

# IMPORTANT DATES

## 2023-24 Meeting Schedule with Subjects, Agency and Staff Deadlines, and PY25 Allocation Timeline

This schedule offers dates and subject matter of meetings of the Champaign County Developmental Disabilities Board. Included are tentative dates for steps in the funding process for PY25 and deadlines related to PY23 and PY24 agency contracts. Subjects are not exclusive to any given meeting, as other matters requiring Board attention may be addressed. Study sessions may be scheduled on topics raised at meetings or by staff, or in conjunction with the CCMHB. **Regular meetings are held at 9AM; joint study sessions and meetings at 5:45PM; dates and times are subject to change and may be confirmed with Board staff.**

12/1/23	<i>Public Notice of Funding Availability to be published by this date, giving at least 21-day notice of application period.</i>
12/20/23	<b>Regular Board Meeting</b> (off cycle) - <i>tentative</i>
12/22/23	<i>Online System opens for Applications for PY2025 Funding</i>
12/31/23	<i>Agency Independent Audits, Reviews, or Compilations due</i>
1/17/24	<b>Regular Board Meeting</b>
1/26/24	<i>Agency PY24 2<sup>nd</sup> Quarter and CLC progress reports due</i>
2/12/24	<i>Deadline for submission of applications for PY25 funding (Online system will not accept any forms after 4:30PM)</i>
2/21/24	<b>Regular Board Meeting</b> Discuss list of PY25 Applications, Review Process
3/20/24	<b>Regular Board Meeting</b> Discussion of PY25 Funding Requests
3/27/24	<b>Joint Study Session with CCMHB (5:45PM)</b> Discussion of PY25 I/DD Special Initiatives
4/10/24	<i>Program summaries released to Board, posted online with CCDDDB April 17 meeting agenda and packet</i>

- 4/17/24**                    **Regular Board Meeting**  
Board Review, Staff Summaries of Funding Requests
- 4/26/24                    *Agency PY2024 3<sup>rd</sup> Quarter Reports due*
- 5/10/24                    *Allocation recommendations released to Board, posted online with CCDDDB May 22 board meeting packet*
- 5/22/24**                    **Regular Board Meeting**  
Allocation Decisions; Authorize Contracts for PY25
- 6/1/24                    *For contracts with a PY24-PY25 term, all updated PY25 forms should be completed and submitted by this date.*
- 6/12/24**                    **Regular Board Meeting (off cycle)**  
Draft FY2025 Budget
- 6/18/24                    *Deadline for agency application/ contract revisions*  
*Deadline for agency letters of engagement w/ CPA firms*
- 6/21/24                    *PY2025 agency contracts completed.*
- 6/30/24                    *Agency Independent Audits, Reviews, or Compilations due (only applies to those with calendar FY, check contract)*
- 7/17/24**                    **Regular Board Meeting**
- 8/21/24**                    **Regular Board Meeting - tentative**
- 8/30/24                    *Agency PY2024 4<sup>th</sup> Quarter reports, CLC progress reports, and Annual Performance Measure Reports due*
- 9/18/24**                    **Regular Board Meeting**  
Community Needs Assessment Report  
Draft Three Year Plan 2025-27 with 2025 Objectives  
Approve Draft FY2025 Budgets
- 9/25/24**                    **Joint Study Session with CCMHB (5:45PM)**
- 10/16/24**                    **Joint Meeting with CCMHB (5:45PM)**

I/DD Special Initiatives

**10/23/24**

**Regular Board Meeting**

DRAFT Program Year 2026 Allocation Criteria

*10/23/24*

*Agency PY2025 First Quarter Reports due*

**11/20/24**

**Regular Board Meeting**

Approve Three Year Plan with One Year Objectives

Approve PY26 Allocation Criteria

*11/29/24*

*Public Notice of Funding Availability to be published by date, giving at least 21-day notice of application period.*

**12/18/24**

**Regular Board Meeting– tentative**

*12/20/24*

*Online system opens for applications for PY26 funding.*

*12/30/24*

*Agency Independent Audits, Reviews, Compilations due.*