



## 2025 CSBG Calendar Year

### Contract Submission Obligations

- 1/31/2025 – Civil Rights Compliance Letter of Assurance due to [DCF Civil Rights Unit](#)
- 1/31/2025 – Affirmative Action Plan due to DCF (if applicable)
- 1/31/2025 – Cost Allocation Plan due to DCF **\*\*submit via SPARC\*\***
- 1/31/2025 – Federal Indirect Cost Rate Agreement due to DCF (if applicable) **\*\*submit via SPARC\*\***

### FY2024 CSBG Annual Reports

- 11/2024 or 12/2024 – SmartForms released
- 2/17/2025 – Agencies' due date for submitting completed Modules 2, 3 & 4 to DCF
- 3/31/2025 – CSBG Annual Report (Modules 1-4) due in OLDC **\*\*DCF submission\*\***

### Contract Submission Obligations

- 2/28/2025 – Last day to submit SPARC reports for 2024 CSBG contracts
- 2/28/2025 – Last day for agencies to request and identify carry over amount

### 2024 DCF Yearend Expenditure Reports

- 12/2024 – DCF to provide yearend reporting forms to agencies
- 3/1/2025 – Report covering January 1 to December 31, 2024 are due to DCF **\*\*via SPARC\*\***

### 28<sup>th</sup> Annual Governor's Award for Excellence in Community Action

- 6/1/2025 – Nominations due to DCF via online form **\*\*link to come via email\*\***
- Fall of 2025 – Presentation of award at the WISCAP's Poverty Matters Award Ceremony

### WISCAP

- 2/5 & 2/6/2025 – WISCAP quarterly board meeting *in Wausau*
- 5/7 & 5/8/2025 – WISCAP Annual quarterly board meeting in Couleecap region
- 8/6 & 8/7/2025 – WISCAP quarterly board meeting *in Superior*
- September of 2025 – Poverty Matters! Conference
- 11/5 & 11/6/2025 – WISCAP quarterly board meeting *in ADVOCAP region*

### CSBG Community Needs Assessment

- 10/1/2025 – Completed 2025 Community Needs Assessments due to DCF

### Organizational Standards Desk Audit 2024

- 11/3/2025 – Completed Desk Audits and supporting documentation due to DCF

### 2026 CSBG Applications/Community Action Plans

- 6/2025 – Target date for DCF to send the 2024 CSBG Application to agencies
- 10/13/2025 – 2026 CSBG Applications due to DCF
- 12/20/2025 – Target date for DCF to route contracts via DocuSign for effective date of 1/1/2026



### 2025 CSBG Triennial Monitoring Plan

- 3/31/2025 & 4/1/2025 – Community Action Inc. of Rock and Walworth Counties (CSBG & SEP)
- 5/7/2025 & 5/8/2025 – Foundation for Rural Housing
- 6/24/2025 - 6/26/2025 – Newcap (CSBG & SEP)
- 11/5/2025 & 11/6/2025 – ADVOCAP (CSBG & SEP)

\*\*If agencies have a scheduling conflict, please contact DCF to 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](mailto:DCF.CSBG@wisconsin.gov).

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

## 2025 Skills Enhancement Program (SEP) Calendar

### Quarterly Reports

- 1/30/2025 – 2<sup>nd</sup> quarter report for State Fiscal Year 2025 due to DCF (October 1, 2024- December 31, 2024)
- 4/30/2025 – 3<sup>rd</sup> quarter report due to DCF
- 7/30/2025 – 4<sup>th</sup> quarter report due to DCF
- 10/30/2025 – 1<sup>st</sup> 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

- 1/12/2025 – 2<sup>nd</sup> quarter SEP Meeting
- 4/13/2025 – 3<sup>rd</sup> quarter SEP Meeting
- 7/14/2025 – 4<sup>th</sup> quarter SEP Meeting
- 10/20/2025 – 1<sup>st</sup> quarter SEP Meeting

### Skills Enhancement Program for State Fiscal Year 2024

- 4/1/2025 – SEP SFY 2025 applications will be sent to agencies
- 4/15/2025 – SEP applications will be due to DCF
- 5/2025 – Target date for DCF to issue notices about contract renewals
- 6/30/2025 – DCF to issue State Fiscal Year 2026 contracts

**Questions?** Please submit questions to DCF via the CSBG mailbox: [CSBG.DCF@wisconsin.gov](mailto:CSBG.DCF@wisconsin.gov).