

## LPHA PHEP Grant Timelines/Checklist

### Grant Year July 1 – June 30

Description	Complete/ Submit By Date •	Date Completed
Grant year begins July 1		
Previous grant year End of Year Work Plans and any work plan related reports due	June 30	
Previous grant year Final PHEP/CRI invoices due	July 15	
Monthly Invoice and Invoice Tool submission	Monthly – 15 <sup>th</sup>	
Budget, Work Plan and Concurrence Letter for upcoming grant year (emailed within 7 days of NOFO release)		
Current Mid-Year Work Plans and any work plan related reports due	January 15	
End of Year Inventory List due <b>Must submit form even if no inventory to report</b>	June 30	
End of Year Subrecipient Annual Financial Report due (incorporated in contract)	June 30	
End of Year Tangible Personal Property Report due <b>Must submit form even if no personal property to report</b>	June 30	
End of Year Work Plans and any work plan related reports due	June 30	

- Dates are subject to change