

The Initial Distribution Timeline for **FY19** — Processing AAs, BEs, Supplements, CAs, and FAs

Step	Date	By Whom	To Whom	Task
<b>Agreement Addenda</b>				
1	By June 19 By July 6 By July 7	AA Team Leader Program Staff AA Team Leader	Program Staff AA Team Leader Program Staff, Ops Managers	Propose v1 draft AA due dates for each of the FY19 Activities. Reply about v1 draft AA due date to accept it or suggest a different date. (No response = acceptance of proposed date) State assigned v1 draft AA due dates for FY19 Activities.  <b>IMPORTANT:</b> 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 Aug	AA Team Leader Program Staff	Program Staff AA Team Leader	Emails inquiry about Activity status for FY19 Provides requested info about Activities for FY19
3	Aug * / Sep * / Oct * * each Activity has its own due date	Program Staff	AA Team Leader	Submits first draft (v1) for review * Program Staff was informed and has approved their own Activity's due date (during Step 1)
4	Aug – Dec	AA Team Leader Program Staff	Program Staff AA Team Leader	Work together to turn the AA drafts into AA finals
5	Oct and Nov	Program Staff (Branch Heads)	Core Public Health Committee	Present the AAs to the Core Public Health Committee Committee assigns the meeting dates (~ mid-month)
<b>Consolidated Agreement</b>				
6	By mid-Oct By mid-Nov	LTAT Branch Head  Programs, et al.	Programs, Budget, Contracts, Controller's, Admin Consultants  LTAT Branch Head	Work together to turn the CA draft into CA final
7	Mid-Dec	LTAT Branch Head	NCALHD meeting Division Mgmt Team AA Team Leader	Present CA Resolve issues raised by NCALHD Email final CA

Step	Date	By Whom	To Whom	Task
<b>Budgetary Estimates</b>				
8	November	Program Staff Prgm Administrators	— Program Staff	Enters BE into ATC database Approves BE information
9	By December 1 (by 3pm, 1st Fri in Dec)	Program Staff	BE Budget Officer	Delivers program-signed BE <b>IMPORTANT:</b> <i>If deadline is missed, Budget Office can't guarantee BE will be approved in time to meet Legislative Mandate</i>
10	Nov & Dec ...As BEs processed	BE Budget Office	Program Staff	Reviews, certifies BE, reconciles reports; Emails certified BE
<b>AAs+BEs, AAs+Supplements+BEs, Consolidated Agreements</b>				
11	January 12 (By 2nd Friday in Jan)	Program Staff	AA Team Leader	Delivers printed: • CAs and Memos for each LHD • AAs+BEs, AAs+Supplements+BEs, and QA Checklists Emails PDF files: • generic negotiable AAs, Supplement pages, generic CA, memo
12	By February 7	AA Team Leader	LHDs	Mails CAs, AAs+BEs, AAs+Supplements+BEs
<b>Signed Agreements back from the LHDs</b>				
13	...As agreements are received	AA Team Leader Program Staff DPH Director	Program Staff DPH Director AA Team Leader	Routes agreements for DPH signatures Routes back fully executed agreements — by May 24
14	...As <u>non</u> negotiable AAs are received	AA Team Leader	Program Staff	Routes executed AAs for the Programs' files
15	By May 30	AA Team Leader	LHDs	Mails original fully executed CAs and negotiable AAs
16	Mid-July (once Budget approves release)	BE Budget Officer	—	Releases funds in ATC database for all executed AAs
17	During September (or later if budget is delayed by legislature)	Budget Office LHDs Budget Officer	LHDs Budget Office Program Staff	Certifies BEs, Releases Funding Authorizations Signs to accept Funding Authorizations, returns it Notifies about any outstanding FAs