

Housing and Homeless Services Grantee Contract Year Timeline (EGrAMS)	
Date	Fiscal Year Calendar
Monthly	Financial Status Reports Due on the 15th of each month in EGrAMS.
October	New Fiscal Year Begins: All approved contracts that have been signed are executed.
October	Submit amendment requests to HHS by October 4th ; Amendment 2 due to EGrAMS Contracts Team; which requires processing and approval from HHS. Amendment effective January 1st.
October	Fourth Quarterly Report Due from previous fiscal year on the 15th to Program Specialist for period from July 1st through September 30th.
November	Ensure New year Financial tracking is in place; account for new contract.
December	Review spending projections and amend contracts as appropriate for upcoming January amendment deadline.
January	Submit amendment requests to HHS by January 10th ; Amendment 3 due to EGrAMS Contracts Team; which requires processing and approval from HHS. Amendment effective April 1st.
January	First Quarterly Report Due on the 15th to Program Specialist for period from October 1 through December 31st.
February	FYI: Contract Planning for next Fiscal Year begins for MDHHS (10/1 - 9/30).
March	Review spending projections; initiate a conversation with MDHHS if there are spending trends that lead to over spending or under spending contracted funding for the grant term.
April	Review spending projections and amend contracts as appropriate for upcoming May 1st amendment deadline.
April	Submit amendment requests to HHS by April 10th ; Amendment 4 due to EGrAMS Contracts Team; which requires processing and approval from HHS. Amendment effective July 1st.
April	Second Quarterly Report Due on the 15th to Program Specialist for period from January 1st through March 31st.
May	Applications released to grantees for completion. Housing and Homeless Services works with grantees to get applications completed and approved (2 levels of approval).
June	Continue to work through application process.
July	Applications approved by MDHHS Budget Team (2 levels of approval).
July	Review spending trends and project spending for next fiscal year.
July	Submit amendment requests to HHS by July 16th ; Amendment 1 due to EGrAMS Contracts Team; which requires processing and approval from HHS. First Amendment to FY contract, contract start date is 10/1. Amendment effective November 1st.
July	Third Quarterly Report Due on the 15th to Program Specialist for period from April 1st through June 30th.
August	Applications Approved by EGrAMS Contracts Team (4 levels of approval).

August	Year end close (YEC) - ensure all FSRs have been completed to date to prepare for YEC. Watch for adjusted financial deadlines provided by MDHHS.
September	Accounting HOLD; no FSRs are processed for reimbursement during this time period. Continue to submit FSRs per the appropriate deadlines. Once the hold is lifted the FSRs will be processed in the order they were received.
September	Applications reviewed and signed by grantee agency for October 1st execution.