

Clearinghouse User Training



October 2015

Agenda

- ▶ Clearinghouse Recap
- ▶ Clearinghouse Code
- ▶ Clearinghouse Meetings
- ▶ Clearinghouse Website
- ▶ Clearinghouse Cycle/Timeline
- ▶ Review Process
- ▶ Key Items to Remember
- ▶ Federal Aid Masters (FMs)
- ▶ New Appropriations
- ▶ Who Do I Contact?
- ▶ Questions/Comments

Clearinghouse Recap

- ▶ Positive feed back from Clearinghouse Committee
- ▶ Grant information and attachments are accessible to OMB, Applicant, Auditors, etc.
- ▶ Notification tools can be used for direct communication
- ▶ Pre-Award tracks the progress of the grant through the Clearinghouse process
- ▶ SAI numbers are generated in Pre-Award for state agencies. Those not supported in FSF will continue to function outside of FSF. Type 20 appropriations are continuing to be supported in FSF.
- ▶ Time period for Clearinghouse approval is shortened.
- ▶ Less duplicative efforts

Delaware State Clearinghouse Committee Meetings

- ▶ Clearinghouse review is established in [Delaware Code](#)
- ▶ Committee Membership consists of: 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 is to establish policy, review and approve or disapprove (majority vote) 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

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		

Clearinghouse Website - Training

- ▶ PowerPoint Presentations from training sessions
- ▶ Link to [FSF website](#) for Job Aids

State of Delaware
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**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** +
- FY 2016 Budget
- FY 2017 Budget
- Clearinghouse/Grants
- Budget System
- Information** +

Delaware State Clearinghouse Training

[Annual Clearinghouse 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](#)

SEAL OF THE STATE OF DELAWARE

FSF Job Aids



First State Financials (FSF)

- Information
- Communications
- Service Desk
- Training
- Policy Manual
- ERP Production
- PHRST Production
- 9.1 ERP Upgrade

Grants Management

9.1 Functional Summary Change	Updated
9.1 Functional Change Summary	10/26/2012
GM - General Resources & Reports	Updated
GM100 - Grant Pre Award	Updated
GM100 UPK Course	06/12/2015
GM100 Training Manual	06/12/2015
GM100 Job Aids	
1.0 - Grants Pre Award Checklist	10/12/2015
1.1 - Grants Overview Document Final	01/27/2015
2.1 - Grants Pre-Award	10/12/2015
2.3 - Location	10/10/2012
2.4 - Activities/Budget ID	10/10/2012
2.5 - Resources	05/14/2014
2.6 - Budget Spending Plan	10/10/2012
2.7 - Apply Indirect	10/10/2012
2.10 - SPOC Form	09/09/2014
2.11 - Attachment	10/10/2012
3.0 - Grants Workflow Presentation	01/06/2014
3.1 - Grants Workflow	01/06/2014
3.2 - FSF Workflow Pitfalls and Corrections	10/12/2015
4.1 - Grants Management COPY Proposal	10/10/2012
4.2 - Grants Management COPY Proposal - Date Change Only	10/10/2012
4.3 - Grants Management COPY Proposal - Budget Request	10/10/2012

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.

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- Information +

Clearinghouse Forms

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](#)

Clearinghouse Website - Calendar and SAI Requests

- ▶ This is an eight week process:
 - ▶ Six weeks for review process
 - ▶ Two weeks prior to the Clearinghouse meeting the agenda is sent out
- ▶ Private grants, amendments, and agencies working outside of FSF will continue to use OMB issued State Application Identifier (SAI) numbers.

The screenshot shows the State of Delaware website header with the logo and text "State of Delaware The Official Website of the First State". Below this is the "Office of Management and Budget Budget Development, Planning and Administration" header. A navigation menu on the left includes "Home", "About Agency", "Sections", "Public Meeting Calendar", "Contact Information", "Employment", "Related Websites", "Services", and "Information". The main content area is titled "Clearinghouse Due Dates" and features a "Workflow Calendar" table.

Grant Packet Due	Workflow Due
July 1, 2015	August 25, 2015
August 1, 2015	September 29, 2015
September 1, 2015	October 27, 2015
October 1, 2015	November 24, 2015
December 1, 2015	January 26, 2016
January 1, 2016	February 23, 2016

The screenshot shows the State of Delaware website header and navigation menu. The main content area is titled "SAI (State Application Identifier) Number Request" and includes a form with "Contact Information" and "General Information" sections. The "Contact Information" section has three columns of input fields for Primary and Secondary Contact's Name, Phone Number, and Email Address. A red asterisk indicates required fields. The "General Information" section is partially visible at the bottom.

Contact Information:

Primary Contact's Name *	Primary Contact's Phone Number *	Primary Contact's Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary Contact's Name	Secondary Contact's Phone Number	Secondary Contact's Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

General Information:

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.

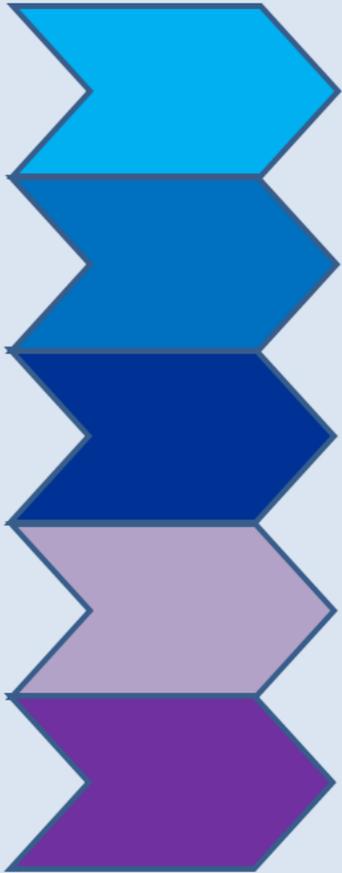


Department of Technology and Information reviews Business Cases of completed grant packets for IT related grants.



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

Clearinghouse Cycle Continued



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 October Grants

- ▶ By September 1st
 - Proposals must be correctly submitted and approved by the agency in FSF (or sent to the OMB Clearinghouse inbox) for October Clearinghouse meeting by September 1st.
 - Grant packets are created on September 1st and 2nd.
- ▶ September 2nd-11th
 - Clearinghouse Coordinator reviews all grant packets and distributes to analysts for their review.
- ▶ September 14th-18th
 - 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 October Grants Cont.

- ▶ September 18th - 25th
 - 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
- ▶ September 28th - October 9th
 - BDPA Director reviews all PRs and grant documentation
- ▶ October 13th
 - The agenda is prepared and sent to Clearinghouse Committee and contacts
- ▶ October 27th
 - 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 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.
- ▶ Ensure Long Description field is filled out with a brief description of the grant project
- ▶ Allow Multiple PI's check box
- ▶ Reference Award Number
- ▶ Federal Award Identification Number

Maintenance Package Updates

Favorites Main Menu > Grants > Proposals > Maintain Proposal

Proposal Projects Budgets Resources Certifications Reports Attachments

Proposal ID: SAI000002451 Version ID: V101 Allow Multiple PI's

Description: SCAAP- FY2015_MP14 Currency: USD Add to My Proposals

Reference Award Number: Federal Award Identification Number:

Award Number		Support Year		CFDA number for program		Authorizing Legislation	
1. DATE ISSUED: 06/16/2011		2. PROGRAM CFDA: 93.926 Revision #				 <p>U.S. Department of Health and Human Services HRSA Health Resources and Services Administration</p> <p>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</p>	
3. SUPERSEDES AWARD NOTICE dated:		Award Number		except for any additions or restrictions previously imposed remain			
4a. AWARD NO.:		4b. GRANT NO.:		5. FORMER GRANT NO.:			
5 H49 [REDACTED] 03-00		H49MC [REDACTED]					
6. PROJECT PERIOD: FROM: 06/01/2009 THROUGH: 05/31/2014		Approved Project and Budget period dates					
7. BUDGET PERIOD: FROM: 06/01/2011 THROUGH: 05/31/2012							
8. TITLE OF PROJECT (OR PROGRAM): Healthy Start Initiative-Eliminating Racial/Ethnic Disparities							
9. GRANTEE NAME AND ADDRESS: [REDACTED]				10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR) [REDACTED]			
Awardee and Project Director Contact Info							

Budget Tab

- ▶ Ensure matching requirements are properly reflected on the project budget area of the proposal.
- ▶ Audit fees must be budgeted for 0.3% of the total federal funding and split correspondingly between state and federal budgets for grants with a required state match.
- ▶ Ensure indirect costs are budgeted when applicable.
- ▶ The budget amount should be the best estimate if award information is not available.

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 and are correct.

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

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"/>	

Attachments

- ▶ Ensure the SPOC form has been processed within the system.
- ▶ Ensure Director Overview has been signed by the Director.
- ▶ Ensure the Personnel Summary matches the SPOC form and includes all necessary information.
- ▶ Ensure the SF 424 application is provided if applicable.
- ▶ Ensure a Grant Notice of Award or Announcement is provided if applicable.
- ▶ If an attachment is missing the proposal will be sent back.

FSF Generated SPOC Form

The screenshot displays a web application interface for generating a SPOC Form. The main window is titled "Maintain Proposal" and contains a search menu on the left and a main content area on the right. The search menu is open, showing a list of folders and files. The main content area displays the "SPOC Form" dialog box, which includes fields for "Business Unit", "Proposal ID", "Years funded", "Previous SAI No", and "Fed funding last year". The dialog box also has a "Run" button and a "Match required" checkbox.

Search Menu:

- Smart Solutions
- Document Direct Setup
- DE Application Component
- 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

Main Content Area:

Version ID: V101
Currency: USD
Submit Status: Not Submitted
Generate Status: Not Generated
 In Approval Process
 Facilities & Admin Requested
 Foreign Application/Component
 NIH Modular Grant

SPOC Form Dialog Box:

Run Control ID: SPOCFORM
Language: English
Report Manager Process Monitor Run

Report Request Parameters:

'Business Unit: 35000
'Proposal ID: SA1000000531
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) 739-4206

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 Appr - 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				FTEs			SALARY			FRINGE		
BP NUMBER	POSITION TITLE	PAYGRADE	SALARY	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		FTEs					SALARY		
BP NUMBER	POSITION TITLE	PAYGRADE	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.

Example of Notice of Grant Award

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

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

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

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

 **USDA-NIFA-SCRI-004959**
Specialty Crop Research Initiative/Citrus Disease Research and Extension
Department of Agriculture
National Institute of Food and Agriculture

[« Back | Link](#)

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.

Send Back Functionality

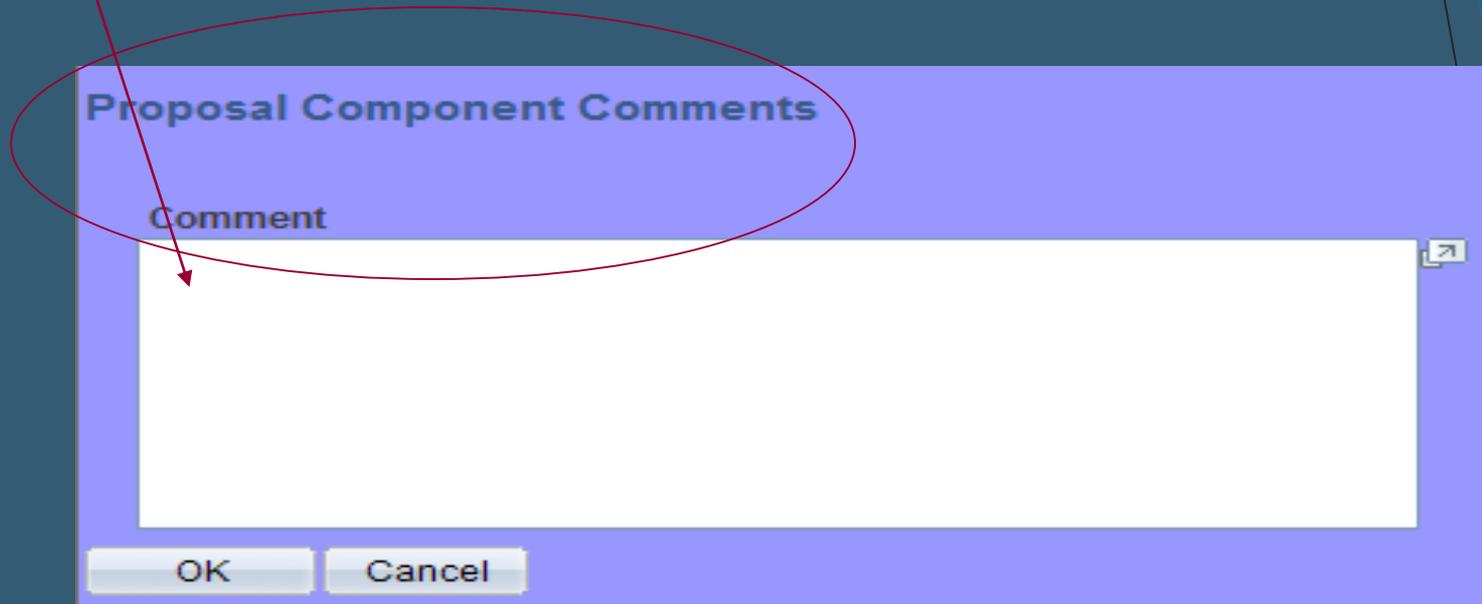
- ▶ All grants that are sent back will go to the Principal Investigator, who is responsible for completing the required modifications.
- ▶ When modifications are completed the Principal Investigator will 'SUBMIT' the proposal back into grant workflow.

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 these, the 'Component' tab is active, showing details for Proposal ID: SAI000000127 and Version ID: V102. The Description is PREP Grant FY10-FY14. A 'Proposal Project' section shows Project ID: 000000000000364 and Title: Personal Responsibility Education Program. A 'Component Detail' section is visible, with a 'Submit' button highlighted by a red box and an arrow pointing from the 'SUBMIT' text in the text above. Below the 'Component Detail' section, there is a table with columns: Component, Status, Status Date, Required Flag, and Stakeholders. The table contains one row with the following data:

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

Grant Application-Workflow

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



Proposal Component Comments

Comment

OK Cancel

****If an agency has an indirect cost rate and Salaries and Fringe Benefits are budgeted, but indirect costs are not, please provide a short explanation as to why the items are not included.****

Grant Workflow Review

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

The screenshot displays a web application interface for grant workflow review. At the top, there are navigation tabs: Proposal, Projects, Budgets, Resources, Certifications, Reports, Attachments, and Component (which is currently selected). 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: 0000000000004891 **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	Submit	

Go To: [Location](#) [Protocols](#) [Component](#) [Setup Level](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#) [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 agency did not receive funding and the grant has already begun the approval process, leave the proposal in Pre-Award and please notify OMB and the FSF Service desk of the business unit and SAI number.

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 and ensure all sections are included
- ▶ 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 equivalents (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

Federal Aid Masters



STATE OF DELAWARE Federal Aid Master (FM)

***Required**

*Date: 3/29/2011 *Name of Requestor: John Doe Phone #: 672-5115
 *Organization: OMB/Budget Development & Planning *Dept ID: 100205 *Requestor's email: john.doe@state.de.us

***Submit form to:**

State of Delaware
 FEDERAL AID MANAGEMENT
 Office of Management and Budget
 Single Point of Contact (SPOC)
 Haslet Armory, Dover, Delaware SLC D570E
 (302) 739-4206

Source of Funding	Amount (\$s and ¢s)	Increase/Decrease
Federal Funds	\$ 1,000.00	Select from list
Carry Over	\$	Select from list
Project Income	\$	Select from list
TOTAL	\$ 1,000.00	Select from list

*State Application Identifier (SAI)	*Project Title	*CFDA #	*R/D Indicator
-03-29-01	Grants for Example	10.205	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GR GROUP (Federal Parent)

*Action	*Bud Ref	*Fund	*Approp	*Bud Acct	Begin Date	End Date	Amount
E	2011	225	49995	5010	10/1/2010	12/30/2011	\$ 1,000.00

GR DETAIL (Federal Child)

*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	*Project ID	Begin Date	End Date	Amount
E	2011	225	100205	49995	5010		10/01/2010	12/30/11	\$ 900.00
E	2011	225	100206	49995	5010		11/01/2010	09/30/11	\$ 100.00

GR G REV (Revenue)

*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	*Project ID	Begin Date	End Date	Amount
E	2011	225	100205	49995	4000		10/01/2010	12/30/11	\$ 0
E	2011	225	100206	49995	4000		11/01/2010	09/30/11	0

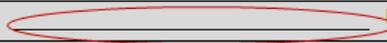
ACTION CODES

E – add a new appropriation
 M – modify appropriation amount/end date

EXPLANATION:

Establish Grants for Example; Establish subgrant to 10-0206

OFFICE USE ONLY

Prepared By: John Doe Date: 03/29/11 Approved By:  Date:

OMB USE ONLY

Entered in System By: Date: Record Journal ID #:

FMs

When do I use an FM?

- ▶ Establish award
- ▶ Award modifications
 - Increase in funding
 - Decrease in funding
 - End date extensions
 - Transfer 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 detail ledger**

***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 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

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 - KK002 Form

 	STATE OF DELAWARE New Appropriation Chart Field Set Up Questionnaire
*Required fields	
*Date: <input type="text"/>	*Name of Requestor: <input type="text"/>
*Organization: <input type="text"/>	*Requestor email: <input type="text"/>
*Appropriation Type: <input type="text" value="Select from list"/>	*Phone #: <input type="text"/>
*New/Changed Appropriation will be used for Payroll: <input type="text" value="Select Yes or No"/>	
*New/Changed Appropriation will be used for Flex Credits: <input type="text" value="Select Yes or No"/>	
PLEASE FILL OUT ONE FORM PER APPROPRIATION REQUEST	
For all appropriation Types:	
*DEPTID: <input type="text"/>	Description/Name of Appropriation Chart Field: <input type="text"/>
Appropriation End Date: <input type="text"/>	

4. Is this an interest bearing appropriation? Yes No
 If yes, provide name/description:
The Division of Accounting staff will assign an appropriation number.
- **See NOTE: Requests for Interest Bearing Appropriations: (page 2).**
5. Does this grant have revolving funds? If yes, an NSF is needed. Yes No
6. Does this grant have program income? Yes No
 If yes, provide name/description:
The Division of Accounting staff will assign an appropriation number.
7. Will there be a sub-grant to other Organizations (State and non-State)? Yes No

New 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.

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 meetings

Questions?

Valorie Luke (302) 672-5115

Valorie.Luke@state.de.us

OMB_Clearinghouse@state.de.us

OMB_FM@state.de.us

www.budget.delaware.gov/clearinghouse