



Neighborhood Emergency Preparedness Program

2012-2013 Expenditure Report Process

To prevent non-expenditure of federal funds and obtain spending status, regular expenditure reports will need to be submitted to the State NEPP Coordinator (as outlined on page 3 of the Funding Agreement) by the CHD NEPP Coordinator using the "NEPP Expenditure Report" template.

Please note that reports will include amounts for each federal spending category (Supplies, Contractual, Travel, and Other), as well as the total-to-date.

The timeline for the reports to be submitted are October 12, December 14, February 8, April 12, and June 14 for all 2012-2013 funds spent-to-date.

The reports should be compared to your CHD Business Manager's records. Also, any discrepancies should be reconciled at the CHD.

Please note that all NEPP funds are to be coded under:

OCA: PHPB3
Project ID: CA00004

Please note that County Health Departments are responsible for obtaining their Local EO specifically for NEPP.

Please use the "[Crosswalk of DOH Object codes to Federal Categories](#)" for Object Codes for Supplies, Contractual, Other, and Travel spending categories:

http://dohiws.doh.ad.state.fl.us/Divisions/administration/Rev_Mgt/Forms/ObjectCodesConvsntoFedCat.xls

Please call the Program Office at (850) 245-4444 extension 3896, if you have any questions.

Thank you.