ANNUAL NURSE HOME VISITOR PROGRAM (NHVP/NFP) CALENDAR

(Fiscal Year = July 1st through June 30th)

	Program Activity	Fiscal Activity for Current Year	Fiscal Activity for New Year
JANUARY	Release two Annual Grant Applications: (1) Continuation Application (Progress Report) with optional Expansion Request, and (2) New Grant Application. Applications are due in February.	Year-to-date expenditure report for the current fiscal year is required with the continuation application (Progress Report) and is due in February.	Grant applications, due in February, include a proposed budget that should be developed by the local fiscal staff and the NFP supervisor. *(see below)*
	Release Annual Program Evaluation and Fiscal Report to the Governor and Legislature.	CDPHE emails Mid-Year Budget Adjustment Form, which is due in February. *(see below)*	
		CDPHE emails Medicaid Update (July 1st through December 31st)	
FEBRUARY	Grant Application Q&A Period	**DUE: Mid-Year Budget Adjustment Form**	
	Grant Application Workshop and Mid-Year Grantee Meeting		
	DUE: Grant Applications	**DUE: A year-to-date expenditure report** for the current fiscal year is required with the continuation application (Progress Report).	**DUE: Grant application proposed budget.**
MARCH	Grant Application Reviews conducted by NFPNSO and CDPHE	Mid-year budget adjustments, including Medicaid reconciliation, and contract revisions begin and go through May.	
APRIL	NFPNSO and CDPHE present application reviews and funding recommendations to the State Board of Health for approval of grant awards.	CDPHE emails Medicaid Update (July 1st through March 31st)	
MAY	Release Award Letters, including amount granted, recommended budget, and funding conditions, if applicable.		
	Begin CDPHE Contracting Process: Grantees must comply with all funding conditions by the indicated due date in order to receive NHVP funds.		Local fiscal staff and NFP supervisors coordinate with NHVP staff to finalize a contract and budget based on the NHVP amount awarded and the Medicaid estimate.
	Begin NFPNSO Site Agreement Process *(see below)*		NFPNSO and grantee set up invoicing and payment process for T/TA fees. *(see below)*
JUNE 15th	**Contracting process must be complete** for both the mid-year budget adjustments/amendments (current year) and the new grant contracts.		
JUNE 30TH	**Fiscal year-end and contract end date.**		

	Program Activity	Fiscal Activity for Current Year	Fiscal Activity for New Year
JULY	**Fiscal year begins.**	Submit fiscal year end invoice, due September 30th, for fiscal year ending June 30th. Submit final expenditure report, due Sept 30th, for fiscal year ending June 30th (July 1st – June 30th) CDPHE emails Final Medicaid Update (July 1st through June 30th)	
AUGUST	**DUE August 15th:** Final due date for responses to award Funding Conditions, if applicable.		
	Annual Grantee Meeting		
SEPTEMBER		**Due September 30th: Final Expenditure Report** for fiscal year ending June 30th. **Due September 30th: Final Fiscal Year Invoice** for fiscal year ending June 30th.	
OCTOBER		CDPHE emails Medicaid Update (July 1st through September 30th)	
NOVEMBER	Possible Grantee Training Conference		
DECEMBER	**Happy Holidays!**		

Annual Grant Application Budget *requests are limited to a total maximum growth of 5% above the current year's grant award and are only awarded if funding is available and if the applicant is in good standing with an acceptable continuation application.*

The Mid-year Budget Adjustment Process *is intended for grantees to report unexpended funds, to request additional funds, or to request an adjustment within the current approved contract budget. Requests for additional funding are subject to CDPHE approval and can only be provided if funding is redistributed from other grantees reporting a savings. NOTE: In the budget category of Personal Services, requests for additional funding are restricted to fringe benefits only; base salary increases are not granted during the mid-year adjustment process.*

NFPNSO Site Agreement Process *is a separate annual contract between the NFPNSO and grantees specific to implementing the NFP program model. NFPNSO is the* ***NFP Training and Technical Assistance (T/TA)*** *provider. T/TA invoicing and payments are handled directly between the NFPNSO and grantees.*

Grantees are required to ***track and record annual Medicaid funds****. For questions, issues or discrepancies related to Medicaid funds, grantees must contact Ginger Burton, Department of Health Care Policy and Financing, at ginger.burton@state.co.us or 303.866.2693.*

Note: The Nurse Home Visitor Program (NHVP) *is the name of the grant administered by the Colorado Department of Public Health and Environment (CDPHE) to fund local agencies implementing the* ***Nurse-Family Partnership (NFP)*** *model.*