



2024 CSBG Calendar Year

Contract Submission Obligations

- 1/31/2024 – Civil Rights Compliance Letter of Assurance due to [DCF Civil Rights Unit](#)
- 1/31/2024 – Affirmative Action Plan due to DCF (if applicable)
- 1/31/2024 – Cost Allocation Plan due to DCF ****submit via SPARC****
- 1/31/2024 – Federal Indirect Cost Rate Agreement due to DCF (if applicable) ****submit via SPARC****

FY2023 CSBG Annual Reports

- 11/2023– SmartForms released
- 2/16/2024 – Agencies' due date for submitting completed Modules 2, 3 & 4 to DCF
- 3/29/2024 – CSBG Annual Report (Modules 1-4) due in OLDC ****DCF submission****

Contract Submission Obligations

- 2/16/2024 – Last day to submit SPARC reports for 2023 CSBG contracts
- 3/1/2024– Last day for agencies to request and identify carry over amount

2023 DCF Yearend Expenditure Reports

- 12/2023 – DCF to provide yearend reporting forms to agencies
- 3/1/2024 – Report covering January 1 to December 31, 2023 due to DCF ****via SPARC****

27th Annual Governor's Award for Excellence in Community Action

- 3/18/2024– Nominations due to DCF via online form ****link to come via email****
- 5/23/2024 – Presentation of award at the WISCAP Annual Conference Award Ceremony

WISCAP

- 2/7/2024– WISCAP quarterly board meeting *at River Falls*
- 5/21/2024– WISCAP Annual Conference and quarterly board meeting in Green Bay
- 5/22/2024-05/23/2024– WISCAP Annual Conference in Green Bay
- 8/7/2024-8/8/2024 – WISCAP quarterly board meeting ****Details TBA****
- 10/9/2024-10/10/2024 – Poverty Matters! Conference
- 11/6/2024-11/7/2024 – WISCAP quarterly board meeting ****Details TBA****

Organizational Standards Desk Audit 2024

- 11/1/2024 – Completed Desk Audits and supporting documentation due to DCF

2025 CSBG Applications/Community Action Plans

- 6/3/2024 – Target date for DCF to send the 2024 CSBG Application to agencies
- 10/1/2024 – 2024 CSBG Applications due to DCF
- 12/20/2024 – Target date for DCF to route contracts via DocuSign for effective date of 1/1/2025



2024 CSBG Triennial Monitoring Plan

- 1/10/2024 & 1/11/2024 – Central Wisconsin Community Action Council, Inc.
- 1/29/2024 & 1/30/2024 – Southwestern Wisconsin Community Action Program, Inc.
- 3/25/2024 & 3/27/2024 – CAP Services
- 4/29/2024 & 4/30/2024 – Racine/Kenosha Community Action Agency
- 7/22/2024 & 7/25/2024 – Northwest Wisconsin Community Services Agency
- 7/23/2024 & 7/26/2024 – West Central Wisconsin Community Action
- 8/28/2024 & 8/29/2024– Lakeshore Community Action Program
- 9/9/2024 & 9/10/2024 – Couleecap, Inc.

**If agencies have a scheduling conflict, DCF will reschedule the monitoring visit

Board Minutes and Agency Annual Reports

Reminder: Board minutes are due within 45 days of every meeting to DCF.CSBG@wisconsin.gov.

Please provide DCF with a courtesy copy of your agency’s Annual Report as well.

2024 Skills Enhancement Program (SEP) Calendar

Quarterly Reports

- 1/31/2024 – 2nd quarter report for State Fiscal Year 2024 (July 1, 2023- June 30, 2024) due to DCF
 - 4/30/2024 – 3rd quarter report due to DCF
 - 7/31/2024 – 4th quarter report due to DCF
 - 10/31/2024 – 1st quarter report for State Fiscal Year 2025 due to DCF
- **All SEP reports are to be uploaded in SPARC as a performance report****

Quarterly Meetings

- 1/8/2024 – 2nd quarter SEP Meeting
- 4/8/2024 – 3rd quarter SEP Meeting
- 7/15/2024 – 4th quarter SEP Meeting
- 10/14/2024 – 1st quarter SEP Meeting

Skills Enhancement Program for State Fiscal Year 2024

- 4/11/2024 – SEP SFY 2025 applications will be sent to agencies
- 4/26/2024 –SEP applications will be due to DCF
- June 2024 – Target date for DCF to issue notices about contract renewals
- 6/30/2024 –DCF to issue State Fiscal Year 2025 contracts

Questions? Please submit questions to DCF via the CSBG mailbox: CSBG.DCF@wisconsin.gov.