

DHMH FORM 440 AND 440A ANNUAL REPORT

All grants are reconciled annually. ***This form must be submitted with the final 4th quarter payment***. The vendor is required to report all expenditures and income on DHMH form 440, Annual Report. Any unpaid balance to or from the DMHM will be determined using the DHMH 440- Annual Report and 440 Performance Standards.

The Annual Report must be submitted on or before September 30, 2016, sixty days (60) after the closed of the grant period for which funds were awarded. Failure to submit the DHMH 400 and 440a Annual Report within the specified time period may result in suspended funds until the grantee is in compliance with the reporting requirements. The Office will review all fiscal form for accuracy before processing. Any discrepancies will be sent back to the grantee for correction before submitting to General Accounting.

<i>DHMH Form 440-Annual Report</i>	<i>Purpose</i>
<i>State Fiscal Year 440 Annual Report (10/1/15-6/30/15)</i>	<i>State Reconciliation of 440A- Annual Report- must be submitted on/ or before 6/9/16-Must report expenditures through June 30, 2016 according to line item, approved budget, variance, and summary of receipts through 10/1/15-6/30/16</i>
<i>Performance Measures Report</i>	<i>Purpose</i>
<i>State Fiscal Year-440A Performance Measures Report</i>	<i>State Reconciliation - Complete report must be submitted on/or before 8/31/2016. Must accompany the 440-Annual Report. Performance reported through 10/1/15- 6/30/2016</i>

Certain line items in the budget are considered controlled line items. Expenditures for these line items may not exceed the budget by more than a specified amount. The tolerances for the controlled line items are as follows:

Line Items	Tolerances
Total Salaries, Consultants, Special payments and fringe cost	3% for Vendors
Purchase or Services	Greater of 3% or \$2,000 for vendors
Equipment	\$1,000 (purchase must be detailed on a supplementary schedule listing item and cost)

Expenditure, which exceed these tolerances, or unbudgeted expenditures in any line item, which have not been approved by the program administration, is subject to non-recognition. The director of the program administration may disapprove any unauthorized expenditure.

The total funding amount cannot be increased. The only changes to a budget that can be made after an award has been made are:

- From one line item to another line item and
- To reduce the funding amount.

Any change in a line item or activity must receive approval. Failure to comply with the terms and conditions can result in a reduction in funding.

DHMH 440A-PERFORMANCE MEASURES REPORT

This form must be submitted annually. The performance measure budget amount should reflect your final

DHMH-OFFICE FOR GENETICS AND PEOPLE SPECIAL HEALTH CARE NEEDS

approved or modified budget.

