**HTF 2021 – 2023 Grant Term Timeline – NOTE the following:**

* Dates are applicable to all **2021-2023** HTF administrators **unless otherwise indicated**.
* Dates are subject to change, at Minnesota Housing’s sole discretion.
* Changes will be communicated via email to all HTF contacts.
* Report templates will also be sent via email.
* All Draw Requests/Monthly Logs are due on the 15th of each month.

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| **QUARTER 1** | | |
| **Month/Year** | **Reports, Meetings, Reminders** | **Due Date** |
| October 2021 | Start of grant term: October 1 or Grant Contract Agreement execution, whichever is later | NA |
| Draw Request/Monthly Log | October 15 |
| November 2021 | **2020-2021 administrators only:**  HMIS reports (10.1.20 – 9.30.21) | November 1 |
| Draw Request/Monthly Log | November 15 |
| **2020-2021 Housing Navigation administrators only:**  2020-2021 Housing Navigation Final Expenditure Report | November 30 |
| December 2021 | **2020-2021 administrators only:**  2020 – 2021 HTF Final Report | December 7 |
| Quarterly Data Quality Monitoring (October – December) | See [QDQ](https://www.hmismn.org/data-quality) Timeline |
| Draw Request/Monthly Log | December 15 |
| **QUARTER 2** | | |
| **Month/Year** | **Reports, Meetings, Reminders** | **Due Date** |
| January 2022 | Draw Request/Monthly Log | January 15 |
| **Housing Navigation administrators only:**  Housing Navigation Q1 Expenditure Report (10.1.21 – 12.31.21) | January 31 |
| Annual grantee meeting: Day 1 | January 31 |
| February 2022 | Annual grantee meeting: Day 2 | February 1 |
| Draw Request/Monthly Log | February 15 |
| March  2022 | Draw Request/Monthly Log | March 15 |
| **QUARTER 3** | | |
| **Month/Year** | **Reports, Meetings, Reminders** | **Due Date** |
| April  2022 | Draw Request/Monthly Log | April 15 |
| **Housing Navigation administrators only:**  Housing Navigation Q2 Expenditure Report (1.1.22 – 3.31.22) | April 29 |
| May  2022 | HMIS reports (4.1.21 – 3.31.22) | May 2 |
| Draw Request/Monthly Log | May 15 |
| June  2022 | Draw Request/Monthly Log | June 15 |
| **QUARTER 4** | | |
| **Month/Year** | **Reports, Meetings, Reminders** | **Due Date** |
| July  2022 | Draw Request/Monthly Log | July 15 |
| **Housing Navigation administrators only:**  Housing Navigation Q3 Expenditure Report (4.1.22 – 6.30.22) | July 29 |
| August  2022 | Draw Request/Monthly Log | August 15 |
| September 2022 | Draw Request/Monthly Log | September 15 |
| **QUARTER 5** | | |
| **Month/Year** | **Reports, Meetings, Reminders** | **Due Date** |
| October 2022 | Draw Request/Monthly Log | October 15 |
| **Housing Navigation administrators only:**  Housing Navigation Q4 Expenditure Report (7.1.22 – 9.30.22) | October 31 |
| Annual grantee meeting: fall 2022 or winter 2023 | TBD |
| November 2022 | HMIS reports (10.1.21 – 9.30.22) | November 1 |
|  |  |
| Draw Request/Monthly Log | November 15 |
| December 2022 | Quarterly Data Quality Monitoring (October – December) | See [QDQ](https://www.hmismn.org/data-quality) Timeline |
| Draw Request/Monthly Log | December 15 |
| **QUARTER 6** | | |
| **Month/Year** | **Reports, Meetings, Reminders** | **Due Date** |
| January 2023 | 2022Annual Progress Report (10.1.21 – 9.30.22) | January 13 |
| Draw Request/Monthly Log | January 16 |
| **Housing Navigation administrators only:**  Housing Navigation Q5 Expenditure Report (10.1.22 – 12.31.22) | January 31 |
| February 2023 | Draw Request/Monthly Log | February 15 |
| March  2023 | Draw Request/Monthly Log | March 15 |
| **QUARTER 7** | | |
| **Month/Year** | **Reports, Meetings, Reminders** | **Due Date** |
| April  2023 | Draw Request/Monthly Log | April 15 |
| **Housing Navigation administrators only:**  Housing Navigation Q6 Expenditure Report (1.1.23 – 3.31.23) | April 28 |
| May  2023 | HMIS reports (4.1.22 – 3.31.23) | May 1 |
| Draw Request/Monthly Log | May 15 |
| June  2023 | Draw Request/Monthly Log | June 15 |
| **QUARTER 8** | | |
| **Month/Year** | **Reports, Meetings, Reminders** | **Due Date** |
| July  2023 | Draw Request/Monthly Log | July 15 |
| **Housing Navigation administrators only:**  Housing Navigation Q7 Expenditure Report (4.1.23 – 6.30.23) | July 28 |
| August  2023 | Draw Request/Monthly Log | August 15 |
| September 2023 | Draw Request Monthly Log | September 15 |
| Grant period ends | September 30 |
| **FINAL REPORTS** | | |
| October 2023 | Draw Request/Monthly Log | October 15 |
| **Housing Navigation administrators only:**  Housing Navigation Q8 Expenditure Report (7.1.23 – 9.30.23) | October 31 |
| November 2023 | HMIS reports (10.1.21 – 9.30.22) | November 1 |
| 2021 – 2023 HTF Final Report | November 15 |