

### Annual Program and Budget Planning Calendar

MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
<ul style="list-style-type: none"> <li>Grant year begins</li> <li>Start on-going monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Planning continues</li> <li>On-going monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Planning Continues</li> <li>On-going monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Planning Continues</li> <li>On-going monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Planning Continues</li> <li>On-going monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Annual RMM</li> </ul>
MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12
<p><b>Planning to Plan:</b></p> <ul style="list-style-type: none"> <li>Funding guidance letter received</li> <li>Inform stakeholders of planning and budgeting process</li> <li>Engage PC and Board in planning process</li> </ul> <p><b>Pre-budgeting:</b> Gather budget data</p> <p><b>Program Planning:</b></p> <ul style="list-style-type: none"> <li>Complete assessments</li> <li>Plan with managers and governing bodies</li> <li>Complete TTA Plan</li> </ul>	<p><b>Program Planning:</b></p> <ul style="list-style-type: none"> <li>Draft Program Improvement plan w/goals &amp; objectives</li> <li>Complete TTA plan</li> </ul> <p><b>Budgeting:</b></p> <ul style="list-style-type: none"> <li>Draft line item budget and get input from governing bodies, staff and management</li> <li>Draft budget narrative</li> </ul>	<p><b>Budgeting:</b></p> <ul style="list-style-type: none"> <li>Seek final grant approval from governing bodies</li> <li>Finalize program and budget narratives</li> </ul> <p><b>Grant submission &amp; approvals:</b></p> <ul style="list-style-type: none"> <li>Input budget into GABI</li> <li>Complete supplementary schedules</li> <li>Get signatures on 424 and assurances</li> <li>Submit grant to regional office</li> </ul>	<ul style="list-style-type: none"> <li>Grant submitted</li> </ul>	<ul style="list-style-type: none"> <li>ACF-program negotiations, if necessary</li> </ul>	<ul style="list-style-type: none"> <li>Notification of grant award</li> </ul>

## Annual Program and Budget Planning Timeline: Key Steps

### Planning to Plan

- Receive Refunding Notice
- If applicable, notify delegates or partners of their funding and give them guidance on submission deadlines.
- Invite Policy Council/Committee and Board of Directors representatives to assist with planning process and to serve on a budget committee.
- Develop and distribute a Planning Calendar.
- Gather data from various sources from the past year to inform planning.

### Program Planning

- Complete Self Assessment and Community Assessment and identify key findings.
- Involve Management team and governing body representatives to assist in the process of developing Program Improvement Plan, which include long-term goals/short term objectives
- Complete Training and Technical Assistance Plan
- Analyze data from the past year to inform activities, goals and objectives and decision making processes.

### Pre-budgeting

- Invite input from staff and Policy Council into budget needs and identify budget needs of partners.
- Identify fixed budget costs.
- Determine other revenue available to support operations, including USDA CACFP funds, non-federal share cash and in-kind.

### Budgeting

- Draft line item budget and present to budget committee for input
- Complete draft budget narrative
- Receive input from governing bodies on budget and then get final approvals

### Grant Submission and Approvals

- Input budget information into GABI.
- Complete any supplementary schedules
- Get signatures for SF-424, Assurances/Compendium and Policy Council's authorization
- Submit original and 2 copies of Head Start Grant to Regional Office