

General DET Contract Policy #13
Documentation and Communication Requirements of Funding Sources

I. Purpose

Pursuant to P.L. 116-94, Division A, Title V, Section 505 (“116-94”), this policy establishes the standard collection method of required information and communication requirements for both DET, DWDB, and Contractors regarding funding sources being used to support programs.

II. Policy

When DET, DWDB, or Contractor are issuing statements, press releases, requests for proposals, bid solicitations, websites for the program and other documents describing projects or programs shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

All agreements between DET/DWDB and contractors that include federal funds will include the following clause:

Contractor agrees that when issuing statements, press releases, outreach materials, requests for proposals, bid solicitations, website for the program, and other documents describing the program, the communication shall clearly state 1) the percentage of the total costs of the program or project which will be financed with Federal money; 2) the dollar amount of Federal funds for the project or program; and 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

In using the procedure below, DET/DWDB will use information gathered on submitted proposals. Contractors will use the information regarding their funded program and knowledge they have about other funding sources used to support the program.

III. Procedures

A. Within the DET/DWDB RFP process, DET will:

- a. Issue the anticipated dollar amount and percentage of federal funds being made available in each issued Request for Proposal or other relevant document;
- b. Ensure that proposal templates to be completed by potential contractors gather the information as demonstrated in section I.E. on Attachment A-Sample Proposal Template; and
- c. Attach as an Appendix to each contract a summary of funding sources which detail the dollar amount and percent of each funding source within the contract. Attachment B is an example.

B. Both DET/DWDB and Contractors will clearly state the three items listed in II above when issuing any of the referenced documents.



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- C. When executing agreements that include federal funding, DET will include the clause identified in Section II that requires contractors include funding information in any of the referenced documents.
- D. Within the monitoring process, DET will include a review of documents/websites referenced above to ensure compliance with requirements.

IV. Attachments

- A. Sample Proposal Template
- B. Sample Summary of Funding Sources

Proposal Submission Template
<insert program name here>

I. General Proposal Information

Name and Address of Applicant Organization

(NAME)

(STREET)

(CITY, STATE)

(ZIP CODE)

(CONTACT PERSON)

(TELEPHONE NUMBER)

(E-MAIL ADDRESS)

(Website URL)

DUNS #:

EIN ID #:

County (ies) this program will serve?

- New Castle County
- Kent County
- Sussex County
- Statewide

Organization Type:

- Non-Profit
- Governmental
- Private for Profit

A. Total Number of Enrollments:

B. Average Program Hours per Enrollment:

C. Number of Cycles of Training if applicable:

Complete the following (add more rows as needed):

Cycle #	Start/End Date	Cost

If awarded a contract, are you willing to offer fewer cycles than proposed? Y/N
 Minimum number of cycles you would be willing to implement:

D. Amount of Training Expense to be paid by the Participant: \$ _____

Description of services/supplies to be paid by Trainee if any:

E. Financial Breakout:

- Total Amount Requested: \$ _____
- Requested funds for this program are _____% of organization's total budget.
- The percentage of the total costs of the program or project which will be financed with Federal funds _____%
- The dollar amount of Federal funds for the project or program \$ _____
- The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources. _____%

Funding Source Summary

Contract # _____

Total Contract Amount _____

	Blue Collar	General Funds:	Other:	Total
Amount#				
CFDA#				

*Delaware may use funds available from the previous, current, or future fiscal year allocated in the State Budget Act to Department of Labor for Workforce Development.

This agreement is funded in the following manner

	Amount	Percent of Total
Federal Funds		
State Funds		
Other:		