



Grant Year 2023-2024 Deliverable Timeline

The documentation MUST be submitted electronically to:

rjohnston@wyhc.org and gwilson@wyhc.org

unless otherwise indicated

1. Provided templates/forms MUST be used when submitting documents. Only current WHC templates/forms will be accepted. Other templates/forms will be rejected. These are either sent directly to the directors or can be found at <https://www.wyhc.org/forms/>.
2. Site-specific Revenue and Expense Report spreadsheets are provided to the Project Directors. Spreadsheets are protected and only unlocked cells may be filled.
3. Hard copies should be kept in the delegate agency office and available upon request for program site visits/audits. Deliverables can be submitted prior to the due dates. Consistently late deliverables may result in decreased funding.
4. Ensure current required FPAR data elements are collected and submitted to Ahlers.
5. Federal Poverty Guidelines must be applied within 30 days of receipt from the grantee. Released by HHS in late January of the same year.
6. Subrecipient Agency Project Directors must review the current WHC Program Review Tool and Title X Handbook (7/2022).
7. Periodically, OPA and WHC will ask for additional documentation. We will make every effort to allow you time to respond to those requests.

Year 2	April 1, 2023-March 31, 2024
FPAR 2.0 Data submitted to Ahlers	Monthly - By the 7 th of the following month.
Service Delivery Meetings	Quarterly – dates TBD
340B Recertification (documentation kept at the agency)	May 8- June 5, 2023 AO and PC watch for emails from 340B OPAIS/340B PVP
Non-competing grant application for Year 3	Early in the 4 th quarter. Exact due date TBD
Client Satisfaction Survey Participation	Ongoing
Local Advisory/I&E Committee Roster, Minutes, and Evidence of Review	Annually

First Quarter	April 1- June 30, 2023	Due July 31, 2023
Revenue and Expense Report for April-May-June		Due July 14, 2023
Board Minutes for April-May-June		
* Community Education Report Community Education Report send to srichardson@wyhc.org		
* Title X Mandatory Staff Training (additional training lists should be kept at the agency)		
* Chart Audit		
* Training and Education Needs Assessment Survey		
2023 Clinical Manual Review Signature Sheet		
Client General Consent Forms and Patient Bill of Rights		
Schedule of Discounts and Sliding Fee Scale		Due May 31, 2023
Agency Superbill and CVR		Due May 31, 2023

Second Quarter	July 1-September 30, 2023	Due October 31, 2023
Revenue and Expense Report for July-August-September		Due October 20, 2023
Board Minutes for July-August-September		
* Community Education Report Community Education Report send to srichardson@wyhc.org		
* Statement of Understanding - completed by all Title X staff		
* Chart Audit		
Financial Audit / Balance Sheet / Profit and Loss Statement		
Copy of all insurances (Medical liability and commercial policies)		
Subrecipient Agency Policy & Procedures Manual		August 31, 2023

Third Quarter	October 1- December 31, 2023	Due January 31, 2024
Revenue and Expense Report for October-November-December		Due January 19, 2024
Board Minutes for October-November-December		
* Community Education Report Community Education Report send to srichardson@wyhc.org		
* Chart Audit		
* CY 2023 Full-Time Equivalent (FTE) Employee		
License verification of medical staff (copies must also be kept at the agency)		

Fourth Quarter	January 1- March 31, 2024	Due April 28, 2024
Revenue and Expense Report for January-February-March		Due April 19, 2024
Board Minutes for January-February-March		
* Community Education Report Community Education Report send to srichardson@wyhc.org		
* Chart Audit		
Final Work Plan Progress Report for Year 2		Due May 31, 2024

4.2023

*Templates or links are available at <https://www.wyhc.org/> under For Subrecipients