



Questions and Answers

>>> Deliverables<<<

What is the Sample NEPP Planning Timeline?

The purpose of the Planning Timeline document is to define a planning strategy for Start Up and Sustainment Neighborhood Emergency Preparedness Program (NEPP) communities. The Planning Timeline is used to formulate an approach for implementing the program and is completed early in the program cycle.

New communities will develop a planning timeline that lists the methodology to be used in program implementation (agendas for residential meetings, minutes taken at such meetings, and status reports communicated to residents). See the Sample NEPP Planning Timeline under the “Program Planning” section of the NEPP Toolkit.

>>> Funding <<<

Who is responsible to ensuring the expense reports are submitted?

Expenditure reports are due as outlined in the current Funding Agreement. It needs to be determined who will be responsible for submitting these reports and indicated in the “Signature of Agreement” section of the Funding Agreement. Usually it is the business manager or designee, or the County Health Department (CHD) NEPP coordinator.

Can funds be moved from one category to another, for example from supplies to contractual or travel to supplies?

Yes. Please specify the requested changes in sections III and/or IV of the NEPP Funding Agreement if different than what is outlined in section II as the established budget for the current grant fiscal year. After the Schedule C memo transfer has been completed and the need to change funding amounts occurs, please have your CHD business manager or director/administrator send an email request to the State NEPP Coordinator, Ronnie Fetzko at Rhonda_Fetzko@doh.state.fl.us. Include the categorical change request (how much money, from what category, and the desired category for this amount to be transferred to). Please carbon copy (cc) the CHD NEPP coordinator (if other than yourself), the appropriate CHD business manager, and CHD director/administrator. Changes in purchases must be consistent with the approved list of supplies.

What needs to be done if a community decides to no longer participate in NEPP?

Please notify the State NEPP Coordinator by email and have your CHD business manager or director/administrator send an email request for a decrease Schedule C transfer in the amount designated for one community. Please check the Funding Agreement for the amount as it will vary depending if the community is Start-up or Sustainment. The email request should be sent to the State NEPP Coordinator, Ronnie Fetzko at Rhonda_Fetzko@doh.state.fl.us. Please carbon copy (cc) the CHD NEPP coordinator (if other than yourself), the appropriate CHD business manager, and CHD director/administrator.

When does federal CDC grant money need to be spent?

The Centers for Disease Control and Prevention (CDC) grant funding cycle aligns with the State's Grant Fiscal Year (GFY) however, all funding for supplies are expected to be encumbered by the end of April (see actual date in the deliverables outlined in the NEPP Funding Agreement).

Under special and/or pre-approved circumstances, Schedule C funds may be spent after April, but all items ordered must be encumbered by the end of the Federal and State Fiscal Year. Contractual services are paid for by Direct Orders (DO) and must reflect the current fiscal year.

If monies are not expended during the grant year, it may appear as if monies are not needed for the next year. Money not spent by the end of the grant fiscal year will be lost. This could result in a decreased budget for the next grant year.

If a community seems to be losing interest in participating, can a new community be started in their place?

Yes. New communities must adhere to current deadlines and deliverables. If an adjustment to any deliverable due dates is needed, please contact the State NEPP Coordinator to discuss special budget considerations.

Can NEPP participants do fundraising to purchase items not covered by the CDC/DOH grant?

Yes. NEPP participants may do fundraising on their own to purchase items not covered by the CDC grant as long as NEPP funds are **not** used for any fundraising activities. Fundraising, beneficial to support planning efforts, should be seen as a community action independent of the program.

What if the funding is not all spent by the end of the grant fiscal year?

Funding not spent by the end of grant fiscal year is lost. If a county knows that all funds will not be needed/spent, the business manager should request a decrease in Schedule C funds in the amount not needed and specify which category to decrease from (example: supplies, travel, contractual, and/or other). Pre-identified unspent funds will be given to counties on the NEPP waiting list or distributed to Sustainment counties in need of more funding.

What can be purchased in the "Contractual" category?

Contractual funds can be used for the following: to hire a temporary administrative support person, to contract with a trainer to conduct trainings and exercises, room rental for trainings (when a no-cost location is unavailable), or contact your State NEPP Coordinator for additional information.

>>> Memorandum of Agreement (MOA) <<<

Who signs the MOA?

In addition to the CHD NEPP Coordinator and CHD Administrator/Director, the MOA should be signed by the primary and secondary community leads. The community leads must be individuals who will be available to represent and lead the community in a disaster (i.e. not obligated elsewhere for disaster response).

Do the communities have to have a secondary POC sign or can it be executed with only one?

Every effort must be made to obtain secondary points of contacts for communities. It is in the best interest of the CHD and the community represented. Additionally, it is a basic preparedness/planning concept that should be reinforced from the beginning. If this is not possible, please discuss it further with the State NEPP Coordinator to determine if circumstances warrant an exception.

Can the current MOA be expanded to include all participating communities within a county and their signatures on a single form?

Yes. One MOA may be used for the county, but must be signed by all primary and secondary community leads *for each* participating community.

What are the benefits of having each community lead in the county sign the same MOA?

- Each community lead knows they have the same responsibilities
- There is enhanced coordination of planning efforts
- There is potential for reduced rates on larger supply orders
- The CHD NEPP coordinator may distribute copies of the MOA for each community instead of providing each community with its specific MOA

Are there any potential disadvantages of having each community lead in the county sign the same MOA?

It may be more of a challenge to meet the due date for new communities due to the routing time between each involved community. If one community decides to “nullify” the MOA before the annual update, it will need to be noted and updated for all communities

>>> Partnerships <<<

In order to avoid duplication of efforts and expenditures, are there existing community programs that NEPP can partner with?

Yes. Preparedness efforts may be enhanced by forming partnerships with the local Medical Reserve Corps (MRC), Community Emergency Response Teams (CERT), fire departments, home owners associations, Police Athletic Leagues (PALs), neighborhood crime watch neighborhoods, Special Needs Shelters (SpNS), and others.

What is CERT?

The CERT program trains people to be prepared for emergency situations in their community and neighborhood. CERT members give critical support to first responders in emergencies, provide immediate assistance to victims, collect disaster information to support first responder efforts, and provide the first neighborhood help in the immediate hours following a major emergency. CERT is families helping themselves, and neighbors helping neighbors to prepare, respond and recover in their own neighborhood.

What is the difference between a NEPP and a CERT?

NEPP focuses more on preparedness than response and requires participants to develop an all hazards disaster plan for the participating community. By working together, these programs can augment the resiliency of communities in Florida.

>>> Supplies <<<

How do I purchase supplies for my communities?

Supply purchases can only take place through your CHD. Your CHD will purchase supplies through My Florida Marketplace or through a Schedule C Memo. Please work with your business manager to ensure that proper procedures are followed.

How do I know what supplies can be ordered?

Planning efforts are aimed at preparedness, thus funding will support the disaster preparedness plans. Please refer to the "Approved Supply List" and "Non-Approved Supply List", available under "Funding Related Materials" in the NEPP Toolkit.

If an item of interest is not listed on either list, please contact the State NEPP Coordinator to determine item eligibility.

What is the spending deadline?

All funds need to be encumbered by the end of April 30. Please work with the CHD business manager regarding Direct Orders (DOs) related to contractual funds.

>>> Related Training <<<

If a Sustainment community received the Home Health Care Series training last year, does it need to be given again?

Communities are encouraged to repeat training for sustainability and to orient new members of the community. Ultimately, the decision lies with the community. Previously trained community leads should offer the training to community members. The Special Needs Shelter Consultants may (at their discretion) offer to facilitate.

The training may also act as a catalyst in moving forward with continued planning, training, and exercise efforts.

What are core education requirements?

Core education requirements vary from community to community. First, an assessment needs to be done to evaluate what the community needs are in relation to preparedness planning efforts. This includes determining the following:

- If a community has an understanding of basic ICS.
- If the community has a plan, do the members of the community know it exists and have a basic understanding of the plan?
- If the community does not have a plan, do the members of the community know what steps they need to take to begin developing a plan?

- What are hazards that are specific to the community? How does the community prepare and respond to a disaster that may impact those hazards?

Overall, determining the communities' level of understanding and training needs will help in providing them with core education and training.

>>> Exercises <<<

Are Start-up communities required to conduct an exercise?

No. They are not required to conduct an exercise. During the first year in NEPP, Start-up communities are required to develop a NEPP Plan and should train community members to the plan. When Start-up communities become Sustainment communities, then they exercise their plan. Start-up communities may participate in local exercises as it has proven beneficial for members in recognizing the need to be prepared.

Who must be involved while conducting a NEPP exercise?

The CHD NEPP coordinator, community members, local emergency management, representation of law enforcement, fire rescue, public safety, etc should all be involved while conducting a NEPP exercise. Anyone/local agency that is a stakeholder in the exercise will play a vital role in the success of an exercise.

Are NEPP communities covered for liability when training, conducting exercises or activating NEPP plans?

No. NEPP related activities should not be response type activities where injury can occur. If an accident or injury were to occur during an exercise, the facility where it is taking place may be liable. Please reference the Memorandum of Agreement (MOA), Section IV (No Indemnification) for further details.

Should NEPP communities sign up as Chapter 110 Volunteers?

No. NEPP focuses on preparedness rather than response. Volunteers taking part in response-type activities like Medical Reserve Corps (MRC) volunteers would be considered Chapter 110 volunteers.

What does the NEPP exercise plan refer to?

The NEPP exercise plan refers to the "HSEEP Design and Development System (DDS) Worksheet" under "Exercise Related Materials" in the NEPP Toolkit. This worksheet highlights specifics to the plan, including exercise type, scope, target capabilities, and major participants.

Can an exercise done in the past be repeated?

Yes. An exercise can be repeated only if a new After Action Report (AAR) is provided.

>>> Miscellaneous<<<

How long is the commitment to NEPP?

The expected commitment to the NEPP program is 2-3 years. During the first year, communities are considered Start-up communities. The first year is setting the foundation for the next years.

During the second and third years, communities are considered Sustainment communities. Counties with Sustainment communities receive less funding than the previous year and receive an amount based on the number of communities they have.

Can I start up more than two communities?

Yes. Please be aware that the amount of funding for Start-up will remain the same. The funding for Start-up communities is designed for two communities.

CHD NEPP coordinators should consider the limit of Start-up communities to four because they will be stretching the same amount of funding further. If stretched too thin, it won't be beneficial to the communities. Funding for counties with Sustainment communities will receive an amount based on the number of communities.

What must a community map entail?

Maps should capture the entire community. For instance, this can be obtained by a geographic information system (GIS) map, Google Earth, or MapQuest. The map should reference the community involved during a disaster. The map should be included as an attachment to the Community Emergency Preparedness Plan.

For more information regarding NEPP, please contact: Rhonda (Ronnie) Fetzko, State NEPP Coordinator at (850) 245-4444, ext 3869 or Rhonda_Fetzko@doh.state.fl.us