

**Timelines
For
Program Plan
Fiscal Year 2007**

The following timelines will be in effect for this application:

- **April 14, 2006** **Fiscal Year 2007 Program Plan and Instructions mailed to local health departments.**
- **April 28, 2006** **Fiscal Year 2006 3rd quarter Financial Report must be submitted to the Division of Local Health.**
- **June 1, 2006** **Fiscal Year 2007 Program Plan must be submitted to the Division of Local Health.**
- **June 30, 2006** **Bureau review of Program Plans complete.**
- **July 3, 2006** **The Division of Local Health will submit invoices for payment to the Auditor's Office for distribution of the 20% State funding allotment. This represents payment for Fiscal Year 2007 1st quarter (July, August, September). Submission of an invoice for the local health department will be dependent upon approval of the Fiscal Year 2006 3rd quarter Financial Report and conditional or full approval of the Fiscal Year 2007 Program Plan.**
- **July 14, 2006** **Letter to local health departments outlining Bureau review of Program Plans.**
- **September 15, 2006** **Progress Report due to the Bureau for those Program Plans with conditional approval or non-approval.**
- **October 2, 2006** **Bureau review of Progress Reports complete.**
- **October 3, 2006** **The Division of Local Health will submit invoices for payment to the Auditor's Office for distribution of the 22% State funding allotment. This represents payment for Fiscal Year 2007 2nd quarter (October, November, December). Submission of an invoice for the local health department will be dependent upon approval of the Fiscal Year 2006 4th quarter Financial Report and conditional or full approval of the Fiscal Year 2007 Program Plan.**
- **October 16, 2006** **Letter to local health departments regarding Bureau review of Progress Reports.**

- **October 30, 2006** **Fiscal Year 2006 1st quarter Financial Report must be submitted to the Division of Local Health.**

- **January 3, 2007** **The Division of Local Health will submit invoices for payment to the Auditor's Office for distribution of the 25% State funding allotment. This represents payment for Fiscal Year 2007 3rd quarter (January, February, March). Submission of an invoice for the local health department will be dependent upon approval of the Fiscal Year 2007 1st quarter Financial Report.**

- **February 2, 2007** **Fiscal Year 2007 2nd quarter Financial Report must be submitted to the Division of Local Health.**

- **March 15, 2007** **By March 15, 2007, all Program Plans will have achieved *approval* status or distribution of state funds will be withheld until *approval* status is attained.**

Letter to local health department verifying local funding reported on the 1st and 2nd quarter Financial Reports compared to projected budgeted amount reported in FY 2007 Program Plan

- **April 13, 2007** **The Division of Local Health will submit invoices for payment to the Auditor's Office for distribution of the 33% State funding allotment. This represents payment for Fiscal Year 2007 4th quarter (April, May, June). Submission of an invoice for the local health department will be dependent upon approval of the Fiscal Year 2007 2nd quarter Financial Report.**

- **April 30, 2007** **Fiscal Year 2007 3rd quarter Financial Report must be submitted to the Division of Local Health.**

- **July 31, 2007** **Fiscal Year 2007 4th quarter Financial Report must be submitted to the Division of Local Health.**

Note: Distribution of state funds may be withheld until conditional or full approval status of the Program Plan is attained and Financial Reports are submitted as required. Technical assistance will be provided throughout the year by the Division of Local Health, to minimize the chance of delaying or withholding of state funding.