

LHD Comprehensive Agreement Calendar of Due Dates and Processes

	October	November	December
1st Qtr	New Comprehensive Agreement Begins ELPHS full year detailed report due Oct. 15th. Estimated MoE for new contract year (Oct. 1 - Sept. 30) due by Oct. 31. Upload in EGrAMS.	PHEP final FSR due Nov. 15th All other final FSRs due Nov. 30th	1st amendment typically issued (dates vary. MDHHS will send notification in EGrAMS). Any projects needing revision will be opened in EGrAMS**. Typically LHDs have 2 weeks to complete and submit by Authorized Official in EGrAMS. To complete the amendment in EGrAMS: Grantee>Grant Application>Enter Grant Application To submit the completed amendment in EGrAMS: Grantee>Grant Application>Application Preview
	January	February	March
2nd Qtr	Family Planning full year report due Jan. 10th 1st qtr FSRs are due no later than Jan. 30th		2nd amendment typically issued (dates vary. MDHHS will send notification to the Project Director in EGrAMS). Any projects needing revision will be opened in EGrAMS**. Typically LHDs have 2 weeks to complete and submit by Authorized Official in EGrAMS.
	April	May	June
3rd Qtr	Actual Maintenance of Effort (MoE) report for previous Contract Year due Apr. 10th ELPHS half-year detail report due Apr. 15th 2nd qtr FSRs are due on later than Apr. 30th	New contract application is posted in EGrAMS. Application and project budgets due by the last business Friday in June. LHD Authorized Official must submit entire application and projects. To complete the application in EGrAMS: Grantee>Grant Application>Enter Grant Application To submit the completed amendment in EGrAMS: Grantee>Grant Application>Application Preview	3rd amendment typically issued (dates vary. MDHHS will send notification in EGrAMS). Any projects needing revision will be opened in EGrAMS**. Typically LHDs have 2 weeks to complete and submit by Authorized Official in EGrAMS. LHDs with fiscal years that end Sept. 30, Single Audit are due to MDHHS- AuditReports@michigan.gov by Jun. 30. All others, Single Audit reports are due 9 months after your fiscal year ends.
	July	August	September
4th Qtr	MDHHS various dept. staff reviews and approves the LHDs application and projects in EGrAMS. Project Manager can monitor progress in EGrAMS. Project Manager is notified by MDHHS if revisions are needed. Applicable project is opened in EGrAMS for revision. Family Planning partial year report is due Jul. 12th 3rd qtr FSRs are due no later that July 30th	Final amendment typically issued (dates vary. MDHHS will send notification in EGrAMS). ALL projects will be opened in EGrAMS to allow revisions to budgets. Typically LHDs have 2-4 weeks to complete and submit by Authorized Official in EGrAMS. Depending on when the LHD has submitted their application, MDHHS will finalize approval and issue contract in EGrAMS for signature. This should be available the middle to end of Aug. Project Director is notified that comprehensive agreement application is approved. The draft contract can be viewed in EGrAMS: Grantee>Project Director>Application Status to review/print Grant Agreement. Submit Fiscal Review Questionnaire in EGrAMS by end of Aug. (This task is completed in EGrAMS by the Project Director)	New contract is signed by LHD Authorized Official once their approval process is complete (i.e., BOC resolution). Authorized Official path in EGrAMS: Grantee>Project Director>Application Status Obligation report is due the by the last Friday of the of Sept. Path in EGrAMS: Grantee>Reporting>Progress Reports

* MDHHS Comprehensive Agreement for Local Health Departments

** If you need to request a budget amendment in EGrAMS to any of the projects, the LHD Project Supervisor must make a request to the appropriate MDHHS Project Manager before the next amendment due date. A list of contact information and due dates should be provided in Att. III of your contract. The project budget will be opened in EGrAMS during the next Amendment.

Medicaid Full Cost Reimbursement Report is due the last day of the fifth month following the end of the LHD fiscal year