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
Fiscal Laws, Rules and Regulations ☐ The Head Start Act ☐ Head Start Program Performance Standards ☐ Uniform Guidance (45 CFR § Part 75) ☐ Other_____	_____
Grants Administration ☐ Notice of Grant Award ☐ Post award changes and approvals ☐ Delegate agency (subrecipient) monitoring ☐ Partnership agreements ☐ GrantSolutions ☐ Payment Management System	_____
Cost Principles ☐ Cost principles – (reasonable, allowable, allocable) (45 CFR § Part 75, Subpart E) ☐ Determining allowable costs ☐ Applicable credits ☐ Adequate documentation ☐ Other_____	_____
Cost Allocation ☐ Development of cost allocation plan ☐ Recordkeeping for shared costs ☐ Monitoring indirect costs (See Indirect Cost Charges below) ☐ Other_____	_____

Inventory of Topics for Technical Assistance	Priority 1 = Highest 3 = Lowest
Property Management ☐ Real Property and Facilities (including purchases, construction, major renovations, donated space, modular units, including leased and grantee-owned facilities) 45 CFR § 1303, Subpart E ☐ SF-429, Real Property Status Report ☐ Inventory Requirements (Equipment) ☐ Supplies ☐ SF-428, Tangible Personal Property Report ☐ Other_____	_____
Financial Management Systems ☐ Internal controls ☐ Policies and procedures ☐ Recordkeeping ☐ Procurement procedures ☐ Other_____	_____
Fiscal Reporting Requirements ☐ IRS reports ☐ SF-425, Federal Financial Report ☐ USDA/CACFP reports ☐ Governing body and Policy Council ☐ Annual report to the public ☐ Other_____	_____
Non-federal Match ☐ Determination of NFM required amount ☐ Donated goods/donated services/donated space ☐ Valuation ☐ Application of cost principles ☐ Adequate documentation ☐ Recordkeeping and reporting ☐ Other_____	_____
Budgets ☐ Development/submission ☐ HSES application process ☐ Monitoring ☐ Budget to actual comparison ☐ Period of availability ☐ Other_____	_____
Salary, Payroll and Other Personnel Compensation ☐ Wage comparability study ☐ Employee compensation limitation (Executive Level II) ☐ Recordkeeping (time records, personnel activity reports, payroll) ☐ Cost of living adjustment (COLA) ☐ Incentive compensation ☐ Accrued leave ☐ Other_____	_____

Inventory of Topics for Technical Assistance	Priority 1 = Highest 3 = Lowest
Insurance Coverage for Risks and Liabilities ☐ Real property (facilities) ☐ Equipment ☐ Constructions and major renovation ☐ General liability insurance ☐ Child accident insurance ☐ Risk assessment (45 CFR § 1303.12) ☐ Other_____	_____
45 CFR § 75, Subpart F: Audits ☐ Selecting an auditor ☐ Preparation and process ☐ Federal filing (Federal Audit Clearinghouse) ☐ Corrective action (audit resolution) ☐ Audit compliance supplement ☐ Other_____	_____
Administrative versus Programmatic Costs and Limitations ☐ Identifying administrative cost categories ☐ Calculating administrative cost rate ☐ Monitoring ☐ Reporting/recordkeeping ☐ Other_____	_____
Indirect Cost Charges ☐ Identifying indirect cost categories ☐ Preparation and submission of proposal ☐ Monitoring ☐ Reporting/recordkeeping ☐ Other_____	_____
Comments:	

Comments:	