



# Department for HIV Elimination

## FY2025 GRANT REQUIREMENTS CALENDAR

Ending  
the  
HIV  
Epidemic

FY25	CONTENTS	WWW.ENDHIVATL.ORG	SUBMISSION DEADLINE
INVOICES	March Expenditure Report		April 28, 2025
	April Expenditure Report		May 29, 2025
	<b>May Expenditure Report</b>		June 30, 2025
	June Expenditure Report		July 29, 2025
	July Expenditure Report		August 28, 2025
	<b>August Expenditure Report</b>		September 29, 2025
	September Expenditure Report + <i>(Detailed Spend Plans)</i>		October 28, 2025
	October Expenditure Report + <i>(Detailed Spend Plans)</i>		December 4, 2025
	<b>November Expenditure Report + <i>(Detailed Spend Plans)</i></b>		December 30, 2025
	December Expenditure Report + <i>(Detailed Spend Plans)</i>		January 30, 2026
January Expenditure Report + <i>(Detailed Spend Plans)</i>		March 2, 2026	
	<b>February Expenditure Report (INCLUDING ALL FINAL CHARGES AND CERTIFICATION LETTER)</b>		<b>March 27, 2026</b>
QUARTERLY REPORTS	<b>1<sup>st</sup> Reporting Period: March 1 – May 31</b> <ul style="list-style-type: none"> <li>Quarterly Monitoring Call Report</li> <li>Program Income (if applicable)</li> <li>Maintenance of Effort (applicable only to Fulton BOH &amp; DeKalb BOH)</li> <li>CAB Meeting Minutes</li> <li>QM PDSA Worksheet</li> <li>QM Work Plan - (First Qtr. Work Plan is <b>Due April 29<sup>th</sup></b>)</li> <li>Detailed Spend Plan</li> </ul>		June 30, 2025
	<b>2<sup>nd</sup> Reporting Period: June 1 – August 31</b> <ul style="list-style-type: none"> <li>Quarterly Monitoring Call Report</li> <li>Program Income (if applicable)</li> <li>Maintenance of Effort (applicable only to Fulton BOH &amp; DeKalb BOH)</li> <li>CAB Meeting Minutes</li> <li>QM PDSA Worksheet</li> <li>QM Work Plan</li> <li>Detailed Spend Plan (<b>submit monthly after the 2<sup>nd</sup> Qtr.</b>)</li> </ul>		September 29, 2025
	<b>3<sup>rd</sup> Reporting Period: September 1 – November 30</b> <ul style="list-style-type: none"> <li>Quarterly Monitoring Call Report</li> <li>Program Income (if applicable)</li> <li>Maintenance of Effort (applicable only to Fulton BOH &amp; DeKalb BOH)</li> <li>CAB Meeting Minutes</li> <li>QM PDSA Worksheet</li> <li>QM Work Plan</li> <li>VLS Non-compliant List (<b>OAHS-funded agencies only; Due January 23<sup>rd</sup></b>)</li> <li>Detailed Spend Plan</li> </ul>		December 30, 2025
	<b>4<sup>th</sup> Reporting Period: December 1 – February 28</b> <ul style="list-style-type: none"> <li>Quarterly Monitoring Call Report</li> <li>Program Income (if applicable)</li> <li>Maintenance of Effort (applicable only to Fulton BOH &amp; DeKalb BOH)</li> <li>CAB Meeting Minutes</li> <li>QM PDSA Worksheet</li> <li>QM Program Evaluation Worksheet</li> <li>Detailed Spend Plan</li> </ul>		March 27, 2026

- Quarterly Monitoring calls will be scheduled by your Project Officer.
- Subrecipient Site Visits and Desk Audits will be conducted during the 2<sup>nd</sup> Qtr.**
- Monthly RSR Validation & Completeness Reports will be sent per agency need. Any corrections must be complete by the following Quarterly Report. **Data cleaning is required as requested by DHE data and evaluation teams.**
- Maintenance of Effort applies to Part A/MAI but does not apply to EHE.
- DHE will provide data from the Client Satisfaction Survey biannually.
- EHE Triannual Data Reports will be due: June 15<sup>th</sup>, October 15<sup>th</sup>, February 15<sup>th</sup>.

**\*FEBRUARY IS THE FINAL INVOICE\***