



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

- Quarterly Monitoring calls will be scheduled by your Project Officer.
- Subrecipient Site Visits and Desk Audits will be conducted during the 2nd 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 15th, October 15th, February 15th.
- With each invoice subrecipient must submit a copy of their general ledger and their completed program income worksheet.**

