

Contract Years are Color Coded for Ease

FFY 2019

FFY 2020

CARES CSBG

FFY 2021

FFY 2022

FFY 2023

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. 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.

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

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

CARES CSBG – Contract extending from October, 2020 – September 30, 2022

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

September 2020/FFY 2020 – DSS will work with agencies on accepting their FFY 2021 Work Plan to ensure it is in place and MIS set up is established prior to October 1, 2020 – the beginning of FFY 2021. DSS will provide the agency specific Quarterly Reporting document.

FFY 2021 Contracts cannot be issued until, and are contingent upon, DSS receiving final confirmation of award allocation from OCS of the FFY 2021 funding amounts. FFY 2021 Request for Proposals (RFP multi tab documents) will be issued closer to time of funding confirmation and contract issuance.

- September 10 – **August Monthly Expenditure Report(s)** due, submitted via CSU.Invoices@dss.mo.gov
- September 30 – FFY 2019 funds must be spent by September 30, 2020
- September 30 – FFY 2020 ends

October 2020/FFY 2021 – On or before October 10, agencies submit their **September Monthly Expenditure Report(s)** for FFY 2020 and any 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 FFY 2019 spend plan for SF 425 reporting in OLDC.

- October 1 – FFY2021 begins
- October 1 – FFY2021 **CSBG Organizational Standard Assessment** opens in the Organizational Standards Assessment System
- October 10 – **September Monthly Expenditure Report(s)** due, submitted via CSU.Invoices@dss.mo.gov
- October 15 – Data for the FFY2020 4th **Quarter Report** due, submitted in the Organizational Standards Assessment System

November 2020/FFY 2021

- November 10 – **October Monthly Expenditure Report(s)** due, submitted via CSU.Invoices@dss.mo.gov
- November 30 – FFY2021 **CSBG Organizational Standard Assessment** due the Organizational

Standards Assessment System

December 2020/FFY 2021

- December 10 – **November Monthly Expenditure Report(s)** due, submitted via CSU.Invoices@dss.mo.gov
- December – Release of US Census Bureau SAIPE Data

January 2021/FFY 2021

- January 10 – **December Monthly Expenditure Report(s)** due, submitted via CSU.Invoices@dss.mo.gov
- January 15 – Data for the **FFY2021 1st Quarter Report** due, submitted in the Organizational Standards Assessment System
- January – Release of HHS Poverty Guidelines
- January - **FFY2022** Strategic Plan Tool Box of best practices issued

February 2021/FFY 2021

- February 10 – **January Monthly Expenditure Report(s)** due, submitted via CSU.Invoices@dss.mo.gov
- February - Monitoring Work Shop conducted for CAAs to be monitored during **FFY2021**

March 2021/FFY 2021

- March 10 – **February Monthly Expenditure Report(s)** due, submitted via CSU.Invoices@dss.mo.gov

April 2021/FFY 2021

- April 10 – **March Monthly Expenditure Report** due, submitted via CSU.Invoices@dss.mo.gov
- April 15 – Data for the **FFY2021 2nd Quarter Report(s)** due, submitted in the Organizational Standards Assessment System
- April 15 – Date for the **CARES CSBG Semiannual Report** due, submitted in the Organizational Standards Assessment System
- April - request for **FFY2020 Annual Reporting Data** to be issued

May 2021/FFY 2021

- May 10 – **April Monthly Expenditure Report(s)** due, submitted via CSU.Invoices@dss.mo.gov
- May 30 - **FFY2020 Annual Reporting Data** Due to Department

June 2021/FFY 2021

- June 10 – **May Monthly Expenditure Report(s)** due, submitted via CSU.Invoices@dss.mo.gov
- June 30 – **FFY2020 Annual Reporting Data** due in OLDC to OCS
- June 30 – **CARES CSBG Supplemental Annual Report** due in OLDC to OCS

July 2021/FFY 2021 Actual funding and contract issuance is contingent upon appropriation at the federal and state levels. Agencies are issued the Work Plan (multi tab document) for **FFY 2022**. Because of timing, an agency will be submitting the Work Plan before actual funding amount is known with only an internal agency estimate for **FFY 2022**.

- July 10 – **June Monthly Expenditure Report** due, submitted via CSU.Invoices@dss.mo.gov

- July 15 – Data for the FFY2021 3rd Quarter Report(s) due, submitted in the Organizational Standards Assessment System
- July – FFY2022 Work Plan issuance

August 2021/FFY 2021

- August 10 – July Monthly Expenditure Report(s) due, submitted via CSU.Invoices@dss.mo.gov
- August 15 – FFY 2022 Work Plan due from eligible entities
- August 31 – written Program and Policy Manual for CSBG Program Administration and Delivery due from eligible entities, as outlined in the FFY 2021 contract
- August 31 – written Program Policy outlining Eligibility Criteria due from eligible entities, as outlined in the FFY 2021 contract
- August 31 – written Disaster/Emergency Plan due from eligible entities, as outlined in the FFY 2021 contract

September 2021/FFY 2021 - DSS will work with agencies on accepting their FFY 2022 Work Plan to ensure it is in place and MIS set up is established prior to October 1, 2021 – the beginning of FFY 2022. DSS will provide the agency specific Quarterly Reporting document. FFY 2022 Contracts cannot be issued until, and are contingent upon, DSS receiving final confirmation of award allocation from OCS of the FFY 2022 funding amounts. FFY 2022 Request for Proposals (RFP multi tab documents) will be issued closer to time of funding confirmation and contract issuance.

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 2020 funds are allocated by Congress with a begin date of October 1, 2019 and therefore must be expended by September 30, 2021, even though the actual award does not align with this date.

- September 10 – August Monthly Expenditure Report(s) due, submitted via CSU.Invoices@dss.mo.gov
- September 30 – All FFY2020 funds must be spent by September 30, 2021
- September 30 – Strategic Plan due
- September 30 – FFY2021 ends
- September – FFY2021 CSBG Monitoring Survey

October 2021/FFY 2022 FFY 2022 Contracts cannot be issued until, and are contingent upon, DSS receiving final confirmation of award allocation from OCS of the FFY 2022 funding amounts. FFY 2022 Request for Proposals (RFP multi tab documents) will be issued closer to time of funding confirmation and contract issuance.

On or before October 10, agencies submit their final invoice for FFY 2020.

Agencies must ensure that all FFY 2020 invoices are paid. DSS processes all FFY 2020 invoices and reconciles grant for FFY 2020 close-out. DSS finalizes the spend plan.

- October 1 – FFY2022 begins
- October 10 – September Monthly Expenditure Report(s) due, submitted via CSU.Invoices@dss.mo.gov
- October 15 – Data for the FFY2021 4th Quarter Report due, submitted in the Organizational

Standards Assessment System

- October 15 – Date for the **CARES CSBG Semiannual Report** due, submitted in the Organizational Standards Assessment System