

Key Dates for CSBG Activities

Contract Cycle

The CSBG contracts align with the federal fiscal year (FFY), which begins on October 1 and concludes September 30. Agencies receive one, 2 year contract, aligning with the federal spend authority of the CSBG funding allocation. There will be no options to renew. Agencies will have the discretion to budget their allocation within the full 24 month period of the federal fund availability. Agencies will also have the discretion to develop a work plan within the full 24 month period of the federal fund availability if they should so choose. Due to continuing resolutions issued in the past few years, agencies are encouraged to keep in mind that funding awards are not always available on October 1. As such, agencies may wish (but are NOT required) to budget a sufficient amount of funding for the first few months of the fiscal year. Beginning with 2021 agencies will also have the discretion to develop multiyear program planning.

FFY 2020 – Contract extending from October 1, 2019 - September 30, 2021

FFY 2021 – Contract extending from October 1, 2020 – September 30, 2022

FFY 2022 – Contract extending from October 1, 2021 – September 30, 2023

September 2019/FFY 2019 – DSS issued an One Year Extension amendment, extending **FFY 2019** CSBG contract through September 30, 2020 base on the latest budget and budget narrative approved by DSS/FSD. This allowed agencies to continue spending remaining funds of the **FFY 2019** contract without the issuance of a carry-forward/carry over amendments as in previous years. This continues the Department’s commitment to move away from first in first out processes of the past, allowing agencies access to their allocation the full amount of time under the federal financial authorization.

September 10 – **August invoice** due

September 30 – **FFY 2018** funds must be spent by September 30, 2019

September 30 – **FFY 2019** ends

October 2019/FFY 2020 – On or before October 10, agencies submit their **September invoice** for **FFY 2019** and any final invoice for **FFY 2018**. Agencies must ensure that all **FFY 2018** invoices are paid. DSS processes all **FFY 2018** invoices and reconciles grant for **FFY 2018** close-out. DSS finalizes the **FFY 2018** spend plan for SF 425 reporting in OLDC.

October 1 – **FFY 2020** begins

October 1 – Organization Standard Assessment opens in the online system

October 10 – **September invoices** due

October 15 – Data for **FFY 2019 4th Quarter Report** is due

November 2019/FFY 2020

November 10 – **October invoices** due

December 2019/FFY 2020– DSS issues two year **initial award allocation contracts** for **FFY 2020**, which begins October 1, 2019 using the Department accepted RFP, work plan, budget and budget narrative. US Census Bureau issues SAIPE data for 2018. DSS updates allocations based on poverty percentages for

FFY 2020 and the official Letter of Credit from ACF with final funding amounts. DSS issues the Community Needs Assessment Tool Kit including guidance, FFY 2021 RFP and CNA templates required for completion and submission September 30, 2020. Request for FFY 2019 Annual reporting data to be issued.

December 2 – FFY 2020 CSBG Organizational Standards Assessment due
December 5 – FFY 2021 Community Needs Assessment Tool Kit issued
December 10 – November invoices due
December 20 – Request for FFY 2019 Annual Reporting Data to be issued
December – Release of US Census Bureau SAIPE data

January 2020/FFY 2020 -

January 10 – December invoices due
January 15 – FFY 2020 1st Quarter Report due
January 31 – FFY 2019 Annual Data Report due
January 29 – Monitoring Work Shop conducted for CAAs to be monitored during FFY 2020
January – Release of HHS Poverty Guidelines

February 2020/FFY 2020 –

February 10 – January invoices due

March 2020/FFY 2020 –

Situational awareness of congressional discussion for review/update purposes for CSBG budget for FFY 2021. CSBG Contract discussion for FFY 2021.

March 10 – February invoices due
March 30 – FFY 2019 Annual Reporting Data due in OLDC to OCS.

April 2020/FFY 2020–

April 10 – March invoices due
April 15 – FFY 2020 2nd Quarter Report due

May 2020/FFY 2020 –

DSS issues final additional award allocation contract amendment for FFY 2020 using 2018 SAIPE data from the current formula for the agency allocation. DSS maintains situational awareness of congressional discussions for CSBG budget for FFY 2021.

May 10 – April invoices due

June 2020/FFY 2020 –

June 10 – **May invoices** due

July 2020/FFY 2020 – DSS notifies agencies with its estimate of funding for **FFY 2021**. [Actual funding is contingent upon appropriation at the federal and state levels.]

Agencies were issued the **Request for Proposal** (multi-tab document) for **FFY 2021** December 5, 2019. RFPs should include a - budget/budget narrative and work plan coordinated with the CNA. Because of timing, an agency will be working on the RFP before the actual funding amount is known, with only an estimate for **FFY 2021**.

July 10 – **June invoices** due

July 15 – **FFY 2020 3rd Quarter Report** due

August 2020/FFY 2020 –

August 10 – **July invoices** due

August 31 – **FFY 2021 RFP** document including budget/budget narrative and work plan is due

September 2020/FFY 2020 - DSS issues **initial award allocation contract** for **FFY 2021**, which begins October 1, 2020 using the approved CNA, RFP, work plan, budget and budget narrative. Request for Proposals (multi-tab document) are due from agencies. RFPs, including work plans, budgets and budget narratives are reviewed; DSS works with agencies to reconcile and finalize. Note: The agency's Strategic Plan, which must be conducted every three years will be due September 30, 2021. Agencies may wish to consider including expenses associated with this activity for their FFY 2021 budget.

Note: Agencies have two FFYs to spend CSBG funds. **FFY 2019** funds are allocated by Congress with a begin date of October 1, 2018 and therefore must be expended by September 30, 2020, even though the actual award does not align with this date.

September 10 – **August invoices** due

September 30 - All **FFY 2019** funds must be spent by September 30, 2020

September 30 – **Agency Community Needs Assessment, RFP, Budget/Budget Narrative and Work Plan** due

September 30 – **FFY 2020** ends

September – **FFY 2020 CSBG Monitoring Survey**

October 2020/FFY 2021 – The 2 year contract cycle begins which includes the accepted RFP, budget/budget narrative and work plan on or before October 10, agencies submit their final invoice for **FFY 2019**. Agencies must ensure that all **FFY 2019** invoices are paid. DSS processes all **FFY 2019** invoices and reconciles grant for **FFY 2019** close-out. DSS finalizes the spend plan

October 1 – **FFY 2021** begins

October 10 – **September invoices** due

October 15 – **FFY 2020 4th Quarter Report** due

