

**Neighborhood Emergency Preparedness Program (NEPP)
Deliverable Timeline (amended FEBRUARY 28, 2014)**

| Month | Due Date: | Deliverables / Responsibilities: <i>(due in program office)</i> | Milestones / Program Components: <i>(confirm completion via email)</i> |
|----------|--|--|---|
| February | | Distribute MOAs, provide preparedness/flu overviews & information. Prepare communities for next steps (MOA, Plans, Exercises, etc.) | |
| | | Process Funding Agreement & Prepare Schedule C Memo Transfers | |
| March | 3/21/2014 | MOA | Planning Timeline & Identify Community Member's Roles and Responsibilities |
| | | Point of Contact Information for county and community leads. Include estimated population of individuals represented by planning efforts | |
| | | Maps and threat assessment (Start-up only) | |
| April | 4/11/14 | Expenditure reports | Define core educational requirements |
| | 4/18/14 | DRAFT Plans (Start-up only) | |
| | | Exercise Plans (Sustainment Only) | |
| 4/30/14 | ***All Funds in "Contractual", "Supplies", and "Other" must be spent or encumbered | | |
| May | 5/15/14 | Expenditure reports | Training provided |
| | | Summary of Lessons Learned Due (Sustainment Only) | Exercise Deadline (Sustainment Only) (If participating in the Statewide Hurricane Exercise, May 23) |
| June | 6/1/14 | Community Preparedness Plans | |
| | 6/30/14 | Funds in "Travel" spent | |
| | | Plan Reviews by State NEPP Coordinator Complete | |
| July | 7/1/14 | GFY 2013-14 Closeout / GFY 2014-15 Start-up | |

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|------------------------------|
| Start-up communities only |
| Sustainment communities only |

***Please note that if your CHD Budget Manager approves of later spending or encumbrances', this date may be extended.

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Monthly Conference Calls:

Expenditure reports:

3/18/14
4/15/14

5/20/14
6/17/14

4/11/14
5/15/14