Once the state budget has been signed by the Governor, Head Start programs will receive a Letter of Intent to Award from DEED before the grants are uploaded into GMS.

When the grants are loaded into GMS, programs will update their budget narratives for approval by their own internal fiscal representative and then authorized representative. Then, it must be approved by DEED’s Program Manager and DEED’s Program Administrator.

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|  | **Time Frame** | **Due Date *(On or before)*** |
| Initial Application | Before First Reimbursement | Before First Reimbursement |
| First Quarter | July 1- September 30th | October 30th  |
| Second Quarter | October 1- December 31st | January 30th  |
| Third Quarter | January 1st- March 31st  | April 30th  |
| Fourth Quarter | April 1st- June 30th | July 30th  |
| Final Expenditure Report (FER) |  | August 15\*\*FER must be complete for the previous fiscal year before Initial Application can begin for the next fiscal year |