Delaware State Clearinghouse Training
Training Agenda

Clearinghouse Overview

Clearinghouse Website

Clearinghouse Cycle and Timeline

Office of Management and Budget’s (OMB) Review Process

FSF Pre-Award

Federal Aid Masters (FM)

Additional Information
- Who do you contact
- Questions/Comments
Delaware State Clearinghouse Committee

Pursuant to Delaware Code, Title 29, § 7601 State Clearinghouse Committee.

a. There is established the Delaware State Clearinghouse Committee (“Committee”) for federal grant and nonfederal grant coordination.

b. The Committee consists of the following members, or designee of the member:
   a. The Chairperson and the Vice Chairperson of the Joint Finance Committee, who serve as the Chairperson and Vice Chairperson, respectively, of the Committee.
   b. The Controller General, who services as the Chairperson of the Committee in the absence of both the Chairperson and Vice Chairperson.
   c. The Director of the Office of Management and Budget.
   d. The Secretary of State.
   e. The Secretary of Finance.
   f. Four members of the General Assembly, appointed as follows:
      a. One member appointed by the President Pro Tempore of the Senate.
      b. One member appointed by the Minority Leader of the Senate.
      c. One member appointed by the Speaker of the House of Representatives.
      d. One member appointed by the Minority Leader of the House of Representatives.
   g. In the absence of a quorum of the members heretofore listed, Senior Legislative Analyst staff of the Office of the Controller General shall serve as designee sufficient for a quorum.

c. The Director of the Office of Management and Budget shall function as the Secretary of the Committee, and the Office of Management and Budget shall provide the necessary staff support. The Office of the Controller General shall provide staff support to the Committee, as required by the Chairperson or the Vice Chairperson.
Delaware State Clearinghouse Committee Members

The Honorable W. Charles Paradee, III, Senator
The Honorable Bruce C. Ennis, Senator
The Honorable David G. Lawson, Senator
The Honorable William J. Carson, Representative
The Honorable Lyndon D. Yearick, Representative
The Honorable Stephanie T. Bolden, Representative
The Honorable Ruth Ann Jones, Controller General
The Honorable Richard J. Geisenberger, Secretary, Department of Finance
The Honorable Jeffrey W. Bullock, Secretary of State, Department of State
The Honorable Cerron Cade, Director, Office of Management and Budget
Clearinghouse and the Intergovernmental Review

In State Fiscal year 1976, the Delaware General Assembly established the Delaware State Clearinghouse Committee (DSCC) for the purpose of reviewing requests for federal and non-federal grant coordination for the purpose of reviewing State agencies’ requests for federal assistance. This includes requests from higher education institutions as well as private agencies and local governments whose proposals impact the State budget directly or indirectly.

On July 14, 1982, President Ronald Reagan issued Executive Order 12372 “Intergovernmental Review of Federal Programs,” was established to encourage intergovernmental partnership and coordination. The Intergovernmental Review relies on State and local procedures for the review of proposed Federal aid. 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.

Any State agency, 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 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.

The federal application Standard Form 424 includes the question “Is this application subject to review by State Executive Order 12372 process?”
Clearinghouse Website
State of Delaware - Budget Development and Planning

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 Secretary of State, the Secretary of Finance and four appointed members of the General Assembly. Read More.

Services and Information

Agency Grants  Agenda/Minutes/Archive  Committee Members
Contact Information  Clearinghouse Schedule  Forms
News  Private Grants  Related Links
SAI Requests  Training
Clearinghouse Website
Key Due Dates

- **Grant Packet Due Date** = Grant proposal must be submitted, and agency workflow approved in FSF Pre-award.

- **Workflow Due Date** = Due by date entered in FSF. This date determines when the grant is captured on OMB’s agenda query.

- **Meeting Date** = Date of the Clearinghouse meeting. Subject to change.

*Workflow Calendar*

<table>
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<tr>
<th>Grant Packet Due</th>
<th>Agency Workflow Due</th>
<th>Meeting Date</th>
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<td>December 5, 2022</td>
<td>December 20, 2022</td>
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Types of Grants

- **Federal Grants**: Federal funds requested by any state agency (all federal funds, regardless of the amount must go through Clearinghouse).

- **Indirect Grants**: Federal or non-federal funds requested by or received by any state agency via subgrant or other means where the state agency is not the prime recipient.

- **Private Organization Grants**: Funds requested from private organizations (such as a non-profit organization) and are more than $50,000.
Agency Attendance at Clearinghouse Meetings

- **Attendance is Required by the Agency:**
  - New grants
  - Grants with new positions or Switch Fund requests
  - Hot topics
  - Change of Scope

- **Attendance is NOT Required by Agency:**
  - Reoccurring or continuous grants that have previously gone through Clearinghouse.

- **Open to the Public - Virtual Format with Legislative Hall JFC Meeting Room as the Anchor Location**
  - Meeting time and dates are posted on the statewide Public Meeting calendar and the Clearinghouse website
    - Public Meeting Calendar: State of Delaware
    - State of Delaware -Clearinghouse
<table>
<thead>
<tr>
<th>Clearinghouse Cycle 45+ Day Process</th>
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<tbody>
<tr>
<td>• An agency inputs grant information into Pre-Award and submits for approval prior to or at the same time as submitting the federal application.</td>
</tr>
<tr>
<td>• Federal Aid Coordinator compiles the grant packets and reviews.</td>
</tr>
<tr>
<td>• Agency Analyst reviews grant packets and completes a written preliminary review.</td>
</tr>
<tr>
<td>• Director reviews completed grant packets including preliminary review.</td>
</tr>
<tr>
<td>• Proposals may be sent back at any time during this process for additional information.</td>
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<tr>
<td>• Agenda is prepared and posted on the Clearinghouse website, the statewide Public Meeting calendar, and distributed to all grant contacts and Committee members.</td>
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</table>
Clearinghouse Cycle Cont.

- Delaware State Clearinghouse meeting is held. Required attendance grants are presented to the committee by an agency representative and voted on. Non-required attendance grants are voted on as a whole.

- Federal Aid Coordinator approves the grants in Pre-Award.

- Clearinghouse Admin approves in Workflow. This notification will serve as the agency’s final letter and will generate an FSF email notification. Final letters for grants outside of FSF are signed by the Director of OMB and emailed to agencies.

- 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 creates the GR_GROUP, GRDETAIL, and GR_G_REV Ledger Groups to establish spending authority in FSF.
Division of Accounting - First State Financials (FSF) Grants Resources

- Grants Reports
- OMB Resources for Workflow
- Pre-Award Job Aids for Grant Proposal Creation
  - Grants Pre Award Checklist (state.de.us)
  - Setting up Grants_JOBAID.pdf (state.de.us)
  - Adding Projects_JOBAID.pdf (state.de.us)
  - Adding Locations_JOBAID.pdf (state.de.us)
  - Adding Budget Activities_JOBAID.pdf (state.de.us)
  - Adding Resources and Workflow Components_JOBAID.pdf (state.de.us)
  - Adding Budget Spending Plan_JOBAID.pdf (state.de.us)
  - Applying F_A (Indirect) Costs_JOBAID.pdf (state.de.us)
  - Setting up Grants_JOBAID.pdf (state.de.us)
  - Creating Single Point of Contact (SPOC)_JOBAID.pdf (state.de.us)
  - Attaching Supporting Documents_JOBAID.pdf (state.de.us)
  - Adding a PI_JOBAID.pdf (state.de.us)
  - Initiating the Approval Process_JOBAID.pdf (state.de.us)
  - Workflow Approval Process_JOBAID.pdf (state.de.us)
  - Reviewing the Approval Process_JOBAID.pdf (state.de.us)
  - Handling Workflow Errors_JOBAID.pdf (state.de.us)
  - Initiating Electronic Submission Process_JOBAID.pdf (state.de.us)
Pre-Award in FSF

Proposal Tab

- Ensure FFATA (Federal Funding Accountability and Transparency Act) has been identified in Additional Information (if applicable). The system defaults to NO, but most Grants are subject if over $30,000 is paid to subrecipients.

- Ensure the CFDA number is filled out correctly. If the number is not in FSF, complete Form AR001 (FSF Forms).

- Proposal title should reflect the federal grant title (no abbreviations and no acronyms).

- Multi-year grant allotment titles should identify the year of the allotment (i.e. FYXX Grant Title Name - 1st year).

- Title should reflect the State fiscal year.

- Due By feature reflects the workflow due date.
Pre-Award in FSF

- **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. 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.
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 amount previously approved through Clearinghouse.
Required Attachments in FSF

- **SPOC (Single Point Of Contact) form**, which is processed within the system and attached to the proposal. Attach the system generated .pdf, no scans or copies.
- **Director’s Overview** including Director’s signature.
- **Personnel Summary (WPS)**, budget amount needs to match the SPOC form. Salaries and budget complement should match PHRST. If the budget complement requires a change, a Switch Fund Request is included in the grant proposal. (Switch Fund Requests are Required Attendance.)
  - Exception to Multi-Year Grant WPS:
    - First year reflects only a 1-year summary and must note “one-year” (this will not match the SPOC form).
- **SF 424 application**.
- **Grant Notice of Award (If applicable.)**
- **If an attachment is missing, the proposal will be sent back.** Attachments should be attached individually.
Example of a SPOC Form

**Applicant Project Title:** FY22 Public Health Emergency Workforce Development - ASE COVID-19

**Applicant Department:** 35000

**Federal Grant Department:** DEPT OF HEALTH & HUMAN SERVICES - Centers for Disease Control and Prevention

**Federal Program Title:** Public Health Emergency Response: Cooperative Agreement

**Cooperative Agreement for Emergency Response: Public Health Crisis Response**

**Project Description:** This Cooperative Agreement will ensure rapid mobilization and response to Public Health emergencies, focusing on threat and impacted jurisdictions.

**Grant Period (MM/DD/YYYY):**

07/01/2021 to 09/29/2023

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<th>State Funds</th>
<th>Other Funds</th>
<th>Total Funds</th>
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<td>0.00</td>
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<td>6,695,170.00</td>
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Director’s Overview

Project 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)
- Where are the State Match funds coming from?

Technology Initiatives
- Business Case number if applicable
- Status of Business Case Review

Director’s Signature
- Secretary or Agency Head
- Agency Section Director
- Chief Administrator
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 the Personnel Summary MUST match the dollars budgeted on the SPOC form in “Salaries and Fringe.”
List of Authorized Positions (LAP) Report

- Analysts compare the Personnel Summary to the LAP Report to ensure:
  - Position Titles are correct
  - BP numbers are correct
  - Appropriations are correct
  - Fund Type is correct

In PHRST navigate to DE Application Components>Delaware Reports>Human Resource Reports>Rpts G-L>LAP by Dept or LAP by Location
<table>
<thead>
<tr>
<th>PERSONNEL SUMMARY</th>
<th>FTEs</th>
<th>SALARY</th>
<th>FRINGE</th>
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<td>Admin II</td>
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<td>$29,384.00</td>
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<td>$47,184.00</td>
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<tr>
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<tr>
<td>105</td>
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<td>107</td>
<td>Engineer II</td>
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<td>3.30</td>
<td>2.30</td>
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</table>
Federal Application/Notice of Award

- Include the federal application (usually form SF424) as part of the attachments.
  - Agencies should be entering grant information into Pre-award before or at the same time as completing the federal application.
  - If the grant does not have an application, include information to support how the grant amount was calculated.
- Include the Notice of Award (if it has already been received).
Amendments

- Amendments are processed through Post-Award and do not get entered in Pre-Award.

- An email with the subject **SAI XXXX Amendment** 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:
  - Manual SPOC form (from the Clearinghouse website) **with only the amount of the increase/change**
  - Personnel Summary (if applicable)
  - Revised Director’s Overview to include the amendment
  - SF 424 application (if applicable) or
  - Award notification of additional funding
Clearinghouse Coordinator 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 Review

- Does the grant period make sense (is the close out period supported)? New: 120-day federal closeout period.
- Double check number of years of funding
  - This is the number of awards received
- Funding amount from previous year correct?
- Is there a 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
Grant Workflow Review

- A workflow notification will be sent when a proposal is sent back. See the send back comment in Approval Status/History.

- Maintain Proposal > Component > Approval Status/History
## Clearinghouse Agenda

### Delaware State Clearinghouse Committee

**September Agenda**  
Meeting to be Held Virtually - Meeting Information/Instructions Attached  
Anchor Location 111 Legislative Ave. Legislative Hall, Joint Finance Committee Meeting Room, Dover, DE 19901  
September 21, 2021 @ 10:00am

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<td>Court Improvement Program Supplemental - CRRSA COVID-19</td>
<td>$98,879</td>
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<td>Executive, Criminal Justice, Criminal Justice Council</td>
<td>Family Violence Prevention Services - ARP COVID-19</td>
<td>$347,763</td>
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<td>3</td>
<td>5066</td>
<td>Department of State, Division of Small Business</td>
<td>Technical Assistance Capacity Building</td>
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<td>4</td>
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<td>Department of State, Public Archives</td>
<td>Digitalization for Access - ARP COVID-19</td>
<td>$25,000</td>
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<td>5</td>
<td>4894</td>
<td>Department of Health and Social Services, Public Health Community Health</td>
<td>Epidemiology and Laboratory Capacity for Infectious Diseases</td>
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<td>6</td>
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<td>Department of Health and Social Services, Public Health Community Health</td>
<td>Public Health Emergency Workforce Development - ARP COVID-19</td>
<td>$6,995,170</td>
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<td>Department of Health and Social Services, Visually Impaired, Visually Impaired Services</td>
<td>Business Enterprise Program Randolph Sheppard Financial Relief and Restoration Payment - CRRSA COVID-19</td>
<td>$58,615</td>
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<td>8</td>
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<td>Department of Health and Social Services, Public Health Community Health</td>
<td>Social Determinates of Health Accelerator Plans</td>
<td>$125,000</td>
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<td>9</td>
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<td>Department of Health and Social Services, Public Health Community Health</td>
<td>Infants and Toddlers Supplement - ARP COVID-19</td>
<td>$1,218,273</td>
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<td>10</td>
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<td>Department of Health and Social Services, Substance Abuse and Mental Health Administration</td>
<td>Substance Abuse Prevention and Treatment Supplement - ARP COVID-19</td>
<td>$5,560,385</td>
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<td>11</td>
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<td>Department of Health and Social Services, Substance Abuse and Mental Health Community Mental Health</td>
<td>Block Grants for Community Mental Health Services - ARP COVID-19</td>
<td>$3,328,594</td>
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<td>12</td>
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<td>Department of Services for Children, Youth and Their Families, Management Support Services, Office of the Secretary</td>
<td>Title IV-E Foster Care Continuation Grant and Switch Fund Request</td>
<td>$3,587,549</td>
<td>$3,587,551</td>
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<td>13</td>
<td>5033</td>
<td>Department of Natural Resources and Environmental Control, Office of Natural Resources, Watershed Stewardship</td>
<td>Building and Protecting Sustainable and Resilient Aquatic Resources in Delaware</td>
<td>$599,273</td>
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<td>14</td>
<td>5081</td>
<td>Department of Natural Resources and Environmental Control, Office of Natural Resources, Parks and Recreation</td>
<td>Cape Henlopen Park Paving Program</td>
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<td>Department of Natural Resources and Environmental Control, Office of Natural Resources, Parks and Recreation</td>
<td>Delaware Seashore State Park Improvements</td>
<td>$409,373</td>
<td>$409,373</td>
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</tbody>
</table>

Continued
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 that 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 Clearinghouse.
  - An award greater than 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 total of the award less the original Clearinghouse approved amount.
FM

- When do I use an FM?
  - To create grant Ledger Groups and establish spending authority for your award
  - Award modifications
    - Increase in funding
    - Decrease in funding
    - End date extensions
    - Transfer/Carry Over Funding
  - Sub-award funding to other agencies
  - Transfers
  - Closing Award
  - Pre-load

- What is sufficient back up documentation?
  - Any federal communication (email, award notice, etc.)
  - Communication from FSF in specific situations

- All FMs are sent to the OMB_FM@state.de.us inbox. PLEASE DO NOT copy the Clearinghouse Coordinator on the FM submission.
  - 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.
  - If a FM is sent back to you and your agency does not respond back within two weeks, OMB will send a follow-up email letting you know the FM will be discarded and will need to be resubmitted with the proper documentation.
Federal Aid Masters (FM)

<table>
<thead>
<tr>
<th>State of Delaware</th>
<th>Federal Aid Master (FM)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong> 9/1/2021</td>
<td><strong>Name of Requestor:</strong> John Doe</td>
</tr>
<tr>
<td><strong>Organization:</strong> OM/OMBudget Development and Planning</td>
<td><strong>Dept ID:</strong> 100210</td>
</tr>
<tr>
<td><strong>Requestor's email:</strong> <a href="mailto:John.doe@delaware.gov">John.doe@delaware.gov</a></td>
<td></td>
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</tbody>
</table>

**Source of Funding**
- Federal Funds: $5,000,000.00 (Increase)
- Carry Over: $ (Select from list)
- Project Income: $ (Select from list)

**TOTAL:** $5,000,000.00

<table>
<thead>
<tr>
<th>State Application Identifier (SAI)</th>
<th>Project Title</th>
<th>CFDA #</th>
<th>R/D Indicator</th>
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<tbody>
<tr>
<td>GR_GROUP (Federal Parent)</td>
<td>FY22 Grant Title</td>
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<table>
<thead>
<tr>
<th>Action</th>
<th>Bud Ref</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Appropriation</th>
<th>Bud Acct</th>
<th>Project ID</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>E</td>
<td>2022</td>
<td>225</td>
<td>40750</td>
<td>5010</td>
<td>07/01/2021</td>
<td>10/31/2022</td>
<td>$5,000,000.00</td>
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</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Bud Ref</th>
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<tbody>
<tr>
<td>E</td>
<td>2022</td>
<td>225</td>
<td>100210</td>
<td>40750</td>
<td>5010</td>
<td>07/01/2021</td>
<td>10/31/2022</td>
<td>$5,000,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**ACTION CODES**
- E: add a new appropriation
- M: modify appropriation amount/end date

**EXPLANATION:** Establish grants ledgers per attached award. End date includes 120-day closeout.

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By: John Doe</td>
</tr>
<tr>
<td>Approved By: Authorized Signer – Not the preparer</td>
</tr>
</tbody>
</table>

**OMB USE ONLY**
- Entered in System By: Date: Record Journal ID #:  

Form # GM009  Page 1 of 1  April 2016
New Appropriations - KK002 Form

*Required fields

Email completed form to OMB.BDPA.ADMIN@delaware.gov

*Date:  
*Name of Requestor:  
*Organization:  
*DEPTID:  
*Phone #:  
*Requestor email:  

PLEASE FILL OUT ONE FORM PER APPROPRIATION REQUEST

For All Appropriation Requests:

*Appropriation Type:  
Description (Name) of Appropriation Chart Field:  
Reason for Request: [Submit documentation to support the request (e.g., contract, grant award)]

Appropriation End Date:  

*New/Changed Appropriation will be used for Payroll:  
*New/Changed Appropriation will be used for Flex Credits:  

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?  
   If yes, it will use the same current appropriation number with a new Budget Reference [Fiscal Year].  
   FY
2. Is this a new grant?  
   If yes, submit grant award with CFDA# and beginning and end dates of the grant.
3. Is this for a “POOL” grant appropriation?  
4. Is this an interest-bearing appropriation?  
   If yes, provide description of interest-bearing appropriation:
   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.
6. Does this grant have program income?  
   If yes, provide description of program income appropriation:
   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
Submit KK002 form, award notice and appropriate supporting documentation to the OMB.BDPA.ADMIN@delaware.gov inbox.

Supporting documentation needs to include CFDA number.

Always refer to the FSF website for current forms.
## Who to contact, FSF or OMB?

<table>
<thead>
<tr>
<th>FSF</th>
<th>OMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Issues with entering information in Pre-Award</td>
<td>• Due Dates</td>
</tr>
<tr>
<td>• Issues with regenerating the SPOC form</td>
<td>• Questions on why a proposal was sent back and what adjustments</td>
</tr>
<tr>
<td>• Issues with the SPOC form Loading Budget Detail information correctly</td>
<td>need to be made</td>
</tr>
<tr>
<td>• Issues with submitting and approving proposals in grant workflow</td>
<td>• What specific information/attachments are required</td>
</tr>
<tr>
<td>• Adding or deleting a role on the Resources page</td>
<td>• Personnel Summary</td>
</tr>
<tr>
<td>• Systematic issues</td>
<td>• Director’s Overview</td>
</tr>
<tr>
<td>• Changing information in Post-Award</td>
<td>• FM Questions</td>
</tr>
<tr>
<td>• Pre-Award grant workflow issues</td>
<td>• Questions regarding Clearinghouse meeting</td>
</tr>
</tbody>
</table>
Questions?

Micheale Smith, Federal Aid and Grant Coordinator
302 672-5126
micheale.smith@delaware.gov

Clearinghouse Mailbox:
OMB_Clearinghouse@state.de.us

FM Mailbox:
OMB_FM@state.de.us