



# FY21 – FY25 Shared Visions Preschool

## Summary of Data Collection for Year-End Reporting

**Note:** Services in a grant year occur between July 1 and June 30

All grant- and application-related information and reports will be housed within the [Iowa Grants Online Application System](#) (Iowa Grants). Reporting will include a mid-year budget report and a year-end report submitted through [Iowa Grants](#). It is important to remember that services should align with those described in the awarded application. Reporting requests and instructions will be sent via email from a Shared Visions consultant at the Iowa Department of Education. Mid-year budget reports are typically due in January. Year-end reports are typically due the first week of August.

The following information will be collected **mid-year** through Iowa Grants:

Reporting Form	Category	Description of Data
Mid-Year Budget – Preschool	Budget and Expenditures	<ul style="list-style-type: none"> <li>• Approved grant budget (should match what was submitted and approved in the application within Iowa Grants)</li> <li>• Expenditures for the first and second quarters</li> <li>• Total expenditures</li> </ul>

The following information will be collected at the **end of each grant year**:

Reporting Form	Category	Description of Data
Budget, In-Kind and Equipment	Budget and Expenditures	<ul style="list-style-type: none"> <li>• Approved grant budget (should match what was submitted and approved in the application within Iowa Grants)</li> <li>• Expenditures within the following budget categories per quarter:               <ul style="list-style-type: none"> <li>○ Salaries and Benefits (administrative costs not to exceed 10%)</li> <li>○ Travel/Training (not to exceed 5%)</li> <li>○ Purchased Services</li> <li>○ Supplies and Equipment (not to exceed 10%)</li> <li>○ Other Expenses (not to exceed 10%)</li> </ul> </li> <li>• Total expenditures (must match the grant award unless all grant funds were not expended)</li> </ul>
Budget, In-Kind and Equipment	In-Kind Support (20% match required)	<ul style="list-style-type: none"> <li>• Identification and description</li> <li>• Name of source</li> <li>• Total amount</li> </ul>

Reporting Form	Category	Description of Data
Budget, In-Kind and Equipment	Equipment Inventory (Items purchased with Shared Visions funding)	<ul style="list-style-type: none"> <li>• Item(s) purchased</li> <li>• Building and address/location of equipment</li> <li>• Date acquired and/or date of disposal (method)</li> <li>• Quantity</li> <li>• Original cost</li> </ul>
Staff Information	Program and Services Information	<ul style="list-style-type: none"> <li>• Information for each staff person working in the Shared Visions program</li> <li>• Hours and description of professional development for the grant year per staff person</li> </ul>
Classroom Information	Classroom Information (Includes only children enrolled as of October 1)	<ul style="list-style-type: none"> <li>• Class/Session Name</li> <li>• Name of Classroom in Teaching Strategies GOLD</li> <li>• Lead Teacher Name</li> <li>• Assistant Teacher/Paraprofessional Name</li> <li>• Maximum number of children enrolled in the classroom at one time (can include children not funded by Shared Visions)</li> <li>• Total children served: Non-Shared Visions</li> <li>• Total children served: Shared Visions <ul style="list-style-type: none"> <li>○ Total number of children served per classroom by age, gender, Hispanic/Latino (yes/no), race, status of health insurance, status of immunizations</li> </ul> </li> </ul>
Classroom Information	Child Eligibility (Includes only children supported by Shared Visions funding and enrolled as of October 1)	<ul style="list-style-type: none"> <li>• Total number of children enrolled based on primary eligibility</li> <li>• Total number of children enrolled based on secondary eligibility</li> </ul>
Classroom Information	Child Characteristics (Cumulative; includes all children supported by Shared Visions funding served over the course of the grant year)	<ul style="list-style-type: none"> <li>• Number of children who meet special characteristics such as: <ul style="list-style-type: none"> <li>○ homeless</li> <li>○ migrant</li> <li>○ immigrant</li> <li>○ special health care needs</li> <li>○ supported with IEP services <u>prior</u> to enrollment</li> <li>○ supported with an IEP <u>after</u> enrollment</li> </ul> </li> </ul>

Reporting Form	Category	Description of Data
Classroom Information	Class/Session Schedule	<ul style="list-style-type: none"> <li>• Class/Session name</li> <li>• Total number of hours children can attend on days of operation</li> <li>• Provide a breakdown of total hours of attendance by type of program (Shared Visions, child care, Head Start, SWVPP, etc.)</li> <li>• Description to changes in program operation in response to situations such as health pandemics, natural disasters, etc.</li> </ul>
Program Information	Program Information	<ul style="list-style-type: none"> <li>• Program/Organization</li> <li>• Type of agency</li> <li>• Total number of children served by the grant (cumulative number)</li> <li>• Total number of income-eligible children on the waiting list (primary eligibility)</li> </ul>
Program Information	Program Funding	<ul style="list-style-type: none"> <li>• Number of sessions fully funded by the Shared Visions grant</li> <li>• Number of sessions partially funded by the Shared Visions grant</li> <li>• Other funding sources (if applicable)</li> <li>• Transportation services for enrolled children</li> <li>• Program cost per child (this should include all funding sources)</li> <li>• Number of months children receive services</li> </ul>
Program Information	Program Standards	<ul style="list-style-type: none"> <li>• Information on implementation of selected program standards</li> <li>• Information related to the status of the associated monitoring process</li> </ul>
Program Information	Community Resources	<ul style="list-style-type: none"> <li>• Identification of community resources utilized by the program such as housing, health care, food security, etc.</li> </ul>
Program Information	Description of Collaborative Relationships	<ul style="list-style-type: none"> <li>• Narrative highlighting one collaborative relationship that positively impacts the program</li> </ul>
Program Information	Assessments	<ul style="list-style-type: none"> <li>• Identify assessments used</li> <li>• Indication of training provided to staff on selected assessments</li> </ul>
Program Information	Curriculum	<ul style="list-style-type: none"> <li>• Identify curricula used</li> <li>• Indication of training provided to staff on selected assessments</li> </ul>
Program Information	Program Narrative	<ul style="list-style-type: none"> <li>• Narrative of a brief success story exemplifying the impact of the program services</li> </ul>

Reporting Form	Category	Description of Data
Program Information	Goals and Objectives	<ul style="list-style-type: none"> <li>• Progress toward program goals and objectives as described in the application</li> </ul>
Program Information	Impact to Program Services (Applicable when unforeseen circumstances exist; e.g., health pandemic, tornado/flood)	<ul style="list-style-type: none"> <li>• Describe any changes to program services such as building closures, classroom closures, alternative service delivery, etc.</li> </ul>