

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.

October 2023	
Oct	1. Begin Working on Organizational Standards & State Fiscal Desk Review
Oct	2. 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	3. Attend Quarterly Meeting (9am via Google Meet, 2 nd Tuesday of Month)
11/31/2023	4. Submit Sub-Recipient Signed Contracts (ONLY for Entities with Subs)
Nov	5. Continue 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	3. 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 CSBG Detailed Financial Statement (October 2023 - December 2023) 5. Have Board Sign Printed "Q1" tab from the FY24 Quarterly Reports
1/10/2024	6. Complete "Dec 2023" tab on FY24 CSBG Invoices 7. 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	3. Upload CAP60 Modules 4a, 4b & Demographics (October 2023 - December 2023) 4. Upload CSBG Detailed Financial Statement (October 2023 - December 2023) 5. Upload Board Signed "Q1" tab from the FY24 Quarterly Reports
2/13/2024	6. Attend Quarterly Meeting (9am via Google Meet, 2 nd Tuesday of Month)
Feb	7. 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	3. Review FY23 CAP60 Modules 4a, 4b, and Demographics 4. Make Adjustments to the FY23 CAP60 Modules 4a, 4b, and Demographics, If Needed
TBA	5. 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 CSBG Detailed Financial Statement (October 2023 - March 2024) 5. Have Board Sign Printed "Q2" tab from the FY24 Quarterly Reports
4/10/2024	6. Complete "Mar 2024" tab on FY24 CSBG Invoices 7. Upload March CSBG Detailed Financial Statement
4/15/2024	8. FFY25 Application Release

May 2024	
5/10/2024	1. Complete “April 2024” tab on FY24 CSBG Invoices 2. Upload April CSBG Detailed Financial Statement
5/10/2024	3. Upload Printed & Signed “Q2” tab from the FY24 Quarterly Reports 4. Upload CAP60 Modules 4a, 4b & Demographics (October 2023 - March 2024) 5. Upload CSGB Detailed Financial Statement (October 2023 - March 2024)
5/14/2024	6. Attend Quarterly Meeting (9am via Google Meet, 2 nd Tuesday of Month)
5/15/2024	7. FFY25 Application Due
June 2024	
6/10/2024	1. Complete “May 2024” tab on FY24 CSBG Invoices 2. Upload May CSBG Detailed Financial Statement
6/10/2024	3. Begin Sub-Recipient Monitoring – Due 8/31/24 (ONLY for Entities with Subs)
July 2024	
July Board Meeting	1. Update & Review Printed “Q3” 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 - June 2024) 4. Review CSGB Detailed Financial Statement (October 2023 - June 2024) 5. Have Board Sign Printed “Q2” tab from the FY24 Quarterly Reports
7/10/2024	6. Complete “June 2024” tab on FY24 CSBG Invoices 7. Upload June CSBG Detailed Financial Statement
August 2024	
8/10/2024	1. Complete “July 2024” tab on FY24 CSBG Invoices 2. Upload July CSBG Detailed Financial Statement
8/10/2024	3. Upload CAP60 Modules 4a, 4b & Demographics (October 2023 - December 2023) 4. Upload CSGB Detailed Financial Statement (October 2023 - December 2023) 5. Upload Board Signed “Q1” tab from the FY24 Quarterly Reports
8/13/2024	6. Attend Quarterly Meeting (9am via Google Meet, 2 nd Tuesday of Month)
8/31/2023	7. Submit Annual Sub-Recipient Monitoring Documents (ONLY for Subs)
September 2024	
	1. Complete “Aug 2024” tab on FY24 CSBG Invoices 2. Upload August CSBG Detailed Financial Statement
TBD 9/2024	3. Attend Mandatory Annual Meeting
October 2024	
October Board Meeting	1. Update & Review Printed “Year End Report” 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 - September 2024) 4. Review CSGB Detailed Financial Statement (October 2023 - September 2024) 5. Have Board Sign Printed “Q2” tab from the FY24 Quarterly Reports
	1. Complete “September 2024” tab on FY24 CSBG Invoices 2. Upload September CSBG Detailed Financial Statement
November 2024	
11/10/2024	8. Upload CAP60 Modules 4a, 4b & Demographics (October 2023 - December 2023) 9. Upload CSGB Detailed Financial Statement (October 2023 - December 2023) 10. Upload Board Signed “Q1” tab from the FY24 Quarterly Reports
ONLY If Needed	1. Complete “Final Invoice” for FFY24 Expenditures 2. Upload Year-to-Date (October 2023-September 2024) CSBG Profit & Loss Statement
11/15/2024	3. CSBG FFY24 Grant Closes. Additional Invoices Not Accepted.