



State of Mississippi

TATE REEVES
Governor

MISSISSIPPI DEVELOPMENT AUTHORITY

CSD INSTRUCTION #20-008

TO: Local Units of Government and Other Interested Parties

FROM: Steven C. Hardin, Director
Community Services Division 

DATE: June 1, 2020

SUBJECT: Requests for Cash Between Two State Fiscal Years (2020 and 2021)

Purpose: To notify all recipients with open grants and/or loans administered by the Community Services Division (CSD) of procedures in the submission of requests for cash between the State's fiscal years. If you do not have any open grants and/or loans, please disregard this instruction.

Discussion: All recipients of grants and/or loan funds administered through CSD are required to submit the request for cash and supported documentation based on the following parameters:

Entities cannot submit a request for cash with expenditures incurred between two State fiscal years (FY 2020 ends June 30, 2020 and FY 2021 begins July 1, 2020). All entities are required to separate their reimbursement requests based on the incurred date of expenditures between the 2020 state fiscal year ending June 30th and the 2021 state fiscal year beginning July 1st. If any expenditures incur on or before June 30th, the entity must submit a separate request for cash and a second request for any expenditures that incur on or after July 1st. All fiscal year 2020 expenditures reimbursement requests should be submitted on or before July 31, 2020.

To assure timely reimbursement requests should be submitted prior to July 31st. However, in the event an expenditure reimbursement request is submitted after August 31, 2020, (state budget lapse period), it will not be necessary to split the requests between the two fiscal years.

Action: CSD will not accept or process any request for cash with expenditures between two State fiscal years. If this does occur, the request will be returned for correction.

Contact: Inquiries or comments concerning this Instruction should be directed to your CSD Program Manager. The hearing impaired may contact us at (601) 359-3199 (TTY).

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