



TIMELINE

APPLICATIONS DUE DECEMBER 6, 2024

Exact dates will be added to this document as they become available.

	DATE	ACTIVITY	RESPONSIBILITY OF
2024	January-September	Generate project ideas	Work Groups, Subcommittees
	September 9 & 10	Share UASI '25 timeline and application materials with Steering Committee and Program Committee	RDPO Grants Coordinator, Steering Committee, Program Committee
	Week of September 16	UASI ' 25 application available at rdpo.org/uasi-25	RDPO Grants Coordinator
	September 16-December 5	Complete applications, obtain work group sponsorship, and seek endorsements	Applicants, Work Group Chairs
	September 16-December 5	Assist applicants with grant writing	RDPO Staff
	October 10, 2024	LETPA and NPA Strategy Conversation	LEWVG, SC, PrC, RDPO
	December 6	APPLICATIONS DUE	Applicants
	December 6-January 6	Complete application endorsements via online form	Work Group Chairs
	December 10	Send applications to Evaluation Committee	RDPO Grants Coordinator
	December 10	Send applications & SWIC Submission Forms to SWIC	RDPO Emergency Preparedness Coordinator
	December 10-January 6	Review applications and submit questions to the RDPO Grants Coordinator, who will follow up with applicants	Evaluation Committee, RDPO Grants Coordinator, SWIC
2025	January 8	Final endorsement forms due	Work Group Chairs
	January 8-15	Respond to Evaluation Committee questions	Applicants
	January 17-23	Review applicant answers, revise scores	Evaluation Committee

	Late January	Evaluation Committee meet to discuss final scores	Evaluation Committee, Grants Coordinator
	Late January	Receive SWIC reviews, follow up with PMs	RDPO Grants Coordinator, RDPO Emergency Preparedness Coordinator
	January 31	Send final scores to Program Committee	RDPO Grants Coordinator
	February-May	Release NOFO, which includes risk ranking and estimated funding amount	FEMA
	February 4	Discuss rankings at monthly meeting and develop recommendations for Steering Committee to consider - applicants are encouraged to attend	Program Committee, Applicants
	Early March	Discuss rankings and recommendations at joint Program and Steering Committee meeting - applicants are encouraged to attend	Program Committee Steering Committee, Applicants
	March-April	Finalize tentative funding plan, which may need to be changed based on the Notice of Funding Opportunity (NOFO)	Steering Committee
	May	Create preliminary funding package based on NOFO requirements	RDPO Grants Coordinator
	May	Review, revise, and vote on preliminary funding package - and create a plan for if we get more or less funding than expected	Steering Committee
	May	Announce tentative awards to applicants	RDPO Staff
	May	Request EHP forms	RDPO Grants Coordinator
	May	Submit regional application to OEM	RDPO Staff
	May-June	Complete Project Management Form	Project Managers
	July	Announce final regional award amount	FEMA
	Late July	Finalize decisions based on final award	Steering Committee
	August	Announce final awards to applicants	RDPO Staff
	August	Project Managers can begin working on anything that does NOT require funding	Project Managers
	October	ODEM/PBEM IGA (may take several months to be fully executed)	ODEM, RDPO Staff
2026	February	Mandatory Post-Award Orientation for all awardees to cover expectations and requirements	Project Managers

	January-May	Develop and execute Subrecipient Agreements	Subrecipient Agencies, RDPO Staff
	January-May	Once Subrecipient Agreements are finalized, Project Managers may begin project work	Project Managers
	April 10	Progress Reports and Requests for Reimbursements due	Project Managers, RDPO Staff
	July 10	Progress Reports and Requests for Reimbursements due	Project Managers, RDPO Staff
	October 10	Progress Reports and Requests for Reimbursements due	Project Managers, RDPO Staff
2027	January 10	Progress Reports and Requests for Reimbursements due	Project Managers, RDPO Staff
	April 10	Progress Reports and Requests for Reimbursements due	Project Managers, RDPO Staff
	July 10	Progress Reports and Requests for Reimbursements due	Project Managers, RDPO Staff
	October 10	Progress Reports and Requests for Reimbursements due	Project Managers, RDPO Staff
2028	January 10	Progress Reports and Requests for Reimbursements due	Project Managers, RDPO Staff
	March 31st	Grant performance period ends - projects must be completed and no spending is allowed after this date	Project Managers
	April 30th	Final invoices and Requests for Reimbursements (RFR) are due	Project Managers
	July 10th	Final report due	Project Managers