CSBG Contract Timeline

* October-December, Year 1: IHCDA sends CAA’s Year 1 agreement, depending on when initial federal award letter arrives.
* January 1, Year 1: Agreement begins
* September 30, Year 1: End of first federal fiscal year, when unspent funds are considered carryover.
* November 15, Year 1: Last day to submit the final claim for September expenses and the carryover report. Any unspent funds will be moved to Carryover lines in the budget and in IHCDAOnline.
* September 30, Year 2: Last day to spend Year 1 funds.
* November 15, Year 2: Last day to submit any claims for Year 1 funds as well as the closeout report. Once IHCDA receives and approved closeout report, next award will be opened in IHCDAOnline.

\*\*September 1: CSBG State Plan due to OCS every other year.

11. IHCDA provides completed Review Memo and then updated Modules to OCS. Annual Report is finalized.

4. Final CAPs due in time for start of IN program year (January 1).

October 1: Federal Fiscal Year Begins

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **September**  | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** | **July** | **August** |
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2. Completed Community Action Plans due to IHCDA.

3. IHCDA reviews CAPs and provides comments to CAAs for revisions.

**Typical CSBG Annual Timeline**

**Indiana Program Year Starts January 1**

10. CAAs explain updates or confirm that data is correct in the provided Memo form. If updates are necessary, CAAs provide new Modules(s).

6. Annual Report modules due to IHCDA for review.

9. OCS provides comments on Annual Report modules and requests updates as needed. IHCDA forwards comments to CAAs.

\*IHCDA begins prep for CSBG State Plan every other year.

7. IHCDA requests updates to Annual Report modules as needed.

8. CAAs submit final Annual Report modules. IHCDA submits report to OCS by March 31.

5. OCS opens Annual Report for previous program year. IHCDA sends report modules to CAAs.

1. Upcoming year’s Community Action Plan template released by IHCDA.