

CSNT Head Start Monthly Report

Program Year 03 2017 06CH7174/03

2017

CSNT HS Report
Revised 2/21/17

Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516	516	516	516	516	516	NA	NA	516			
# additional students (partnerships)	14	16	16	15	12	8	NA	NA	13			
% with Special Needs	7%	7%	8%	9%	9%	10%	NA	NA	5%			
ADA Funded Enrolled* (516)	94%	95%	95%	95%	96%	93%	NA	NA	96%			
Enrollment (w/additional students)	91%	92%	92%	92%	93%	92%	NA	NA	94%			
Present/ Absent	485/31	488/28	488/28	487/29	488/28	482/34	NA	NA	495/34			
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA			NA

Non-Federal Share

	December	January	February	March	April	May	June	July	August	September	October	November
	\$ 125,895	\$ 139,165	\$ 135,665	\$ 133,007	\$ 137,013	\$ 129,121	\$ 55,484	\$ 54,579	\$ 53,252	\$ -	\$ -	\$ -
Non-Federal Share	\$963,180	\$932,236	(\$30,944)	\$963,180	-3% Needed							

Admin Expenditures (including non-federal share)

	December	January	February	March	April	May	June	July	August	September	October	November
Should not be above 15%	\$ 48,210	\$ 96,814	\$ 133,471	\$ 189,394	\$ 235,524	\$ 286,212	\$ 354,886	\$ 404,451	\$ 456,586	\$ -	\$ -	\$ -
12%												

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	20	19	18	19	19	NA	NA	9			
# of meals served	4,766	7,183	7,345	6,906	7,098	7,246	NA	NA	3,729			
CACFP Reimbursement	\$ 9,670	\$ 14,611	\$ 14,862	\$ 14,110	\$ 14,535	\$ 14,780	NA	NA	\$ 7,706			

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	155	139	154	287	475	419	NA	NA	30			
# Classrooms Observed	14	19	78	70	91	93	NA	NA	21			
Incomes Verified	67	62	2	22	5	10	NA	NA	0			
# Parents Interviewed	15	5	5	5	5	5	NA	NA	0			
# of Staff interviewed	5	5	5	8	5	4	NA	NA	0			
# Bus Routes Observed	7	7	1	1	1	1	NA	NA	0			
# Staff Files Reviewed	1	1	21	16	16	22	NA	NA	0			
# Community Contacts	13	100	106	106	41	30	NA	NA	30			
# of Findings Corrected	8	48	37	47	74	29	NA	NA	11			

Annual Self Assessment Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	1	1	11	11	11	11	11	11	11	0	0	0
# findings corrected	0	0	0	2	2	2	2	2	11	0	0	0
# findings remaining	1	1	11	9	9	9	9	9	0	0	0	0

Program Updates

Working to meet 45 and 90 day deadlines

ACF-PLHS-17-03 Electronic Submission of Real Property Standards Form (SF) 429 and Attachments - See Attachment
ACF-PLHS-17-04 Federal Reporting of Standard Form (SF) 425 and 428 - See Attachment

**Summary of ACF-PI-HS-17-03
Electronic Submission of Real Property**

Date	Description of Item(s)	Cost(s)	Budget Line Item
8/21/17	This Program Information (IM) document gives grantees instructions on how to complete Standard Form (SF) 429 Cover Page and A-C.	NA	NA
	Total	NA	NA



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-17-03	2. Issuance Date: 08/21/2017
	3. Originating Office: Office of Head Start	
	4. Key Words: SF-429; Real Property; Facilities; Purchase; Construction; Major Renovation; Reporting	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grantees

SUBJECT: Electronic Submission of Real Property Standard Form (SF)-429 and Attachments

INSTRUCTION:

In accordance with **45 CFR § 75.343**, non-federal entities are required to submit reports at least annually on the status of real property in which the federal government retains an interest. As such, beginning July 1, 2017, the following Office of Management and Budget (OMB)-approved real property and request forms, OMB Control No. 3090-0296, are included in this electronic submission requirement:

- SF-429 Cover Page
 - Please note that the system automatically requires the submission of the cover page with each attachment.
- **SF-429-A General Reporting or No Property**
- **SF-429-B Request to Acquire, Improve, or Furnish**
- **SF-429-C Disposition or Encumbrance Request**

Effective for budget periods beginning on or after May 1, 2016, all grantees, including those with no covered real property, are instructed to prepare and submit SF-429 with Attachment A on an annual basis at the same time as their annual SF-425 Federal Financial Report is due.

How to Submit Forms

To access and submit the SF-429 forms, please log in to www.grantsolutions.gov. Navigate to the forms according to the instructions provided in the guides and training recordings.

Guides and Training Recordings

The training recordings and guides detail the step-by-step process to logging in, navigating to, and completing the forms. The materials are stored on the GrantSolutions site and located in one of two places, dependent upon how you access the system. For example, grantees with access to GrantSolutions Grants Management Module (GMM) will find the materials under the GrantSolutions Help/Support link. All others will find these materials under the OLDC News and Tips link.

Login (note differences in Step 4):

Grantees with access to the GrantSolutions GMM:

1. Visit www.grantsolutions.gov.
2. From the "Grants Center of Excellence" homepage, choose **Login to GrantSolutions**.
3. The "GrantSolutions" login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Select the **Login** button.
4. The "My Grants List" screen appears. From the menu bar, select Online Data Collection.
5. The Online Data Collection "Home" page appears.

Grantees that do not use the GrantSolutions GMM:

1. Visit www.grantsolutions.gov.
2. From the "Grants Center of Excellence" homepage, choose **Login to GrantSolutions**.
3. The "GrantSolutions" login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Select the **Login** button.
4. The GrantSolutions "Portal" screen appears. From the menu bar, choose OLDC to open the Online Data Collection page in a new window.
5. The Online Data Collection "Home" page appears.

Accessing the Forms

To access the forms, please utilize the guides and trainings applicable to the SF-429 attachment being submitted because the instructions are slightly different.

Once data is entered and saved for each section, the entire form must be validated. Validation checks the form for errors and missing data.

- If the report status is **Saved with Errors**, an error message appears at the top of the Report screen. The errors must be corrected and the form revalidated.
- If the status is **Saved with Warnings**, the warnings can either be corrected or the form can still proceed through the approval process.
- If the status is **Saved—Validated**, there are no warnings or errors and the form can proceed through the approval process.

After the entire form is successfully saved and validated with no errors, the form can be certified and submitted by a user with these permissions. Please refer to the guides.

Once submitted, the assigned grants specialist will review the form. Depending on the review, the grant specialist may follow up with questions or request additional supporting documentation.

Questions

For any login or system issues, please contact the GrantSolutions Help Desk at help@grantsolutions.gov or 1-866-577-0771. If you email the Help Desk, please Cc your assigned grant specialist.

For any content-related questions about the SF-429 forms, please contact your assigned grant specialist in the Regional Office.

Description of Forms

The status of real property purchased, constructed, or subject to major renovations paid for in whole or in part with federal Head Start funds must be reported annually on form SF-429-A. Likewise, grantees who do not have covered real property with federal interest must submit the SF-429-A No Property form annually. Attachments SF-429-B and SF-429-C are required only when a grantee requests approval of actions related to real property as noted on each attachment. General facilities guidance is available in [ACF-IM-HS-17-01 Facilities Guidance](#). Please carefully read the instructions accompanying SF-429 and its attachments when filing to ensure that forms are accurate and complete. A description of each required form follows.

- **SF-429 Cover Page** must accompany all reports and requests.
 - The cover page provides recipient (grantee) information. Include the SF-429 cover page when submitting each form.
- **SF-429-A General Reporting** must be submitted annually on the same date the grantee's annual SF-425 Federal Financial Report for the budget period is due.
 - A separate Attachment A is required for every parcel of real property subject to a federal interest as defined in **45 CFR § 1305.2**.
- **SF-429-A No Property** must be submitted annually on the same date the grantee's annual SF-425 Federal Financial Report for the budget period is due.
 - A separate Attachment A is required when there is no real property.
- **SF-429-B Request to Acquire, Improve, or Furnish** must be submitted along with the additional information required by **45 CFR § 1303 Subpart E** whenever a grantee is seeking ACF approval to use Head Start funds to engage in purchase, construction, or major renovation of facilities as defined in **45 CFR § 1305.2**.
 - Information included in SF-429-B can be cross-referenced if also required by **45 CFR § 1303 Subpart E**.
 - A request to acquire property includes the use of Head Start funds to engage in all purchase activities defined in **45 CFR § 1305.2**, including payments made in satisfaction of a mortgage or other loan agreement.
- **SF-429-C Disposition or Encumbrance Request** must be submitted at closeout and whenever a grantee is seeking ACF approval to sell, transfer, or encumber property subject to a federal interest, including the refinancing of existing indebtedness and subordination of a federal interest to the rights of a lender under **45 CFR § 1303.51**.
 - SF-429-C implements the requirements for grantees making requests for disposition of real property under **45 CFR § 75.318**.
 - Any use of real property subject to a federal interest as collateral for a loan or mortgage requires prior approval, and an encumbrance includes the use of Head Start funds to make payments for a previously purchased facility under **45 CFR § 1303.41** and any use of property subject to a federal interest as collateral for future borrowing.
 - **ACF-IM-HS-12-08** remains in effect and provides a simplified disposition process for older modular units.

If you have any technical issues with the system, please contact the GrantSolutions Help Desk and copy your assigned grant specialist. If you have specific content-related questions about SF-429, please direct these questions to your assigned grant specialist in the Regional Office.

/ Ann Linehan /

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Acting Director
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**Summary of ACF-PI-HS-17-04
Federal Reporting of SF 425 & 428**

Date	Description of Item(s)	Cost(s)	Budget Line Item
8/21/17	This Program Information (IM) document gives grantees instructions on how to complete Standard Form (SF) 425 & 428.	NA	NA
	Total	NA	NA


OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-17-04	2. Issuance Date: 08/21/2017
	3. Originating Office: Office of Head Start	
	4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Cash Transactions; Expenditures; Tangible Personal Property Reports; SF-428	

PROGRAM INSTRUCTION

TO: All Head Start Grantees, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

SUBJECT: Federal Reporting of Standard Forms (SF) 425 and 428

INSTRUCTION:

This Program Instruction (PI) notifies grantees of the requirements for submission of the Federal Financial Report Standard Form (SF)-425 for cash transactions and for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System.

Submission of Federal Financial Report SF-425

All Head Start grantees are required to submit financial reports detailing the cash transactions made for its federal award(s) and separate reports detailing the expenditures made for the same award(s). For most grantees, filing requirements are satisfied using the same report, Federal Financial Report SF-425.

Cash transactions are reported quarterly with online reporting to the HHS Payment Management System (PMS) on lines 10a–c of SF-425. Expenditures, obligations, and liquidations are reported either quarterly, semi-annually, or annually to the Administration for Children and Families (ACF) on lines 10d–o of SF-425. Head Start grantees currently meet their reporting requirements to ACF via postal mail or by scanning and emailing the form to their assigned fiscal specialist.

ACF and the Program Support Center are collaborating in the submission of SF-425 to reduce the burden on grantees, assist with the reconciliation of expenditures and disbursements, and to allow for timely closeout of grants.

Beginning with the fiscal year (FY) 2016 grant awards, this system of separate online reporting was consolidated into a single reporting system. Starting with these awards, both the cash transactions (lines 10a–c) and the expenditures, obligations, and liquidations (lines 10d–o) are reported through the grantee online accounts with PMS. Every grantee has a PMS account to allow access to complete SF-425. If your office needs additional user access, please contact your PMS representative.

Note the following important conditions:

- This reporting method became effective with the FY 2016 financial reports.
- Any remaining reports still required, or revised, for FY 2015 or earlier must be submitted as a scanned and uploaded document to the Grant Notes file in GrantSolutions.

- SF-425 reports are due as required in the award terms and conditions.
 - Reports will be due on one of the standard dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF. See *Table 1*.
- Unless instructed otherwise, such as through the terms and conditions or a special condition on the Notice of Award, all Head Start grantees are expected to submit three reports for each Notice of Award and each budget period they have received.
- Generally, awards are for a 12-month budget period. Head Start grantees will continue to submit the following reports:
 - Semi-Annual Report
 - Annual Report
 - Final Report
- Semi-Annual and Annual reports are cumulative, covering either six or 12 months of expenditures, respectively.
- Final Reports will be due on the quarterly submission date for the quarter after the end of their budget period. Grantees that have budget periods beginning Feb. 1, May 1, Aug. 1, and Nov. 1 are the exception. In these cases, the Final Reports will be due on the quarterly reporting date for the quarter in which the grantee's budget period ended. No Final Report will be due sooner than 90 days after the end of the applicable budget period.
- Box 12 of the Final Report must include the following:
 - Total Amount of U.S. Department of Agriculture (USDA) Reimbursement: \$_____
 - Total Development and Administrative Expenditures: \$_____ (federal and non-federal)
 - If an unobligated balance of federal funds is being reported on line 'h,' the grantee must provide a breakdown of total federal expenditures for each 'CAN NO.,' which appears in box 25, Financial Information, on the most recent Notice of Award for the budget period.
- To aid in understanding, see the table below. Note that in some cases, the Annual Report and the Final Report will be due on the same date.

Table 1. Find the month in which your Head Start budget period begins in Column 1 and then read across that line.

Budget Period Begins	First SF-425 Due	Report Cumulative Costs through	Annual SF-425 Due	Report Cumulative Costs through	Final SF-425 Due
January 1	Jul 30	Jun 30	Jan 30	Dec 31	Apr 30
February 1	Oct 30	Jul 31	Apr 30	Jan 31	Apr 30*
March 1	Oct 30	Aug 31	Apr 30	Feb 28/29	Jul 30
April 1	Oct 30	Sep 30	Apr 30	Mar 31	Jul 30
May 1	Jan 30	Oct 31	Jul 30	Apr 30	Jul 30*
June 1	Jan 30	Nov 30	Jul 30	May 31	Oct 30
July 1	Jan 30	Dec 31	Jul 30	Jun 30	Oct 30
August 1	Apr 30	Jan 31	Oct 30	Jul 31	Oct 30*
September 1	Apr 30	Feb 28/29	Oct 30	Aug 31	Jan 30

October 1	Apr 30	Mar 31	Oct 30	Sep 30	Jan 30
November 1	Jul 30	Apr 30	Jan 30	Oct 31	Jan 30*
December 1	Jul 30	May 31	Jan 30	Nov 30	Apr 30

**The annual and final reports are due on the same date.*

Submission of Tangible Personal Property Report SF-428

Grantees are required to provide Tangible Personal Property Report SF-428 and SF-428B, and if needed, SF-428S, not later than 90 days after the close of the project period. Grantees are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions.

Questions related to fiscal reporting and other administrative requirements should be directed to the assigned grants management specialist identified in the Head Start Enterprise System (HSES). Should your office need additional PMS accounts, please contact your PMS representative at www.dpm.psc.gov.

Thank you for the work you do on behalf of children and families.

/ Ann Linehan /

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Resources:

Post-Award Reporting Forms: SF-425 and SF-428

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