



**STATE OF MISSISSIPPI**  
 PHIL BRYANT, GOVERNOR  
**MISSISSIPPI DEVELOPMENT AUTHORITY**  
 GLENN MCCULLOUGH, JR.  
 EXECUTIVE DIRECTOR

**CSD INSTRUCTION #20-001**

**TO:** All Local Units of Government and Other Interested Parties

**FROM:** Steven C. Hardin, Director  
 Community Services Division 

**DATE:** January 1, 2020

**SUBJECT:** Upcoming 2020 Due Dates and Deadlines

**Purpose:** The purpose of this instruction is to announce upcoming dates and deadlines for Community Services Division (CSD) programs.

**Discussion:** CSD will be accepting the following applications, reports, and providing the following workshops as listed below for CSD programs, this includes the Community Development Block Grant (CDBG) program. Mississippi Development Authority (MDA) will issue additional instruction(s) as dates change or are added. Please pay close attention to all dates listed below:

DATE	DESCRIPTION
January 15, 2020	CDBG Economic Development (ED) Quarterly Job Creation Reports Due
January 15, 2020	DIP/RIF Semi-Annual Job Creation Reports Due
January 23, 2020	CDBG Application Workshop
March 27, 2020	Water Viabilities Due for Public Facilities Water Applications
April 1-30, 2020	Fair Housing Month
April 3, 2020	Due Date for Semi-Annual Labor Enforcement Report Form 4710 (Reporting Period: 10/1/19 thru 3/31/2020)
April 15, 2020	CDBG ED Quarterly Job Creation Reports Due
April 15, 2020	Semi-Annual ARC BAMR Reports Due
April 17, 2020	CDBG Closeout Packages Due*
May 18-22, 2020	CDBG Public Facilities Applications Due **
June 30, 2020	Due Date for Federal Audit Submission (FY 2019) *** (Reporting Period: 10/1/18 thru 9/30/19)
July 15, 2020	CDBG ED Annual Job Creation Reports Due
July 15, 2020	DIP/RIF Semi-Annual Job Creation Reports Due
October 2, 2020	Due Date for Semi-Annual Labor Enforcement Report Labor Form 4710 (Reporting Period: 4/1/20 thru 9/30/20)
October 15, 2020	CDBG ED Quarterly Job Creation Reports Due
October 15, 2020	Semi-Annual ARC BAMR Reports Due
October 30, 2020	Due Date for Section 3 Reports Form 60002 for FY 2020 (Reporting Period: 10/1/19 thru 9/30/20)
October 30, 2020	Due Date for Contractor/Subcontractor (MBE/WBE) Activity Report Form 2516 (Reporting Period: 10/1/19 thru 9/30/20)

\* Acceptable close-out packages required for the CDBG Public Facilities category are due by 4:00 p.m. on **April 17, 2020**. The information submitted for close-out packages must be complete and correct. Incomplete or incorrect close-out packages will be returned to the recipient for completion. Close-out packages submitted after **April 17, 2020 at 4:00 p.m.**, will not be eligible for the 2020 CDBG Public Facilities funding round. This will not apply to applicants that have never been funded.

\*\* Final submission for 2020 Public Facilities Application is **May 22, 2020**, at 4 p.m. by MDA's clock. All matching funds must be in place and documented in the application by the final submission date of **May 22, 2020**.

\*\*\* Audit requirements will follow 2 CFR Part 200 rules and regulations and CSD Policy and Procedures.

**For any information regarding these reports and documentation please visit our website at [www.mississippi.org/csd](http://www.mississippi.org/csd)**

**Action:** Local units of government and other interested parties are urged to carefully review the due dates and deadlines of CSD's different programs.

**Contact:** Inquiries regarding this Instruction should be directed to Kristen Chancellor or Ray Robinson at (601) 359-3179. The Hearing Impaired may contact us at (601) 359-3199 (TTY).

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