

# 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.**

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| 6/1/23  | <i>For contracts with a PY23-PY24 term, all updated<br/>PY24 forms should be completed and submitted by this date.</i>                                |
| 6/17/23 | <i>Deadline for agency application/contract revisions<br/>Deadline for agency letters of engagement with CPA firms<br/>PY2024 contracts completed</i> |
| 6/21/23 | <b>Regular Board Meeting:</b> Draft FY2024 Budgets  |
| 6/30/23 | <i>Agency Independent Audits, Reviews, or Compilations due<br/>(only for those with calendar fiscal year, per Special Provision)</i>                  |
| 7/19/23 | <b>Regular Board Meeting:</b> Election of Officers  |
| 8/16/23 | <del><b>Regular Board Meeting</b>—<i>CANCELLED</i></del>  |
| 8/16/23 | <b>Joint Study Session with CCMHB (5:45PM)</b><br>I/DD System Planning with Self-Advocates  |
| 8/25/23 | <i>Agency PY2023 4<sup>th</sup> Quarter Reports, CLC Progress<br/>Reports, and Annual Performance Measure Reports due</i>                             |
| 9/20/23 | <b>Regular Board Meeting</b><br>FY2024 Budgets<br>Draft Program Year 2025 Allocation Criteria   |
| 9/27/23 | <b>Joint Study Session with CCMHB (5:45PM)</b><br>Discussion of Draft I/DD Special Initiatives<br>PY25 Allocation Priorities and RFP options          |

- 10/18/23**                      **Regular Board Meeting**  
Draft Three Year Plan 2022-24 with 2024 Objectives
- 10/25/23**                      **Joint Meeting with CCMHB** at 5:45PM  
PY25 I/DD Special Initiatives Priorities and RFPs
- 10/27/23                      *Agency PY2024 1<sup>st</sup> Quarter Reports due*
- 11/15/23**                      **Regular Board Meeting** (off cycle)  
Approve Three Year Plan, PY25 Allocation Criteria
- 12/1/23                      *Public Notice of Funding Availability to be published by  
this date, giving at least 21-day notice of application period.*
- 12/20/23**                      **Regular Board Meeting** (off cycle) - *tentative*
- 12/22/23                      *Online System opens for Applications for PY2025 Funding*
- 12/31/23                      *Agency Independent Audits, Reviews, or Compilations due*
- 1/17/24**                      **Regular Board Meeting**
- 1/26/24                      *Agency PY24 2<sup>nd</sup> Quarter and CLC progress reports due*
- 2/12/24                      *Deadline for submission of applications for PY25 funding  
(Online system will not accept any forms after 4:30PM)*
- 2/21/24**                      **Regular Board Meeting**  
Discuss list of PY25 Applications, Review Process
- 3/20/24**                      **Regular Board Meeting**  
Discussion of PY25 Funding Requests
- 3/27/24**                      **Joint Study Session with CCMHB** (5:45PM)  
Discussion of PY25 I/DD Special Initiatives
- 4/10/24                      *Program summaries released to Board, posted online with  
CCDDB April 17 meeting agenda and packet*

- 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.*
- 6/18/24                    *Deadline for agency application/ contract revisions*  
*Deadline for agency letters of engagement w/ CPA firms*
- 6/19/24**                    **Regular Board Meeting**  
Draft FY2025 Budget
- 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 Joint with CCMHB (5:45PM)**
- 10/16/24**                    **Joint Meeting with CCMHB (5:45PM)**  
I/DD Special Initiatives

<b>10/23/24</b>	<b>Regular Board Meeting</b> DRAFT Program Year 2026 Allocation Criteria
<i>10/25/24</i>	<i>Agency PY2025 First Quarter Reports due</i>
<b>11/20/24</b>	<b>Regular Board Meeting</b> Approve Three Year Plan with One Year Objectives Approve PY26 Allocation Criteria
<i>11/29/24</i>	<i>Public Notice of Funding Availability to be published by date, giving at least 21-day notice of application period.</i>
<b>12/18/24</b>	<b>Regular Board Meeting</b> – <i>tentative</i>
<i>12/20/24</i>	<i>Online system opens for applications for PY26 funding.</i>
<i>12/31/24</i>	<i>Agency Independent Audits, Reviews, Compilations due.</i>