







The Need for a State Office Planning Calendar

- To organize the work flow in a State Office.
- To plan your major activities over the course of a year.
- To understand and meet your state office responsibilities.

NASCSP | Calendar of CSBG State Office Activities

2018

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Calendar Elements

NASCSP | Calendar of CSBG State Office Activities

5

State Plan Development

	Quarter I			Quarter II			Quarter III			Quarter IV		
	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
CSBG Activity												
State Plan Development						Begin to discuss State Plan input with network	Begin drafting plan	Get input from network. Discuss with eligible entities. Integrate ACS results. Hold public or legislative hearing	Hold public or legislative hearing	Secure appropriate signatures from State Office	Secure State Plan due on Sept. 1st to HHS via OIGDC	

NASCSP | Calendar of CSBG State Office Activities

6

CSBG IS/Annual Report											
CSBG Activity	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	SEPTEMBER
CSBG Annual Report/IS Survey	Send IS to Eligible Entities			IS data due to State Office from Eligible Entities	Review IS data	IS Survey due to NASCSP 3/31	Review data memos and send back final data base to NASCSP				
NASCSP Calendar of CSBG State Office Activities											7

Organizational Standards											
CSBG Activity	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	SEPTEMBER
Organizational Standards		Review/Update Standards assessment tools for Eligible Entities (if necessary)				Report on results of assessments in Annual Report, Module 1.					Ongoing assessment of Organizational Standards
NASCSP Calendar of CSBG State Office Activities											8

Community Action Plan											
CSBG Activity	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	SEPTEMBER
Eligible Entity Community Action Plan/Contract						Work on revisions in contracts/CAP, if necessary	Work on revisions in contracts/CAP, if necessary	Get input from network discussions/ meetings with Eligible Entities	Send contracts/CAP to Eligible Entities for completion	Send contracts/CAP to Eligible Entities for completion	Review contracts/CAP, executed contracts in place for IS/IS
NASCSP Calendar of CSBG State Office Activities											9

Monitoring

CSBG Activity	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
Monitoring										Review monitoring tools		Release monitoring scheduled tools to network

NASCSP | Calendar of CSBG State Office Activities10

RPIC State T/TA Plan

CSBG Activity	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
RPIC T/TA Plan	Final T/TA Plan submitted to OCS 10/1									Meet with State Association to collaborate on T/TA Plan for next year		

NASCSP | Calendar of CSBG State Office Activities11

American Customer Satisfaction Survey (ACSI)

CSBG Activity	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
American Customer Satisfaction Survey (ACSI)	Review of the ACSI results	Share results with network	Ongoing communication with network	Ongoing communication with network	Ongoing communication with network	Ongoing communication with network	Ongoing communication with network	Ongoing communication with network	Ongoing communication with network	Ongoing communication with network	Ongoing communication with network	Ongoing communication with network

NASCSP | Calendar of CSBG State Office Activities12

Professional Development

CSBG Activity	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
Professional Development				CAP MTC	NASCSP Conference				CAPLAW Conference		CAP Conference	NASCSP Annual Conference

NASCSP | Calendar of CSBG State Office Activities13



Does the calendar meet your needs?
What State Office activity is missing?
What should be changed?

NASCSP | Calendar of CSBG State Office Activities14
