

## 2020 SSA MASTER CALENDAR of Key Dates

**NOTE: The following are highlights ONLY - other items/dates may apply.**

Contact your DPD Project Manager if you have any questions.

Date Due	Item	Item Source	Action
by January 1	<b>2020 SSA Commission Meeting schedule</b>	Requirement of the Illinois Open Meetings Act	Service Provider agency posts SSA Commission's 2020 meeting schedule (1) on the agency's SSA webpage, (2) posts on individual SSA SharePoint calendar, and (3) uploads a listing of meeting dates to SharePoint documents. <b>A mandatory meeting must be scheduled between July 8-14.</b>
<b>January 9</b> 8:30 a.m.-10:00 a.m. Remington's Restaurant 20 N. Michigan	<b>Overview for SSA Auditors</b>	Preparing for 2019 SSA Audits	DPD's auditing firm, Prado and Renteria, will be summarizing 2018 comments and providing guidance to all firms that will be preparing 2019 audits. <b>Space is limited with priority to auditing firms.</b>
by January 31	<b>2019 Contractor's Affidavit</b>	Exhibit 7 of 2019 SSA Agreement	The Service Provider agency (called the "contractor" in the SSA agreement) completes Exhibit 7 Contractor's Affidavit in the 2019 agreement and uploads to SharePoint. <i>This document certifies the SP agency performed the required SSA administrative functions in 2019.</i>
<b>February 25</b> 9:00 a.m.-12:00 noon Harold Washington Library	<b>NEW Commissioner Training</b>	Required for Commissioners appointed in the past 12 months. Open to SP Staff and other Commissioners as space permits.	Topics include roles and responsibilities of the SSA Commission, Service Provider, and Service Provider Board, as well as DPD policies and Ethics guidelines.
<b>March 24</b> -Sessions 1&2 <b>March 26</b> -Sessions 3&4 9:00 a.m.-12:00 noon City Hall, Rm 1003A	<b>2021 Budget Workplan Training</b>	Required for all new SSA Service Provider staff, open to all staff as space permits.	DPD will outline any new updates to the 2021 Budget Workplan, and walk participants through the first steps in getting the document customized for their SSA. Please bring a laptop with you if possible. DPD will have 3 available for those who need one.
<b>April 22</b> 9:00 AM-12:00 noon Harold Washington Library	<b>2020 SSA Forum</b>	Annual meeting for all SSA Commission chairs, Executive Directors and Service Provider staff to review best practices and discuss policies and program updates.	All Service Providers <b>must send a representative.</b>
by May 1	2019 SSA Audit (Government Model)	See Exhibit 8 of 2019 SSA Agreement	DPD will send out 2019 Tax Disbursement Reports by February 28th. Service Providers then forward to auditors to be used in verifying SSA revenue for 2019 audit.
by May 1	City <u>and</u> County <b>Ethics Statements</b> for SSA Commissioners	City and County mail forms directly to confirmed Commissioners; forms available on their websites	<b>Confirmed AND Renewing Commissioners:</b> submit City and County forms directly to their offices by May 1. <b>New Applicants:</b> submit 2020 City form <b>ONLY</b> with your SSA Commissioner application
by June 5	<b>2021 Draft Budgets</b> and Ordinance Checklist items due	DPD will upload 2021 Workplan and Budget template and checklist to SharePoint	Use the 2021 Ordinance Checklist to prepare the 2021 ordinance documents. Use the City's Work Plan/Budget template to prepare the DRAFT 2021 SSA Work Plan and Budget.
by July 15	<b>2021 Final Budgets</b> with adjustments based on release of 2019 EAV in mid-June	2021 Workplan and Budget DPD will provide link to County posting of updated EAVs once released.	(1) Make adjustments to draft 2021 Workplan and Budget; (2) Commission reviews and approves at July* meeting, and (3) Upload to SharePoint. <b>*July meeting must be scheduled between July 8-14</b>

### Other items

<b>Jan. 31:</b> Q4 2019 <b>April 30:</b> Q1 2020 <b>July 31:</b> Q2 2020 <b>Oct. 31:</b> Q3 2020	<b>Quarterly Reports</b> Must be uploaded to SharePoint by the end of the next month after the end of the Quarter.	2020 Workplan and Budget	Agency enters Quarterly performance metrics into the corresponding tab of the 2020 Workplan and Budget. Rename file as "Q1 Report" (Q2, Q3, Q4) and Upload to SharePoint.
<b>Six months</b> prior to term expiration	<b>SSA Commissioner applications</b>	Term expiration dates available from DPD and SP agency. Application is posted on City's SSA webpage and on SSA SharePoint.	<b>Renewing Commissioners:</b> No additional 2020 ethics forms are needed if already filed with the City and County. <b>New Applicants:</b> A complete application including a 2020 City ethics form is required; a 2020 County form may be needed if appointed/confirmed before May 1.
by July 15	Requests for <b>Amendments to the 2020 Budget</b> and Workplan	SSA's 2020 Work Plan/Budget	Commission-approved reallocations between funded expense categories in the 2020 budget do NOT require City Council approval, as long as funding sources (Levy, Carryover, Late Collections, etc.) do NOT increase. <b>City council approval needed to increase "Carry-Over" or "Late Collections" funding sources, or to fund a previously-unfunded expense category.</b>
7 days after voted final	<b>SSA Commission meeting minutes</b>	Requirement of Illinois Open Meetings Act	Post minutes on Service Provider's SSA webpage.