

Schedule of Section 105 Grant Activities

FY 2004 End-of-Year Performance Reviews

- December 27 Notice sent to Air Branches initiating review of end-of-year performance by Technical Project Officers (TPOs)
- December 31 Financial Status Reports received.
- January 21 State and Local performance reviewed by TPOs and agencies contacted by TPOs and, if needed, management to discuss performance issues. **If an issue needs to be raised to the Division Director for resolution, notify Division Director by January 14.**
- February 15 Grants closed out

FY 2005 Mid-Year Performance Reviews

- May 1 Notice sent to Air Branches initiating review of mid year performance by TPOs
- May 16 State and Local performance reviews completed by TPOs, outstanding issues raised to management.
- May 31 Reviews, including those requiring management attention and discussions with grantees, completed.

FY 2005 End-of-Year Performance Reviews

- November 15 Notice sent to Air Branches initiating review of end-of-year performance by TPOs
- December 15 State and Local performance reviewed by TPOs and agencies contacted by TPOs and, if needed, management to discuss performance issues.
- December 31 Financial Status Reports received.
- January 31 Grants closed out

FY 2006 Grant Work Plan Development & Negotiation

- April 5 FY 2006 OAR national program and grant guidance received in Region (if only draft guidance is available, use that). Request to Air Branches initiating development of FY 2006 grant commitments sent, OAR guidance and FY 2005 commitments included as reference.
- April 25 Draft grant commitments sent to APTMD Grant Coordinator by Air Branches
- Mid-May State and Local Air Agencies provided the draft FY 2006 Air Planning Agreement (Section 105 work plan) at the Spring Directors' Meeting
- July 1 State and Local draft work plan responses sent to Region 4
- August 1 State and Local draft work plan responses reviewed by TPOs and agencies contacted by TPOs to resolve any issues.
- August 15 Unresolved issues with grant commitments resolved by management.
- August 31 Letters to State and Local agencies approving work plans sent.