

Major Distribution Timeline for FY18 — Processing AAs, BEs, CAs and FAs

Step	Date	By Whom	To Whom	Task
1	By June 20 By July 1 By July 5	AA Team Leader Program Staff AA Team Leader	Program Staff AA Team Leader Program Staff, Section Operations Managers	Propose v1 draft AA due dates for each FY18 Activities. Reply about v1 draft AA due date to accept it or suggest a different date. Stating assigned v1 draft AA due dates for FY18 Activities. IMPORTANT: Program Staff & Ops Managers need to ensure that their own timeline allows for all the work associated with the AAs and BEs to be completed timely — as required by state law, DPH must mail the AA+BE pages to all the LHDs and have the LHDs receive them by Feb 14.
2	By 4th week in August	AA Team Leader Program Staff	Program Staff AA Team Leader	Emails inquiry about Activity status for FY18 Provides requested info about Activities for FY18
3	Aug * / Sep * / Oct * * each Activity has its own assigned due date	Program Staff	AA Team Leader	Submits first draft (v1) for review Program Staff will have been informed about and approved their specific Activity's due date prior to July's training sessions
4	Sep – Dec	AA Team Leader Program Staff	Program Staff AA Team Leader	Work together to turn the AA drafts into AA finals
5	Oct / Nov	Program Staff (Branch Heads)	Core Public Health Committee	Present the AAs to the Core Public Health Committee Committee assigns the meeting dates
6	By end of October By end of November Mid-December	LTAT Branch Head Programs, Budget, Contracts, Controller's, LTAT Admin Consultants LTAT Branch Head	Programs, Budget, Contracts, Controller's, LTAT Admin Consultants LTAT Branch Head NCALHD meeting	Work on the Consolidated Agreement by... Reviewing... ...providing feedback about changes needed... ...and presenting it.
7	By 1st Friday in December	Program Staff Program Administrators	—	Enters BE into ATC database Approves BE information

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8	By 1st Friday in December (by 3pm)	Program Staff	Encumbrance Officer	Delivers program-signed BE If this deadline is missed, the Budget Office cannot guarantee the BE will be approved in time for the Major Distribution in mid-February
9	By 1st Friday in December ...As BEs are processed	Encumbrance Officer Budget Officer Encumbrance Officer	Budget Officer Encumbrance Officer Program Staff	Reviews BE, delivers BE Certifies BE, reconciles reports, emails BE Emails certified BE
10	By 3rd Friday in January	Program Staff	AA Team Leader	Delivers printed CAs, Memos, Forms for each LHD Emails master CA, Memos, Forms Delivers printed AAs+BEs, AAs+Supplements+BEs, and QA Checklists Emails Supplement pages
11	By February 8	AA Team Leader	LHDs	Mails CAs, AAs+BEs, AAs+Supplements+BEs
12	...As CAs are received back from LHDs	AA Team Leader DPH Director AA Team Leader	DPH Director AA Team Leader Controller's Office	Routes CAs for DPH signature Routes fully executed CAs Routes copies of the fully executed CAs' pertinent pages
13	...As <u>non</u> negotiable AAs are received back from LHDs	AA Team Leader	Program Staff	Routes executed AAs for the Programs' files
14	...As <u>negotiable</u> AAs are received back from LHDs	AA Team Leader	Program Staff	Routes negotiable AAs
15	By May 23	Program Staff	AA Team Leader	Signs negotiable AAs and returns them to the Contracts Office
16	By May 26	AA Team Leader	LHDs	Mails originals to LHDs: CAs, negotiable AAs
17	In July (once Budget Office approves the release)	Encumbrance Officer	—	Releases funds in ATC database for all executed AAs
18	During September (or later if legislature works on Budget longer)	Budget Supervisor Budget Officer LHDs Budget Officer	Budget Officer LHDs Budget Officer Program Staff	Certifies BEs Releases Funding Authorizations Signs to accept Funding Authorization, returns it Notifies about any outstanding FAs