

FY2018 Planning Calendar
Dates below are estimates

Note: When a due date falls on a weekend or holiday, the following workday is the due date.

October 2017

- 1-31 Follow-up monitoring of Providers' units & previous compliance issues, if any
- 9 Columbus Day holiday – office closed
- 10 EAAA's III / VII, VDHC, SESP & Farmer's Market reports due
- 10 Provider meeting
 - a) Review Federal budget, if available
 - b) Receive FY2018 Agency Planning Calendar
 - c) Final FY2017 NAPIS registrations due
- 10 Providers FY2017 DRAFT September monthly reports due
- 11 RSVP service publicity event
- 16 EAAA's SESP quarterly, OAA fiscal quarterly reports and VDHC fiscal report due
- 16 Providers' Nutrition Services Program Report due
- 16 Providers' FY2017 corrected September monthly reports due
- 17 Annual Board & Advisory Council meeting & lunch
 - a) Introduce and seat new Board & Advisory members and officers
 - b) Present awards to former Board & Advisory members
 - c) Receive Committee assignment preference form
 - d) Review Federal budget, if available
 - e) Receive FY2018 Agency Planning Calendar
- 27 Providers' FY2017 final monthly reports due
- 31 EAAA's NSIP, Systems Development, LTCPF, APS, SHAP, MIPPA, & RSVP program & cash drawdown reports
- 31 EAAA's lists for nutrition projects & sites, caregiver resource centers, SHAP sites, & multipurpose centers due

November 2017

- 1-30 Follow-up monitoring of Providers' units & previous compliance issues final reports
- 10-30 EAAA closeout of agency books
- 8 EAAA's III / VII, VDHC, SESP SHIP & Farmers Market reports due
- 14 Provider meeting – discuss FY2018 monitoring
- 15 Board meeting
- 23-24 Thanksgiving holiday – office closed
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 30 EAAA being audited
- 30 EAAA's PPDSR, Project summaries, NSPR, and NSIP reports, Area Plan revision for prior year (if needed), list of Board & Advisory Council members due

December 2017

- 1-20 Follow-up monitoring of Providers' units & previous compliance issues final reports
- 8 EAAA's III / VII, VDHC, SESP, SMP, NAPIS reports due
- 12 Provider meeting – ideas about winter safety campaign for older people
- 13 Advisory Council meeting
- 15 EAAA's NAPIS and FY2017 Provider fiscal monitoring reports due
- 20 Board Meeting – Receive Committee assignments from Board President
- 25-26 Christmas holiday – office closed
- 29 EAAA's NSIP report due

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29 EAAA to mail VDHC & RSVP surveys

January 2018

1 News Years holiday – office closed
 TBA FY2018 Provider monitoring
 8 EAAA's III / VII, VDHC & SESP reports due
 9 Provider meeting
 15 ML King Day holiday – RSVP service publicity event – office closed
 16 Providers' FY2017 Audit work papers made available to EAAA, FY2018 Nutrition Services Program Report due
 16 EAAA's SESP quarterly report due
 17 Board Meeting
 16-31 EAAA reviews Providers' audit work papers
 31 EAAA's OAA fiscal quarterly, PPDSR, NSIP, APS, LTCPF, SHAP, MIPPA, RSVP program and fiscal (cash drawdown & semi-annual), & Systems Development reports due

February 2018

1-15 EAAA reviews Providers' audit work papers
 1-28 EAAA monitors FY2018 Providers programs
 8 EAAA's III / VII, VDHC, SHIP & SESP reports due
 13 Provider meeting
 14 Advisory Council meeting
 15 Providers' FY2017 Audits due
 19 President's Day holiday, office closed
 21 Board Meeting
 15-28 EAAA monitors FY2018 Providers' fiscal operations
 TBA SIPC, VDHC & ADRC Advisory Meetings
 28 EAAA's NSIP report due

March 2018

1-31 FY2018 Provider monitoring (fiscal & program)
 1-31 Develop FY2019 RFF application
 1 Advertise for OAA Funding (open bid year)
 8 EAAA's III / VII, VDHC, SESP & SMP reports due
 13 Provider meeting
 a) Review Governor's budget
 21 Board & Finance Committee meetings
 a) Review Governor's budget
 b) Approve FY2017 agency audit
 29 EAAA's NSIP, OAA FY2017 fiscal quarterly & PPDSR closeout & Federal interest income reports due
 29 IL Annual report by EAAA's auditor due
 30 Good Friday holiday – office closed

April 2018

1-15 FY2018 Provider monitoring (fiscal & program)
 2 Receive Letter of Intent for FY2019 funding & release FY2019 RFF

FY2018 Planning Calendar

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- 9 EAAA's III / VII, VDHC & SESP reports due
 - 10 Provider Meeting
 - a) Review SFY2019 Governor's Proposed Budget
 - b) Review recommended locations for Public Hearings
 - 10 RFF Bidders Conference (after provider meeting)
 - 11 Advisory Council
 - a) Review Governor's Budget
 - b) Recommend locations for Public Hearings
 - 16 Providers' FY2018 Nutrition Services Program Report due
 - 16 EAAA's SESP quarterly & OAA fiscal quarterly reports due
 - 18 Board meeting
 - a) Review SFY2019 Governor's Proposed Budget
 - b) Review recommended locations for Public Hearings
 - 15-30 Develop FY2019 Area Plan Summary (Public Information Document)
 - 30 EAAA's NSIP, Systems Development, LTCPF, APS, PPDRS, interest income, SHAP, MIPPA, & RSVP program & cash drawdown reports

May 2018

- TBA EAAA office cleanup day
- TBA Release FY2018 revised allocations
- 1 Publish Legal Notice on Public Hearings
- 1 Distribute FY2019 Area Plan Summary (Public Information Document)
- 8 EAAA's III / VII, VDHC & SESP reports due
- 8 RFF for FY2019 applications & attachments in PDF format due
- 8 Provider meeting
 - a) FY2019 Area Plan Summary
 - b) Discussion of Older Americans Month activities
- 14-18 Senior Corps Week service publicity events
- 16 Board & Area Plan Committee meetings
 - a) Review FY2019 Area Plan Summary
 - b) Approve FY2018 agency budget revision
- 28 Memorial Day holiday – office closed
- 29 to Jun 1 Public Hearings on FY2019 Area Plan
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 31 Comments to applicants on FY2019 RFF applications
- 31 EAAA's NSIP & interest obligation report due

June 2018

- 1-30 Develop FY2019 Area Plan
- 1 FY2018 SHAP revision due at IDOA, if needed
- 4 RFF corrections due
- 8 EAAA's SMP report and Summary data from FY2019 provider applications due
- 8 EAAA's III / VII, VDHC, SESP reports due
- 12 Provider meeting
 - a) FY2018 revised providers' budgets, local cash & in-kind due
 - b) Report on Public Hearings
 - c) Discuss activities for summer heat campaign for older people
 - d) Discuss additional resources needed for Resource Guide, if any

FY2018 Planning Calendar

Dates below are estimates

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- 13 Advisory Council meeting (must meet and act on Area Plan Summary)
 - a) Review FY2019 Area Plan Summary
 - b) Review Comments from Public Hearings
 - c) Sign FY2019 Area Plan Verification of Intent & recommend Area Plan
 - d) Review Council nominations, if any
 - 20 Board & Area Plan Committee meetings
 - a) Review FY2019 Public Hearing comments
 - b) Action on FY2019 Area Plan & sign Verification of Intent
 - c) Action on agency's FY2019 budget
 - d) Review FY2019 State Budget
 - e) Revise SHAP FY2018 Provider Contracts
 - 29 EAAA's FY2019 Area Plan & NSIP report due

July 2018

- 1-31 Revise FY2018 Area Plan
- TBA Release FY2018 final Provider Allocations
- 1-31 FY2018 Provider monitoring (fiscal & program)
- 1-31 Update Resource Guide
- 1-15 Negotiate agency's FY2018 audit
- 4 Independence Day holiday – office closed
- 9 EAAA's III / VII, VDHC & SESP reports due
- 10 Provider Meeting – Review final FY2018 Provider revisions
- 15 Providers' FY2018 Nutrition Services Program Report due
- 16 EAAA's SESP quarterly report due
- 18 Board & Project Review / Personnel / Finance Committee meetings
 - a) Action on FY2018 Provider's final revisions (if needed)
 - b) Approve agency's final FY2018 budget revision
 - c) Review auditor engagement letter for FY2018
- 31 EAAA's FY2019 second comment letters to applicants
- 31 EAAA's FY2018 Area Plan revision, OAA fiscal quarterly, PPDSR, NSIP, APS, LTCPF, State NP, SHAP, MIPPA, RSVP program and fiscal (cash drawdown & semi-annual) & Systems Development reports due
- 31 IDOA comments on FY2019 Area Plan due at EAAA

August 2018

- 1-31 FY2018 Provider monitoring (fiscal & program)
- 1 Final FY2018 SESP report due
- 1 Advertise for Board & Advisory member nominations
- 8 EAAA's III / VII, VDHC, SESP, SHAP & Farmers Market reports due
- 8 Advisory Council meeting
 - a) Review Annual Meeting plans
 - b) Approve new members & second terms of current members, and nominate Officers for FY2019
 - c) Nominate slate of officers for vote in October
- 14 Provider meeting
- 15 EAAA's final SHAP report due
- 15 Board & Personnel Committee meetings –
 - a) Review Personnel Policies

FY2018 Planning Calendar

Dates below are estimates

- b) Staff Pay Scale
- c) Procedures to Evaluate Executive Director
- d) FY2019 Provider Contracts, notify applicants of results
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 31 FY2019 EAAA application de-funding notice to non-compliant applicants
- 31 EAAA's NSIP & Area Plan corrections reports due

September 2018

- 1-15 FY2018 Provider monitoring (fiscal & program)
- 1-10 Develop FY2019 forms for Providers
- 1-10 Distribute Housing & EMA Memorandums
- 3 Labor Day holiday – office closed
- 7 EAAA's III / VII, VDHC, SESP & Farmers Market reports due
- 11 Provider meeting
 - a) Review FY2018 closeout procedures
 - b) Review FY2019 report forms
- 19 Board & Finance and Audit / Board Recruitment / Personnel Committee meetings
 - a) Board Recruitment Committee - approve new members, second terms, and receive slate of officers for vote in October
 - b) Review annual meeting plans
 - c) Review evaluation of Executive Director
 - d) Revise MIPPA FY2018 Provider Contracts, if needed
- 20-30 Develop FY2019 Planning Calendar
- 28 Program reports due on FY2018 Provider monitoring (fiscal reports due in mid-December)
- 28 EAAA's NSIP & PI addendum reports due

FY2018 Planning Calendar
Dates below are estimates

Providers' Deadlines & EAAA Monitoring Schedules

Note: When a due date falls on a weekend or holiday, they are due the following workday.

- FY2017 Follow-up monitoring (fiscal & program) of Providers' units & previous compliance issues, if any October to December
- FY2018 Providers' monthly reports by the 8th day of each month
- FY2017 Providers' final monthly reports & Nutrition Services Program Report October 16
- FY2018 Provider monitoring (fiscal & program) January to April
- FY2017 Providers' Audit work papers & Nutrition Services Program Report January 16
- FY2017 Providers' final Audit report to EAAA February 15
- FY2019 Advertise FY2019 OAA funding availability March 1
- FY2019 Applicants' Letter of Intent for funding & release FY2019 RFF April 2
- FY2019 RFF Bidder's Conference..... April 10
- FY2018 Providers' Nutrition Services Program Report due April 16
- FY2019 RFF applications for funding due May 8
- FY2019 EAAA's Public Hearings..... end of May or first of June
- FY2019 EAAA's comments to RFF applicants May 31
- FY2018 Providers' revisions due TBA in May/June
- FY2018 Providers' Nutrition Services Program Report due July 15
- FY2018 Providers' final revisions due TBA in July
- FY2019 EAAA's second comment letters to applicants July 31
- FY2019 RFF applications to EAAA Board August
- FY2019 EAAA de-funding notice to non-compliant applicants August 31
- FY2018 Provider monitoring (fiscal and program) July to September

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Future EAAA Grant Activities CalendarDates below are estimates

Older Americans Act Title III/VII services (except Ombudsman) are scheduled for an open bid and bid documents are prepared by EAAA in spring of 2021 before FY2022 service year.

Ombudsman open bid schedule is prepared by IDoA in spring of 2022 before FY2023 service year and disseminated by EAAA.

Adult Protective Services is prepared by IDoA in spring of 2024 before FY2025 service year and disseminated by EAAA.

RSVP (federal) grant application is prepared by EAAA in spring of 2020 before FY2021 service year.

VDHC for Marion / St. Louis VAs is a contract prepared by the VA and signed by EAAA in the spring of each year.

SESP, SDG, APS, SHAP, MIPPA, SHIP, RSVP (state), LTCPF Ombudsman, & State Non-Parent (GRG) grant applications are prepared by IDoA and completed by EAAA in the spring before each service year.

Farmers Market coupons are received in June from IDoA and distributed by senior centers starting in July of each year. A check for \$1,000 is received automatically from IDoA.

SMP & TCYH grant applications are prepared by AgeOptions and completed by EAAA in the spring of each year.

End of CBO demo grant is June 30, 2019 unless extended by IDoA.