



CSBG FY19 Mid-Year Check-In

As we approach the half-way point in the Community Services Block Grant (CSBG) fiscal year, now is an excellent time to reflect on your progress in the current year and to begin planning for the next year. The checklist below can help to ensure a successful CSBG Mid-Year Check-In.

1. Maximizing FY19 Funding

- Review your *Notice of Grant Award* letter from the Office of Grant Management. The letter also provides the full FY19 allotment for your program as well as requirements for drawing down funding through the DHHS Payment Management System (PMS).
- Establish a clear plan for your program to fully obligate and draw down all current fiscal year funding. (Please note that all CSBG funds must be fully obligated within a two-year period.)

Fiscal Dates to Remember:

- Deadline for Obligating FY19 Funds: September 30, 2020
- Deadline for Expending/Liquidating FY19 Funds: December 30, 2020

If any FY18 funds remain, please note:

- Deadline for Obligating FY18 Funds: September 30, 2019
- Deadline for Expending/Liquidating FY18 Funds: December 30, 2019

2. Program Data & Annual Report Preparation

- Collect ongoing program information, feedback, and data about the services provided, clients served, service impact, and progress toward planned goals and results.

- Use the information collected to begin compiling the mandatory [CSBG Annual Report](#). For more information on the CSBG Annual Report, see [Community Services Block Grant \(CSBG\) Tribal Plan & Application Tool Guide for Tribes & Tribal Organizations](#).

3. **Planning Ahead**

- Assess current organizational and community needs to determine how to target funding for the upcoming fiscal year.
- Begin gathering the information and resources necessary to develop your new CSBG Tribal Plan. Unless your program is in the middle of an approved two-year plan, *most* grantees will need to develop a new one or two-year CSBG Tribal Plan this year. The new CSBG Tribal Plan will be due on September 1, 2019 as part of your application materials. The FY19 Annual Report will be due December 30, 2019. For more information on the CSBG Tribal Plan, see [Community Services Block Grant \(CSBG\) Tribal Plan & Application Tool Guide for Tribes & Tribal Organizations](#).
- Begin coordinating and scheduling public hearings to obtain community feedback on your CSBG Tribal Plan to ensure the *maximum feasible community participation* at the heart of the CSBG program. Public hearings must be held well in advance of the September 1 due date in order to allow time to incorporate community feedback into your final CSBG Tribal Plan and application materials. A complete CSBG application *must* provide evidence that the Tribe or Tribal Organization made the CSBG Tribal Plan available for public review and comment, including: public hearing announcements, minutes, sign-in sheets, and notation of changes made pursuant to public feedback.

Questions? We're happy to help!

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