

Delaware State Clearinghouse Training



April 2016

Agenda

- Clearinghouse Overview
- Clearinghouse Cycle/Timeline
- Clearinghouse Website
- Pre-Award
 - Process
 - Key Items to Remember
- Office of Management and Budget's (OMB) Review Process
- Federal Aid Masters (FM)
- Additional Information
- Who do you contact?
- Questions/Comments

Executive Order 12372

The federal application Standard Form 424 (SF 424) includes the question “Is this application subject to review by State Executive Order 12372 process?”

Executive Order 12372 (E.O. 12372), “Intergovernmental Review of Federal Programs,” structures the federal government’s system of consultation with state and local governments on its decisions involving grants, other forms of financial assistance, and direct development. Under E.O. 12372, states, in consultation with their local governments, design their own review processes and select those federal financial assistance and direct development activities they wish to review.

E.O. 12372 review process for the State of Delaware is the State Clearinghouse for federal grant review in the Office of Management and Budget. Since October 1, 1983, most states, including the State of Delaware, have acted to establish a review and comment system in response to E.O. 12372. In such cases, applicants for grants will need to meet the requirements of the intergovernmental consultation process established by a particular state and its local governments before Federal agencies take action on the application.

Funding Review

- **Federal Grants:** Federal funds requested by any state agency.
- **Indirect Grants:** Federal funds requested by any state agency via subgrant or other method from a non-federal organization. These are reviewed by Clearinghouse unless the awarding agency is in Delaware and the grant has already been through the Clearinghouse.
- **Private Organization Grants:** Funds requested from private organizations (i.e. WalMart) and are more than \$50,000.



Delaware State Clearinghouse Committee

- **29 Del. C. c. 76:** Established the Delaware State Clearinghouse Committee.
- **Committee Membership:** Chair and Vice Chairperson of the Joint Finance Committee; Controller General (or designee); Director of the Office of Management and Budget (or designee); Director of the Delaware Economic Development Office (or designee); Secretary of Finance (or designee); and (4) members of the General Assembly.
- **Purpose:** Establish policy, review and approve or disapprove applications for federal and non-federal grants.

Attendance of Clearinghouse Meetings

➤ Attendance Required by Agency

- New grants
- Grants with new positions
- Hot topics
- Change of scope

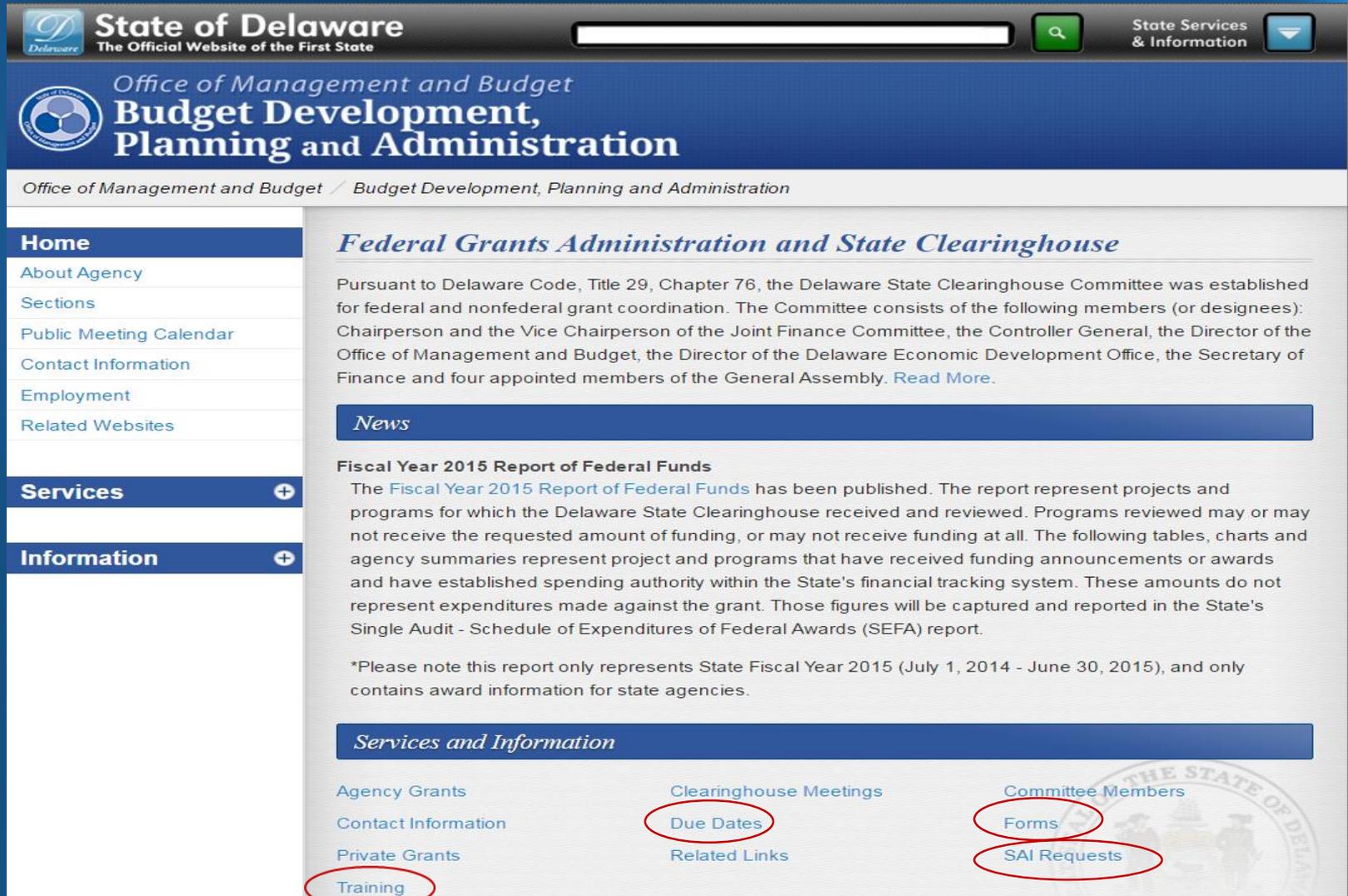
➤ Attendance Not Required by Agency

- Reoccurring or continuous grants

➤ Open to the Public

- Meeting time and dates are posted on the statewide calendar and Clearinghouse website
 - ◆ <https://egov.delaware.gov/pmc/>
 - ◆ <http://budget.delaware.gov/clearinghouse/index.shtml>

Clearinghouse Website



The screenshot shows the website for the State of Delaware's Office of Management and Budget, specifically the Budget Development, Planning and Administration section. The page is titled "Federal Grants Administration and State Clearinghouse". It contains a navigation menu on the left with categories like Home, Services, and Information. The main content area features a "News" section with a "Fiscal Year 2015 Report of Federal Funds" article. Below this is a "Services and Information" section with a grid of links. Several links in this grid are circled in red: "Training", "Due Dates", "Forms", and "SAI Requests".

State of Delaware
The Official Website of the First State

Office of Management and Budget
**Budget Development,
Planning and Administration**

Office of Management and Budget / Budget Development, Planning and Administration

Home
About Agency
Sections
Public Meeting Calendar
Contact Information
Employment
Related Websites

Services +
Information +

Federal Grants Administration and State Clearinghouse

Pursuant to Delaware Code, Title 29, Chapter 76, the Delaware State Clearinghouse Committee was established for federal and nonfederal grant coordination. The Committee consists of the following members (or designees): Chairperson and the Vice Chairperson of the Joint Finance Committee, the Controller General, the Director of the Office of Management and Budget, the Director of the Delaware Economic Development Office, the Secretary of Finance and four appointed members of the General Assembly. [Read More.](#)

News

Fiscal Year 2015 Report of Federal Funds

The [Fiscal Year 2015 Report of Federal Funds](#) has been published. The report represent projects and programs for which the Delaware State Clearinghouse received and reviewed. Programs reviewed may or may not receive the requested amount of funding, or may not receive funding at all. The following tables, charts and agency summaries represent project and programs that have received funding announcements or awards and have established spending authority within the State's financial tracking system. These amounts do not represent expenditures made against the grant. Those figures will be captured and reported in the State's Single Audit - Schedule of Expenditures of Federal Awards (SEFA) report.

*Please note this report only represents State Fiscal Year 2015 (July 1, 2014 - June 30, 2015), and only contains award information for state agencies.

Services and Information

Agency Grants	Clearinghouse Meetings	Committee Members
Contact Information	Due Dates	Forms
Private Grants	Related Links	SAI Requests
Training		

- Private grants, amendments, and agencies working outside of FSF will continue to use OMB issued State Application Identifier (SAI) numbers.

Clearinghouse Website - Training

- Includes PowerPoint Presentations from recent trainings, FSF Job Aids, etc.

The screenshot shows the website for the State of Delaware, Office of Management and Budget, Budget Development, Planning and Administration. The page is titled "Delaware State Clearinghouse Training" and lists several training resources:

- Annual Clearinghouse Training 2015
- Clearinghouse User Training 2015
- FSF Job Aids
- Federal Funding Accountability and Transparency Act (FFATA)
 - How to Identify FAIN (Federal Award Identification Number) on usaspending.gov
 - Training Presentation
 - Job Aid - Add Awards to Your Worklist

The website footer includes the logo for Budget Development, Planning and Administration and links for Home and Contact.

Clearinghouse Website - Due Dates



Office of Management and Budget
**Budget Development,
Planning and Administration**

Office of Management and Budget / Budget Development, Planning and Administration

Home
About Agency
Sections
Public Meeting Calendar
Contact Information
Employment
Related Websites

Services +

Information +

Clearinghouse Due Dates

Workflow Calendar

Grant Packet Due	Workflow Due
December 1, 2015	January 21, 2016
January 1, 2016	February 23, 2016
February 1, 2016	March 29, 2016
March 1, 2016	April 26, 2016
April 1, 2016	May 31, 2016
May 1, 2016	June 28, 2016
June 1, 2016	July 26, 2016
July 1, 2016	August 30, 2016

- This is an eight week process:
 - Six weeks for review process
 - Two weeks prior to the Clearinghouse meeting the agenda is sent out

Clearinghouse Website - Forms

- Utilize SPOC form (only to be used if the grant is outside of FSF)
- FM Form and Instructions
- Personnel Summary template
- Director's Overview template and instructions

The screenshot displays the website for the Office of Management and Budget, Budget Development, Planning and Administration. The page features a navigation menu on the left with categories: Home, About Agency, Sections, Public Meeting Calendar, Contact Information, Employment, and Related Websites. Below these are expandable sections for Services and Information. The main content area is titled 'Clearinghouse Forms' and lists several form categories with their respective links:

- SAI (State Application Identifier)**
 - SAI Number
- Single Point of Contact (SPOC) Form**
 - SPOC Form
- Federal Aid Master (FM) Form**
 - FM Form
 - FM Form
 - Federal Aid Master Form Instructions
- Personnel Summary**
 - Personnel Summary
- Director's Overview**
 - Director's Overview

The footer includes the agency logo and the text 'Budget Development, Planning and Administration' with links for 'Home' and 'Contact'.

Clearinghouse Integrated into FSF

- SPOC form will generate when information is entered into Pre-Award.
- All attachments will be accessible to OMB, Applicant, and Auditors.
- Notification tools can be used for easier communication references.
- Pre-Award now tracks the progress of the grant through the Clearinghouse process.
- SAI numbers are generated in pre-award for state agencies, unless it is an amendment, the agency is not in FSF and if it is a type 20 appropriation.

Clearinghouse Cycle



An agency inputs grant information into Pre-Award and submits for approval prior to or at the same time of submitting application to federal agency.



Federal Aid Coordinator compiles grant packet and reviews.



Analyst reviews grant packet and completes a preliminary review.



Director reviews completed grant packet including preliminary review.

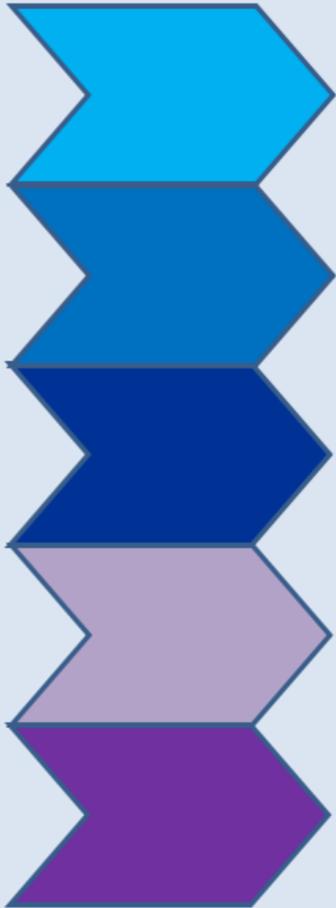


Department of Technology and Information reviews Business Cases of completed grant packets for IT related grants.



Agenda is prepared and posted on the Clearinghouse website, statewide calendar, and distributed to all grant contacts and Committee members.

Clearinghouse Cycle cont.



Delaware State Clearinghouse meeting is held. Required attendance grants are presented to the committee and voted on. Non-required attendance grants are voted on.

Federal Aid Coordinator approves grant in Pre-Award.

Clearinghouse admin approves in Workflow. This notification will serve as the agency's final letter and will generate final email notification. Final letters are signed by the Director of OMB and emailed for grants outside of FSF.

Agency receives grant award notification and finalizes grant in Pre-Award moving to Post-Award.

Agency sends Federal Aid Master (FM) with attached award notification to OMB FM inbox. Federal Aid Coordinator establishes spending authority in FSF.

Example of Timeline for June Grants

➤ By May 1st

- Proposals must be correctly submitted and approved by the agency in FSF (or sent to the OMB Clearinghouse inbox) for June Clearinghouse meeting by May 1st.
- Grant packets are created on May 1st and 2nd.

➤ May 2nd -13th

- Clearinghouse Coordinator reviews all grant packets and distributes to analysts for their review.

➤ May 16th - 20th

- Any outstanding grants that are sent back need to be resubmitted and reviewed again before moving to the analyst for review.

Example of Timeline for June Grants Cont.

- May 20th - 27th
 - The analyst completes their review/Preliminary Review (PR) and send back if necessary
 - Clearinghouse admin reviews PR for completeness and accuracy compared to grant documentation
- May 30th - June 13th
 - BDPA Director reviews all PRs and grant documentation
- June 14th
 - The agenda is prepared and sent to Clearinghouse Committee and contacts
- June 28th
 - Clearinghouse meeting
 - Clearinghouse Coordinator and Admin approve proposals in FSF

Importance of Deadlines/Turnaround

- It is EXTREMELY important to follow the Clearinghouse timeline and due dates to ensure there is enough time to thoroughly review each grant.
- If a grant has to be sent back for simple errors/adjustments to be made, the turnaround period will only be 2-3 days.
- If a grant has to be sent back for significant errors/adjustments, the turnaround period may be longer depending on the nature of adjustments.
- A grant can be sent back at any point during our review process, and could result in being pushed to the next Clearinghouse meeting if not resolved.
- PLEASE ENSURE ALL ATTACHMENTS AND INFORMATION IS FILLED OUT CORRECTLY AND ACCURATELY BEFORE SUBMITTING AND APPROVING.

Proposal and Budget Tabs

Proposal Tab

- Ensure FFATA (Federal Funding Accountability and Transparency Act) has been identified in Additional Information (if applicable).
- Ensure CFDA number is filled out correctly. If this number has changed please indicate so in the Director's overview and include documentation in attachments tab.

Budget Tab

- Ensure matching requirements are properly reflected on the project budget area of the proposal.
- Audit fees must be budgeted for .3% of federal funding. A corresponding portion of audit fees must be budgeted for required state match of federal funds.
- When salaries and fringe benefits are included, indirect costs should be budgeted.
- The budget amount should be the best estimate of the amount that will be awarded.

Proposal Tab

- Ensure the title of the proposal reflects the federal grant title (no abbreviations, no acronyms)
- Multi-Year Grant Allotment titles should identify the year of the allotment. (i.e. FYXXX Grant Title Name - 1st year)
- Ensure the title of the proposal reflects the current fiscal year
- Ensure the Due By feature reflects the date of the scheduled Clearinghouse month
- Ensure “Allow Multiple PIs” has been checked on the Proposal tab

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments

Proposal ID: SAI000001586 Version ID: V101
 Description: FY14 SAE Currency: USD

Allow Multiple PIs [Add to My Proposals](#)

*Title: FY14 State Administrative Expense Funds [Start Approval Process](#)
 Long Description: GSS is the designated agency for the distribution of USDA

*Contact PI: 127651 Oravez, Catherine
 *Sponsor ID: 000000000000050 DEPT OF AGRICULTURE

Pre-Award Administrator:
 Purpose:
 Proposal Type: Continuation

Confidence %:
 CFDA: 10.550

Due By: [Budget Express](#) [Additional Information](#)

Status

Proposal Status: Awarded
 Submit Status: Submitted
 Generate Status: Contract Generated

In Approval Process

Facilities & Admin Requested Work Flow By Pass
 Foreign Application/Component
 NIH Modular Grant

*Start Date: 10/01/2013 *End Date: 12/31/2014 No. Periods: [Build Periods](#)

Budget Periods [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Period	Start Date	End Date	Target Sponsor Budget
1	10/01/2013	12/31/2014	96,010.00

Target Sponsor Budget: 96,010.00

Pre-Award Updates

- Reference Award Number and the Federal Award Identification Number (FAIN) are assigned when the Federal Sponsor completes the notice of award.
 - Neither fields are identified as mandatory.
- Each Federal Sponsor Award Notice may be structured differently. The notice of award is located in section 4a.

The screenshot shows a web application window titled "Maintain Proposal". The breadcrumb trail is "Favorites > Main Menu > Grants > Proposals > Maintain Proposal". There are tabs for "Proposal", "Projects", "Budgets", "Resources", "Certifications", "Reports", and "Attachments". The "Proposal" tab is active. The form contains the following fields:

- Proposal ID: SA000002451
- Version ID: V101
- Description: SCAAP-FY2015_MP14
- Currency: USD
- Buttons: "Allow Multiple PI's" (checked), "Add to My Proposals"
- Reference Award Number: [Empty field]
- Federal Award Identification Number: [Empty field]

The screenshot shows a "NOTICE OF GRANT AWARD AUTHORIZATION" form from HRSA. The form is annotated with boxes and arrows pointing to specific fields:

- Award Number**: Points to field 4a.
- Support Year**: Points to field 5.
- CFDA number for program**: Points to field 2.
- Authorizing Legislation**: Points to the HRSA logo and the text "NOTICE OF GRANT AWARD AUTHORIZATION (Legislation/Regulation) Public Health Service Act, Section 751 Public Health Service Act: Title III, Part D, Section 330H ; 42 U.S.C. 254c-8".

The form fields are as follows:

- DATE ISSUED: 06/16/2011
- PROGRAM CFDA: 93.926
- SUPERSEDES AWARD NOTICE dated: [Empty]
- AWARD NO.: 5 H49 [Redacted] 03-00
- GRANT NO.: H49MC [Redacted]
- FORMER GRANT NO.: [Empty]
- PROJECT PERIOD: FROM: 06/01/2009 THROUGH: 05/31/2014
- BUDGET PERIOD: FROM: 06/01/2011 THROUGH: 05/31/2012
- TITLE OF PROJECT (OR PROGRAM): Healthy Start Initiative-Eliminating Racial/Ethnic Disparities
- GRANTEE NAME AND ADDRESS: [Redacted]
- DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR) [Redacted]

Additional annotations include "Approved Project and Budget period dates" pointing to the project period field, and "Awardee and Project Director Contact Info" pointing to the grantee name and director fields.

Multi-year Grant Allotments

- First Year - When applying for the initial first year of the grant cluster, the organization must submit an application for the entire “x” years of funding to the Clearinghouse Committee for approval.
- Following Years - With the original grant application having been approved by the Clearinghouse, organizations will only be required to create a proposal for additional years to establish a new contract (SAI) number for the new year of spending authority (this will be completed yearly).
- Additional Clearinghouse approval will not be necessary unless authorization amounts have exceeded 30% of the total allotment previously approved through Clearinghouse.

Resources Tab

- Ensure that the individual associated with Principal Investigator has been identified as the 'Primary PI'.
- Ensure all members of workflow have been applied.

Proposal Projects Budgets **Resources** Certifications Reports Attachments New

Proposal ID: SAI000002156 Version ID: V101
Description: FY15 ADT Currency: USD

Project Find | View All First 1 of 1 Last
Project ID: 000000000007500 Title: FY15 Animal Disease Traceability (ADT)

Resource Find | View All First 1 of 1 Last
Type:
Comments:

Subrecipient Find | View All First 1 of 1 Last
Subrecipient:

Professional Customize | Find | First 1-4 of 4 Last

Research	*Employee ID	Name	Other Role	Contact PI	Primary PI	Credit %	Reporting Role	Include in Award Header	Workflow Eligible	Details
<input checked="" type="checkbox"/>	042040	O'Grady, Michelle L	Principal Investigator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	117814	Hirst, Heather Lyn	Grant Administrator	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	070020	McElrath, Gwen Susan	OMB CLEARINGHOUSE ADMIN	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	124209	Luke, Valorie Lauren	OMB FEDERAL AID COORDINATOR	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Applying PI & Workflow Eligible

- Only individuals with DE_GM_PRE role can be utilized as Principal Investigator. The Professional data page within the Misc. Info area identifies if an individual is an Eligible PI and Workflow Eligible. Organizations can update this page once access to the role has been provided.

*Eff Date:	09/28/2011	*Mar Status:	Married
Prefix:		Name Suffix:	
*Last Name:	Prettyman	Middle Name:	William
*First Name:	Ralph	Name:	Prettyman,Ralph William
Search/Match Data			
First Name:	RALPH	Last Name:	PRETTYMAN
Country Info			
Country:	USA	*NID Type:	PR
Citizenship Info.			
*Country:		Citizenship Status:	
Phone Info			
*Type:	Home Phone	Phone:	
Email Info			
*Type:	Home	*Email:	Ralph.Prettyman@state.de.us
Misc. Info			
*Eff Date:	08/27/2013	<input type="checkbox"/> Howard Hughes Member	<input checked="" type="checkbox"/> Workflow Eligible
Rate Type:	Regular	<input checked="" type="checkbox"/> Eligible PI	<input type="checkbox"/> Conflict of Interest
Date Certified:		Ethnicity	Disability
		<input type="checkbox"/> Pre Award Administrator	<input type="checkbox"/> Post Award Administrator

Attachments

- Ensure the SPOC (Single Point Of Contact) form has been processed within the system and attached to the proposal.
- Ensure Director Overview has been signed by the Director and attached.
- Ensure the Personnel Summary matches the SPOC form and is attached.
 - Multi-Year Grant Allotment
 - First Year – Reflects only a 1-year summary and must note “one-year” (this will not match SPOC)
- Ensure the SF 424 application is provided.
- Ensure to include a Grant Notice of Award or Announcement.
- If an attachment is missing the proposal will be sent back.

SPOC Form

Favorites Main Menu > Grants > Proposals > Maintain Proposal

Search Menu:

- Proposal
- Smart Solutions
- Document Direct Setup
- DE Application Components
- Supplier Contracts
- Customers
- Customer Contracts
- Items
- Vendors
- Procurement Contracts
- Purchasing
- eProcurement
- Services Procurement
- Grants
- Project Costing
- Billing
- Accounts Receivable
- Accounts Payable
- Commitment Control
- Set Up Financials/Supply Chain
- Enterprise Components
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My Dictionary

Reports Attachments

Version ID: V101
Currency: USD

Submit Status: Not Submitted
Generate Status: Not Generated

In Approval Process

Facilities & Admin R
 Foreign Application
 NIH Modular Grant

02/28/2015 No. Periods:

Budget Periods Details PHS Incomes

- Delaware Updates & Processes
 - AR/Billing
 - GL & Commitment Control
 - Grants & Contracts
 - Project Costing
 - ePro/Purchasing
- Delaware Reports
 - Rpts A-F
 - Rpts G-L
 - Rpts M-S
 - Rpts T-Z
- SPOC Form
- Single Audit Report for Grants

SPOC Form

Run Control ID: SPOCFORM [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

'Business Unit' 35000

'Proposal ID' SA100000531

Years funded

Previous SAI No

Fed funding last year: Amt

Match required: Amt matched last yr

SPOC Form

STATE OF DELAWARE
SINGLE POINT OF CONTACT - SPOC
INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
Office of Management and Budget
Haslet Building, 3rd Floor, Dover, Delaware 19901
(302) 739-4205

Please fill out the areas shaded in gray

1. State Application Identifier:		Proposal Type:		Month	Reviewer	Attendance
SAI000001704		CNT		April	RR	NR
2. FFATA:	Yes	Sequestration:	No	Previous SAI Number:	SAI000001370	
3. Applicant Project Title:	Migrant Education Program Consortium Incentive					
4. Applicant Department:	95000	5. Applicant Division / APU:	950101			
6. Program Contact Person:	Lewis, Elizabeth	7. Program Contact Email:	Elizabeth.Lewis@doe.k12.de.us			
8. Financial Contact Person:	Luke, Valorie	9. Financial Contact Email:	Valorie.Luke@doe.k12.de.us			
10: Federal Grant Department:	DEPT OF EDUCATION					
11. Federal Program Title:	Migrant Education Coordination	12. Federal Catalog No (CFDA):	84.144			
13. Project Description:	Provide additional resources for migrant students.					
14. Grant Period (MM/DD/YYYY):	7/1/2013 to 12/30/2014	15. How many years has this project been funded?	1			
16. If the project was funded last year, how much federal money was awarded?	120,000 Apr - 40214	17. Is there a state match requirement? (Y/N)	N			
		If yes, what amount of state money was contributed last year?	0.00			
18. Budget by cost category and source:		Federal Funds	State Funds	Other Funds	TOTAL FUNDS	
Salaries & Fringe Benefits		\$0	\$0	\$0	\$0	
Personnel or Contractual Services		\$119,640	\$0	\$0	\$119,640	
Travel		\$0	\$0	\$0	\$0	
Supplies & Materials		\$0	\$0	\$0	\$0	
Capital Expenditures		\$0	\$0	\$0	\$0	
Audit Fees		\$360	\$0	\$0	\$360	
Indirect Costs		\$0	\$0	\$0	\$0	
Other		\$0	\$0	\$0	\$0	
TOTAL		\$120,000	\$0	\$0	\$120,000	

Frequent SPOC Form Issues

- Proposal Type: Continuous vs. New
- Missing Project Descriptions - should represent a high level summary of the grant.
- Grant periods need to be accurate and include 90 days close out period if applicable (should reflect spending period loaded on FM). If no close out period is permitted organizations should reflect a comment in the additional information field.
- Number of years of funding
- Audit fees - need to be calculated properly. If there is a required state match of federal funds a corresponding portion of audit fees must be budgeted.
 - Ex: If the state match is 25%, audit fees for state funds would be 25% of the .3% of the total federal funds.
- Indirect costs should be included if the agency has an indirect cost rate and salaries are budgeted.

Regenerating SPOC Form

- In some circumstances, after a correction has been made to a proposal, the SPOC form may need to be regenerated. Please refer to the attached and the FSF website for details.
- Please refer to [Job Aid 2.10 – SPOC form](#)
- Utilize the “SPOC Form Required” cheat sheet to tell if a new SPOC form needs to be regenerated after changing information.

Questions For FSF	Action Required	SPOC Required
Issues with entering information in Pre-award		
<ul style="list-style-type: none"> • Incorrect Due By Date 	Organization is responsible for updating the Due By Date to reflect the date the proposal will be going to Clearinghouse	Yes
<ul style="list-style-type: none"> • Missing Allow Multiple PI 	Organization must ensure the Multiple PI field has been checked. This will enable grant delivered workflow will function properly	No
<ul style="list-style-type: none"> • Proposal Type 	System defaults to New, organization should identify the proper proposal type. Example: Continuation, Renewal	Yes
<ul style="list-style-type: none"> • Grant Title 	Organization must identify the state fiscal year in the title of the proposal	Yes

Director's Overview

Narrative

- ◆ Objectives of the program through the life of the grant
- ◆ Sub-awards
- ◆ Position requests or changes
- ◆ Involvement of other state agencies

Measurable Objectives

- ◆ Anticipated objectives for the period being reviewed
- ◆ Prior budget period objectives
- ◆ Were prior objectives met?

Budget Comparison

- ◆ Explain any budget changes from the previous year
- ◆ Include outlook for future funding

Relationship to State Budget

- ◆ Sources of funding (other agencies, departments, private org)
- ◆ Matching requirements (percentage, set amount, maintenance of effort)

Technology Initiatives

- ◆ Business Case number if applicable
- ◆ Status of Business Case review

Director's Signature

- ◆ Secretary or Agency Head
- ◆ Agency Section Director
- ◆ Chief Administrator

Frequent Director's Overview Issues

- Ensure to include all sections in the Director's Overview.
 - If there is a section that does not pertain to the grant, include the section and "Not Applicable."
- Include details of matching and other funds listed on the SPOC form.
- Ensure the Director's Overview is signed.

Personnel Summary - Example 1

WORKFLOW PERSONNEL SUMMARY EXAMPLE

For FTEs, Salary, and Fringe - only list the portion of the position that will be working on this grant only

PERSONNEL SUMMARY												
BP NUMBER	POSITION TITLE	PAYGRADE	SALARY	FTEs			SALARY			FRINGE		
				GF	ASF	NSF	GF	ASF	NSF	GF	ASF	NSF
appropriation number and corresponding department if not applicant							00137	09120/10-03-01	40801			
101	Admin II	9	\$29,384.00	0.10	0.10	0.80	\$ 2,938.40	\$ 2,938.40	\$ 23,507.20	\$ 2,023.87	\$ 2,023.87	\$ 16,190.97
102	Admin II	9	\$29,384.00	0.10		0.10	\$ 2,938.40	\$ -	\$ 2,938.40	\$ 2,023.87	\$ -	\$ 2,023.87
103	Manager I	16	\$47,184.00	0.10	0.90		\$ 4,718.40	\$ 42,465.60	\$ -	\$ 2,559.29	\$ 23,033.65	\$ -
104	Manager I	16	\$47,184.00	0.10		0.45	\$ 4,718.40	\$ -	\$ 21,232.80	\$ 2,559.29	\$ -	\$ 11,516.83
105	Chemist I	15	\$44,094.00	1.00			\$ 44,094.00	\$ -	\$ -	\$ 24,663.48	\$ -	\$ -
106	Admin Specialist III	11	\$33,638.00	1.00			\$ 33,638.00	\$ -	\$ -	\$ 21,518.31	\$ -	\$ -
107	Engineer II	18	\$67,521.00		1.00		\$ -	\$ 67,521.00	\$ -	\$ -	\$ 31,710.32	\$ -
108	Chemist II	16	\$47,184.00	0.10		0.10	\$ 4,718.40	\$ -	\$ 4,718.40	\$ 2,559.29	\$ -	\$ 2,559.29
109	Biologist	18	\$54,017.00	0.50		0.50	\$ 27,008.50	\$ -	\$ 27,008.50	\$ 13,824.16	\$ -	\$ 13,824.16
110	Admin Specialist II	10	\$31,440.00			0.30	\$ -	\$ -	\$ 9,432.00	\$ -	\$ -	\$ 6,257.15
111	Technician II	12	\$35,994.00	0.30			\$ 10,798.20	\$ -	\$ -	\$ 6,668.10	\$ -	\$ -
112	Sr. Accountant	13	\$35,994.00		0.30		\$ -	\$ 10,798.20	\$ -	\$ -	\$ 6,668.10	\$ -
Sub-total Full Time Employees				3.30	2.30	2.25	\$ 135,570.70	\$ 123,723.20	\$ 88,837.30	\$ 78,399.67	\$ 63,435.94	\$ 52,372.26
c/s	Admin II		\$29,384.00						\$ 14,692.00			\$ 1,383.99
c/s	Chemist I		\$44,094.00					\$ 22,047.00		\$ 2,076.83		
Sub-total c/s							\$ -	\$ 22,047.00	\$ 14,692.00	\$ -	\$ 2,076.83	\$ 1,383.99
Total positions				3.30	2.30	2.25	\$ 135,570.70	\$ 145,770.20	\$ 103,529.30	\$ 78,399.67	\$ 65,512.77	\$ 53,756.25

Personnel Summary - Example 2

WORKFLOW PERSONNEL SUMMARY EXAMPLE

For FTEs, Salary, and Fringe - only list the portion of the position that will be working on this grant only

PERSONNEL SUMMARY									
BP NUMBER	POSITION TITLE	PAYGRADE	SALARY	FTEs			SALARY		
				GF	ASF	NSF	GF	ASF	NSF
appropriation number and corresponding department if not applicant							00137	09120/10-03-01	40801
101	Admin II	9	\$ 29,384.00	0.10	0.10	0.80	\$ 2,938.40	\$ 2,938.40	\$ 23,507.20
102	Admin II	9	\$ 29,384.00	0.10		0.10	\$ 2,938.40	\$ -	\$ 2,938.40
103	Manager I	16	\$ 47,184.00	0.10	0.90		\$ 4,718.40	\$ 42,465.60	\$ -
104	Manager I	16	\$ 47,184.00	0.10		0.45	\$ 4,718.40	\$ -	\$ 21,232.80
105	Chemist I	15	\$ 44,094.00	1.00			\$ 44,094.00	\$ -	\$ -
106	Admin Specialist III	11	\$ 33,638.00	1.00			\$ 33,638.00	\$ -	\$ -
107	Engineer II	18	\$ 67,521.00		1.00		\$ -	\$ 67,521.00	\$ -
108	Chemist II	16	\$ 47,184.00	0.10		0.10	\$ 4,718.40	\$ -	\$ 4,718.40
109	Biologist	18	\$ 54,017.00	0.50		0.50	\$ 27,008.50	\$ -	\$ 27,008.50
110	Admin Specialist II	10	\$ 31,440.00			0.30	\$ -	\$ -	\$ 9,432.00
111	Technician II	12	\$ 35,994.00	0.30			\$ 10,798.20	\$ -	\$ -
112	Sr. Accountant	13	\$ 35,994.00		0.30		\$ -	\$ 10,798.20	\$ -
Sub-total Full Time Employees				3.30	2.30	2.25	\$ 135,570.70	\$ 123,723.20	\$ 88,837.30
c/s	Admin II		\$ 29,384.00						\$ 14,692.00
c/s	Chemist I		\$ 44,094.00					\$ 22,047.00	
Sub-total c/s							\$ -	\$ 22,047.00	\$ 14,692.00
Total Fringe							\$ 78,399.67	\$ 65,512.77	\$ 53,756.25
Total positions				3.30	2.30	2.25	\$ 213,970.37	\$ 211,282.97	\$ 157,285.55

OMB's Review of Personnel Summaries

- Ensure correct BP numbers listed
- Ensure correct position titles included
- Ensure correct paygrades included
- Ensure correct salaries included
- Ensure FTE complement included
- Verify all positions in PHRST
 - Are the BP numbers listed for the positions correct?
 - Are positions budgeted correctly in PHRST?
 - Are positions being paid by the correct grant?
 - Is the agency's total budget complement reflective of the authorized budget complement?
 - Is the agency switch funding the position through the grant?
- Totals on personnel summary match the dollars budgeted on the SPOC form in "Salaries and Fringe."

Del Position FTE Page in PHRST

- Del Position FTE page:
 - Correct Fund Type
 - Correct Appropriation
 - Correct FTE portion

PHRST-PD 9.1

Favorites | Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

Description

Specific Information

Budget and Incumbents

Del Position FTE

Del Posn Fte Wk

Del Posn Data

Frequent Personnel Summary Issues

- Do not round on the personnel summary (should match SPOC form)
- BP numbers listed incorrectly
- Totals do not match the budget section of the SPOC form
- Positions do not match PHRST
 - If positions do not match the submission will be sent back in FSF
- Please use one of the two personnel summary templates from the Clearinghouse website.

Notice of Grant Award - Example

http://www.grants.gov/search-grants.html?fundingC OMB Intranet Federal Funding Accountabilit... Search Grants | GRANTS.GOV Search Grants | GRANTS.GOV X

GRANTS.GOV
FIND. APPLY. SUCCEED.™

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

 **USDA-NIFA-SCRI-004959** [« Back | Link](#)
Specialty Crop Research Initiative/Citrus Disease Research and Extension
Department of Agriculture
National Institute of Food and Agriculture

SYNOPSIS DETAILS | VERSION HISTORY | RELATED DOCUMENTS | APPLICATION PACKAGE

[Print Synopsis Details](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **4/1/2015**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

General Information

Document Type: Grants Notice	Posted Date: Apr 1, 2015
Funding Opportunity Number: USDA-NIFA-SCRI-004959	Creation Date: Apr 1, 2015
Funding Opportunity Title: Specialty Crop Research Initiative/Citrus Disease Research and Extension	Original Closing Date for Applications: Aug 14, 2015 Complete, pre-applications must be received by 5:00 pm Eastern Time on June 1, 2015. Complete, invited full applications must be received by 5:00 p.m. Eastern Time on August 14, 2015.
Opportunity Category: Mandatory	Current Closing Date for Applications: Aug 14, 2015 Complete, pre-applications must be received by 5:00 pm Eastern Time on June 1, 2015. Complete, invited full applications must be received by 5:00 p.m. Eastern Time on August 14, 2015.
Funding Instrument Type: Grant	Archive Date: Sep 13, 2015
Category of Funding Activity: Agriculture	Estimated Total Program Funding: \$23,000,000
Category Explanation:	Award Ceiling:
Expected Number of Awards:	Award Floor:
CFDA Number(s): 10.309 -- Specialty Crop Research Initiative	
Cost Sharing or Matching Requirement: Yes	

Federal Application/Notice of Award

- Include the federal application as part of the attachments.
 - Agencies should be entering grant information into Pre-award before or at the same time of completing the federal application.
 - If an agency does not have an application, please include a note in the comment section when submitting and approving the proposal.
- Include the Notice of Award or the Award (if the agency has already received it).
 - If an agency does not have the Notice of Award, please include a note in the comment section when submitting and approving the proposal.

Initiate Grant Workflow

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments

Proposal ID: SAI000001308 **Version ID:** V101
Description: 2014 Medicaid Admin **Currency:** USD

Allow Multiple PI's

***Title:** 2014 Medicaid Administration XIX-ADM14

Long Description: Delaware's Medicaid Program is a Federal-State partnership

***PI ID:** 026647 Bubacz,Thomas
***Sponsor ID:** 00000000000 DEPT OF HEALTH & HUMAN SERVICES

Pre-Award Administrator:

Purpose:

***Proposal Type:** New

Confidence %:

CFDA: 93.778

[Due By](#) [Budget Express](#) [Additional Information](#)

Status

***Proposal Status:** Draft

Submit Status: Not Submitted

Generate Status: Not Generated

In Approval Process

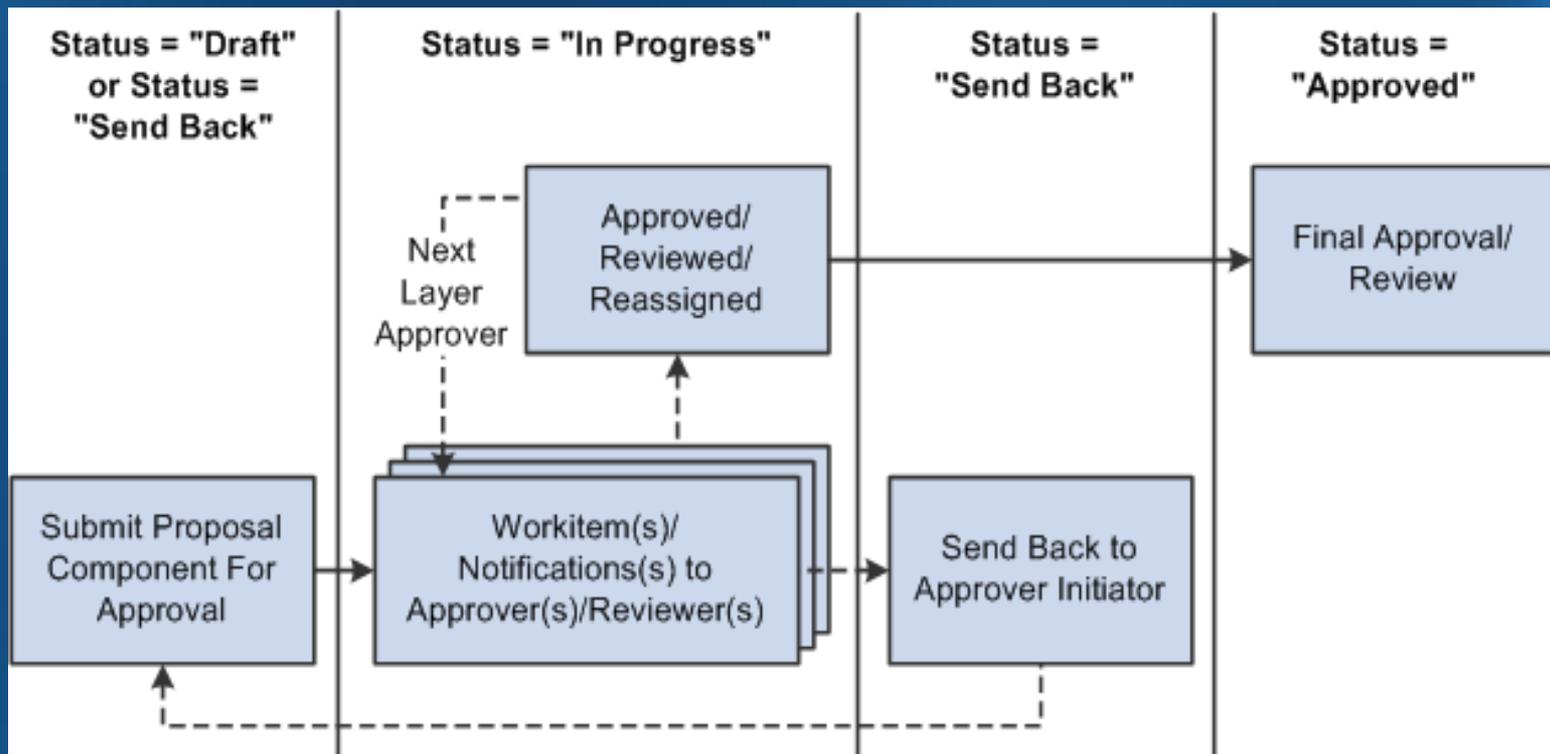
Facilities & Admin Requested

Foreign Application/Component

NIH Modular Grant

Workflow Process Diagram

- This diagram shows the workflow process flow for the proposal component. When a draft proposal is submitted, the system sends a worklist item to the designated reviewers or approvers. The proposal is either approved or sent back for more information until the proposal is assigned a status of *Approved*:



Grant Application - Messaging

- This is the email notification generated by FSF once the “Start Approval Process” has been kicked off. Everyone associated with workflow will receive this message.
- As you can see, the message identifies that the proposal has changed from ‘DRAFT’ to ‘IN PROGRESS’.

From:  cheryal.roe@state.de.us on behalf of  fsftst@state.de.us Sent: Wed 8/21/2013 9:33 AM
To: Roe, Cheryal (Finance)
Cc:
Subject: Business Unit: 25000, Proposal ID: SAI000001458, Version ID: V101, Project ID: 000000000005179, Component: CLEARINGHOUSE status has been updated from

Business Unit: 25000, Proposal ID: SAI000001458, Version ID: V101, Project ID: 000000000005179, Component: CLEARINGHOUSE status has been updated from Draft to In Progress.

Please Click on the following Link for Detail information:
https://fsftst.erp.state.de.us/psp/fn91st/EMPLOYEE/ERP/c/ESTABLISH_PROPOSAL.GM_PROPOSAL.GBL?Page=GM_PROPOSAL&Action=U&BUSINESS_UNIT=25000&PROPOSAL_ID=SAI000001458&VERSION_ID=V101

Grant Application - Messaging

- The Principal Investigator will also receive the below email notification along with the first notification. This notice instructs the recipient of grant workflow to REVIEW/APPROVE the proposal.
- This e-mail notification will also be provided to each of the individuals for approval based on the component configuration sequence assignment.
- When clicked, the hyperlink will automatically advance the individual to the proposal.
- The User is responsible for reviewing the entire proposal to ensure all the required areas are completed for applying an approval.

Proposal ID SAI000001458, Version ID V101, Project ID 000000000005179, Component ID CLEARINGHOUSE is ready for your Review/Approve.

Please Click on the following Link for Detail information:

https://fsftst.erp.state.de.us/psp/fn91st/EMPLOYEE/ERP/c/ESTABLISH_PROPOSAL.GM_PROPOSAL.GBL?

[Page=GM_PROPOSAL&Action=U&BUSINESS_UNIT=25000&PROPOSAL_ID=SAI000001458&VERSION_ID=V101](https://fsftst.erp.state.de.us/psp/fn91st/EMPLOYEE/ERP/c/ESTABLISH_PROPOSAL.GM_PROPOSAL.GBL?Page=GM_PROPOSAL&Action=U&BUSINESS_UNIT=25000&PROPOSAL_ID=SAI000001458&VERSION_ID=V101)

Grant Application - Workflow

- Approval will be accomplished utilizing the Proposal Component Approval function.
- The individual receiving the notification has two options: to Approve the proposal or Send Back along with comments identifying the required modifications.

Favorites | Main Menu > Grants > Proposals > Proposal Component Approval

Proposal Component Approval/Submit

Proposal ID: SAI000001460 Business Unit: 25000
Version ID: [V101](#) Proposal Status: Pending Approval
Title: FY2014 - OMB Workflow Testing

Proposal Project

Find | View All | First ◀ 1 of 1 ▶ Last

Project: 000000000005181 Title: FY2014 - OMB Workflow Testing

Component

Find | First ◀ 1 of 1 ▶ Last

Component: CLEARINGHOUSE Status: In Progress

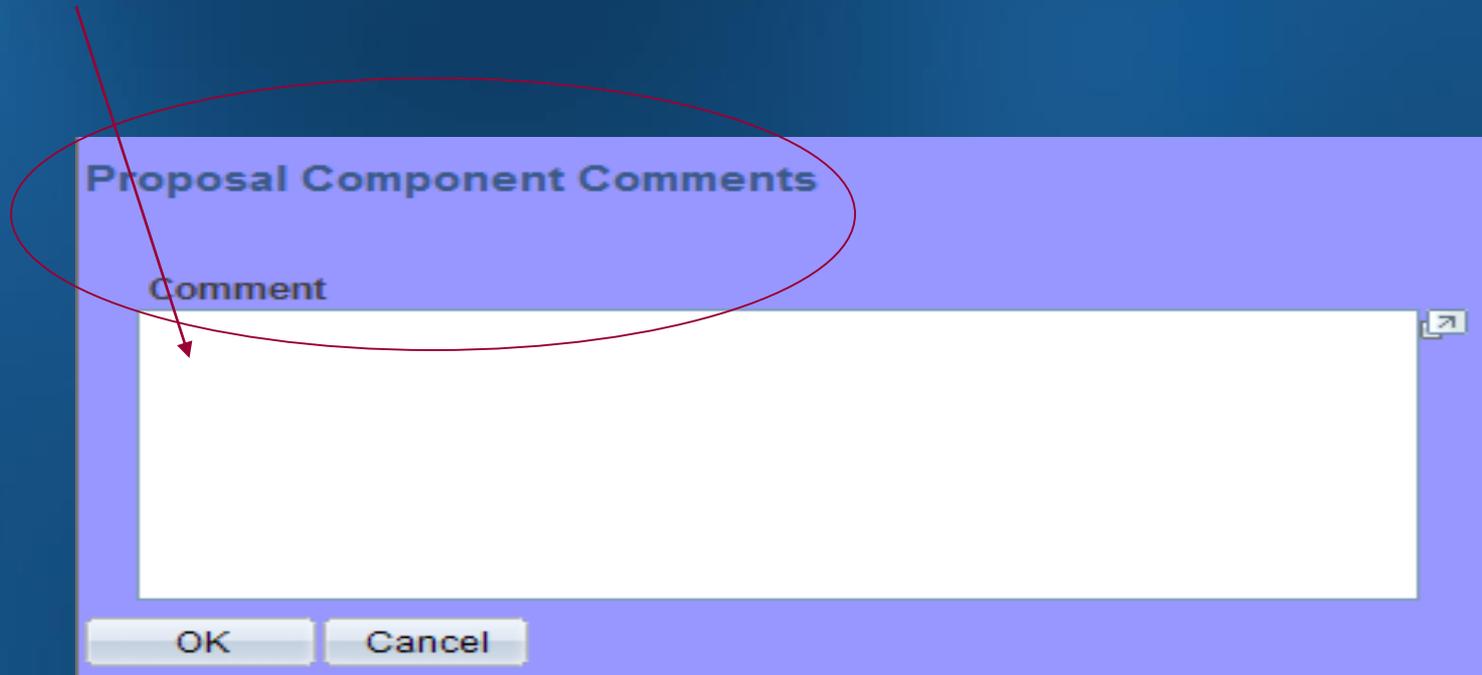
Approvals

Customize | Find | First ◀ 1 of 1 ▶ Last

Role	Task Assigned To	Required	Submit	Approve	Send Back	Review	Reassign	Assign To	Comment
		<input type="checkbox"/>	<input type="text"/>	Comment					

Grant Application - Workflow

The comment area should be utilized to identify the required modifications.



The image shows a screenshot of a software dialog box titled "Proposal Component Comments". The dialog has a purple header bar with the title text. Below the header is a label "Comment" and a large white text area for entering comments. At the bottom of the dialog are two buttons: "OK" and "Cancel". A red oval highlights the title bar area, and a red arrow points from the text above to the text area.

****If indirect costs are not budgeted and there are Salaries and Fringe Benefits associated, and/or if a grant announcement/notice is not applicable please provide a short explanation as to why the items are not included.****

Grant Application - Messaging

- This message is provided to the Principal Investigator when someone within grant workflow identifies a problem and a correction is required prior to proceeding.
- Organizations should provide instruction for the correction within the comment area of the Proposal Component Approval page.
- When clicked, the hyperlink will automatically advance the PI to the proposal.
- The PI is responsible for completing the required modification and placing the proposal back into workflow utilizing the submit functionality.

From:  deborah.garritson@state.de.us on behalf of  fsftst@state.de.us Sent: Wed 8/21/2013 9:47 AM

To: Roe, Cheryal (Finance)

Cc:

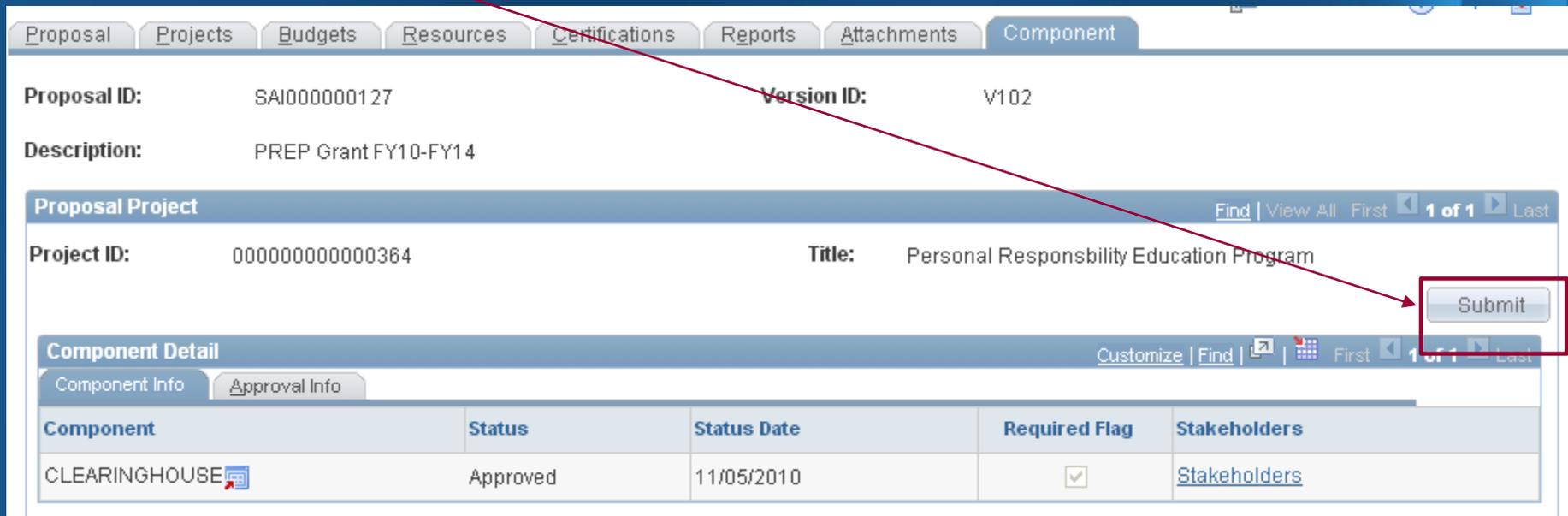
Subject: Business Unit: 25000, Proposal ID: SAI000001458, Version ID: V101, Project ID: 000000000005179, Component: CLEARINGHOUSE status has been updated from

Business Unit: 25000, Proposal ID: SAI000001458, Version ID: V101, Project ID: 000000000005179, Component: CLEARINGHOUSE status has been updated from In Progress to Send Back.

Please Click on the following Link for Detail information:
https://fsftst.erp.state.de.us/psp/fn91st/EMPLOYEE/ERP/c/ESTABLISH_PROPOSAL.GM_PROPOSAL.GBL?Page=GM_PROPOSAL&Action=U&BUSINESS_UNIT=25000&PROPOSAL_ID=SAI000001458&VERSION_ID=V101

Send Back Functionality

- All grants that are sent back will go to the Principal Investigator, who is responsible for completing the required modifications.
- When modifications are completed the Principal Investigator will **SUBMIT** the proposal back into grant workflow.



The screenshot displays a web application interface for grant management. At the top, there are navigation tabs: Proposal, Projects, Budgets, Resources, Certifications, Reports, Attachments, and Component. Below the tabs, the following information is shown:

- Proposal ID:** SAI000000127
- Version ID:** V102
- Description:** PREP Grant FY10-FY14

The main content area is titled "Proposal Project" and includes a search bar with "Find | View All | First | 1 of 1 | Last". Below this, the following details are provided:

- Project ID:** 000000000000364
- Title:** Personal Responsibility Education Program

A "Submit" button is located in the bottom right corner of the main content area, highlighted with a red box. A red arrow points from the word "SUBMIT" in the text above to this button.

Below the main content area is a "Component Detail" section with tabs for "Component Info" and "Approval Info". The "Approval Info" tab is active, showing a table with the following data:

Component	Status	Status Date	Required Flag	Stakeholders
CLEARINGHOUSE 	Approved	11/05/2010	<input checked="" type="checkbox"/>	Stakeholders

Grant Workflow Review

- Organizations will still have the ability to review proposal approval by accessing the Component page within Approval Status History.

The screenshot shows a web application interface for grant management. At the top, there are navigation tabs: Proposal, Projects, Budgets, Resources, Certifications, Reports, Attachments, and Component. Below the tabs, the following information is displayed:

Proposal ID: SAI000001343 **Version ID:** V101
Description: Drug Court NCC

Proposal Project (Find | View All | First | 1 of 1 | Last)
Project ID: 000000000004891 **Title:** FY 2014 Drug Court NCC

Component Detail (Customize | Find | First | 1 of 1 | Last)
Component Info | Approval Info

Component	Approval Hierarchy	Approval Status/History	Submit	Comment
CLEARINGHOUSE	Approval Hierarchy	Approval Status/History	<input type="button" value="Subm"/>	<input type="button" value="Comment"/>

At the bottom, there is a 'Go To:' section with links for Location, Protocols, Component, Setup Level, Keywords, Gender & Minority Study, Trainee, and Attributes.

Grant Application - Component

- The Component function creates an audit trail of the grant workflow approval process.

Component Approval History									
Customize Find First 1-9 of 9									
ID	Routing	Name	Required	Pool List	Workitem	Notification	Status	Date/Time Stamp	Comment
1	Originator	Roe,Cheryal A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submitted	08/21/2013 9:33:14AM	
2	Principal Investigator	Prettyman,Ralph William	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	08/21/2013 9:35:16AM	2013-08-21-09.35.16.000000: New workflow with old workflow
3	OMB Federal Aid Coordinator	Austin,Terry Ann	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	08/21/2013 9:46:11AM	2013-08-21-09.46.11.000000: I have reviewed and approved
4	OMB Clearinghouse Admin	Garritson,Deborah K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Send Back	08/21/2013 9:47:19AM	2013-08-21-09.47.19.000000: Update due date to 10/15/2013
5	Principal Investigator	Prettyman,Ralph William	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Submitted	08/21/2013 9:48:21AM	
6	Principal Investigator	Prettyman,Ralph William	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	08/21/2013 9:49:14AM	2013-08-21-09.49.14.000000: Applied new due by date 10/15/2013 for testing.
7	OMB Federal Aid Coordinator	Austin,Terry Ann	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	08/21/2013 10:04:36AM	2013-08-21-10.04.36.000000: Approved
8	OMB Clearinghouse Admin	Garritson,Deborah K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	08/21/2013 10:05:12AM	
9	Department Fiscal Contact	Roe,Cheryal A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	08/21/2013 10:06:18AM	2013-08-21-10.06.18.000000: Final Approval with send back due to update to due by field

Withdraws

- If you know someone in the approval process will be leaving, please replace with an appropriate person (with credentials) prior to submitting the grant for approval.
- If the grant has already begun the approval process, please contact OMB and the FSF Service desk to report the business unit and SAI number.
 - When the proposal has been withdrawn FSF will provide notification.

Clearinghouse Coordinator/Admin Review

- Is the SPOC form generated by FSF?
- Is the grant correctly marked “New,” “Continuous” or “Amendment”?
- Is the month to Clearinghouse correct?
- Fill out “Reviewer” and the “Attendance”
- Is the previous SAI number correct?
- Is the title appropriate?
- Is the CFDA number correct?
 - Compare title, federal department and add the division, is the grant included or excluded in Executive Order 12372.
- Does the project description give a brief overview of what the funding will accomplish?

Clearinghouse Coordinator/Admin Review Cont.

- Does the grant period make sense (is the close out period supported)?
- Double check number of years of funding
 - This is the number of awards received
- Funding amount from previous year correct?
- State match requirement
- Are audit fees budgeted correctly
- Review Director's Overview, ensure all sections are included and it is signed
- Review Personnel Summary
- Ensure all attachments are included

Fiscal and Policy Analyst Review

- The analyst completes a PR as they complete their review, which includes:
 - Introduction of grant - requesting agency, grant award amount, number of years funding, applicable match, number of full-time employees (FTEs) and identification of audit fees and indirect costs.
 - Verify positions in PHRST
 - Verify Indirect Costs
 - Objectives, overall goal of the grant and any necessary additional information.
 - Personnel Impact Statement - indicates the title(s) and function of new FTEs and changes in personnel from the previous year.
 - Consistency Statements - ensure consistency with federal and state regulations.
 - Recommendations

Amendments

- Amendments will be processed through Post Award.
- An email should be sent to OMB_Clearinghouse@state.de.us for all amendments.
- The email should contain a message indicating:
 - This is an amendment
 - The FSF SAI number
 - The Fiscal Year and Grant Title
- Attachments should include:
 - SPOC form with only the amount of the amendment
 - Personnel Summary if applicable
 - Director's Overview
 - SF 424 application if applicable
 - Award notification of additional funding if applicable

Clearinghouse Agenda

Delaware State Clearinghouse Committee Agenda

March 25, 2014

Item	SAI#	Applicant	Project Title	Funding			Positions		
				Federal	State	Other	Federal	State	Other
New Business									
1	2013-12-06-01	DSHS/Off of the Secretary/Delaware Emergency Management Agency	Hazard Mitigation Grant Program - Hurricane Sandy	\$987,633	\$2,963	\$443,754	0.00	0.00	0.00
Continued									
2	1649	Exec/Criminal Justice Council	Children's Justice Act	\$88,780	\$0	\$0	0.00	0.00	0.00
3	2013-12-04-01	DOS/Public Service Commission	Pipeline Safety One Call Grant	\$12,200	\$37	\$0	0.02	0.00	0.00
4	1604	DHSS/State Service Centers	Foster Grandparent Program	\$521,472	\$975,231	\$0	0.50	6.00	0.00
5	1620 Amendment	DHSS/Social Services	Supplemental Nutrition Assistance Program Process and Technology Improvement Grant	\$1,904,250	\$0	\$0	0.00	0.00	0.00
6	1683	DHSS/Public Health	Emergency Medical Service for Children State Partnership	\$130,000	\$27,107	\$0	0.00	0.15	0.00
7	1691	DHSS/Public Health	Primary Care Services Resources Coordination and Development	\$155,998	\$0	\$0	1.50	0.00	0.00
8	1692	DHSS/Public Health	Oral Health Planning	\$0	\$45,135	\$150,000	0.00	0.21	0.50
9	1695	DHSS/Medicaid and Medical Assistance	Health Benefit Exchange	\$8,979,896	\$0	\$0	1.00	0.00	0.00
10	1650	DHSS/Substance Abuse and Mental Health/Administration	Substance Abuse Prevention and Treatment Block Grant	\$6,316,579	\$13,529,329	\$0	3.20	0.08	0.00
11	2013-12-19-01	DSHS/State Police	Marijuana Eradication	\$12,000	\$0	\$0	0.00	0.00	0.00
12	1694	AG/Animal Health	Umbrella National Surveillance	\$193,069	\$0	\$0	0.00	0.00	0.00
13	1696	AG/Animal Health	Animal Disease Traceability	\$12,000	\$0	\$0	0.00	0.00	0.00
Higher Education									
1	2014-03-01-01	HE/Delaware State University	Title X	\$0	\$0	\$10,170			
2	2014-03-01-03	HE/Delaware State University	Get the Most Out of Math! (Mathematical Operations in Science & Technology through a Reengineered Mathematics Class at an HBCU)	\$916,377	\$0	\$0			
3	2014-03-01-04	HE/Delaware State University	Evans Allen- FY 2014	\$1,170,883	\$0	\$0			
4	2014-03-01-05	HE/Delaware State University	Cooperative Extension Formula Grant- FY 2014	\$1,115,017	\$0	\$0			
5	2014-03-01-06	HE/Delaware State University	Acetylcholinergic Neurotransmission During Age	\$871,594	\$0	\$0			

New Business requires the attendance of the Contact Person

Available on the Internet at: <http://budget.delaware.gov/clearinghouse/abm.shtml>

FMs

When do I use an FM?

- Establish award
- Award modifications
 - ◆ Increase in funding
 - ◆ Decrease in funding
 - ◆ End date extensions
 - ◆ Transfer/Carry Over funding
- Sub-awarding funding to other agencies
- Transfers
- Closing award
- Pre-load

What is sufficient back up documentation?

- Any federal communication (email, award notice)
- Communication from FSF

***Incorrect and incomplete submissions will be returned**

***Revenue ledger must be created for every department within the detail ledger and should be identified**

***There should never be a dollar amount in the revenue ledger**

Example of Appropriate Documentation

- This is an example of back up documentation when submitting an FM. The FM should be for the estimated amount or federal award amount.
- If a pre-load has been completed previously, the amount on the FM should be the difference between the pre-load and the allotment/estimate.

FY 2016 MANDATORY STATE/FORMULA GRANTS¹ (Dollars in Thousands)

CFDA No/Program Name: 93.778 Medical Assistance Program

State/Territory	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate	Difference +/- 2015
Alabama	\$3,746,154	\$3,699,871	\$4,099,689	\$399,819
Alaska	\$916,768	\$909,524	\$942,912	\$33,388
Arizona	\$6,759,752	\$7,831,757	\$8,223,475	\$391,718
Arkansas	\$3,826,062	\$4,503,569	\$4,886,948	\$380,380
California	\$38,479,655	\$48,596,182	\$52,757,883	\$4,161,701
Colorado	\$3,558,739	\$4,042,497	\$4,691,922	\$649,425
Connecticut	\$4,093,240	\$3,951,810	\$3,989,186	\$37,376
Delaware	\$1,083,615	\$977,074	\$1,044,147	\$67,073

Example of Grant Award



ADMINISTRATION FOR
CHILDREN & FAMILIES

370 L'enfant Promenade, S.W., Washington DC 20447 www.acf.hhs.gov

February 25, 2015

Dept. of Services for Children
Youth and their Families
Delaware Youth and Family Center
1825 Faulkland Road
Wilmington, DE 19805

Re: Notice of Grant Award - FY 2015

Dear Grantee:

The grant award listed below is available for obligation beginning 10/01/2014 and ending 09/30/2016 in accordance with your approved application under the Child Welfare Social Service program of Title IV-B, Subpart 1, of the Social Security Act. The grantee must liquidate all obligations incurred under this award and file the final financial report claiming these expenditures no later than 90 days after the end of the funding period.

Appropriation	CAN	Allotment	This Action	Cumulative
75-5-1536	2015G998000	798,401	174,340	373,940

EIN: 1-516000279-Z3
Document Number: G-1501DECWSS

Fiscal Year: 2015
CFDA #: 93.645

Example of Notice of Grant Award

ADMINISTRATION FOR CHILDREN AND FAMILIES

State Table - Temporary Assistance for Needy Families

FY 2015 Formula Grants

CFDA # 93.558

STATE/TERRITORY	FY 2013 Actual	FY 2014 Enacted	FY 2015 Estimate	Difference from FY 2014 Enacted
Alabama	93,315,207	93,315,207	93,315,207	0
Alaska	45,260,334	45,260,334	45,260,334	0
Arizona	200,141,299	200,141,299	200,141,299	0
Arkansas	56,732,858	56,732,858	56,732,858	0
California	3,659,356,587	3,657,747,495	3,657,747,495	0
Colorado	136,056,690	136,056,690	136,056,690	0
Connecticut	266,788,107	266,788,107	266,788,107	0
Delaware	32,290,981	32,290,981	32,290,981	0
Dist. of Columbia				

Frequent FM Issues

- Does not include all proper back-up documentation
- FMs need to be filled out correctly or they could be sent back for resubmission.
- Incorrect start and end dates
- Incorrect dollar amounts to load
- Incorrect budget reference
- Incorrect appropriations
- Incorrect SAI numbers
- Incorrect CFDA numbers

Loading of Spending Authority

Pre-load

- Agencies may pre-load up to 15% of the previous year's award for continuous grants without documentation.
- Agencies may pre-load up to 50% of the previous year's award for entitlement grants. Any amount loaded beyond the 50% pre-load must be supported by documentation.

30% Threshold

- Agencies who receive an award greater than the amount approved by the Clearinghouse Committee, may load up to 30% above the awarded amount without going back through the Clearinghouse.
- Any amount of a grant beyond the 30% threshold will need to go back through Clearinghouse for an Amendment.
- If the agency needs to go back through Clearinghouse for an Amendment, the amount must be the new award less the original Clearinghouse approved amount.

New Federal Appropriations



STATE OF DELAWARE New Appropriation Chart Field Set Up Questionnaire

*Required fields

*Date: _____	*Name of Requestor: _____	*Phone #: _____
*Organization: _____	*Requestor email: _____	
*Appropriation Type: <u>Select from list</u>		
*New/Changed Appropriation will be used for Payroll:	<u>Select Yes or No</u>	
*New/Changed Appropriation will be used for Flex Credits:	<u>Select Yes or No</u>	

PLEASE FILL OUT ONE FORM PER APPROPRIATION REQUEST

For Appropriation Type 40 (Federal Grant), Ledger Group GR_GROUP:

Please coordinate requests for new Type 40 appropriations with OMB's Single Point of Contact (SPOC).

- Is this an existing continuing grant?
If yes, it will use the same current appropriation number with a new Budget Reference [Fiscal Year]. Yes No
- Is this a new grant? Yes No
- Is this for a "POOL" grant appropriation? Yes No

STATE OF DELAWARE New Appropriation Chart Field Set Up Questionnaire

- Is this an interest bearing appropriation? Yes No
**See NOTE: Requests for Interest Bearing Appropriations: (page 2).
- Does this grant have program income?
If Yes, will these transactions be processed as expenditure reductions? Yes No
- Will there be a sub-grant to other organizations (state and non-state)? Yes No

OFFICE USE ONLY FOR APPROPRIATION TYPE 40

Appropriation Number: _____	Description: _____
Budgetary Account: _____	

Updated Federal Appropriations - KK002 Form

For Appropriation Type 40 (Federal Grant), Ledger Group GR_GROUP:

Please coordinate requests for new Type 40 appropriations with OMB's Single Point of Contact (SPOC).

1. Is this an existing continuing grant? Yes No
 If yes, it will use the same current appropriation number with a new Budget Reference [Fiscal Year]. FY
2. Is this a new grant? Yes No
3. Is this for a "POOL" grant appropriation? Yes No

Form # KK002

Page 2 of 3

Revised 05/27/2015

APPROVALS

Organization:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SIGNATURE	TITLE	DATE
Budget Office:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SIGNATURE	TITLE	DATE
Accounting:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SIGNATURE	TITLE	DATE

- Submit award notice and appropriate supporting documentation.
- Supporting documentation needs to include CFDA number.
- Always refer to the [FSF website](#) for current forms.

DATA Act

- In 2014, the Digital Accountability and Transparency Act (DATA Act), was passed.
- Transforming U.S. federal spending from disconnected documents into standardized data online.
- Create better accountability for taxpayers and citizens; eliminating fraud, and reducing compliance costs by automating reports.
- Look for DATA Act to make the complete transition in federal spending in 2017.

Additional Information

- SEFA reporting - use DGM006 for expenditures by CFDA number.
- Before using a vendor we need to ensure that it is an approved vendor and not one that is suspended. Please contact the FSF Service desk for assistance.
- Reporting reconciliation - FSF has posted new Financial Data Reconciliation Steps as of 03/04/2016, organizations are encourage to download.
- Grant Contract Detail Report (DGM019) was implemented 07/20/2015, a job aid has been created organizations are encourage to download and use for reconciliation.

DGM019 – Grant Contract Detail Report

STATE OF DELAWARE
DEPARTMENT OF FINANCE - DIVISION OF ACCOUNTING
GRANT CONTRACT DETAIL REPORT

Page No: 1
Run Date: 03/30/2015
Run Time: 15:45:13

Report ID: DGM019
Bus Unit: 95000
Contract ID: SAI000001802
CFDA: 84.010
Customer Name: DEPT OF EDUCATION
Customer ID: 000000000000017
Award PI: DiPietro Eulinda

Project ID	DeptID	Start Dt	End Date	Grant Title	Grant Budget Amt	Cost Share	FED Pre-Encbrd	ST Pre-Encbrd	FED Encbrd	ST Encbrd	FED Expense	ST Expense	FED Available	ST Available
0000000000006388	950101	07/01/14	12/30/16	Finance Office Administr	182,439.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182,439.00	0.00
0000000000006389	950101	07/01/14	12/30/16	Program Administration	34,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,000.00	0.00
0000000000006390	950101	07/01/14	12/30/16	Consolidated Pass Throu	54,045.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,045.00	0.00
0000000000006391	950101	07/01/14	12/30/16	School Improvement 1003	379,550.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	379,550.84	0.00
0000000000006392	950101	07/01/14	12/30/16	School Improvement 1003	88,072.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88,072.00	0.00
0000000000007085	954000	07/01/14	12/30/16	Sussex Tech Consolidate	269,647.00	0.00	0.00	0.00	0.00	0.00	178,332.10	0.00	91,314.90	0.00
0000000000007086	956900	07/01/14	12/30/16	Las Americas Aspira Con	118,853.00	0.00	0.00	0.00	0.00	0.00	55,894.95	0.00	62,958.05	0.00
0000000000007087	951800	07/01/14	12/30/16	Milford Consolidated #6	1,376,695.00	0.00	6,590.27	0.00	5,946.47	0.00	233,841.24	0.00	1,142,853.76	0.00
0000000000007088	958800	07/01/14	12/30/16	MOT Charter Consolidate	19,052.00	0.00	0.00	0.00	0.00	0.00	7,387.96	0.00	11,664.04	0.00
0000000000007089	958900	07/01/14	12/30/16	Newark Charter Cons. #3	57,881.00	0.00	0.00	0.00	0.00	0.00	32,683.41	0.00	25,197.59	0.00
0000000000007133	953100	07/01/14	12/30/16	Brandywine Consolidated	2,144,995.00	0.00	188,361.87	0.00	131,352.41	0.00	818,250.29	0.00	1,326,744.71	0.00
0000000000007134	953900	07/01/14	12/30/16	Polytech Consolidated #	165,156.00	0.00	0.00	0.00	0.00	0.00	84,454.89	0.00	80,701.11	0.00
0000000000007185	953200	07/01/14	12/30/16	Red Clay-Title I Fcs. S	125,119.59	0.00	10,510.07	0.00	12,052.97	0.00	6,138.75	0.00	118,980.84	0.00
0000000000007186	953200	07/01/14	12/30/16	Red Clay-Title I Fcs. S	132,936.12	0.00	0.00	0.00	0.00	0.00	3,389.85	0.00	129,546.27	0.00
0000000000007187	951300	07/01/14	12/30/16	Capital-Title I Focus S	250,000.00	0.00	0.00	0.00	0.00	0.00	45,971.33	0.00	204,028.67	0.00
0000000000007298	951000	07/01/14	12/30/16	Cesar Rodney-Title I C	2,530,599.00	0.00	0.00	0.00	50.00	0.00	569,856.43	0.00	1,960,742.57	0.00
0000000000007299	951300	07/01/14	12/30/16	Capital - Title I Cons.	3,395,474.00	0.00	0.00	0.00	24,943.46	0.00	1,258,274.72	0.00	2,137,199.28	0.00

Project #	Activity	Bud Ref	Dept	Fund	Appr	Account	Amount	Oper Unit	Prog CD	Anal Type	Trans Date	Acctg Date	Journal ID	Proj Resource Descr	Vendor ID	Vendor Name	Voucher	PO No
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	21.00	99940500	99999	COM	2015-01-30	2015-01-30		Shipping	0000002673	NATIONAL P-007		0000267136
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	3,000.00	99940500	99999	COM	2015-01-27	2015-01-27		2015 January Banneke	0000208799	FOLLETT SC-001		0000266644
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	133.70	99940500	99999	COM	2015-02-05	2015-02-05		AE-711 AVID EDUCATIO	0000043848	ENCORE DAT-002		0000267700
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	248.75	99940500	99999	COM	2015-01-30	2015-01-30		DIET-BK DI:Different	0000002673	NATIONAL P-007		0000267136
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	83.24	99940500	99999	COM	2015-01-30	2015-01-30		Online Order for Off	0000032874	OFFICE DEP-001		0000267166
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56157	171.43	99940500	99999	COM	2014-12-01	2014-12-01		SEE ATTACHED ORDER T	0000208799	FOLLETT SC-001		0000261620
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	109.15	99940500	99999	COM	2015-01-22	2015-01-22		Science Fair Medals	0000032308	JONES SCH0-001		0000266133
0000000000007087	INSTRUCTOR	2015	951800	225	40554	55600	2,475.00	99940500	99999	COM	2014-11-25	2014-11-25		Student Agenda Books	0000021866	SCHOOL DAT-001		0000261344
						Activity sub-total	6,240.27											
						FED PO Total	6,240.27											

Project #	Activity	Bud Ref	Dept	Fund	Appr	Account	Amount	Oper Unit	Prog CD	Anal Type	Trans Date	Acctg Date	Journal ID	Proj Resource Descr	Vendor ID	Vendor Name	Voucher	PO No
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	21.00	99940500	99999	CRV	2015-02-06	2015-02-19		Shipping	0000002673	NATIONAL P-007		0000267136
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	93.47	99940500	99999	CRV	2015-02-04	2015-02-19		2015 January Banneke	0000208799	FOLLETT SC-001		0000266644
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	248.75	99940500	99999	CRV	2015-02-06	2015-02-19		DIET-BK DI:Different	0000002673	NATIONAL P-007		0000267136
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56157	170.43	99940500	99999	CRV	2014-12-01	2014-12-19		SEE ATTACHED ORDER T	0000208799	FOLLETT SC-001		0000261620
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	109.15	99940500	99999	CRV	2015-01-27	2015-02-04		Science Fair Medals	0000032308	JONES SCH0-001		0000266133
						Activity sub-total	642.80											
						FED PO CRV Total	642.80											

Project #	Activity	Bud Ref	Dept	Fund	Appr	Account	Amount	Oper Unit	Prog CD	Anal Type	Trans Date	Acctg Date	Journal ID	Proj Resource Descr	Vendor ID	Vendor Name	Voucher	PO No
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56157	1.00	99940500	99999	CCA	2015-01-07	2015-01-07		SEE ATTACHED ORDER T	0000208799	FOLLETT SC-001		0000261620
						Activity sub-total	1.00											
						FED PO CCA Total	1.00											

Project #	Activity	Bud Ref	Dept	Fund	Appr	Account	Amount	Oper Unit	Prog CD	Anal Type	Trans Date	Acctg Date	Journal ID	Proj Resource Descr	Vendor ID	Vendor Name	Voucher	PO No
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	310.05	99940500	99999	ACT	2014-10-27	2014-11-05		AP00260063	6605599331			02287272
0000000000007087	INSTRUCTOR	2015	951800	225	40554	55631	160.00	99940500	99999	ACT	2014-11-04	2014-11-07		AP00260389	STTI Lambda ETA			02290715
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	7.39	99940500	99999	ACT	2014-11-28	2014-12-02		AP00264004	S134732			02327651
0000000000007087	INSTRUCTOR	2015	951800	225	40554	55631	592.00	99940500	99999	ACT	2014-11-28	2014-12-02		AP00264004	E3045518600			02327670
0000000000007087	INSTRUCTOR	2015	951800	225	40554	56150	51.51	99940500	99999	ACT	2014-11-28	2014-12-02		AP00264004	S134118 - 2			02327651
0000000000007087	INSTRUCTOR	2015	951800	225	40554	55631	592.00	99940500	99999	ACT	2014-11-28	2014-12-02		AP00264004	T3364473167			02327670

When to contact FSF vs. OMB

FSF

- Issues with entering information in Pre-Award
- Issues with regenerating the SPOC form
- Issues with the SPOC form loading correct Budget Detail information correctly
- Issues with submitting and approving proposals in grant workflow
- Adding or deleting a role on the Resources page
- Systematic issues
- Changing information in Post-Award
- Pre-Award grant workflow issues

OMB

- Due Dates
- Questions on why a proposal was sent back and what adjustments need to be made
- What specific information/attachments are required
- Personnel Summary
- Director's Overview
- FM Questions
- Questions regarding Clearinghouse meeting.

Questions?

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www.budget.delaware.gov/clearinghouse

