



State of Delaware
Office of Management and Budget

STATE OF DELAWARE

LOCAL GOVERNMENT AND PRIVATE ORGANIZATION GRANT SUBMISSIONS

Any local government or private organization that is seeking federal financial assistance for an activity within the State of Delaware must submit grant information to the Single Point of Contact (SPOC) for Intergovernmental Review. The information below provides guidance regarding the submission process.

- Request a State Application Identifier (SAI). This number will be used by the SPOC to identify the grant. Submission requests should be made by completing the online form at <https://budget.delaware.gov/clearinghouse/sai-request.shtml>. The number will be sent via email within 5 business days.
- With the SAI number assignment email, additional instructions will be provided to submit an application packet to the SPOC. Submission documents include the Federal OMB-SF 424 application, the project budget details and the project narrative. All grant packet submissions should be sent via email to OMB_Clearinghouse@delaware.gov and must include the assigned SAI number in the subject line.
- Application packets are reviewed by the SPOC within 60 days. Written comments are provided upon request.

Note: The process outlined in this document applies to **local government and private organizations only**. State agencies applying for federal and nonfederal grants must follow state procedures as established by the Delaware State Clearinghouse Committee per Delaware Code, Title 29, Chapter 76.

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