Delaware State Clearinghouse Training

April 2023

Training Agenda

Clearinghouse Overview

Clearinghouse Website

Clearinghouse Cycle and Timeline

FSF Pre-Award

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

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:

   1) The Chairperson and the Vice Chairperson of the Joint Finance Committee, who serve as the Chairperson and Vice Chairperson, respectively, of the Committee.

   2) The Controller General, who services as the Chairperson of the Committee in the absence of both the Chairperson and Vice Chairperson.

   3) The Director of the Office of Management and Budget.

   4) The Secretary of State.

   5) The Secretary of Finance.

   6) 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.

   7) 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 Stephanie L. Hansen, Senator

The Honorable David G. Lawson, Senator

The Honorable William J. Carson, Representative

The Honorable Charles Postles, Jr., 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 State agencies' requests for federal assistance and federal and non-federal grant coordination. 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," 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.

Clearinghouse and the Intergovernmental 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. Applicants for grants will need to meet the requirements of the Intergovernmental Review process established by a particular state and its local governments before Federal agencies act on the application.

Most states, including the State of Delaware, have acted to establish a review and comment system in response to E.O. 12372. The E.O. 12372 review process for the State of Delaware is part of the State Clearinghouse for federal grant review. The Federal Standard Form 424 application includes the question "Is this application subject to review by State Executive Order 12372 process?"

The purpose of the Intergovernmental Review process is to:

- avoid duplication of effort in the use of federal funds;

- ensure compliance with federal and state statutes, and state and local plans;

- carry out the policies of the Administration; and

- determine impact on current and future state budgets.

Clearinghouse Website

State of Delaware -Budget Development and Planning

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Related Links

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.

You can access everything you need to know about the Federal Grants Administration and State Clearinghouse Office by using the top and right navigations.

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

Grant Packet Due	Agency Workflow Due	Meeting Date
December 1, 2022	January 3, 2023	January 17, 2023
January 3, 2023	February 1, 2023	February 28, 2023 *rescheduled
February 1, 2023	March 1, 2023	March 20, 2023
March 1, 2023	April 3, 2023	April 18, 2023
April 3, 2023	May 1, 2023	May 16, 2023
May 1, 2023	June 1, 2023	June 29, 2023
June 1, 2023	July 3, 2023	July 18, 2023
July 3, 2023	August 1, 2023	August 15, 2023
August 1, 2023	September 1, 2023	September 19, 2023
September 1, 2023	October 2, 2023	October 17, 2023
October 2, 2023	November 1, 2023	November 21, 2023
November 1, 2023	December 1, 2023	December 19, 2023

Types of Grants

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

▶ **<u>Indirect Grants:</u>** Federal funds requested by or received by any state agency via subgrant or by other methods from a non-federal organization.

▶ **<u>Private Organization Grants:</u>** Funds requested by a state agency from private organizations (such as a non-profit organization) and are more than $50,000. This type of grant does not go through FSF Pre-award. Use this link to request an SAI number: OMB - Budget Development and Planning - SAI Number Request (delaware.gov)

▶ Note: All federally cataloged grants must be submitted through FSF workflow.

Agency Attendance at Clearinghouse Meetings

- **<u>Attendance is Required by the Agency:</u>**
  - New grants
  - Grants with new positions
  - Hot topics
  - Change of Scope
- **<u>Attendance is NOT Required by Agency:</u>**
  - Reoccurring or continuous grants that have previously gone through Clearinghouse.
- **<u>Open to the Public – Virtual Format with Legislative Hall JFC Meeting Room as the Anchor Location</u>**
  - 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](#)

Clearinghouse Cycle 45+ Day Process

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

- Federal Aid Coordinator compiles the grant packets and reviews.

- Agency Analyst reviews grant packets and completes a written preliminary review.

- Director reviews completed grant packets including preliminary review.

- Proposals may be sent back at any time during this process for additional information.

- Agenda is prepared and posted on the Clearinghouse website, the statewide Public Meeting 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 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, GR_DETAIL, and GR_G_REV Ledgers 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 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 (now called Assistance Listing) 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.

  ▶ Ensure the Proposal reflects Allow Multiple PIs.

  ▶ 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 if the agency has a negotiated indirect cost recovery rate.
  - 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 to the nearest dollar. 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

S T A T E O F D E L A W A R E
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

SPOC Use Only Copy TO:

1. STATE APPLICATION IDENTIFIER: SAI000005496	Proposal Type: NEW	Month SEP/06/2022	Reviewer MLS/KT	Attendance R
2. FFATA: No	Sequestration: No	Previous SAI Number:		

3. Applicant Project Title: FY23 Infrastructure Support for Effective Basins - IIJA

4. Applicant Department: 40000	5. Applicant Division/ APU: 400304
6. Program Contact Person: Hickey,Georgeanna R	7. Program Contact Person e-mail addr: Renee.Hickey@delaware.gov
8. Financial Contact Person: Severson,Pamela G	9. Financial Contact Person e-mail addr: pamela.severson@delaware.gov

10. Federal Grant Department: ENVIRON PROTECTION AGENCY

11. Federal Program Title: Chesapeake Bay Program	12. Federal Catalog No (CFDA): 66.964 Y

13. Project Description:
Implementation of programs and practices using funds allocated to Delaware through the Infrastructure, Investment and Jobs Act to reduce nitrogen, phosphorus, and sediment to the Chesapeake Bay.

14. Grant Period (MM/DD/YYYY): 10/01/2022 to 01/30/2028	15. How many years has this project been funded: 0
16. If the project was funded last year, how much federal money was awarded? 0.00	17. Is there a state match requirement? (Y/N) N If yes, amt of state money contributed last year? 0.00

18. Budget by cost category and source	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits	0.00	0.00	0.00	0.00
Personal or Contractual Services	75,000.00	0.00	0.00	75,000.00
Travel	1,000.00	0.00	0.00	1,000.00
Supplies & Materials	62,000.00	0.00	0.00	62,000.00
Capital Expenditures	0.00	0.00	0.00	0.00
Audit Fees	2,250.00	0.00	0.00	2,250.00
Indirect Costs	0.00	0.00	0.00	0.00
Other	609,750.00	0.00	0.00	609,750.00
TOTAL	750,000.00	0.00	0.00	750,000.00

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 (to the nearest whole dollar) 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

```
Report ID:  POS003                          State of Delaware                                    Page No.  1
                                List of Authorized Positions by Department Report                 Run Date 09/16/2021
As Of Date: 09/16/21                                                                              Run Time 09:43:27

Department  XXXXXXXXXX

          P O S I T I O N                                          I N C U M B E N T
------------------------------------------------------------------------------------------------------------------
Job Code Pos No.      Fund    PTE      Date   |              EmplId    Job            Std           Comp    Sal      Empl
  PG     Title        Type  Appr %PTE ACL Auth |  Incumbent Name  Rcd  Code  OPD  Hrs    ACL   Rate    Pln/Grd/Stp Class FLSA
```

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

FTEs are calculated two decimal points.
Total amount is rounded to the nearest dollar for FSF budget entry.

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

FTEs are calculated two decimal points.

Total amount is rounded to the nearest dollar for FSF budget entry.

Federal Application/Notice of Award

- Include the federal application (usually form SF-424) 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 **SAIXXXX Amendment** should be sent to OMB_Clearinghouse@delaware.gov 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 details

　▶ 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

Component Detail   Personalize | Find |

Component Info	Approval Info		
Component		**Approval Hierarchy▲**	**Approval Status/History▲**
CLEARINGHOUSE		Approval Hierarchy	Approval Status/History

| 3 | OMB FEDERAL AID COORDINATOR | Smith,Micheale Marie Lessard | ✓ | ✓ | ✓ | ✓ | Send Back | 09/13/2022 8:24:54AM | 2022-09-13-08.24.54.000000: Grant is being pushed back to agency for the following corrections/inquiries: 1. Review salaries on the personnel summary to reflect salaries in PHRST. 2. Provide backup to support the amount of the request. Forms should be revised and uploaded as an attachment to properties in FSF Pre-Award within 5 days to remain on the Clearinghouse agenda. |

Clearinghouse Agenda

Delaware State Clearinghouse Committee
September Agenda
Meeting to be Held Virtually - Meeting Information/Instructions Attached
Anchor Location 411 Legislative Ave., Legislative Hall, Joint Finance Committee Meeting Room, Dover, DE 19901
September 21, 2021 @ 10:00am

Item	SAN	Applicant	Project Title	Funding			Positions		
				Federal	State	Other	Federal	State	Other
New Business*									
1	5077	Judicial, Family Court	Court Improvement Program Supplemental - CRRSA COVID-19	$98,879	$0	$0	0.00	0.00	0.00
2	5097	Executive, Criminal Justice, Criminal Justice Council	Family Violence Prevention Services - ARP COVID-19	$342,763	$0	$0	0.23	0.00	0.00
3	5086	Department of State, Division of Small Business	Technical Assistance Capacity Building	$150,000	$0	$0	0.00	0.00	0.00
4	5099	Department of State, Public Archives	Digitization for Access - ARP COVID-19	$25,000	$25,000	$0	0.00	0.00	0.00
5	4894	Department of Health and Social Services, Public Health, Community Health	Epidemiology and Laboratory Capacity for Infectious Diseases	$2,692,603	$0	$0	15.65	0.00	0.00
6	4975	Department of Health and Social Services, Public Health, Community Health	Public Health Emergency Workforce Development - ARP COVID-19	$6,695,170	$0	$0	14.00	0.00	0.00
7	5006	Department of Health and Social Services, Visually Impaired, Visually Impaired Services	Business Enterprise Program Randolph Sheppard Financial Relief and Restoration Payment - CRRSA COVID-19	$56,657	$0	$0	0.00	0.00	0.00
8	5049	Department of Health and Social Services, Public Health, Community Health	Social Determinates of Health Accelerator Plans	$125,000	$0	$0	0.00	0.00	0.00
9	5063	Department of Health and Social Services, Public Health, Community Health	Infants and Toddlers Supplement - ARP COVID-19	$1,218,273	$0	$0	0.00	0.00	0.00
10	5101	Department of Health and Social Services, Substance Abuse and Mental Health, Administration	Substance Abuse Prevention and Treatment Supplement - ARP COVID-19	$5,640,385	$0	$0	0.00	0.00	0.00
11	5109	Department of Health and Social Services, Substance Abuse and Mental Health, Community Mental Health	Block Grants for Community Mental Health Services - ARP COVID-19	$3,326,504	$0	$0	0.00	0.00	0.00
12	5091	Department of Services for Children, Youth and Their Families, Management Support Services, Office of the Secretary	Title IV-E Foster Care Continuation Grant and Switch Fund Request	$3,587,549	$3,587,551	$0	-2.34	2.34	0.00
13	5033	Department of Natural Resources and Environmental Control, Office of Natural Resources, Watershed Stewardship	Building and Protecting Sustainable and Resilient Aquatic Resources in Delaware	$599,273	$200,349	$0	0.00	0.48	0.00
14	5081	Department of Natural Resources and Environmental Control, Office of Natural Resources, Parks and Recreation	Cape Henlopen Park Paving Program	$329,106	$329,106	$0	0.00	0.00	0.00
15	5082	Department of Natural Resources and Environmental Control, Office of Natural Resources, Parks and Recreation	Delaware Seashore State Park Improvements	$409,373	$409,373	$0	0.00	0.00	0.00
Continued									
1	5074	Judicial, Family Court	Court Improvement Program Basic Grant	$101,050	$34,133	$0	0.17	0.00	0.00
2	5075	Judicial, Family Court	Court Improvement Program Data Grant	$98,684	$33,297	$0	0.00	0.25	0.00
3	5076	Judicial, Family Court	Court Improvement Program Training Grant	$98,684	$33,308	$0	0.00	0.22	0.00
4	5105	Executive, Criminal Justice, Criminal Justice Council	Family Violence Service and Prevention Act Grant	$831,852	$10,639	$197,565	0.50	0.10	0.00

Loading of Spending Authority

- **<u>Pre-load</u>**
  - Agencies may pre-load up to 15% of the previous year's award for continuous grants without documentation if the continuation has gone through Clearinghouse.
  - Agencies may pre-load up to 50% of the previous year's award for entitlement grants if the continuation has gone through Clearinghouse. Any amount loaded beyond the 50% pre-load must be supported by documentation.

- **<u>30% Threshold</u>**
  - 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 award less the original Clearinghouse approved amount.

Federal Aid Masters (FM)

Separate training is available for FMs

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-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@delaware.gov 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.

New Appropriations – KK002 Form

*Required fields   Email completed form to OMB.BDPA.ADMIN@delaware.gov

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

PLEASE FILL OUT ONE FORM PER APPROPRIATION REQUEST

For All Appropriation Requests:

*Appropriation Type: Select from list

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: Select Yes or No

*New/Changed Appropriation will be used for Flex Credits: Select Yes or No

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
    If yes, submit grant award with CFDA# and beginning and end dates of the grant.

3. Is this for a "POOL" grant appropriation? ☐ Yes ☐ No

4. Is this an interest-bearing appropriation? ☐ Yes ☐ No
    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. ☐ Yes ☐ No

6. Does this grant have program income? ☐ Yes ☐ No
    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

New Appropriations – KK002 Form

APPROVALS – Actual signatures required. Stamped signatures will not be accepted.			
Organization:			
	SIGNATURE	TITLE	DATE
Budget Office:			
	SIGNATURE	TITLE	DATE
Accounting:			
	SIGNATURE	TITLE	DATE

▶ 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?

FSF

- Issues with entering information in Pre-Award
- Issues with regenerating the SPOC form
- Issues with the SPOC form Loading 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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302 672-5126
micheale.smith@delaware.gov

Clearinghouse Mailbox:
OMB_Clearinghouse@delaware.gov