

UMATILLA-MORROW HEAD START, INC.

TIMETABLE FOR HEAD START MANAGEMENT PLANNING

Remaining Days	Date	Activity or Milestone
365	6/1	Begin Program Year
335	7/1	Fourth Quarter Financial Status Report and Narrative/Statistical Report due from previous program year. SF269
320	7/16	Fourth Quarter Report of Federal Cash Transactions. SF272
300	8/5	Grantee should begin Community Assessment process.
280	8/25	Grantee must have submitted its final Financial Status Report for the previous Program Year by this day. SF269
245	9/29	Grantee must have CPA Audit for previous Program year into HHS by this date.
220	10/14	First Quarterly Report of Federal Cash Transaction due. SF272
217	10/16	Policy Council Orientation completed
190	11/13	Grantee must submit a copy of its completed and approved Self-Evaluation to the Regional Office and it is to have a Program Audit, <u>a copy of the Self-Evaluation must be forwarded to the Program Audit Contractor by this date, or earlier, depending on the date of the Program Audit.</u>
230 - 160	10/4 - 12/13	If applicable, Program Audit is conducted by Audit Team.
157	12/16	Grantee receives letter of funding guidance from ACYF, Region X.
130	1/12	Grantee receives Program Audit Report from ACYF if Program is audited this year.
129	1/13	Second Quarter Report of Federal Cash Transaction due. SF272
141 - 110	1/1 - 2/1	Self Assessment Process
127 - 92	1/15 - 3/1	Grant Application/Budget Process
92	3/1	Grantee's Refunding Application due in to ACYF.
49	4/13	Third Quarterly Report of Federal Cash Transaction due. SF272
30	5/2	Funds Released by HHS to Grantee
0	5/31	Program Year Ends