

FY2019 Planning Calendar

Dates below are estimates

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

October 2018

- 1-31 Follow-up monitoring of Providers' units & previous compliance issues, if any
- 8 Columbus Day holiday – office closed
- 9 Provider meeting
 - a) Review Federal budget, if available
 - b) Receive FY2019 Agency Planning Calendar
 - c) Final FY2018 NAPIS registrations due
- TBA Providers FY2018 DRAFT September monthly reports due
- 10 EAAA's III / VII, VDHC, SESP & Farmer's Market reports due
- 15 EAAA's SESP quarterly, OAA fiscal quarterly reports and VDHC fiscal report due
- 15 Providers' Nutrition Services Program Report due
- 15 Providers' FY2018 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 FY2019 Agency Planning Calendar
- TBA Providers' FY2018 final monthly reports due
- 31 EAAA's PPDSR, NSIP, SDG, LTCPF, APS, SHAP/MIPPA/SHIP, RSVP program/cash drawdown, & CBO reports due
- 31 EAAA's lists for nutrition projects & sites, caregiver resource centers, SHAP sites, & multipurpose centers due

November 2018

- 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
- 12 RSVP Service Event
- 13 Provider meeting – discuss FY2019 monitoring
- 21 Board meeting
- 22-23 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 2018

- 1-20 Follow-up monitoring of Providers' units & previous compliance issues final reports
- 8 EAAA's III / VII, VDHC, SESP, SMP, NAPIS reports due
- 11 Provider meeting – ideas about winter safety campaign for older people
- 12 Advisory Council meeting
- 15 EAAA's NAPIS and FY2018 Provider fiscal monitoring reports due
- 19 Board Meeting – Receive Committee assignments from Board President
- 24-25 Christmas holiday – office closed
- 31 EAAA's NSIP report due

31 EAAA to mail VDHC & RSVP surveys

January 2019

1 News Years holiday – office closed
 1-31 FY2019 Provider monitoring
 8 EAAA's III / VII, VDHC & SESP reports due
 8 Provider meeting
 15 Providers' FY2018 Audit work papers made available to EAAA and FY2019 Nutrition Services Program Report due
 15 EAAA's SESP quarterly report due
 16 Board Meeting
 16-31 EAAA reviews Providers' audit work papers
 21 ML King Day holiday – office closed
 21 RSVP Service Event
 31 EAAA's PPDSR, NSIP, SDG, LTCPF, APS, SHAP/MIPPA/SHIP, RSVP program/semi-annual/cash drawdown, & CBO reports due

February 2019

1-15 EAAA reviews Providers' audit work papers
 1-28 EAAA monitors FY2019 Providers programs
 8 EAAA's III / VII, VDHC, SHIP & SESP reports due
 12 Provider meeting
 13 Advisory Council meeting
 15 Providers' FY2018 Audits & EAAA SHIP reports due
 18 President's Day holiday, office closed
 20 Board Meeting
 15-28 EAAA monitors FY2019 Providers' fiscal operations
 TBA SIPC, VDHC & ADRC Advisory Meetings
 28 EAAA's NSIP report due

March 2019

1-31 FY2019 Provider monitoring (fiscal & program)
 1-31 Develop FY2020 RFF application
 8 EAAA's III / VII, VDHC, SESP & SMP reports due
 12 Provider meeting
 a) Review Governor's budget
 20 Board & Finance Committee meetings
 a) Review Governor's budget
 b) Approve FY2018 agency audit
 31 EAAA's NSIP, OAA FY2018 fiscal quarterly & PPDSR closeout & Federal interest income reports due
 TBA IL Annual report by EAAA's auditor due

April 2019

1-15 FY2019 Provider monitoring (fiscal & program)
 1 Receive Letter of Intent for FY2020 funding & release FY2020 RFF
 8 EAAA's III / VII, VDHC & SESP reports due
 9 Provider Meeting

FY2019 Planning Calendar

Dates below are estimates

- a) Review SFY2020 Governor's Proposed Budget
- b) Review recommended locations for Public Hearings
- 10 Advisory Council
 - a) Review Governor's Budget
 - b) Recommend locations for Public Hearings
- 15 Providers' FY2019 Nutrition Services Program Report due
- 15 EAAA's SESP quarterly & OAA fiscal quarterly reports due
- 17 Board meeting
 - a) Review SFY2020 Governor's Proposed Budget
 - b) Review recommended locations for Public Hearings
- 19 Good Friday holiday – office closed
- 15-30 Develop FY2020 Area Plan Summary (Public Information Document)
- 30 EAAA's PPDSR, NSIP, SDG, LTCPF, APS, SHAP/MIPPA/SHIP, RSVP program/cash drawdown, interest income, & CBO reports due

May 2019

- TBA EAAA office cleanup day
- TBA Release FY2019 revised allocations
- 1 Publish Legal Notice on Public Hearings
- 1 Distribute FY2020 Area Plan Summary (Public Information Document)
- 8 EAAA's III / VII, VDHC & SESP reports due
- TBA Senior Corps Week Service Events
- 14 RFF for FY2020 applications & attachments in PDF format due
- 14 Provider meeting
 - a) FY2020 Area Plan Summary
 - b) Discussion of Older Americans Month activities
- 15 Board & Area Plan Committee meetings
 - a) Review FY2020 Area Plan Summary
 - b) Approve FY2019 agency budget revision
- 27 Memorial Day holiday – office closed
- 28-31 Public Hearings on FY2020 Area Plan
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 31 Comments to applicants on FY2020 RFF applications
- 31 EAAA's NSIP & interest obligation report due

June 2019

- 1-30 Develop FY2020 Area Plan
- 1 FY2019 SHAP revision due at IDOA, if needed
- 1 RFF corrections due
- 8 EAAA's SMP report and Summary data from FY2020 provider applications due
- 8 EAAA's III / VII, VDHC, SESP reports due
- 11 Provider meeting
 - a) FY2019 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
- 12 Advisory Council meeting (must meet and act on Area Plan Summary)
 - a) Review FY2020 Area Plan Summary

FY2019 Planning Calendar

Dates below are estimates

- b) Review Comments from Public Hearings
- c) Sign FY2020 Area Plan Verification of Intent & recommend Area Plan
- d) Review Council nominations, if any
- 19 Board & Area Plan Committee meetings
 - a) Review FY2020 Public Hearing comments
 - b) Action on FY2020 Area Plan & sign Verification of Intent
 - c) Action on agency's FY2020 budget
 - d) Review FY2020 State Budget
 - e) Revise SHAP FY2019 Provider Contracts
- 30 EAAA's FY2020 Area Plan & NSIP report due

July 2019

- 1-31 Revise FY2019 Area Plan
- TBA Release FY2019 final Provider Allocations
- 1-31 FY2019 Provider monitoring (fiscal & program)
- 1-31 Update Resource Guide
- 1-15 Negotiate agency's FY2019 audit
- 4 Independence Day holiday – office closed
- 8 EAAA's III / VII, VDHC & SESP reports due
- 9 Provider Meeting – Review final FY2019 Provider revisions
- 15 Providers' FY2019 Nutrition Services Program Report due
- 15 EAAA's SESP quarterly report due
- 17 Board & Project Review / Personnel / Finance Committee meetings
 - a) Action on FY2019 Provider's final revisions (if needed)
 - b) Approve agency's final FY2019 budget revision
 - c) Review auditor engagement letter for FY2019
- 31 EAAA's FY2020 second comment letters to applicants
- 31 EAAA's PPDSR, NSIP, SDG, LTCPF, APS, SHAP/MIPPA/SHIP, RSVP program/semi-annual/cash drawdown, State NP, & CBO reports due
- 31 EAAA's FY2019 Area Plan revision & IDOA comments on FY2020 Area Plan due

August 2019

- 1-31 FY2019 Provider monitoring (fiscal & program)
- 1 Final FY2019 SESP report due
- 1 Advertise for Board & Advisory member openings
- 8 EAAA's III / VII, VDHC, SESP, SHAP & Farmers Market reports due
- 13 Provider meeting
- 14 Advisory Council meeting
 - a) Review Annual Meeting plans
 - b) Approve new members & second terms of current members, and nominate Officers for FY2020
 - c) Nominate slate of officers for vote in October
- 15 EAAA's final SHAP report due
- 21 Board & Personnel Committee meetings –
 - a) Review Personnel Policies
 - b) Staff Pay Scale
 - c) Procedures to Evaluate Executive Director
 - d) FY2020 Provider Contracts, notify applicants of results

FY2019 Planning Calendar

Dates below are estimates

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- TBA SIPC, VDHC & ADRC Advisory Meetings
 - 31 FY2020 EAAA application de-funding notice to non-compliant applicants
 - 31 EAAA's NSIP & Area Plan corrections reports due

September 2019

- 1-15 FY2019 Provider monitoring (fiscal & program)
- 1-10 Develop FY2020 forms for Providers
- 1-10 Distribute Housing & EMA Memorandums
- 2 Labor Day holiday – office closed
- 8 EAAA's III / VII, VDHC, SESP & Farmers Market reports due
- 10 Provider meeting
 - a) Review FY2019 closeout procedures
 - b) Review FY2020 report forms
- 11 RSVP Service Event
- 18 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 FY2019 Provider Contracts, if needed
- 20-30 Develop FY2020 Planning Calendar
- 30 Program reports due on FY2019 Provider monitoring (fiscal reports due in mid-December)
- 30 EAAA's NSIP & PI addendum reports due

Providers' Deadlines & EAAA Monitoring Schedules

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

- FY2018 Follow-up monitoring (fiscal & program) of Providers' units & previous compliance issues, if any October to December
- FY2019 Providers' monthly reports by the 8th day of each month
- FY2018 Providers' final monthly reports & Nutrition Services Program Report October 15
- FY2019 Provider monitoring (fiscal & program) January to April
- FY2018 Providers' Audit work papers & Nutrition Services Program Report January 15
- FY2018 Providers' final Audit report to EAAA February 15
- FY2020 Advertise FY2020 OAA funding availability March 1
- FY2020 Applicants' Letter of Intent for funding & release FY2020 RFF April 1
- FY2020 RFF Bidder's Conference..... April 9
- FY2019 Providers' Nutrition Services Program Report due April 15
- FY2020 RFF applications for funding due May 14
- FY2020 EAAA's Public Hearings..... end of May/first of June
- FY2020 EAAA's comments to RFF applicants May 31
- FY2019 Providers' revisions due TBA in May/June
- FY2019 Providers' Nutrition Services Program Report due July 15
- FY2019 Providers' final revisions due TBA in July
- FY2020 EAAA's second comment letters to applicants July 31
- FY2020 RFF applications to EAAA Board August
- FY2020 EAAA de-funding notice to non-compliant applicants August 31
- FY2019 Provider monitoring (fiscal and program) July to September

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EAAA Service Provider Open Bid Schedules

Older Americans Act all Title III/VII services (except Ombudsman) are scheduled for a three-year open bid period. Bid documents are prepared by EAAA in spring of 2021 before FY2022 service year.

Ombudsman services are scheduled for a six-year open bid period. Bid documents are prepared by IDoA in the spring of 2021 before FY2022 service year. Bid documents are disseminated by EAAA.

Adult Protective Services are scheduled for a six-year open bid period. Bid documents are prepared by IDoA in spring of 2024 before FY2025 service year. Bid documents are disseminated by EAAA.

EAAA Grant Application Schedules

Area Plan (Title III/VII), SESP, SDG, APS, SHAP, MIPPA, SHIP, RSVP (state), LTCPF Ombudsman, & State Non-Parent (GRG) grant applications are prepared by IDoA and completed by EAAA usually in the spring before the next service year.

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

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

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

RSVP federal grant application is prepared by EAAA in spring of 2020 before FY2021 service year and submitted by EAAA on eGrants (or its replacement online software).

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