



**Children's Services Council**  
OF MARTIN COUNTY

**IMPORTANT CSCMC DATES**

**APPLICATION PROCESS TIMELINE**  
**for 2010-11 Funding Year (July 1, 2010 – June 30, 2011)**

<b>December 9, 2009</b>	Proposers' Conference with Application Release
<b>February 8, 2010</b>	Funding Application due to CSCMC office by <b>3:00 p.m.</b>
<b>April 2, 2010</b>	Funded organizations may <u>begin</u> Budget input in SAMIS and Measurable Objective discussions with CSCMC's Manager of Planning & Evaluation
<b>April 6, 2010</b>	Orientation Meeting
<b>May 7, 2010</b>	Measurable Objectives and SAMIS budgets <b>approval</b> due date
<b>June 30, 2010</b>	<b>Executed</b> CSCMC Contracts due to CSCMC office by <b>5:00 p.m.</b> with all applicable attachments (Board Member list, Certificate of Liability Insurance, and Subcontracts)
<b>July 1, 2010</b>	2010-11 CSCMC Contracts with funded organizations go into effect

**REGULARLY OCCURRING CSCMC DUE DATES**

*(For complete details, refer to the 2010-11 Program and Funding Policies on the CSCMC website, [www.cscmc.org](http://www.cscmc.org))*

<b>October 31, January 31, April 30, July 31</b>	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> and 4 <sup>th</sup> Quarter <b>SAMIS program data</b> update due
<b>April 15</b>	<b>Final date for Budget Amendments</b> in SAMIS for expenditures through March 31 of contract year. Two budget amendments allowed per contract year.
<b>By the 2<sup>nd</sup> Monday of every month</b> (Council Meeting not held in Dec.)	Due date for <b>budget amendments</b> requests to CSCMC if <b>\$5,000 or more</b> since these are subject to CSCMC Council approval
<b>By the 10<sup>th</sup> of each month</b>	Due date for monthly <b>requests for payment</b> (reimbursement requests) to CSCMC for previous month's expenditures
<b>By the 1<sup>st</sup> Friday in June</b>	Due date for <b>Advance Funds</b> for operating expenses written requests to CSCMC, prior to the receipt of the first month's reimbursement.
<b>Within 180 days of funded organization's fiscal year end</b>	<b>Audit</b> of financial statements and management letter due to CSCMC. <b>Audit Extensions</b> request must be submitted to CSCMC with reason for delay and estimated date of completion within the 180-day time period.

**Continued on Page 2**

## **PRIOR APPROVALS for CSCMC WAIVERS & EXCEPTIONS**

*(For complete details, refer to the 2010-11 Program and Funding Policies on the CSCMC website, [www.cscmc.org](http://www.cscmc.org))*

<b>December 9, 2009 – February 5, 2010</b>	<b>Matching Funds</b> -- Prior written approval requests to CSCMC if it impacts the 2010-11 CSCMC Application for funding.
<b>February 8, 2009</b>	<b>Assignments and Subcontracts</b> -- If Provider proposes to assign responsibility of the 2010-11 Contract to another party or subcontract, a written approval request to CSCMC should be included with the 2010-11 CSCMC Application for funding.
<b>February 8, 2009</b>	<b>Non-Compliance</b> -- If Applicant cannot comply with a CSCMC requirement, a letter of explanation to CSCMC should be attached to the 2010-11 CSCMC Application for funding.
<b>February 8, 2009</b>	<b>Audit Exceptions</b> -- Programs funded for \$25,000 or less are exempt from the Audit requirement without any written approval needed. Requests for a fiscal review in lieu of an audit for Providers with <u>total agency budgets</u> of less than \$150,000, must be included with the 2010-11 CSCMC Application for funding.

*Refer to the Program and Funding Policies for complete details. This calendar is subject to change and is not a substitute for information provided in the Program and Funding Policies, CSCMC Contract, CSCMC Strategic Plan or any other CSCMC document, including any subsequent changes made to CSCMC documents for which notification to Providers has been issued.*