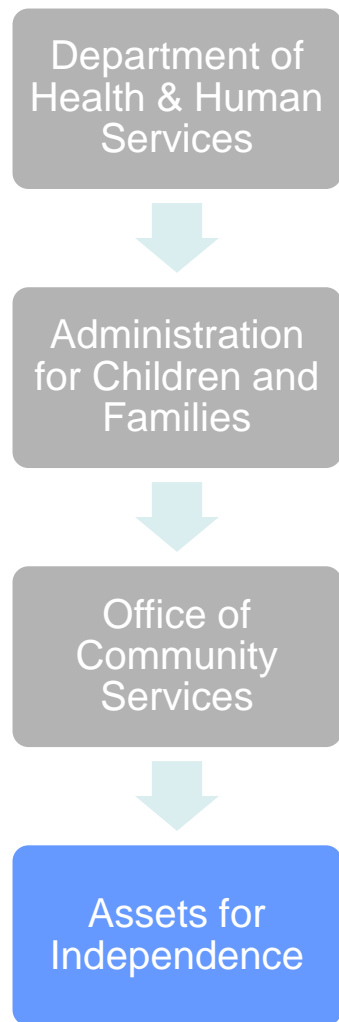


## Assets for Independence (AFI)

AFI was established by the Assets for Independence Act in Title IV of the Community, Opportunities, Accountability, and Training and Educational Services Act of 1998

### Three components:

1. Grant funding for IDA projects
2. Support for grantees and their partners through training and technical assistance
3. Ongoing research and evaluation about project administration and the impacts of AFI projects and IDAs



## Overview of AFI Program

Grantees provide Individual Development Accounts (IDAs) and related services to **eligible** low-income individuals

AFI IDA Participant Accounts are special withdrawal-restricted savings accounts

Participant IDA Account

Participant Deposits

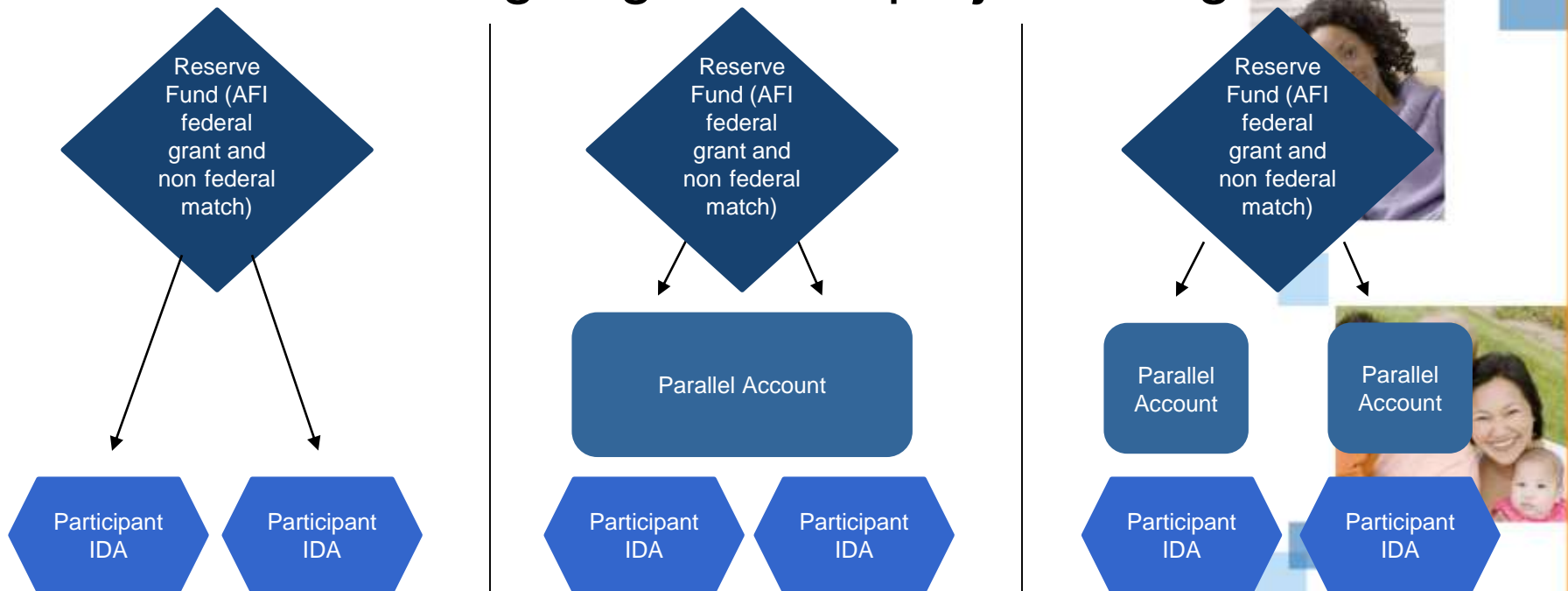
Participants can only make deposits, not withdrawals, from these accounts except under specific circumstances with the grantee's signature

Participants make deposits in their accounts from **earned income** for a minimum of **6 months**.



## Overview of AFI Program

Grantees use the federal AFI grant and nonfederal funds to **match participant savings** at a standard rate according to grantee's project design.



## Overview of AFI Program

Participants who have completed grantee project design requirements are then able to purchase an allowable asset:



First Home



Post-Secondary  
Education or Training



Business Capitalization

\*\* Or a transfer to a dependent or spouse for one of these purposes.



# Assets for Independence



AFI Program Office



Office of Grants Management



Program Support Center  
(PSC) Payment Management  
Services (formerly DPM)



## Key Federal Offices/Resources



### AFI Program Office

- AFI Program Specialists
- AFI Program Website
- AFI Resource Center Website



### Office of Grants Management

- Grants Management Specialists
- GrantSolutions.gov
- Grant Award Notifications
- Report Submissions



### Program Support Center (PSC) Payment Management Services (formerly DPM)

- Accessing Grant Funds
- Payment Management System (PMS)



Assets for Independence

# AFI PROGRAM OFFICE



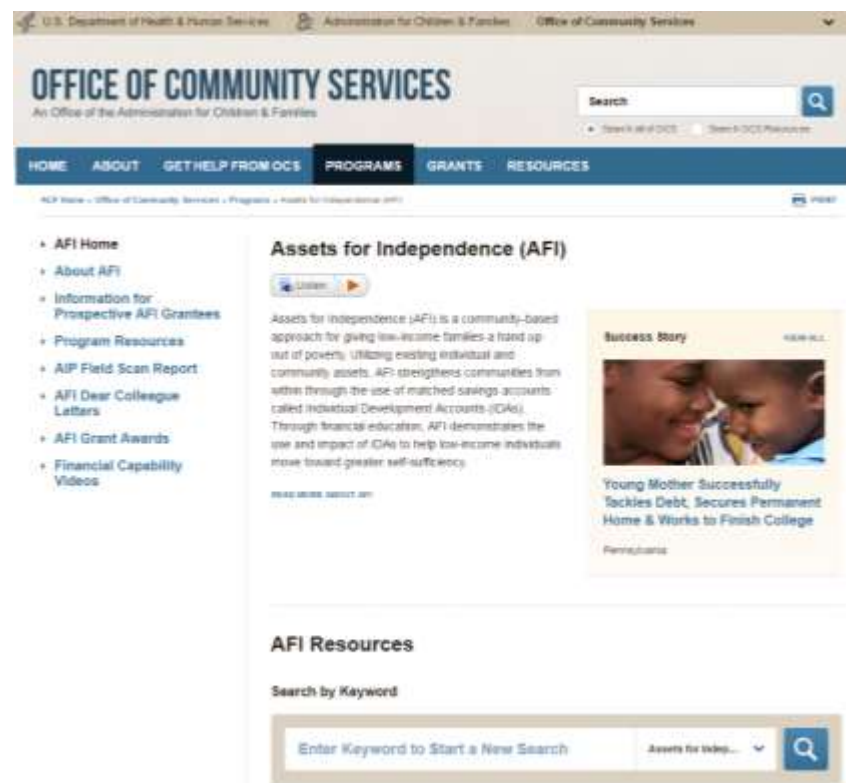
## AFI Program Specialists

- First point of contact for grantees
- Monitor grantee performance.
- Provide grantee support.
- Conduct regular calls with grantees.
- Review Performance Progress Reports.
- Work with AFI management and OGM to process grant actions, such as personnel changes and no-cost extensions.

## AFI Program Website

[www.acf.hhs.gov/programs/ocs/programs/afi](http://www.acf.hhs.gov/programs/ocs/programs/afi)

- The AFI Act (authorizing statute):  
<http://www.acf.hhs.gov/programs/ocs/resource/afi-legislation-0>
- Information Memoranda (IM), which provide official policy guidance.
- Annual Reports to Congress



## AFI Resource Center [idaresources.acf.hhs.gov](http://idaresources.acf.hhs.gov)

The AFI Resource Center is the access point for AFI program technical assistance. It features:

- Calendar (lists webinars for grantees and applicants)
- Grantee Locator
- Topic-specific resources
- Announcements





# Assets for Independence Resource Center

[AFI Resource Center Home](#) | [Calendar of Events](#) | [AFI e-Newsletter](#) | [Grantee Gateway](#) | [Contact Us](#) | [Materiales en Español](#) | Search

About AFI Resource Center

About AFI

Success Stories

Locate a Project Near You

Apply for an AFI Grant

e-Newsletter

## Welcome to the Assets for Independence Resource Center.

The AFI Resource Center is your one-stop source for information on the Assets for Independence program and Individual Development Accounts (IDAs). Here you can quickly learn about the AFI program and IDAs, how to apply for an AFI grant, and how to administer an AFI project. Come here for tips and to learn about best practices for providing and using IDAs and related services.

### > Announcements

#### **Instructions for Submitting SF-425s and PPRs in GrantSolutions**

AFI Grantees are now required to submit their SF-425s and Performance Progress Reports (PPRs) through the online system, [GrantSolutions](#). Please follow these instructions for filling out and submitting your [SF-425s](#) and [PPRs](#).

#### **Resources for Planning a Native Asset Building (NABI) Application**

The Office of Community Services (OCS) and Administration for Native Americans (ANA) have released the 2013 NABI funding opportunity announcement.

### > Topics & Tools

#### General Information



#### Populations

#### **Financial Stability for Families with Young Children**

Connecting early learning communities to asset building



## AFI Resource Center: Help Desk

- Help Desk operators provide on-the-spot answers to routine questions.
- Route more complex questions to AFI Program Specialists.
- **Phone:** 1-866-778-6037
- **Email:** [info@idaresources.org](mailto:info@idaresources.org)





Assets for Independence

# OFFICE OF GRANTS MANAGEMENT



## Office of Grants Management (OGM)

- Responsible for technical and fiscal grant oversight.
- Coordinates with OCS to issue grant awards and process grant amendments.
- Approves any changes in key personnel
- Facilitates grantee access to GrantSolutions.
- Reviews grantee Federal Financial Reports (SF-425).

## OGM Grants Management Specialists

- OGM's Grants Management Specialists are assigned by state.
- Find your Grants Management Specialist here:  
<http://idaresources.acf.hhs.gov/page?pageid=a047000000Ar7oQ>

## GrantSolutions



GrantSolutions.gov – a system of record for AFI Grants

- Notice of Award (NOA)
- Fiscal and Progress Reports submission portal

## Accessing GrantSolutions.gov

- Contact your Grants Management Specialist to set up an GrantSolutions.gov account.
- The GrantSolutions help desk can create read-only accounts, but cannot provide access to submit grant reports.
- Only Authorizing Officials and Principal Investigator/Project Directors named on NOA can have full access accounts.





## PAYMENT SUPPORT CENTER



## Payment Support Center (PSC) Payment Management Services

- Operates the Payment Management System (PMS) used to disburse HHS grant funds.
- Works with OCS, OGM, and grantees to provide access to grant funds.
- Formerly known as the Division of Payment Management (DPM).



## Key Federal Offices/Resources Summary and Review



### AFI Program Office

- AFI Program Specialists
- AFI Resource Center Website



### Office of Grants Management

- Grants Management Specialists
- GrantSolutions.gov
- Grant Award Notifications
- Report Submissions

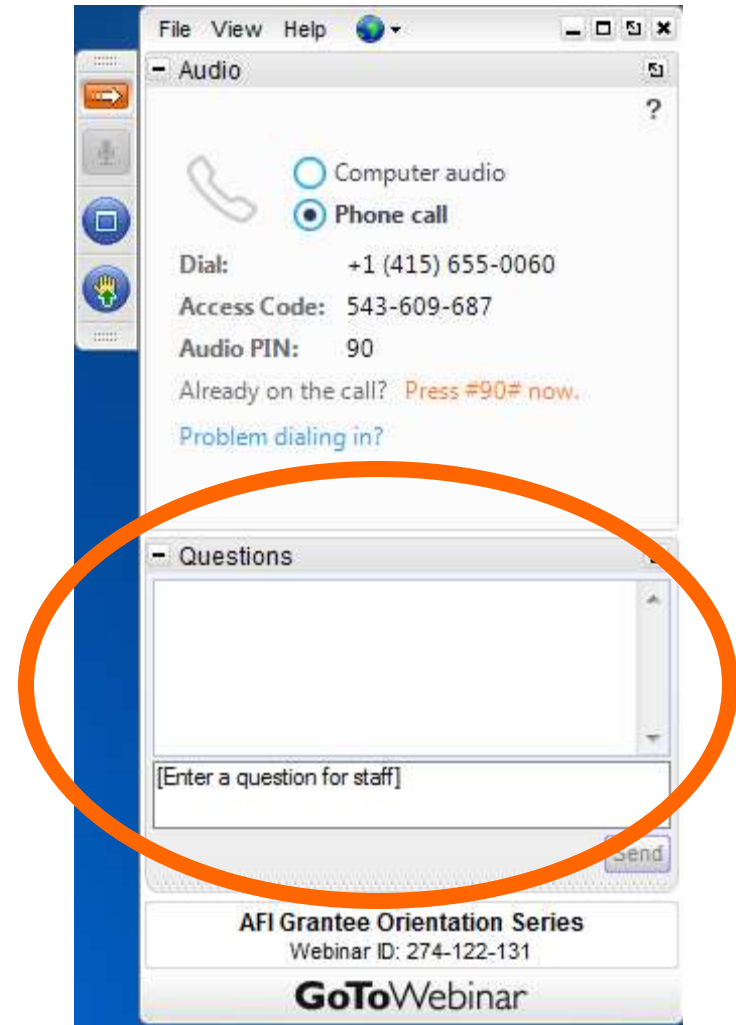


### Program Support Center (PSC) Payment Management Services (formerly DPM)

- Accessing Grant Funds
- Payment Management System (PMS)

## Questions?

- Ask your questions using the box on the right side of your screen



### Accessing AFI Grant Funds



## Accessing AFI Grant Funds

- Step 1: Address Any Grant Restrictions
- Step 2: Set up Reserve Fund
- Step 3: Set up Direct Deposit
- Step 4: Request Draw Down of Funds

## Step 1: Address Any Grant Restrictions

Sometimes grant funds are restricted when the award is made.

Example: An award is made that is a different amount than requested in the application. In this case, the grantee must submit revised budget information before grant funds are made available.

## Step 1: Address Any Grant Restrictions

Review Section 26 of the Notice of Award (NOA) for your AFI grant for restrictions.

26.REMARKS (Continued from previous page)

\*RESTRICTION ON FEDERALLY AWARDED FUNDS\*

All funds reallocated to 'Other' category and restricted. Subject to release of funds, within 30 days from the start of the grant award grantee must submit revised SF-424A and Budget/Budget Justification for the reduced amount of the award.

Grantee must comply with the following special conditions:

## Step 1: Address Any Grant Restrictions

- Complete and submit to OGM required documentation to resolve any grant restrictions.
- Contact your OGM Specialist with questions about any grant restrictions.





## Step 1: Address Any Grant Restrictions

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### 26. REMARKS: (Continued on separate sheets)

This amendment is issued to 1) approve the project budget in block 16 and 2) remove the restriction on draw down of Federal funds. Grantee may draw down funds in accordance with the policy of the Division of Payment Management.

|   |                            |  |
|---|----------------------------|--|
| <b>27. SIGNATURE - ACF GRANTS OFFICER</b><br>Katrina Morgan | <b>DATE:</b><br>11/07/2014 | <b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> |
| <b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b><br>-   |                            | <b>DATE:</b>   |

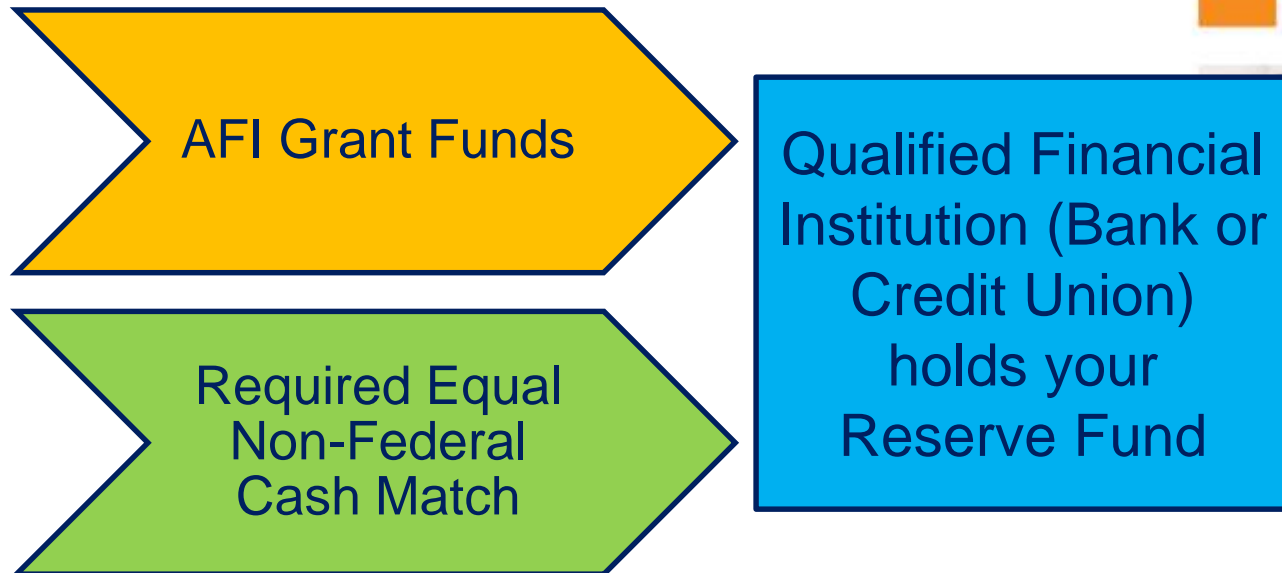
DGCM-3-785 (Rev. 86)

## Additional Resources

- [HHS Grants Policy Statement](#)
- [Code of Federal Regulations 45, Part 75](#)

## Step 2: Set Up Reserve Fund

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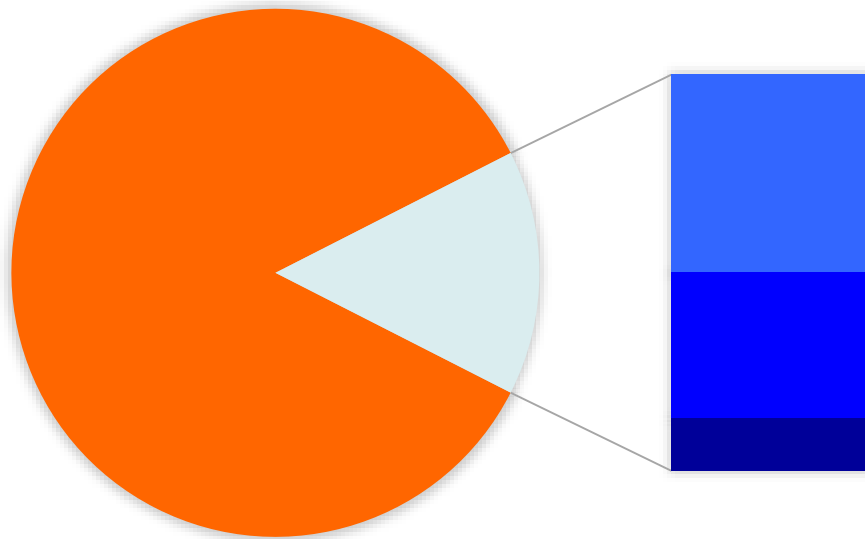


## Reserve Fund Considerations

- Account type
- Fees and other requirements
  - What fees and deposit requirements are included in the account products your financial institution partner has to offer?
  - Will you be able to access the account online? For information purposes only or to make transactions?
  - Are there fees for different types of transactions—electronic fund transfers, wire transfers, using checks?
- Designated signatories
- Develop a Memorandum of Understanding (MOU) with your financial institution partner

## Step 2: Set Up Reserve Fund Limitations on Uses of Funds

**At least 85% of project funds to match participants' savings**



Up to **7.5%** of the AFI grant funds for administrative costs

Up to **5.5%** of the AFI grant funds for non-administrative functions

Not less than **2%** of the AFI grant funds for the collection of data and other information required for evaluation

## Step 2: Set Up Reserve Fund Other Reserve Fund Requirements

### Other Key Things to Remember:

1. Only draw down federal funds equal to the amount of non-federal cash into the Project Reserve Fund.
2. Keep a clear audit trail enabling grantees to identify the source of funds for any expenditure.



## Step 3: Set Up Direct Deposit

## Step 3: Set Up Direct Deposit

- Download and complete the Direct Deposit Sign-Up Form, Standard Form (SF) 1199A.  
[http://www.dpm.psc.gov/grant\\_recipient/new\\_grantee\\_information/hhs\\_1199a.aspx](http://www.dpm.psc.gov/grant_recipient/new_grantee_information/hhs_1199a.aspx)
- Download and complete Payment Management System Access Form (PMS/FFR), if necessary.  
[http://www.dpm.psc.gov/grant\\_recipient/guides\\_forms/ffr\\_user\\_form.aspx](http://www.dpm.psc.gov/grant_recipient/guides_forms/ffr_user_form.aspx)

## Step 3: Set Up Direct Deposit

**Avoid delays with 1199A processing!**

Make sure that:

- All required fields are completed.
- All organizational information is consistent with your NOA. Contact OGM if you need to amend the NOA.
- The Payee Certification field is signed by your Authorizing Official (NOA Section 11).
- All signatures are original and in ink.
- There are no alterations (erasures, strike-outs, correction fluid) on the form.

## Step 3: Set Up Direct Deposit

- Submit completed form(s) to PSC Payment Management Services.

Your PSC Liaison

Payment Management Services

Program Support Center

P.O. Box 6021

Rockville, MD 20852

- Keep a copy for your records.
- Send a copy to your AFI Program Specialist.

## Step 3: Set Up Direct Deposit Identify Your PSC Liaison

- **Governmental and Tribal Payment Branch –**  
Works primarily with government entities, such as state and local governments, and Indian Tribes with HHS grants.  
[http://www.dpm.psc.gov/contacts/governmental\\_and\\_tribal.aspx](http://www.dpm.psc.gov/contacts/governmental_and_tribal.aspx)
- **University and Non-Profit Payment Branch -**  
Works with colleges, universities, and all other non-profit and for profit organizations with HHS grants.  
[http://www.dpm.psc.gov/contacts/university\\_non-profit.aspx](http://www.dpm.psc.gov/contacts/university_non-profit.aspx)

## Step 4: Request Draw Down of Funds

## Step 4: Request Draw Down of Funds

After receiving username and password from PSC, log into the Payment Management System (PMS).

[www.dpm.psc.gov/access\\_pms/system\\_status.aspx](http://www.dpm.psc.gov/access_pms/system_status.aspx)

**Caution!!** Type username and password carefully—especially when you have multiple credentials for multiple grants—to avoid being locked out of the system.



## Step 4: Request Draw Down of Funds

### Draw Down Policies

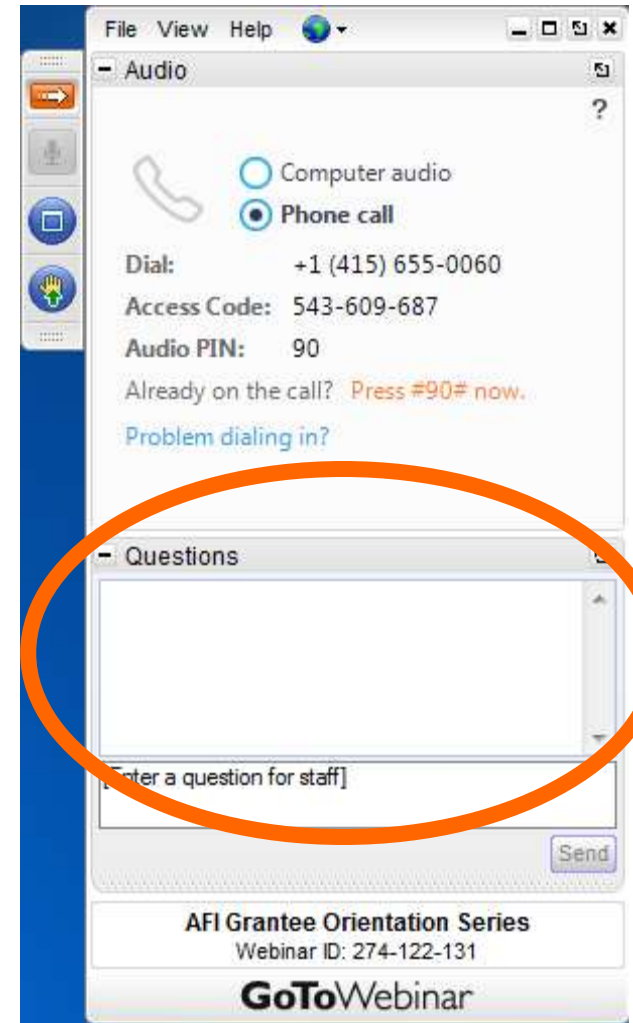
- AFI grantees may draw down an amount equal to or less than the amount of non-federal cash deposited in the Project Reserve Fund.
- The balance of the Project Reserve Fund must be at least equal to the amount needed to cover obligations (match amount) to participants who have opened their IDAs.
- Grantees must be current on all required AFI grant reports when drawing down AFI funds.
- **Grantees cannot draw down funds after the end of their five-year project period.**

## Accessing AFI Grant Funds

- Step 1: Address Any Grant Restrictions
- Step 2: Set up Project Reserve Fund
- Step 3: Set up Direct Deposit
- Step 4: Request Draw Down of Funds

## Questions?

- Ask your questions using the box on the right side of your screen





## 2016 AFI Grantee Orientation

### **Webinar 2:** [Launching Your AFI Project: Recruitment, Application, Enrollment](#)

Wednesday, November 16, 2:30-4:00PM EST

This webinar will provide an overview of AFI program fundamentals and requirements and help grantees develop an implementation action plan by walking through the first three steps of a typical AFI grant: recruitment, application, and enrollment. Grantees will be introduced to tools and resources for successfully launching a new AFI grant and will have the opportunity to ask questions about AFI project design.

### **Webinar 3:** [Launching Your AFI Project: Savings, Economic Education, Asset Purchase](#)

Wednesday, November 30, 2:30-4:00PM EST

This webinar will build off the previous webinar by providing an overview of the subsequent three steps of a typical AFI grant: savings, economic education, and asset purchase. Grantees will be introduced to tools and resources for successfully launching a new AFI grant and will have the opportunity to ask questions about AFI project design.

### **Webinar 4:** [Data and Reporting](#)

Wednesday, December 14, 2016 2:30-4:00 PM EST

This webinar will explain the types of reports you are required to file and the reporting dates. The webinar will also include discussion of using data to manage your project.

Thank You!

