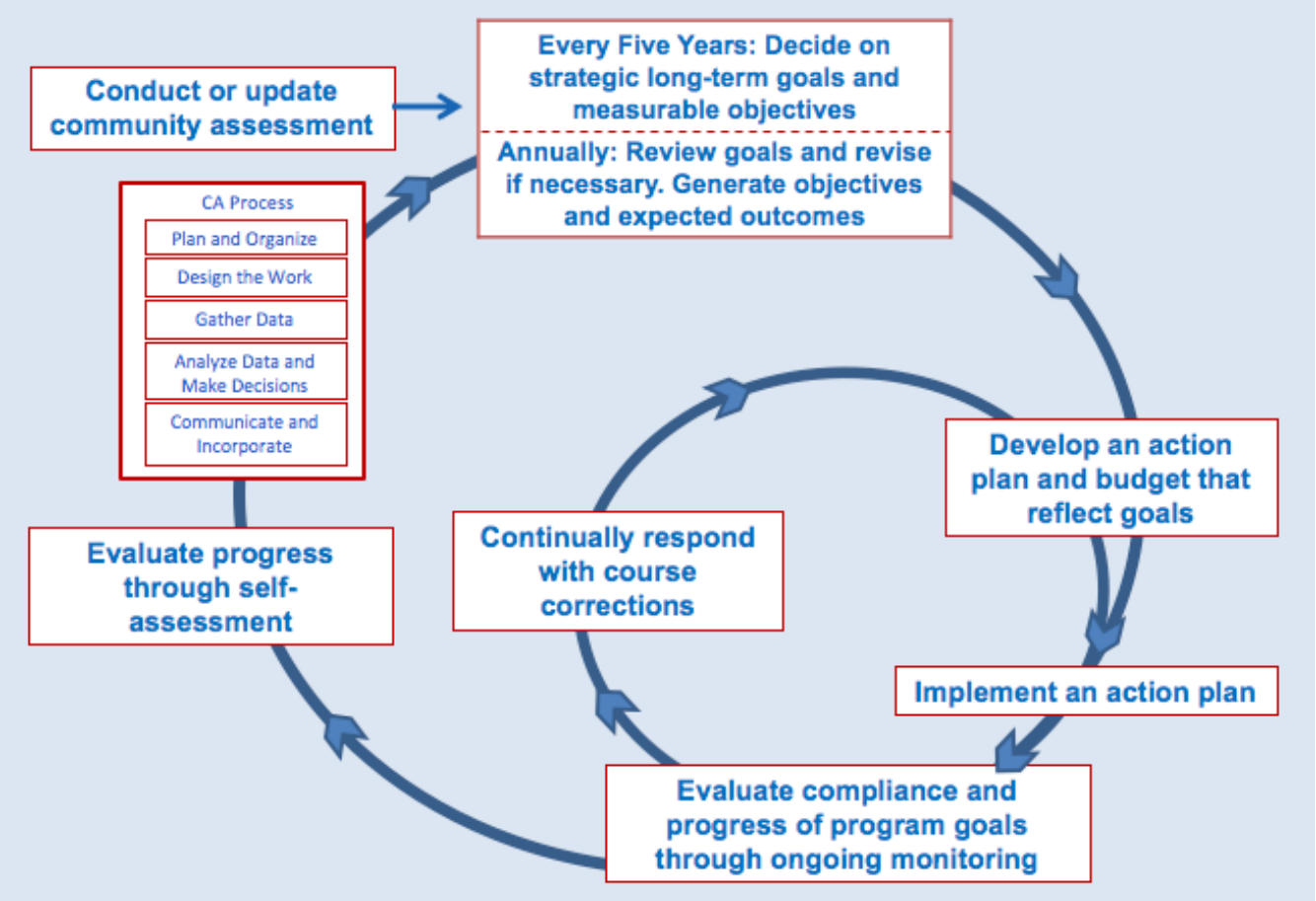
Strategic Maintenance Planning Tool

Summary of Assets/Equipment:

The program planning process in the life of a Head Start grant should allow opportunities for course corrections. In the Program Planning Cycle graphic below, notice how the inner circle course corrections are incorporated into the overall planning process.



These course corrections are the result of ongoing monitoring practices and data-based decision-making that involve designated staff in collecting, aggregating, and analyzing data. Similar processes can be used when assessing facilities and related agency assets, especially those assets that require careful and intentional planning to maintain or replace.

With the release of the Head Start Program Performance Standards (2016), new definitions were introduced to highlight the importance of certain activities in Head Start. For example, in 45 CFR § 1305.2 *Repair* is defined as:

> *Maintenance that is necessary to keep a Head Start facility in working condition. Repairs do not add significant value to the property or extend its useful life.*

Developing systems to address the maintenance needs and repair schedules necessary to keep a facility in working condition has significant budgetary implications and should be approached with the same care one would take with any major purchase. Data-informed decision-making guides Head Start leaders in implementing these sound business practices.

Even with strong systems and comprehensive policies, grantees may be limited by their existing records and data. In some instances, a grantee may not know how old the boiler system is or when it was last serviced. Other grantees may not have information on the roof or when it was installed. How can a grantee operate efficiently without answers to these pertinent questions?

Below is a tool to help grantees answer these questions and address the ongoing monitoring and maintenance needs of their agencies by identifying their assets and what is required to keep the Head Start facility in working condition. The accompanying flowcharts will help the user identify what those assets are and the funding tables below will support the process of allocating resources to maintain/repair those items.

Funding Table 1*

Inventory	Installation Date	Useful Life	Remaining Useful Life	Replacement Costs	Fund Status	Additional Revenue/ Donation	Source/ Donor	Reserve Study Date
Boiler	10/4/03	20 years	6 years	$14,000	$4,000	$10,000	CDFI	7/2/10
Hood Suppression Unit	6/1/11	10 years	1 year	$5,500	---			7/2/10
Roof								
Stove								
Playground								
Parking Lot								

Funding Table 2*

Expenses	Year 1	Year 2	Year 3	Year 4	Year 5
Boiler	$3,000	$2,500	$3,000	$--	$5,000
Hood Suppression Unit		$5,500			
Roof					
Stove					
Playground					
Parking Lot					

*Ongoing maintenance can be budgeted as contractual agreements. Service can be done annually to offset unanticipated major repair costs in any particular year.

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. Totals		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)		(5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges *(sum of 6a-6h)*					
j. Indirect Charges					
k. TOTALS *(sum of 6i and 6j)*	$	$	$	$	$
7. Program Income	$	$	$	$	$

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Notes:

These expenses must be considered during overall budget development and strategically planned to maximize federal dollars and promote efficiency.

Figure 1. Flowchart for Selecting Equipment and Asset Schedule

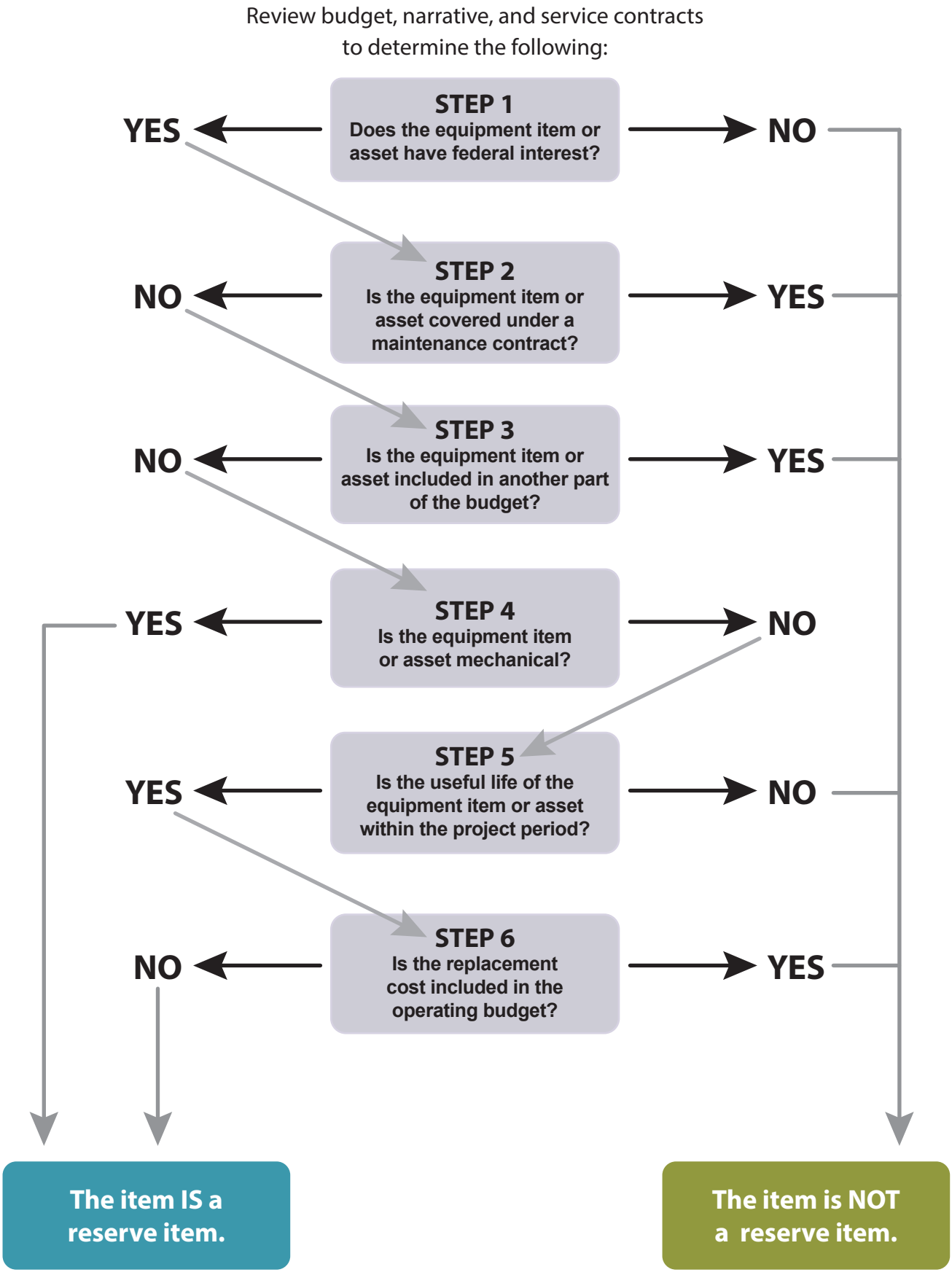

Figure 2. Flowchart for Preventive Maintenance Schedule