

INSTRUCTIONS FOR COMPLETING THE SINGLE POINT OF CONTACT (SPOC) FORM 2012

- * State agencies, higher education institutions and school districts applying for federal funds **must** supply the typed **SIGNED** SPOC form when submitting an application package to the Single Point of Contact for review and comment.

1. State Application Identifier (SAI):

This number is assigned by the Single Point of Contact or designated support staff. The SAI number should be requested by the applicant **PRIOR** to forwarding the application package to the federal agency and Single Point of Contact. The SAI is made up of eight digits and identifies the application throughout the life of the application. The SAI should be entered in the appropriate block of OMB Standard Form 424. When OMB Standard Form 424 is not used, the SAI should be referred to in the transmittal letter to the federal agency.

When a pre-application is required by the federal agency, an SAI should be requested. When the federal agency advises the applicant to proceed with an application, the SAI number assigned to the pre-application will be used for the application submission step.

A **new** SAI number is required each year for renewal and/or continuation of an existing program or resubmission of a previously-rejected proposal.

The assigned SAI number must be referenced in all correspondence with the Single Point of Contact.

After entering the SAI number, the type of transaction should be selected. “New” should be selected if this is the first year of a grant. “Continuous” should be selected if the agency has received the grant in previous years. “Amendment increase” should be selected if the agency has received additional funds for a current grant. “Amendment decrease” should be selected if the agency has had funds decreased by the federal agency.

2. Applicant Project Title:

Give the title used to identify the project. The title should be **explicit and short**.

3. Applicant Department:

Give the identifying name of the State Department/Agency, county, city or other agency that is making application for federal funds. In the case where more than one agency is involved, the SPOC Form should be completed by the agency that will be responsible for the administration of the funds.

4. Applicant Division / APU:

For State Agencies, give the name of the Division or the Appropriation Unit (APU) having direct responsibility for the project. For all other applicants, give the name of the sub-agency, if any (i.e., Department of Public Works or Department of Commerce).

5. Applicant Address:

Give the full, mailing address of the person responsible for the application.

6. Grant Program Contact Person:

Give the name of the person responsible for developing the application.

7. Grant Program Contact Person's Phone Number:

Give the telephone number(s) of the person(s) responsible for the application.

8. Financial Contact Person:

Give the name of the person responsible for the budget and financial portion of the application. This can be the same person who is responsible for developing the application.

9. Financial Contact Person's Phone Number:

Give the telephone number(s) of the person(s) responsible for the budget.

10. Signature of Secretary or Agency Head (for State Agencies) or the Chief Administrator (for all other Applicants):

Applications **will not be accepted** without this signature. For State agencies, the Secretary of the Department or Agency Head is the only acceptable signatory authority. In the absence of the Secretary or Agency Head, the authorized Acting Secretary/Agency Head's signature will be accepted.

For all other agencies, the Chief Administrator or Executive Director should sign the SPOC Form.

11. Federal Grantor Department:

Enter the name of the federal agency from which funds are applied.

12. Federal Sub-Agency:

Give the name of the federal sub-agency responsible for administering the program.

13. Federal Contact Person:

Give the name of the person at the federal level who will be reviewing the proposal.

14. Phone Number:

Give the telephone number of the person listed in 11., above.

15. Federal Program Title:

Give the title of the program under which the project is requested. The federal program title and the project title, in most cases, are two different things. The federal program title is listed in the Federal Register Request for Proposal and also in the Catalog of Federal Domestic Assistance (CFDA). If you do not know the federal program title, contact the federal agency or contact the SPOC.

16. Federal Catalog Number (CFDA):

Enter the five or six digit number assigned to the federal program, as per the Federal Catalog of Domestic Assistance (CFDA). If you do not have access to a CFDA, call your federal contact or SPOC. The CFDA number will also be given in the Federal Register announcement.

17. Project Description:

Give a short description of the project. The project description should be as explicit as possible.

18. Technology Initiatives:

Indicate if technology initiatives are being funded with federal funds. If the application involves technology please list the Business Case Number along with a brief summary. If the SPOC form indicates funding for technology initiatives, a copy of the application will be sent to the Department of Technology and Information (DTI). Questions regarding the Business Case process can be answered by your assigned Customer Relationship Specialists at DTI. A listing of specialists is located at the following link: http://intranet.state.de.us/dti/crs_assignments.htm.

19. Measurable Objectives:

Give the anticipated objectives. These objectives should be expressed in a quantitative manner (i.e., number of eligible clients served; number of acres to be purchased, etc.).

If it is a continuation grant, fill out a, b and c.

If it is a new grant, fill out c. only.

20. Grant Period:

From: Give the estimated funding start date.

To: Give the estimated ending date of the grant budget.

In most cases, the federal agency funds programs for **one year at a time**. If the federal agency funds a program on a multi-year basis, the SPOC will only give approval for one year. The applicant **must** resubmit the project for review for the ensuing years.

If a project is funded for X amount of months only, the SPOC will give an approval for the X amount of months. This is mostly the case for demonstration projects or one-time funding.

21. How many years has this project been funded?:

Give the number of years the grant has been funded under the program; not the number of years the federal agency has funded the program. If this is a new application that has not been funded previously, please indicate in this block with either a zero or the words “new application” in this block.

22. If the project was funded last year, how much federal money was awarded?:

Give the amount of dollars **awarded** for the previous year’s application. If this is a new application no dollar amount would be put in this block.

If match was required, how much state money was contributed last year?

Give the amount of state match dollars contributed in the previous year.

23. Is there a state match requirement? (Y/N):

Enter yes or no.

If percentage, enter required match percentage:

If a state match was required, enter the percentage (i.e. 20%).

If amount, enter required match amount:

If a state match was required as a flat amount instead of a percentage, enter the amount.

24. Source of Funding for this Application:

This table should match the information provided to the federal agency on p. 1 of Standard Form 424 (Rev. 4-88), block 15. However, in some cases it will not because the

SPOC's requirements and the federal rules are different. The source of funds should be specified in the gray box located to the right of the category title. The following information is required by the SPOC:

- a. Federal Grant: Give the dollar amount applied for (or appropriated by the federal agency) to run the program for one fiscal year. Remember a grant should be interpreted as any type of federal aid program coming to the State of Delaware.
 - b. Other Federal Funds (Specify the source of funding): Show the dollar amount carried over into the new fiscal/program year or federal dollars coming from a different program which **complement** this application.
 - c. Required State Contribution (Specify the source of funding): Give the amount of dollars in General Fund, Appropriated Special Fund, Bond monies, etc. being obligated by the State as a required match or the value of in-kind services (personnel, supplies, etc.) required by the federal agency. **Give the 6-digit Department ID, Appropriation Number, and Title where these funds have been appropriated.** If no Budget Act has been approved at the time of preparation of this Form, state: "Requested in the Department's Proposed Budget" or "Included in the Governor's Recommended Budget."
 - d. Discretionary State Contribution (Specify the source of funding): State the dollar amount contributed by the State from General Fund, Appropriated Special Fund, Bond monies, etc. which are not required but are shown as "State participation," "show of strength," etc. **Give the 6-digit Department ID, Appropriation and Title where these funds have been appropriated.** If no Budget Act has been approved at the time of preparation of this Form, indicate: "Requested in the Department's Proposed Budget" or "Included in the Governor's Recommended Budget."
 - e. Required Local Contribution (Specify the source of funding): Give the dollar amount required for the project paid from "local" funds. These funds are School Districts' local tax dollars, and counties or municipalities revenues.
 - f. Other Non-Federal Funds (Specify the Source of Funding): Show the dollar amount required or discretionary paid from donations, bequests, private grants, private agencies' sources, etc.
- Total: The total amount of funds coming from the six sources above.

25. Budget by Cost Category and Source:

The proposed budget must be given by cost category and by source of funding.

- Salaries and Fringe Benefits: For each source, give the dollar amount for personnel needed to run the program, including casual-seasonal employees (for State agencies).

- Personal or Contractual Services: For each source, give the dollar amount needed for personal or contractual services. In the case of pass-through (i.e., purchase of services contracts with a State agency or a private provider; or pass-through from DPI to School Districts), attach a list of proposed recipients; the amounts to be awarded and the list of personnel to be funded by the pass-through funds. If the pass-through recipients and amounts are not known, give pass-through information for last/current year.
- Travel: For each source of funds, give the dollar amount needed for in – and out-of State travel.
- Supplies and Materials: For each source, show the dollar amount to be spent on supplies and materials.
- Capital Expenditures: For each source, give the dollar amount for capital expenditures proposed to run the program. There should be a detailed list of these costs provided in the application package.
- Audit Fees: Private agencies and local government entities should be aware that audit costs must be budgeted. State agencies MUST budget their audit fees. If a particular program does not allow audit fees, the fees will have to be paid from another source. In this case, specify from which source the fees will be paid. The rate should be calculated on the federal funds amount only at a rate of .3 percent for State agencies and .5 percent for School Districts and Higher Education (exclusive of the University of Delaware). If a state match is required, the audit fees must be split based on the match percentage between federal and state funds.
- Indirect Costs: State agencies should identify their indirect costs: the Statewide Cost Allocation Plan rate, the Departmental portion and the Division/APU rates (wherever applicable). Give the rates applied. The rates to be used are the last rates approved or the last provisional rates. The rates are calculated, in most cases, on the personnel costs (salaries and fringes). For those agencies that do not have Cost Allocation Plans, give the negotiated Indirect Cost rate. If a waiver has been approved, attach the waiver letter from the Budget Office Director. If a waiver is being requested, attach the request for waiver letter to the Budget Office Director. Indirect costs must be budgeted until a waiver has been approved.
- Other: Identify other expenses not included in the above listed cost categories. Please include a list of other expenses in a detailed budget sheet. Examples include licenses, dues, inspections and lab tests.
- Total: Give totals for each cost category and each funding source. **The total in block 23 should match the total in block 22.**

26. How Many Positions are Required for the Project?:

This information is required from all State agencies. It is not required from private agencies, local government entities, the University of Delaware and Delaware State University. Do not include contractual/seasonal employees in the total of positions. Also, if a position has been reallocated to or from another grant please indicate the grant source.

- Paid for Out of Federal Funds

- Authorized in State Budget: Give the number of full-time equivalent (FTE) positions to be paid from federal funds which are currently authorized in the State Budget Act. In some special cases, the Department may decide to use authorized, unfunded positions; or authorized positions previously funded from a terminated grant. These are not **new** positions required; they are only new to the grant. If this is the case, please indicate on the personnel summary sheet.
- New Positions Required: Give the number of full-time equivalent (FTE) positions (which have never been established) to be paid from federal funds. In the case of DTCC, this would include time-release needed for faculty members who would be involved in the grant.

- Paid for Out of General Funds

- Authorized in State Budget: Give the number of full-time equivalent (FTE) positions which are currently authorized in the State Budget Act and will be paid from General Funds.
- New Positions Required: Give the number of full-time equivalent (FTE) positions to be paid from General Funds. Specify if the positions have been requested in the Department's budget; or if they have been recommended for funding in the Governor's proposed budget. Although the Office of Management and Budget, in its function of SPOC and the Delaware State Clearinghouse Committee, in its legislated authority, may recommend approval of new General Fund positions, we can not appropriate the dollars to fund these positions. Therefore, when a proposal contains a request for new General Fund positions, the approval will be conditioned upon the Legislature appropriating the funds for these positions.

- Paid for Out of State Special Funds

- Authorized in State Budget: Give the number of full-time equivalent (FTE) positions to be paid from State Special Funds and that are authorized in the current State Budget Act.
- New Positions Required: Give the number of full-time equivalent (FTE) positions to be paid from State Special Funds and that are not authorized in the State Budget Act.
- Paid for Out of Bond/Local/Other Funds
 - Authorized in State Budget: Give the number of full-time equivalent (FTE) positions to be paid from bond monies, local revenues, or other sources that are authorized in the current State Budget Act.
 - New Positions Required: Give the number of full-time equivalent (FTE) positions to be paid from bond monies, local revenues or other sources that are not authorized in the State Budget Act.
- Total each column and each line and give a grand total.

27. PLEASE NOTE: The information required concerning the positions **must** be provided. Applications which contain personnel costs and do not provide the information will not be reviewed until information is provided.

On a **SEPARATE SHEET OF PAPER** give the following information:

Position Number: The position number for each position funded in the State are listed in the List of Authorized Positions (LAP) Report. This report is published once a month by the Office of Information Systems (OIS) and is available from most Personnel Officers and/or Fiscal Officers. The only agencies whose positions are not listed there are Delaware Geological Survey and the University of Delaware.

Position Title: The title should be taken from the Merit System Position List. For non-Merit System positions, the title should be taken from the appropriate guidelines.

If after a grant request has been approved by the SPOC and by the DSCC, decision is made to change the title of a position, it is a personnel matter only. The SPOC and the DSCC approve (slots or) FTE's **not** position titles.

Position Grade: Give the pay grade (for Merit System employees) or other grading for other personnel.

Yearly Salary: Give the dollar amount of the yearly salary for each position, exclusive of fringe benefits.

Percent of Funding: Give the percentage of funds from which a position is paid for each funding source. For example: 50% federal, 50% General Funds.

Full-time Equivalent: Give the portion of time the position will spend on the project. For example: A position may be authorized in the Budget Act as 1.0 FTE, paid from the General Fund; however, only .25 FTE will be used against this grant.

New Positions: Identify with an asterisk before the title.

If this grant funds positions within other Departments, Divisions/APU's, and/or Offices via subgrants, contacts, etc., please list them. The information on the subgranted positions is the same as that required of the applicant. Exception: Positions paid from DPI's federal pass-through monies to the School Districts. DPI is required to give the SPOC general information. For example: 35. Teachers, 10. Aides, 5. Secretaries, 7. Administrators, etc. in each School District funded.

28. IF THERE ARE AGENCY/LOCAL CONTRIBUTIONS:

On a separate sheet of paper, please supply the IPU (Internal Program Unit), appropriation, and amount. Please indicate whether the agency will need to request additional General Funds to support the agency contribution. Include a copy of the Memorandum of Agreement or Memorandum of Understanding.

If you have questions regarding these instructions or the Clearinghouse Process, please call the Office of Management and Budget for assistance at 739-4206.