

STATE CSBG ACTIVITY CALENDAR 10/01 - 09/30

CSBG ACTIVITY	QI			QII			QIII			QIV		
	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
Grant Award	Fed Awards Funding to State State Sends Initial Payments to Grantees	Previous Year Unspent Funds Returned				State Completes Allocation Chart						
Organizational Standards	Grantees Begin Updating their Org Standards	Grantees Complete Updating Org Standards	State Reviews Grantee Org Standards		State Notifies Grantees of TAPs Grantees Correct Org Standards							
Annual Report		Grantees Prepare Data for Annual Report	Fed/State Distribute Smart Forms		Grantees Complete and Return Smart Forms	State Compiles and Submits Annual Report	State and Grantees Review Previous Year Data from Feds					
Grantee Application & Contracts	State Processes Award Letters to Grantees	State Reviews Grantee Risk Assessments		Grantees Begin Planning Next Year Applications		State Sends Application Forms to Grantees		Grantees Submit Complete Application to State	State Reviews and Approves Grantee Applications and Start Contracts	State Confirms and Route Contracts	Contracts Sent to Grantees for Signatures and Returned	
Monitoring						State Confirms Monitoring Schedule		State Sends Monitoring Notice Letters to Grantees	State Visits Grantees for Monitoring			State Sends Monitoring Results Letters
State Plan							State Drafts State Plan and Sends to Grantees for Review			State Conducts State Plan Review, Open to the Public	State Updates and Routes State Plan for Confirmation	State Submits Final State Plan to Feds