

NC Finance Tasks and Timelines
Updated 8.25.2015

Tasks/Documents	Responsible Entity	Timeline to Send to GC for Review	Timeline for Approval	Timeline for Implementation	Status Updates
Annual Contract (10/1/2015 - 6/30/2016)	Eric	Ongoing	9/14/15	9/30/15	<ul style="list-style-type: none"> Eric suggested some additional language concerning questions about bills/operations of the statewide system. Will revise as soon as language received from MCAH
Annual Scope of Work (10/1/2015 - 6/30/2016)	Eric	Ongoing	9/14/15	9/30/15	<ul style="list-style-type: none"> MCAH updated the SOW based on GC feedback from 8/10 GC meeting. GC to review revised SOW and provide feedback by 8/31. MCAH is updating the budget format to what Michigan uses that organizes items differently and streamlines the info.
Annual Budget	Eric	ALREADY APPROVED	ALREADY APPROVED	ALREADY APPROVED	
Payment Tracking Sheet	Eric	N/A	N/A	N/A	<ul style="list-style-type: none"> Spreadsheet will show January to present actuals vs budgeted and what CoCs have paid. Eric to send to Darryl no later than 8/31. Provide update on status of transition expenses reimbursement to MCAH and MCAH's BOD concerns regarding outstanding balances. July and future invoices will not be sent out until reimbursement is received on existing invoices.
CoC Cost Shares	Darryl/Corey	9/10/15	9/14/15	9/30/15	<ul style="list-style-type: none"> Need to outline the costs responsible for each CoC based on the 2014 HIC percentages and taking into account what \$ has already been paid by BoS and Charlotte for the Bowman annual bill. Cost shares will need to be recalibrated to ensure no one pays a higher total percentage than originally agreed to. Total annual amounts will NOT be higher than originally agreed to.
Reports and Reimbursement Procedures	Darryl/?	9/10/15	9/14/15	9/30/15	<ul style="list-style-type: none"> Eric has reviewed and offered suggestion. Will request one other Gov Committee member to review. Recommend adding monitoring language once Monitoring Committee established.
Annual MOU (10/1/2015 - 6/30/2016)	Cecelia/Rebecca	9/10/15	9/14/15	9/30/15	<ul style="list-style-type: none"> Ensuring documents referenced in MOU are aligned correctly.
HUD NCHC Closeout	CoCs (Darryl is coordinating)	N/A	N/A	N/A	<ul style="list-style-type: none"> Provide update on discussion with Field Office. Provide update on discussion with NCHC. Discuss next steps.