



SAINT LOUIS MHB

FY21 Renewal Funding Contracting & FY20 Q4 Reporting Timeline

<u>Date</u>	<u>Task/Action</u>	<u>Description</u>
Thursday May 21, 2020	Funding Award & Notification	Funding Award approved at May 2020 Board of Trustees' meeting. FY21 award notification sent via email.
Tuesday June 9, 2020	Webinar with Q&A	MHB webinar (recorded) from 9:00 AM – 10:30 AM for currently-funded MHB partners to explain changes to contracting and reporting processes and to answer questions regarding the extension of the CCSF grant cycle for a 4 th year.
Wednesday July 1, 2020	Grant Portal Opens	MHB's grant portal will open for submission of Q4 stewardship and consumer data reports.
Friday July 10, 2020	FY20 Q4 Reporting Due by 4:30pm <i>Unless otherwise specified in the contract, contract amendment, or memorandum of agreement (MOA)</i>	Q4 Stewardship and Consumer Data Reports should be reflective of all expenses incurred and for all consumers served during the FY20 fiscal year (July 1, 2019 – June 30, 2020).
		* No Q4 Program Narrative Report Required Funding partnerships, initiatives, and investment managers that submit reporting outside the portal will continue to do so via email to their MHB Project Director, by the deadline specified in the project's contract / amendment / MOA.
Friday July 17, 2020	Receive FY21 Contract Amendment / MOA	Projects will receive a PDF of their FY21 contract amendment or MOA. <i>NOTE: Due to the COVID-19 pandemic, MHB will continue to use electronic signatures for contracting.</i>
Friday July 24, 2020	FY21 Signed Amendments / MOAs Due by 4:30pm	Projects are required to return the electronically signed contract amendment or MOA via email to Tom Giles, Director of Operations at tgiles@stmhb.com .
Friday July 31, 2020	First FY21 Payment	Projects having returned their electronically signed contract amendment or MOA by the July 24 deadline will receive their first FY21 (July) payment via ACH.
	Receive FY21 Budget & Consumer Data Report Templates, & FY21 Q2 Program Narrative Questions	FY21 Budget and Consumer Data report templates provided to projects via email. Projects will also receive questions for Q2 (mid-year) program narrative reporting.
Friday August 21, 2020	FY21 Budget Due by 4:30pm	Projects will complete and submit FY21 budget templates to their respective MHB Project Director. Budget questions should be directed to your MHB Project Director.
Friday September 4, 2020	Receive FY21 Stewardship Report	Approved FY21 Budgets & FY21 Stewardship report templates will be sent to projects via email. The approved budget will appear as a tab in the Stewardship report (Excel workbook).
Friday January 15, 2021	FY21 Q2 Reporting Due by 4:30pm	Required reports due include Program Narrative, Stewardship, and Consumer Data.
Friday July 9, 2021	FY21 Q4 Reporting Due by 4:30pm	Required reports due include Program Narrative, Stewardship, and Consumer Data.