



Head Start New Fiscal Officer Training Inventory

Name: _____ Grantee #: _____

Name of Grantee: _____ Position: _____

Type of Agency:

- Community Action Agency
 Other Nonprofit
 School/Government
 Tribal
 For-profit
 College/University

Professional history:

- Years and type of experience with Head Start /Early Head Start or similar programs requiring grants management: _____
- Describe any related degrees, fiscal training, etc.
- Attach job description for your current position.

Directions: This document can be used by grantees and grantee specialists to identify areas of strength along with areas requiring additional technical assistance. This fiscal assessment tool can be used by both new and seasoned fiscal staff. Using a scale of 1 to 3 (1 being the highest priority and 3 being the lowest priority), please indicate your prioritized need for technical assistance in the following areas. Check all subtopics that apply.

Inventory of Topics for Technical Assistance	Priority 1 = Highest 3 = Lowest
<p>Fiscal Laws, Rules and Regulations</p> <input type="checkbox"/> The Head Start Act <input type="checkbox"/> Head Start Program Performance Standards <input type="checkbox"/> Uniform Guidance (45 CFR § Part 75) <input type="checkbox"/> Other _____	_____
<p>Grants Administration</p> <input type="checkbox"/> Notice of Grant Award <input type="checkbox"/> Post award changes and approvals <input type="checkbox"/> Delegate agency (subrecipient) monitoring <input type="checkbox"/> Partnership agreements <input type="checkbox"/> GrantSolutions <input type="checkbox"/> Payment Management System	_____
<p>Cost Principles</p> <input type="checkbox"/> Cost principles – (reasonable, allowable, allocable) (45 CFR § Part 75, Subpart E) <input type="checkbox"/> Determining allowable costs <input type="checkbox"/> Applicable credits <input type="checkbox"/> Adequate documentation <input type="checkbox"/> Other _____	_____
<p>Cost Allocation</p> <input type="checkbox"/> Development of cost allocation plan <input type="checkbox"/> Recordkeeping for shared costs <input type="checkbox"/> Monitoring indirect costs (See Indirect Cost Charges below) <input type="checkbox"/> Other _____	_____



Inventory of Topics for Technical Assistance	Priority 1 = Highest 3 = Lowest
<p>Property Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Real Property and Facilities (including purchases, construction, major renovations, donated space, modular units, including leased and grantee-owned facilities) 45 CFR § 1303, Subpart E <input type="checkbox"/> SF-429, Real Property Status Report <input type="checkbox"/> Inventory Requirements (Equipment) <input type="checkbox"/> Supplies <input type="checkbox"/> SF-428, Tangible Personal Property Report <input type="checkbox"/> Other _____ 	<p>_____</p>
<p>Financial Management Systems</p> <ul style="list-style-type: none"> <input type="checkbox"/> Internal controls <input type="checkbox"/> Policies and procedures <input type="checkbox"/> Recordkeeping <input type="checkbox"/> Procurement procedures <input type="checkbox"/> Other _____ 	<p>_____</p>
<p>Fiscal Reporting Requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> IRS reports <input type="checkbox"/> SF-425, Federal Financial Report <input type="checkbox"/> USDA/CACFP reports <input type="checkbox"/> Governing body and Policy Council <input type="checkbox"/> Annual report to the public <input type="checkbox"/> Other _____ 	<p>_____</p>
<p>Non-federal Match</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determination of NFM required amount <input type="checkbox"/> Donated goods/donated services/donated space <input type="checkbox"/> Valuation <input type="checkbox"/> Application of cost principles <input type="checkbox"/> Adequate documentation <input type="checkbox"/> Recordkeeping and reporting <input type="checkbox"/> Other _____ 	<p>_____</p>
<p>Budgets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Development/submission <input type="checkbox"/> HSES application process <input type="checkbox"/> Monitoring <input type="checkbox"/> Budget to actual comparison <input type="checkbox"/> Period of availability <input type="checkbox"/> Other _____ 	<p>_____</p>
<p>Salary, Payroll and Other Personnel Compensation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wage comparability study <input type="checkbox"/> Employee compensation limitation (Executive Level II) <input type="checkbox"/> Recordkeeping (time records, personnel activity reports, payroll) <input type="checkbox"/> Cost of living adjustment (COLA) <input type="checkbox"/> Incentive compensation <input type="checkbox"/> Accrued leave <input type="checkbox"/> Other _____ 	<p>_____</p>



Inventory of Topics for Technical Assistance	Priority 1 = Highest 3 = Lowest
<p>Insurance Coverage for Risks and Liabilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Real property (facilities) <input type="checkbox"/> Equipment <input type="checkbox"/> Constructions and major renovation <input type="checkbox"/> General liability insurance <input type="checkbox"/> Child accident insurance <input type="checkbox"/> Risk assessment (45 CFR § 1303.12) <input type="checkbox"/> Other _____ 	_____
<p>45 CFR § 75, Subpart F: Audits</p> <ul style="list-style-type: none"> <input type="checkbox"/> Selecting an auditor <input type="checkbox"/> Preparation and process <input type="checkbox"/> Federal filing (Federal Audit Clearinghouse) <input type="checkbox"/> Corrective action (audit resolution) <input type="checkbox"/> Audit compliance supplement <input type="checkbox"/> Other _____ 	_____
<p>Administrative versus Programmatic Costs and Limitations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifying administrative cost categories <input type="checkbox"/> Calculating administrative cost rate <input type="checkbox"/> Monitoring <input type="checkbox"/> Reporting/recordkeeping <input type="checkbox"/> Other _____ 	_____
<p>Indirect Cost Charges</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifying indirect cost categories <input type="checkbox"/> Preparation and submission of proposal <input type="checkbox"/> Monitoring <input type="checkbox"/> Reporting/recordkeeping <input type="checkbox"/> Other _____ 	_____
<p>Comments:</p>	

