

**FY2017 Planning Calendar**  
**Dates are estimated**

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

**October 2016**

- 1-31 Follow-up monitoring of Providers' units & previous compliance issues, if any
- TBA Providers FY2016 DRAFT September Monthly Reports due
- 8 EAAA's III / VII, MIPPA, VDHC, SESP & Farmer's Market reports due
- 10 Columbus Day holiday – office closed
- 11 Provider meeting
  - a) Review Federal budget, if available
  - b) Receive FY2017 Agency Planning Calendar
  - c) Final FY2016 NAPIS registrations due
- 15 EAAA's SESP quarterly, OAA fiscal quarterly reports and VDHC fiscal report due
- 17 Providers' FY2016 semi-annual Services Program Report due
- 19 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 FY2017 Agency Planning Calendar
- 20 EAAA SHAP report due
- 31 Providers' FY2016 final September OAA reports due
- 31 EAAA's NSIP, Systems Development, LTC Omb Prov Funds, APS reports, and lists of nutrition projects & sites, caregiver resource centers, SHAP sites, & multipurpose centers due

**November 2016**

- 1-30 Follow-up monitoring of Providers' units & previous compliance issues final reports
- 10-30 EAAA closeout of agency books
- TBA Providers FY2016 FINAL September Monthly Reports due
- 8 EAAA's III / VII, MIPPA, VDHC, SESP & Farmers Market reports due
- 8 Provider meeting – discuss FY2017 monitoring
- 16 Board meeting
- 24-25 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 2016**

- 1-20 Follow-up monitoring of Providers' units & previous compliance issues final reports
- 8 EAAA's III / VII, MIPPA, VDHC, SESP & SMP reports due
- 13 Provider meeting – ideas about winter safety campaign for older people
- 14 Advisory Council meeting
- 15 EAAA's NAPIS and FY2016 Provider fiscal monitoring reports due
- 21 Board Meeting – Receive Committee assignments from Board President
- 23-26 Christmas holiday – office closed
- 30 EAAA's NSIP report due

**January 2017**

- 2 News Years holiday – office closed
- 1-15 FY2017 Provider monitoring (fiscal, 1-31 program)
- 9 EAAA's III / VII, MIPPA, VDHC, & SESP reports due
- 10 Provider meeting
- 16 ML King Day holiday – office closed
- 17 Providers' FY2016 audit work papers made available to EAAA
- 17 EAAA's SESP quarterly report due
- 18 Board Meeting
- 20 EAAA's SHAP report due
- 16-31 EAAA reviews Providers' audit work papers
- 31 EAAA's OAA fiscal quarterly, NSIP, APS, LTC Omb PF, & Systems Development reports due

**February 2017**

- 1-15 EAAA reviews Providers' audit work papers
- 1-28 EAAA monitors FY2017 Providers programs
- 8 EAAA's III / VII, MIPPA, VDHC, & SESP reports due
- 8 Advisory Council meeting – 2017 budget, & schedule
- 14 Provider meeting
- 15 Providers' FY2016 audits due
- 15 Board Meeting
- 20 President's Day holiday, office closed
- 15-28 EAAA monitors FY2017 Providers' fiscal operations
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 28 EAAA's NSIP report due

**March 2017**

- 1-31 FY2017 Provider monitoring (fiscal & program)
- 1-31 Develop FY2018 OAA application
- 8 EAAA's III / VII, MIPPA, VDHC, SESP, & SMP reports due
- 14 Provider meeting
  - a) Distribute Letter of Intent for FY2018 funding
  - b) Review Governor's budget
- 22 Board & Finance Committee meetings
  - a) Review Governor's budget
  - b) Approve FY2016 agency audit
- 31 EAAA's NSIP, OAA FY2016 fiscal quarterly & PPDSR closeout, & Federal interest income reports due
- 31 IL Annual report by EAAA's auditor due

**April 2017**

- 1-15 FY2017 Provider monitoring (fiscal & program)
- 3 Receive Providers' Letter of Intent for FY2018 funding & Release FY2018 RFF
- 10 EAAA's III / VII, MIPPA, VDHC, & SESP reports due
- 11 Provider Meeting
  - a) Review FY2018 OAA applications
  - b) Review SFY2018 Governor's Proposed Budget

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- c) Review recommended locations for Public Hearings
- 12 Advisory Council
  - a) Review Governor's Budget
  - b) Recommend locations for Public Hearings
- 14 Good Friday holiday – office closed
- 17 Providers' semi-annual Services Program Report due
- 17 EAAA's SESP quarterly & OAA fiscal quarterly reports due
- 19 Board meeting
  - a) Review SFY2018 Governor's Proposed Budget
  - b) Review recommended locations for Public Hearings
- 20 EAAA's SHAP report due
- 15-30 Develop FY2018 Area Plan Summary (Public Information Document)
- 30 EAAA's NSIP, Systems Development, LTC Omb Prov Funds, APS, PPDRS, & interest income addendum request (non-federal) reports

**May 2017**

- TBA EAAA office cleanup day
- TBA Release FY2017 revised allocations
- 1 Publish Legal Notice on Public Hearings
- 1 Distribute FY2018 Area Plan Summary (Public Information Document)
- 8 EAAA's III / VII, MIPPA, VDHC & SESP reports due
- 9 Providers' FY2018 applications & attachments in PDF format due
- 9 Provider meeting
  - a) FY2018 Area Plan Summary
  - b) Discussion of Older Americans Month activities
- 17 Board & Area Plan Committee meetings
  - a) Review FY2018 Area Plan Summary
  - b) Approve FY2017 agency budget revision
- 29 Memorial Day holiday – office closed
- 30 to Jun 2 Public Hearings on FY2018 Area Plan
- TBA SIPC, VDHC & ADRC Advisory Meetings
- 31 Comments to Applicants on FY2018 applications
- 31 EAAA's NSIP & interest obligation report due

**June 2017**

- 1-30 Develop FY2018 Area Plan
- 1 FY2017 SHAP revision due at IDOA, if needed
- 6 RFF corrections due
- 8 EAAA's SMP report and Summary data from FY2018 provider applications due
- 8 EAAA's III / VII, MIPPA, VDHC, SESP reports due
- 13 Provider meeting
  - a) FY2017 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
- 14 Advisory Council meeting (must meet and act on Area Plan Summary)
  - a) Review FY2018 Area Plan Summary
  - b) Review Comments from Public Hearings

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- c) Sign FY2018 Area Plan Verification of Intent & recommend Area Plan
- d) Review Council nominations, if any
- e) Nominate slate of officers for vote in October
- 21 Board & Area Plan Committee meetings
  - a) Review FY2018 Public Hearing comments
  - b) Action on FY2018 Area Plan & sign Verification of Intent
  - c) Action on agency's FY2018 budget
  - d) Review FY2018 State Budget
  - e) Revise SHAP FY2017 Provider Contracts
- 30 EAAA's FY2018 Area Plan & NSIP report due

**July 2017**

- 1-31 Revise FY2017 Area Plan
- TBA Release FY2017 final Provider Allocations
- 1-31 FY2017 Provider monitoring (fiscal & program)
- 1-31 Update Resource Guide
- 1-15 Negotiate agency's FY2017 audit
- 4 Independence Day holiday – office closed
- 10 EAAA's III / VII, MIPPA, VDHC, & SESP reports due
- 11 Provider Meeting – Review final FY2017 Provider revisions
- 17 EAAA's SESP quarterly report due
- 19 Board & Project Review / Personnel / Finance Committee meetings
  - a) Action on FY2017 Provider's final revisions (if needed)
  - b) Approve agency's final FY2017 budget revision
  - c) Review plans for evaluation of Executive Director, staff pay schedule, & Personnel policies
  - d) Review auditor engagement letter for FY2017
- 20 EAAA's SHAP report due
- 31 EAAA's FY2018 second comment letters to applicants
- 31 EAAA's FY2017 Area Plan revision, OAA fiscal quarterly, NSIP, APS, LTC Omb Prov Funds, State NP, & Systems Development reports due
- 31 IDOA comments on FY2018 Area Plan due at EAAA

**August 2017**

- 1-31 FY2017 Provider monitoring (fiscal & program)
- 1 Final FY2017 SESP report due
- 1 Advertise for Board & Advisory member nominations
- 8 EAAA's III / VII, MIPPA, VDHC, SESP, SHAP & Farmers Market reports due
- 8 Provider meeting
- 9 Advisory Council meeting
  - a) Review Annual Meeting plans
  - b) Approve new members & second terms of current members, and nominate Officers for FY2018
- 15 EAAA's final SHAP report due
- 16 Board & Personnel Committee meetings –
  - a) Review Personnel Policies
  - b) Staff Pay Scale
  - c) Procedures to Evaluate Executive Director

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- TBA SIPC, VDHC & ADRC Advisory Meetings
- 31 FY2018 EAAA application de-funding notice to non-compliant applicants
- 31 EAAA's NSIP & Area Plan corrections reports due

**September 2017**

- 1-15 FY2017 Provider monitoring (fiscal & program)
- 1-10 Develop FY2018 forms for Providers
- 1-10 Distribute Housing & EMA Memorandums
- 4 Labor Day holiday – office closed
- 8 EAAA's III / VII, MIPPA, VDHC, SESP & Farmers Market reports due
- 12 Provider meeting
  - a) Review FY2017 closeout procedures
  - b) Review FY2018 report forms
- 20 Board & Finance & 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 FY2017 Provider Contracts
  - e) FY2018 Provider Contracts
- 20-29 Develop FY2018 Planning Calendar
- 29 Program reports due on FY2017 Provider monitoring (fiscal reports due in mid-December)
- 29 EAAA's NSIP & PI addendum reports due

**Providers' Deadlines & EAAA Monitoring Schedules**

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

- FY2016 Follow-up monitoring (fiscal & program) of Providers' units & previous compliance issues, if any ..... October to December
- FY2016 Providers' Semi-annual and September OAA reports ..... October 17 / TBA
- FY2017 Providers' Monthly reports ..... by the 8th day of each month
- FY2017 Provider monitoring (fiscal & program) ..... January to April
- FY2016 Providers' Audit work papers made available to EAAA ..... January 16
- FY2016 Providers' final Audit report to EAAA ..... February 15
- FY2018 Providers' Funding Letter of Intent due ..... March 31
- FY2018 Applications for funding to be distributed by EAAA ..... April 3
- FY2017 Providers' Semi-annual report due ..... April 17
- FY2018 Providers' applications for funding due ..... at May Providers Meeting
- FY2018 EAAA's Public Hearings ..... end of May or first of June
- FY2018 EAAA's comments to applicants ..... May 31
- FY2017 Providers' revisions due ..... at June Providers Meeting
- FY2017 Providers' final revisions due ..... at July Providers Meeting
- FY2018 EAAA's second comment letters to applicants ..... July 31
- FY2018 Providers' applications to EAAA Board ..... August or September
- FY2018 EAAA de-funding notice to non-compliant applicants ..... August 31
- FY2017 Provider monitoring (fiscal and program) ..... July to September

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