

Appendix B-5. Sample Annual Planning Calendar (aligned for state fiscal year)

July	August	September
<ul style="list-style-type: none"> – Complete annual report – Develop new annual plan and budget – Prepare subgrant proposals for reviewers and hold award meeting – Special Education Advisory Council (SEAC) – Interagency Council on Homelessness (ICH) meeting – Update website (post new liaisons, awards, check hotlinks) – Check on publications; order any needed for back-to-school mailing 	<ul style="list-style-type: none"> – Make new subgrant awards – Schedule fall subgrant meeting and regional trainings – Prepare back-to-school mailing for liaisons – Reminder of September deadline for LeTendre scholarships to liaisons – Review budgets and balance accounts to ensure those that expire 9-30 are fully expended – Review Title I reservations 	<ul style="list-style-type: none"> – Make travel arrangements for annual NAEHCY conference – Conduct liaison trainings – Hold subgrant webinar – Close out expiring grants – Interagency Coordinating Council (ICC) meeting – Update liaison listing and list of subgrantees – Quarterly planning update – Close out expiring budget accounts – Prepare dates for year’s advisory board meetings
October	November	December
<ul style="list-style-type: none"> – Conduct liaison trainings – SEAC – Review data from EDFacts for Consolidated State Performance Report (CSPR); have LEAs verify local data 	<ul style="list-style-type: none"> – NAEHCY Conference – Complete LEA review of CSPR data, prepare state report – ICH meeting – National Hunger and Homeless Awareness Week 	<ul style="list-style-type: none"> – Finalize CSPR submission – ICC meeting – Quarterly planning update

<p style="text-align: center;">January</p> <ul style="list-style-type: none"> – Prepare subgrant RFP process for posting in March – SEAC – ICH meeting – Conduct LEA monitoring training; schedule LEA monitoring visits – Monitor state legislative session – Set up and disseminate state seminar registration 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> – Make travel arrangements for state coordinator meeting – Conduct subgrant proposal training – Begin monitoring visits 	<p style="text-align: center;">March</p> <ul style="list-style-type: none"> – Attend State Coordinators’ Meeting – Conduct state monitoring visits – ICC meeting – Quarterly planning update – Finalize seminar program and check with speakers – Update website (post new liaisons, awards, check hotlinks)
<p style="text-align: center;">April</p> <ul style="list-style-type: none"> – Meet with ED Facts staff to be clear on data collection responsibilities – SEAC – ICH meeting – State seminar – Advisory Board Meeting 	<p style="text-align: center;">May</p> <ul style="list-style-type: none"> – Complete monitoring reports – Provide guidance on data collection to LEAs – Recruit reviewers for subgrant proposals – Final report on seminar (fiscal and evaluations) and follow up with speakers – Form seminar planning team; set date and location for next year’s seminar 	<p style="text-align: center;">June</p> <ul style="list-style-type: none"> – Collect materials for annual report – review technical assistance and barriers – ICC meeting – Quarterly planning update – Follow up on any monitoring findings