

REGION 7

Five-Year Grant Cycle

PLANNING GUIDE

This document is intended to support programs to track planning processes and activities for each year of the five-year grant cycle.



IMPORTANT OHS/REGION 7 CONTACTS			
	Name	Phone	Email
Program Specialist			
Fiscal Operations Specialist			
TTA Point of Contact			
Monitoring Event Coordinator			

YEAR ONE

Baseline Application Due: _____

Second Year Continuation Application Due: _____

Monitoring Schedule	Date
Focus Area 1	

NOA Conditions	Date Completed
Health and Safety Screener (45 days)	
Health and Safety Certification (75 days)	
Governance Screener (60 days)	
Governance Certification (75 days)	

Annual Events	Due	Completed
Community Assessment/Update		
Self-Assessment		
Annual Audit		
Annual Report		
PIR (Program Information Report)	8/31	
Real Property Status Report SF-429		
T/TA Plan		
Coaching Plan		

Ongoing Monitoring / Reporting Checklist	Due	Completed											
		J	F	M	A	M	J	J	A	S	O	N	D
Monthly Call with Regional Office													
Annual Grantee assessment meeting with Regional Office													
End of Month Enrollment Reporting in HSES	7 th of each month												
Analyze Budget vs. Actual Report- Federal and Non-Federal Share													
Status of Strategic Planning													
Child Outcome Data Aggregation - 3 times annually													
Financial Report SF425													
Semi-Annual													
Annual													
Final													
Waivers													

Fiscal Considerations

Is it time to revisit your:

- Wage Comparability Survey (recommended every 3 years)
- Building Appraisals (recommended every 3 to 5 years)
- Leases
- Potential need for a Non-Federal Share waiver
- Equipment replacement schedule
- Prior approval request for equipment purchases over \$5,000
- Facility repair/replacement schedule

YEAR TWO

Third Year Continuation Application Due: _____

Monitoring Schedule	Date
Focus Area 1 (If Not Completed in Year One)	
CLASS	

Annual Events	Due	Completed
Community Assessment/Updates		
Self-Assessment		
Annual Audit		
Annual Report		
PIR (Program Information Report)	8/31	
Real Property Status Report SF-429		
School Readiness Progress Report		
T/TA Plan		
Coaching Plan		

Ongoing Monitoring / Reporting Checklist	Due	Completed												
		J	F	M	A	M	J	J	A	S	O	N	D	
Monthly Call with Regional Office														
Annual Grantee assessment meeting with Regional Office														
End of Month Enrollment Reporting in HSES	7 th of each month													
Analyze Budget vs. Actual Report- Federal and Non-Federal Share														
Goal Progress Reports														
Status of Strategic Planning														
Child Outcome Data Aggregation – 3 times annually														
Financial Report SF425														
Semi-Annual														
Annual														
Final														
Waivers														

Fiscal Considerations

Is it time to revisit your:

- Wage Comparability Survey (recommended every 3 years)
- Building Appraisals (recommended every 3 to 5 years)
- Leases
- Potential need for a Non-Federal Share waiver
- Equipment replacement schedule
- Prior approval request for equipment purchases over \$5,000
- Facility repair/replacement schedule

YEAR THREE

Fourth Year Continuation Application Due: _____

Monitoring Schedule	Date
CLASS (If Not Completed in Year Two)	
Focus Area 2	

Annual Events	Due	Completed
Community Assessment/Updates		
Self-Assessment		
Annual Audit		
Annual Report		
PIR (Program Information Report)	8/31	
Real Property Status Report SF-429		
School Readiness Progress Report		
T/TA Plan		
Coaching Plan		

Ongoing Monitoring / Reporting Checklist	Due	Completed											
		J	F	M	A	M	J	J	A	S	O	N	D
Monthly Call with Regional Office													
Annual Grantee assessment meeting with Regional Office													
End of Month Enrollment Reporting in HSES	7 th of each month												
Analyze Budget vs. Actual Report- Federal and Non-Federal Share													
Goal Progress Reports													
Status of Strategic Planning													
Child Outcome Data Aggregation – 3 times annually													
Financial Report SF425													
Semi-Annual													
Annual													
Final													
Waivers													

Fiscal Considerations

Is it time to revisit your:

- Wage Comparability Survey (recommended every 3 years)
- Building Appraisals (recommended every 3 to 5 years)
- Leases
- Potential need for a Non-Federal Share waiver
- Equipment replacement schedule
- Prior approval request for equipment purchases over \$5,000
- Facility repair/replacement schedule

YEAR FOUR

Fifth Year Continuation Application Due: _____

Preparation for Next Five Year Cycle	Date
Focus Area 2 (If Not Completed in Year Three)	
Monitoring Determination for Next Five Year Cycle	

Annual Events	Due	Completed
Community Assessment/Updates		
Self-Assessment		
Annual Audit		
Annual Report		
PIR (Program Information Report)	8/31	
Real Property Status Report SF-429		
School Readiness Progress Report		
T/TA Plan		
Coaching Plan		

Ongoing Monitoring / Reporting Checklist	Due	Completed											
		J	F	M	A	M	J	J	A	S	O	N	D
Monthly Call with Regional Office													
Annual Grantee assessment meeting with Regional Office													
End of Month Enrollment Reporting in HSES	7 th of each month												
Analyze Budget vs. Actual Report- Federal and Non-Federal Share													
Goal Progress Reports													
Status of Strategic Planning													
Child Outcome Data Aggregation – 3 times annually													
Financial Report SF425													
Semi-Annual													
Annual													
Final													
Waivers													

Fiscal Considerations

Is it time to revisit your:

- Wage Comparability Survey (recommended every 3 years)
- Building Appraisals (recommended every 3 to 5 years)
- Leases
- Potential need for a Non-Federal Share waiver
- Equipment replacement schedule
- Prior approval request for equipment purchases over \$5,000
- Facility repair/replacement schedule

YEAR FIVE

Next Five Year Cycle Application Due: _____

Type of Application: Non-Competitive/Baseline
 Competitive

Ongoing Monitoring / Reporting Checklist	Due	Completed											
		J	F	M	A	M	J	J	A	S	O	N	D
Monthly Call with Regional Office													
Annual Grantee assessment meeting with Regional Office													
End of Month Enrollment Reporting in HSES	7 th of each month												
Analyze Budget vs. Actual Report-Federal and Non-Federal Share													
Goal Progress Reports													
Status of Strategic Planning													
Child Outcome Data Aggregation – 3 times annually													
Financial Report SF425													
Semi-Annual													
Annual													
Final													
Waivers													

Annual Events	Due	Completed
Community Assessment/Updates		
Self-Assessment		
Annual Audit		
Annual Report		
PIR (Program Information Report)	8/31	
Real Property Status Report SF-429		
Tangible Personal Property Report SF-428		
School Readiness Progress Report		

Fiscal Considerations

Is it time to revisit your:

- Wage Comparability Survey (recommended every 3 years)
- Building Appraisals (recommended every 3 to 5 years)
- Leases
- Potential need for a Non-Federal Share waiver
- Equipment replacement schedule
- Prior approval request for equipment purchases over \$5,000
- Facility repair/replacement schedule