State of Mississippi

TATE REEVES
Governor

MISSISSIPPI DEVELOPMENT AUTHORITY

CID INSTRUCTION #24-006

TO: All Local Units of Government and Other Interested Parties

FROM: Steven C. Hardin, Director
Community Services Division

DATE: March 5, 2024

SUBJECT: Upcoming 2024 Due Dates and Deadlines

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

Discussion: CID will be accepting the following applications, reports, and providing the following workshops as listed below for CID 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 30, 2024	CDBG Economic Development (ED and DIP) Quarterly Job Creation Reports Due
January 31, 2024	CDBG Application Workshop
March 8, 2024	Water Viabilities Due for Public Facilities Water Applications
March 25, 2024	2024 Implementation Workshop
April 1-30, 2024	Fair Housing Month
April 2, 2024	Due Date for Semi-Annual Labor Enforcement Report Form 4710 (Reporting Period: 10/1/24 thru 3/31/2025)
April 30, 2024	CDBG ED and DIP Quarterly Job Creation Reports Due
April 12, 2024	CDBG Closeout Packages Due*
May 13-17, 2024	CDBG Public Facilities Applications Due **
June 30, 2024	Due Date for Federal Audit Submission *** (Reporting Period: 10/1/22 thru 9/30/2023
July 30, 2024	CDBG ED Annual Job Creation Reports Due
July 30, 2024	DIP Quarterly Job Reports Due
October 2, 2024	Due Date for Semi-Annual Labor Enforcement Report Labor Form 4710 (Reporting Period: 4/1/24 thru 9/30/24)
October 7, 2024	Due Date for Contractor/Subcontractor (MBE/WBE) Activity Report Form 2516 (Reporting Period: 10/1/2024 thru 9/30/2025)
October 30, 2024	CDBG ED and DIP Quarterly Job Creation Reports Due
October 31, 2024	Due Date for Section 3 Reports Form 60002 (Reporting Period: 10/1/24 thru 9/30/25)

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* Acceptable close-out packages required for the CDBG Public Facilities category are due by 4:00 p.m. on **April 12, 2024**. The information submitted for close-out packages must be complete and correct. Incomplete or incorrect close-out packages will not be accepted and will be returned to the recipient for completion. Close-out packages submitted after **April 12, 2024 at 4:00 p.m.**, will not be eligible for the 2021 CDBG Public Facilities funding round. This will not apply to applicants that have never been funded.

** Final submission for 2024 Public Facilities Application is **May 17, 2024**, 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 17, 2024.**

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

For any information regarding these reports and documentation please visit our website at www.mississippi.org/csd

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

Contact: Inquiries regarding this Instruction should be directed to Lisa Maxwell at (601) 359-2498. The Hearing Impaired may contact us at (601) 359-3199 (TTY).

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