

**Exhibit A-1**  
Scope of Work

This scope of work assumes that the following tasks will be completed by MCAH staff as part of the normal functioning of the project:

- Attendance and participation in GC Meetings and NC HMIS Workgroups as identified by NC
- Travel to and from meetings as requested by the Governance Committee in an in person presence is requested
- Implementation of the latest HUD Guidance and Policies as directed to maintain compliance with HUD and other Federal Partner Funding Source Grants

Specific Activity	Timelines	
	MCAH	NC Partners (Specific Partner)
<b>Administrative Tasks</b>		
CoCs set schedule for signing Participation Agreements & Admin QSOBAA		7/15/2015 (CoCs)
Final FY15/16 Contract & Scope of Work Adopted		TBD/2015 (Governance)
Final FY15/16 Contract & Scope of Work Signed and Executed	9/30/15	9/30/2015 (CoCs)
*--Draft Contract		
*--Draft Scope of Work		
*Invoicing with associated Activity Report (21 days from close of Month)	8/15/2015	Payment Invoice + 30 calendar days (CoCs)
<b>HMIS P&amp;P Update</b>		
--Draft Update	HUD + 45 days or April 30th	
--CoC Adapts and Adopts		Draft + 60 Days (CoCs)*
--Mid-Year Review and adapt Scope of Work as necessary	1/15/2016	1/15/2016 (Governance)
Maintain Vendor Relations with Bowman Systems	7/1/15 Ongoing	
*--Troubleshoot and work with Bowman to resolve identified systems issues	7/1/15 Ongoing	
*--Work with Bowman Systems to install periodic system patches as warranted	7/1/15 Ongoing	
Negotiate FY16/17 Bowman budget	4/15/16	
FY16/17 Budget, Contract & Scope of Work Adopted		4/30/2016 (Governance)
--Draft Scope of Work	3/30/16	

--Draft FY16/17 Budget	3/30/16	
--Draft Contract	3/30/16	
FY16/17 Contract & Scope of Work Signed and Executed	6/30/16	6/30/16 (CoCs)
Based on final payment for transition tasks		
--Branding	Branding Options Completed	7/1/2015 (Communications)
*-- Convene Website Development Focus Group to provide feedback on website development activities	8/1/15 Ongoing (Meets on an as needed Basis)	8/1/15 Ongoing (LSAs GC members and interested parties in the site development process)
*-- Functionality Presentation Functionality includes demonstration of modules in a development configuration. Demonstration will take place in a meeting with the Website Development focus group	All payments current (i.e., nothing outstanding beyond the 30 days provided for upon receipt of invoice as provided in the contract) + 45 days [Payment assumes complete payment by all CoC Partners in the Implementation]	Website Development Focus Group Presentation + 10 days – (10 day deadline for the Focus Group to get all feedback to MCAH staff)
*-- Content moved from Interim website to live website	Completion of Revisions suggested by the Website Development Group + 45 days	
--Website Satisfaction Survey (LSA)	90 days after Launch	
Our obligation is to train		
Certification Library of basic training (see Certification Training Schedule).	7/1/2015 Ongoing	
LSA Meetings: LSA Meetings inform the LSA Community on key system updates and changes, present new trainings available and provide a forum for an overview of new product developed by MCAH Staff. LSA Meetings will take place monthly.	7/1/2015 Ongoing	
LSA Advanced TA & Help Desk: MCAH Staff are available during normal Business Hours (9-5 Eastern on work days) to provide Help Desk Support for LSAs and North Carolina Agencies for whom the LSA has elevated the case to the MCAH Staff.	7/1/2015 Ongoing	

Compliance Audit Plan (with LSAs) & Training Tools	10/31/2015	Approval 11/30/2015 (LSA)
HMIS APR Overview with CoC Grantees (scheduled as requested by CoCs). This is a training with grantees to walk through the APR, discuss content and make assignments.		Grantee End Date +/- 10 (CoCs)
NOFA / AHAR / HIC & PIT Training Plan: Following the release of Formal Guidance, MCAH Staff will conduct a webinar or webinars, and provide written documentation to assist communities with completing the various required HUD activities.	Guidance Release + 15 Days	
*-- Provide TA and Help Desk Support to Communities during NOFA / AHAR / HIC & PIT: MCAH Staff will provide advanced TA support for LSAs during each of the required federal activity seasons.		
LSA Training Satisfaction Survey	12/15/2015 & 6/15/2016	
Finish moving all Licenses	Migration + 30 day	May be renegotiated if LSA is not available
Negotiation Funder Workflows as needed (Funder approval)	Approval + 30 days	
HMIS System Statistics for HMIS CoC Grants: On request from the CoC's LSA, MCAH will provide the required systemwide statistics necessary to complete the HMIS APR for individual CoCs.	HMIS Grant End Date + 30 Days	
Initial Coverage Training + Schedule with CoCs	Training by 10/1/15	CoC completed exercise by 3/31/16 (LSAs)
Chronic Certification Working Group Draft Plan	2/28/16 (LSA Group)	2/18/2017 LSA completed
Annual Report (meeting to	4/1/2016	Plan Completed 6/1/2016

discuss whether we are ready to publish and develop plan for publication if it's a "go").		Executive Committee (Responsibility passed to Reports Committee once one is established)
Move MCAH Suite of Reports (w/out SOW)	7/1/2015	
Manage & Update Reports: MCAH will manage and update the system-wide demographic, data quality, funding source, and outcomes reports created by the MCAH staff as needed.	7/1/2015 ongoing	
Custom Reports as Negotiated	Negotiation Complete + 30 days for initial draft unless otherwise negotiated	
Add Bowman Reports to the Site (if request is involved, we will move report within 5 days).	7/1/2015 ongoing	

\*All days are defined as "work days" unless otherwise specified.

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