

The Initial Distribution Timeline for **FY20** — Processing AAs, BEs, Supplements, CAs, and FAs

Step	Date	By Whom	To Whom	Task
Agreement Addenda				
1	By mid-June	AA Team Leader	Program Staff	Propose v1 draft AA due dates for each of the FY20 Activities.
	By last day in June	Program Staff	AA Team Leader	Reply about v1 draft AA due date to accept it or suggest a different date. (No response = acceptance of proposed date)
	By first day in July	AA Team Leader	Program Staff, Ops Managers	State assigned v1 draft AA due dates for FY20 Activities.
<p>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.</p>				
2	By 4th week in Aug	AA Team Leader	Program Staff	Emails inquiry about Activity status for FY20
		Program Staff	AA Team Leader	Provides requested info about Activities for FY20
3	Aug * / Sep * / Oct * * each Activity has its own due date	Program Staff	AA Team Leader	Submits the first draft (the <i>v1 draft</i>) 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)	Local Health Dept Committees	Present the AAs to the Local Health Department Committees Committees assign the meeting dates (~ mid-month)
Consolidated Agreement				
6	By mid-Oct	LTAT Branch Head	Programs, Budget, Contracts, Controller's, Admin Consultants	Work together to turn the CA draft into the CA final
	By end of Nov	Programs, et al.	LTAT Branch Head	
7	Mid-Dec	LTAT Branch Head	NCALHD meeting	Present CA
		LTAT Branch Head	Division Mgmt Team	Resolve issues raised by NCALHD
		LTAT Branch Head	AA Team Leader	Email final CA

Step	Date	By Whom	To Whom	Task
Budgetary Estimates				
8	In November	Program Staff Prgm Administrators	— Program Staff	Enters BE into ATC database Approves BE information
9	By 1st Friday in Dec by 3pm, Dec 7 for FY20	Program Staff	BE Budget Officer	Delivers program-signed BE IMPORTANT: <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 are processed	BE Budget Office	Program Staff	Reviews, certifies BE, reconciles reports; Emails certified BE
AAs+BEs, AAs+Supplements+BEs, Consolidated Agreements				
11	By 2nd Friday in Jan by Jan 11 for FY20	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 8	AA Team Leader	LHDs	Mails custom memo to each LHD listing what agreements are being mailed, CAs, AAs+BEs, AAs+Supplements+BEs
Signed Agreements back from the LHDs, starting in early March				
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 28	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