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| **FY24: CSBG Timeline** |

Invoices and/or deliverables not provided to the Agency by the due date may activate a Technical Assistance Plan, Quality Improvement Plan and/or additional monitoring by the Agency. The Agency may make changes without notice to subrecipient.

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| **October 2023** | |
| Oct | 1. Begin Working on Organizational Standards & State Fiscal Desk Review |
| Oct | 1. Get Board Signature for CSBG Contract (Review Signature Block) |
| **November 2023** | |
| 11/10/2023 | 1. Complete “October 2023” tab on FY24 CSBG Invoices 2. Upload - October CSBG Detailed Financial Statement |
| 11/14/2023 | 1. Attend Quarterly Meeting (9am via Google Meet, 2nd Tuesday of Month) |
| Nov | 1. Continue to Complete Organizational Standards & State Fiscal Desk Review |
| **December 2023** | |
| 12/10/2023 | 1. Complete “Nov 2023” tab on FY24 CSBG Invoices 2. Upload - November CSBG Detailed Financial Statement |
| 12/31/2024 | 1. Complete Organizational Standards & State Fiscal Desk Review |
| **January 2024** | |
| January  Board Meeting | 1. Update & Review Printed “Q1” tab from the FY24 Quarterly Reports 2. Review & Update “Entity Strategic Goals” tab from the FY24 Quarterly Reports 3. Review CAP60 Modules 4a, 4b & Demographics (October 2023 - December 2023) 4. Review CSGB Detailed Financial Statement (October 2023 - December 2023) 5. Have Board Sign Printed “Q1” tab from the FY24 Quarterly Reports |
| 1/10/2024 | 1. Complete “Dec 2023” tab on FY24 CSBG Invoices 2. Upload - December CSBG Detailed CSBG Financial Statement |
| **February 2024** | |
| 2/10/2023 | 1. Complete “Jan 2024” tab on FY24 CSBG Invoices 2. Upload - November CSBG Detailed Financial Statement |
| 2/10/2024 | 1. Upload CAP60 Modules 4a, 4b & Demographics (October 2023 - December 2023) 2. Upload CSGB Detailed Financial Statement (October 2023 - December 2023) 3. Upload Board Signed “Q1” tab from the FY24 Quarterly Reports |
| 2/13/2024 | 1. Attend Quarterly Meeting (9am via Google Meet, 2nd Tuesday of Month) |
| Feb | 1. If Needed, Complete Missing Info. Required for Organizational Standards |
| **March 2024** | |
| 3/10/2024 | 1. Complete “Feb 2024” tab on FY24 CSBG Invoices 2. Upload February CSBG Detailed Financial Statement |
| 3/15/2024 | 1. Review FY23 CAP60 Modules 4a, 4b, and Demographics 2. Make Adjustments to the FY23 CAP60 Modules 4a, 4b, and Demographics, If Needed |
| TBA | 1. Complete FY23 Annual SmartForm Report for the Office of Community Services (OCS) |
| **April 2024** | |
| April Board Meeting | 1. Update & Review Printed “Q2” tab from the FY24 Quarterly Reports 2. Review & Update “Entity Strategic Goals” tab from the FY24 Quarterly Reports 3. Review CAP60 Modules 4a, 4b & Demographics (October 2023 - March 2024) 4. Review CSGB Detailed Financial Statement (October 2023 - March 2024) 5. Have Board Sign Printed “Q2” tab from the FY24 Quarterly Reports |
| 4/10/2024 | 1. Complete “Mar 2024” tab on FY24 CSBG Invoices 2. Upload March CSBG Detailed Financial Statement |
| 4/15/2024 | 1. FFY25 Application Release |