



## OFFICE OF ORAL HEALTH LOCAL ORAL HEALTH PROGRAM BUDGET CLOSEOUT INSTRUCTIONS

<b>Local Oral Health Program:</b>	
<b>Grant Number:</b>	
<b>Responsible Staff:</b>	<b>LOHP Budget/Fiscal Staff</b>

LOHP grant budget closeout requirements:

1. Report any outstanding unpaid invoices prior to June 30, 2022.
2. Complete and submit Form OOH 1001 with cost, serial number, and disposition information if equipment was purchased. Note: this form should be submitted for approval prior to purchase.
3. Ensure all subcontracts end no later than June 30, 2022 and final invoices are received within 60 days.
4. Spend down current grant funds by June 30, 2022. Any remaining funds will be unobligated following closeout of the grant and will no longer be available. **The period for the final invoice cannot exceed grant term.**
5. Verify spending categories do not exceed previously approved amounts. If changes need to be made to the approved spending categories, a budget revision will be needed and **must** be approved **before** the final invoice can be approved and processed.
6. Request final budget revision before submitting final invoice, if needed.
7. Verify total grant budget on the final invoice less all expenditures and any unused budget year 2017/18 funds, if applicable, is equal to the balance on the final invoice. (e.g., total budget – all expenditures – unused FY 17/18 = balance)
8. Ensure no rounding is used. Actual amounts must show on the budget and invoices.
9. Ensure the Qtr. 4 invoice for budget year (BY) 2021/22 is marked “**Final.**”
10. Submit all invoices to [LOHPInvoices@cdph.ca.gov](mailto:LOHPInvoices@cdph.ca.gov) no later than **September 30, 2022.**