

## 2021 SSA 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>2021 SSA Commission Meeting schedule</b>	Requirement of the Illinois Open Meetings Act	Service Provider agency posts SSA Commission's 2021 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. A mandatory meeting must be scheduled between July 8-14.
by January 31	<b>2020 Contractor's Affidavit</b>	Exhibit 7 of 2020 SSA Agreement	The Service Provider agency (called the "contractor" in the SSA agreement) completes Exhibit 7 Contractor's Affidavit in the 2020 agreement and uploads to SharePoint. This document certifies the SP agency performed the required SSA administrative functions in 2020.
During February	<b>Remote trainings for new SSA SP Staff and Commissioners</b>	Required for Commissioners appointed in the past 12 months and new SP Staff. Schedule TBD	Topics include roles and responsibilities of the SSA Commission, Service Provider, and Service Provider Board, as well as DPD policies and Ethics guidelines.
During March	<b>Remote trainings for 2022 Budget Workplan and Budget document</b>	Required for all new SSA Service Provider staff, open to all staff as space permits.	DPD will outline any new updates to the 2022 Budget Workplan, and walk participants through the first steps in getting the document customized for their SSA. Multiple sessions will be scheduled.
During April	<b>Remote 2021 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 participate</b> . Date and content to be announced.
by May 1	<b>2020 SSA Audit (Government Model)</b>	See Exhibit 8 of 2020 SSA Agreement	DPD will send out 2020 Tax Disbursement Reports by February 28th. Service Providers then forward to auditors to be used in verifying SSA revenue for 2020 audit.
by May 1	City and County <b>Ethics Statements</b> for SSA Commissioners	City and County mail forms directly to confirmed Commissioners; forms available on their websites	Confirmed AND Renewing Commissioners: submit City and County forms directly to their offices by May 1. New Applicants: submit 2021 City form <b>ONLY</b> with your SSA Commissioner application
by June 4	<b>2022 Draft Workplan Budget</b> document and supporting documents due	DPD will upload 2022 Workplan and Budget template and checklist to SharePoint	Use the 2022 Ordinance Checklist to prepare the 2022 ordinance documents. Use the City's Work Plan/Budget template to prepare the DRAFT 2022 SSA Work Plan and Budget.
by July 15	<b>2022 Final Budgets</b> with adjustments based on release of 2020 EAV in mid-June	2022 Workplan and Budget DPD will provide link to County posting of updated EAVs once released.	(1) Make adjustments to draft 2022 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

Jan. 31: Q4 2020 April 30: Q1 2021 July 31: Q2 2021 Oct. 31: Q3 2021	<b>Quarterly Reports</b> Must be uploaded to SharePoint by the end of the next month after the end of the Quarter.	2021 Workplan and Budget	Agency enters Quarterly performance metrics into the corresponding tab of the 2021 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.	Renewing Commissioners: No additional 2021 ethics forms are needed if already filed with the City and County. New Applicants: A complete application including a 2021 City ethics form is required; a 2021 County form may be needed if appointed/confirmed before May 1.
by <b>July 15</b>	Requests for Amendments to the 2021 Budget and Workplan	SSA's 2021 Work Plan/Budget	Commission-approved reallocations between funded expense categories in the 2021 budget do NOT require City Council approval, as long as funding sources (Levy, Carryover, Late Collections, etc.) do NOT increase. City council approval needed to increase "Carry-Over" or "Late Collections" funding sources, or to fund a previously-unfunded expense category.
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.

### Minimum Required\* SSA Commission Meetings:

Date	Approval Needed for: (Due date)
January	Q4 Report due (1/31)
April	Q1 Report (4/30) and Audit (5/1)
July 8-14	Q2 Report (7/31) and Final Budget for Following Year (7/15)
October	Q3 Report (10/31)

\* Additional meetings are recommended based on need for contract and spending approval throughout the year.