

ELEMENTS OF THE DIRECTOR'S OVERVIEW IN WORKFLOW

SAI Number: XXXX

Project Title: FYXX Project Title

The Director's Overview is meant to be a narrative that explains the grant submission and answers any questions the reviewer might have regarding the packet. It should explain the figures on the SPOC form rather than restating them.

References should follow the State Fiscal year based on the start date of the grant period.

The Director's Overview should be comprised of the following distinct sections:

- Program Narrative
 - This section should provide a succinct explanation of the program. It should include information regarding the following (if applicable):
 - Objectives of the program through the life of the grant
 - Sub-awards
 - Position requests or changes
 - Involvement of other state agencies
- Measurable Objectives
 - This section should provide the anticipated objectives for the program in the funding period being reviewed. These objectives should be expressed in a quantitative manner (i.e., number of eligible clients served; number of acres to be purchased, etc.).
 - Provide at least three objectives.
 - If the grant is a continuing grant, this section should include the prior year's objectives and indicate if those objectives were met.
- Budget Comparison - (Year over year changes to the federal budget/amount/request.)
 - Explain any federal budget changes from the previous year including the reason for the change and how this will impact the program.
 - Include outlook for future federal funding and how this will impact the program.
- Relationship to State Budget - (Source of state matching funds.)
 - Explain the state match requirement (percentage, set amount, maintenance of effort?) including any increase or decrease from previous year. This should include the following (if applicable):
 - Source of funding (other agencies, departments).
 - Appropriation number/s that will be used as a state match.
 - Is there match maintenance of effort? How will it be met?
 - Discuss matching funds that will be provided by another source if there is a match requirement and the match is not being provided by a state funding source.
- Sequestration
 - This section should provide the current effect as well as the anticipated effect of sequestration on the program.
- Technology Initiatives
 - This section should indicate if technology initiatives are being funded with federal funds. If the application involves technology please list the Business Case Number and a brief summary.
 - Refer to <https://dti.delaware.gov/state-agencies-portal/it-business-cases/> for DTI Business Case requirements.
- Amendment - (if applicable)
 - Add a new section to the Director's Overview if the request is an amendment.
 - Identify the amount of the increase/decrease/change and provide the reason for the amendment.
- Signature and Date
 - The completed Director's Overview must include the signature of the Secretary or Agency Head (for State Agencies) or the Chief Administrator (for all other Applicants).