

FY2020 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 2019

- 1-31 Follow-up monitoring of Providers' units & previous compliance issues, if any
- 8 Provider meeting
 - a) Review Federal budget, if available
 - b) Receive FY2020 Agency Planning Calendar
 - c) Final FY2019 NAPIS lists from providers
- 9 Providers FY2019 DRAFT September monthly reports due
- 10 EAAA's III / VII, VDHC, & SESP reports due
- 14 Columbus Day holiday – office closed
- 15 EAAA's SESP quarterly, OAA fiscal quarterly reports and VDHC fiscal report due
- 15 Providers' Nutrition Services Program Report due
- 16 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 FY2020 Agency Planning Calendar
- 25 Providers' FY2019 final monthly reports due
- 31 EAAA's NSIP, SDG, LTCPF, APS, SHAP/MIPPA/SHIP, State RSVP program, & Fed RSVP cash drawdown reports due
- 31 EAAA's lists for nutrition projects & sites, caregiver resource centers, SHAP sites, & multipurpose centers due

November 2019

- 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 & final Farmers Market reports due
- 11-15 RSVP Service Event
- 12 Provider meeting – discuss FY2020 monitoring
- 20 Board meeting
- 28-29 Thanksgiving holiday – office closed
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 30 EAAA being audited
- 30 EAAA's PPDSR, NSPR, NSIP, & Project summaries reports, Area Plan revision for prior year (if needed), list of Board & Advisory Council members reports due

December 2019

- 1-20 Follow-up monitoring of Providers' units & previous compliance issues final reports
- TBA RSVP Fed PSR Program report for FY2019 due
- 8 EAAA's III / VII, VDHC, SESP, & SMP reports due
- 10 Provider meeting – distribute FY2020 NAPIS lists to providers & winter safety campaign
- 11 Advisory Council meeting
- 15 FY2019 Provider fiscal monitoring reports due
- 18 Board Meeting – Receive Committee assignments from Board President
- 24-25 Christmas holiday – office closed

FY2020 Planning Calendar

Dates below are estimates

- 31 EAAA's NSIP and NAPIS reports due
- 31 EAAA to mail VDHC & RSVP surveys

January 2020

- 1 News Years holiday – office closed
- 1-31 FY2020 Provider monitoring
- 8 EAAA's III / VII, VDHC & SESP reports due
- 14 Provider meeting
- 15 Providers' FY2019 Audit work papers made available to EAAA
- 15 EAAA's SESP quarterly report due
- 15 Board Meeting
- 16-31 EAAA reviews Providers' audit work papers
- 20 ML King Day holiday – office closed
- 20 RSVP Service Event
- 31 EAAA's PPDSR, NSIP, SDG, LTCPF, APS, SHAP/MIPPA/SHIP, & RSVP Fed & State program/semi-annual/cash drawdown reports due

February 2020

- 1-15 EAAA reviews Providers' audit work papers
- 1-28 EAAA monitors FY2020 Providers programs
- 8 EAAA's III / VII, VDHC, SHIP & SESP reports due
- 11 Provider meeting – NAPIS lists from providers
- 12 Advisory Council meeting
- 15 Providers' FY2019 Audits & EAAA SHIP reports due
- 17 President's Day holiday, office closed
- 19 Board Meeting
- 15-28 EAAA monitors FY2020 Providers' fiscal operations
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 28 EAAA's NSIP report due

March 2020

- 1-31 FY2020 Provider monitoring (fiscal & program)
- 1-31 Develop FY2021 RFF application
- 8 EAAA's III / VII, VDHC, SESP & SMP reports due
- 10 Provider meeting
 - a) Review Governor's budget
- 18 Board & Finance Committee meetings
 - a) Review Governor's budget
 - b) Approve FY2019 agency audit
- 31 EAAA's NSIP, OAA FY2019 fiscal quarterly & PPDSR closeout & Federal interest income reports due
- TBA IL Annual report by EAAA's auditor due

April 2020

- 1-15 FY2020 Provider monitoring (fiscal & program)
- 1 Receive Letter of Intent for FY2021 funding & release FY2021 RFF
- TBA CNCS RSVP application due
- 8 EAAA's III / VII, VDHC & SESP reports due

FY2020 Planning Calendar

Dates below are estimates

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- 7 Provider Meeting
 - a) Review recommended locations for Public Hearings
 - b) FY2020 NAPIS lists to providers
 - 8 Advisory Council
 - a) Recommend locations for Public Hearings
 - 10 Good Friday holiday – office closed
 - 15 EAAA's SESP quarterly & OAA fiscal quarterly reports due
 - 15 Board meeting
 - a) Review SFY2021 Governor's Proposed Budget
 - b) Review recommended locations for Public Hearings
 - 15-30 Develop FY2021 Area Plan Summary (Public Information Document)
 - 30 EAAA's PPDSR, NSPR, NSIP, SDG, LTCPF, APS, SHAP/MIPPA/SHIP, State RSVP program, Fed RSVP cash drawdown, & interest income reports due

May 2020

- TBA EAAA office cleanup day
- TBA Release FY2020 revised allocations
- 1 Publish Legal Notice on Public Hearings
- 1 Distribute FY2021 Area Plan Summary (Public Information Document)
- 8 EAAA's III / VII, VDHC & SESP reports due
- TBA Senior Corps Week Service Events
- 12 RFF for FY2021 applications & attachments in PDF format due
- 12 Provider meeting
 - a) FY2021 Area Plan Summary
 - b) Discussion of Older Americans Month activities
- 20 Board & Area Plan Committee meetings
 - a) Review FY2021 Area Plan Summary
 - b) Approve FY2020 agency budget revision
- 25 Memorial Day holiday – office closed
- 26-29 Public Hearings on FY2021 Area Plan
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 31 Comments to applicants on FY2021 RFF applications
- 31 EAAA's NSIP & interest obligation report due

June 2020

- 1-30 Revise FY2020 Area Plan
- 1-30 Develop FY2021 Area Plan
- 1 FY2020 SHAP revision due at IDOA, if needed
- 8 EAAA's SMP report and Summary data from FY2021 provider applications due
- 8 EAAA's III / VII, VDHC, SESP reports due
- 9 Provider meeting
 - a) FY2020 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
 - e) FY2020 NAPIS lists from providers
- 10 Advisory Council meeting (must meet and act on Area Plan Summary)
 - a) Review FY2021 Area Plan Summary

FY2020 Planning Calendar

Dates below are estimates

- b) Review Comments from Public Hearings
- c) Sign FY2021 Area Plan Verification of Intent & recommend Area Plan
- d) Review Council nominations, if any
- 17 Board & Area Plan Committee meetings
 - a) Review FY2021 Public Hearing comments
 - b) Action on FY2021 Area Plan & sign Verification of Intent
 - c) Action on agency's FY2021 budget
 - d) Review FY2021 State Budget
 - e) Revise SHAP FY2020 Provider Contracts
- TBA Release FY2020 final Provider Allocations
- 30 EAAA's FY2021 Area Plan & NSIP reports due

July 2020

- 1-31 FY2020 Provider monitoring (fiscal & program)
- 1-31 Update Resource Guide
- 1-15 Negotiate agency's FY2020 audit
- 3 Independence Day holiday – office closed
- 8 EAAA's III / VII, VDHC & SESP reports due
- 14 Provider Meeting
- 15 EAAA's SESP quarterly report due
- 15 Board & Project Review / Personnel / Finance Committee meetings
 - a) Action on FY2020 Provider's final revisions (if needed)
 - b) Approve agency's final FY2020 budget revision
 - c) Review auditor engagement letter for FY2020
- 31 EAAA's FY2021 second comment letters to applicants
- 31 EAAA's PPDSR, NSIP, SDG, LTCPF, APS, SHAP/MIPPA/SHIP, Fed & State RSVP program/semi-annual/cash drawdown, & State NP reports due

August 2020

- 1-31 FY2020 Provider monitoring (fiscal & program)
- 1 Final FY2020 SESP report due
- 1 Advertise for Board & Advisory member openings
- 8 EAAA's III / VII, VDHC, SESP, & SHAP reports due
- 11 Provider meeting – FY2020 NAPIS lists to providers
- 12 Advisory Council meeting
 - a) Review Annual Meeting plans
 - b) Approve new members & second terms of current members, and nominate Officers for FY2021
 - c) Nominate slate of officers for vote in October
- 15 EAAA's final SHAP report due
- 19 Board & Personnel Committee meetings –
 - a) Review Personnel Policies
 - b) Staff Pay Scale
 - c) Procedures to Evaluate Executive Director
 - d) FY2021 Provider Contracts, notify applicants of results
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 31 FY2021 EAAA application de-funding notice to non-compliant applicants
- 31 EAAA's NSIP & Area Plan corrections reports due

FY2020 Planning Calendar
Dates below are estimates**September 2020**

- 1-15 FY2020 Provider monitoring (fiscal & program)
- 1-10 Develop FY2021 forms for Providers
- 1-10 Distribute Housing & EMA Memorandums
- 7 Labor Day holiday – office closed
- 8 EAAA's III / VII, VDHC, & SESP reports due
- 8 Provider meeting
 - a) Review FY2020 closeout procedures
 - b) Review FY2021 report forms
- TBA RSVP Service Event
- 16 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 FY2020 Provider Contracts, if needed
- 20-30 Develop FY2021 Planning Calendar
- 30 FY2020 Provider program monitoring reports due
- 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.

- FY2019 Follow-up monitoring (fiscal & program) of Providers' units & previous compliance issues, if any October to December
- FY2020 Providers' monthly reports by the 8th day of each month
- FY2019 Providers' final monthly reports & Nutrition Services Program Report October 15
- FY2020 Provider monitoring (fiscal & program) January to April
- FY2019 Providers' Audit work papers & Nutrition Services Program Report January 15
- FY2019 Providers' final Audit report to EAAA February 15
- FY2021 Advertise FY2021 OAA funding availability March 1
- FY2021 Applicants' Letter of Intent for funding & release FY2021 RFF April 1
- FY2021 RFF Bidder's Conference..... April 9
- FY2020 Providers' Nutrition Services Program Report due April 15
- FY2021 RFF applications for funding due May 14
- FY2021 EAAA's Public Hearings..... end of May/first of June
- FY2021 EAAA's comments to RFF applicants May 31
- FY2020 Providers' revisions due TBA in May/June
- FY2020 Providers' Nutrition Services Program Report due July 15
- FY2020 Providers' final revisions due TBA in July
- FY2021 EAAA's second comment letters to applicants July 31
- FY2021 RFF applications to EAAA Board August
- FY2021 EAAA de-funding notice to non-compliant applicants August 31
- FY2020 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).