

Legend-Blue=Completed; Green=On Target; Yellow =Action Needed; Red=In Jeopardy/Board Action Needed, Orange=High Priority

Issue/Contract Task / Project / Deliverable	Due	Status
Task #1 – Inventory Management – Quarterly	October 15th	
Task #2 – Data Security & Confidentiality - Quarterly	October 15th	
Task #3 – Healthcare Coalition Task Force – Quarterly	October 15 th	Completed 8/18/26
Task #4 – Budget	July 15th	Completed 7/9/26 (Budget Revision #1 submitted 8/20/26)
Task #5 – Governance	December 15th	
Task #6 – HCC Jurisdiction	December 15 th	
Task #7 – HVA	December 15 th	
Task #8 – Readiness Assessment	December 15 th	
Task #9 – Supply Chain Integrity Assessment	December 15 th	
Task #10 – Cyber Security Assessment	June 15 th	
Task #11 – Extended Downtime Healthcare Delivery Impact Assessment	June 15 th	
Task #12 – Provide input into State Strategic Plan	TBD	
Task #13 – HCC Readiness Plan	December 15th	
Task #14 - Training and Exercise Plan	December 15th	
Task #15 – HCC Response Plan	June 15 th	
Task #16 – HCC COOP	June 15 th	
Task #17 – MRSE	June 15th	
Task #18 – Position Descriptions	April 15 th	
Task #19 – Recovery Plan	June 15 th	
Task #20 – Preparedness Workshop	TBD	
Task #21 – Workforce Assessment	December 15th	
Task #22 – Cyber Security Support Plan	April 15th	
Task #23 - Extended Downtime Support Plan	June 15th	
Task #24 – State Exercise	TBD	
Task #25 – Performance Measures	September 15 th	Completed 9/2/26
Task #26 – Quarterly Report	October 15th	
Expenditures (Monthly/Quarterly/Annual)	15 th	July and August 2026 completed
High Priority Issue: Family Reunification; hospitals need immediate support in managing family/friends (see also FAC project/ FRC exercise)	6/30/27	Lead: Drawdy - Promote Pulsara implementation (plan to have all of Orange County operational by 12/26; identify timeline in all counties or barriers) - Working with Orange County on FRC/FAC plan - Update FRC team plan
High Priority Issue: Disaster Patient Movement Process (RMOCC)	6/30/27	Lead: Drawdy (with Pappas/Zito) - Participate in state RMOCC planning - Volunteered for pilot
Strategic Objective: Sustainability - Develop and expand sustainable resiliency funding opportunities, including grants and cooperative funding programs, to strengthen healthcare coalition capabilities - identify and implement at least one revenue stream	6/30/27 6/30/28	Lead: Drawdy / Hilliard - Benchmark with Miami-Dade HCC - Research Member Requirements

Strategic Objective: Member Satisfaction and Engagement Increase EMS engagement in the annual Coalition exercise to at least two agencies participating full-scale in the annual exercise. Identify return on investment for Coalition members. Increase city/county leaders as Coalition members by at least one in each of the nine counties.	4/30/27 6/30/27 6/30/28	Lead: Drawdy / Hilliard • Present at Florida Fire Chiefs • Implement Net Promoter Score • Presentations at Health Planning Councils
Strategic Objective: Build and Sustain Capabilities • Develop and implement an interoperable patient tracking strategy that enhances real-time coordination and information sharing between EMS providers, hospitals, and healthcare partners to improve patient movement, continuity of care, and situational awareness during emergencies. • Develop a plan to support use of telemedicine in an MCI • Develop a plan to support the health care workforce's access to resources that support workforce safety and resilience, including workplace safety trainings, and behavioral health support	6/30/27 12/31/27 6/30/28	Lead: Drawdy / Hilliard • Work with hospitals and EMS to promote rapid implementation of Pulsara • Identify and add other response partners (emergency management, medical examiners, others) • Survey members re how coalition can support this • Identify state resources • Develop/share best practice guidelines • Complete Workforce assessment
Strategic Objective: Enhance Communications • Increase use of social media to engage members and partners. • Develop a comprehensive communications strategy to eliminate communication silos.	6/30/27 12/31/27	Lead? Drawdy / Hilliard • Identify and implement tracking of LinkedIn metrics • Survey members to identify member communications needs and preferences

CFDMC Task and Project Report

Contract Task / Coalition Project	Due Date	Lead / Back-up / Partners	Activities / Status
Task #1: Ensure the Inventory Management System is updated throughout the contract term as follows: - Enter all tangible preparedness and response items purchased with contract funds into the Inventory Management System within 30 calendar days of the item invoice date. - Run an Inventory Movement Report to confirm that the Inventory Management System is up to date, ensuring that the start date of the report is the first day in the quarter for which the report is submitted and that the end date of the report is the last day in the quarter for which the report is	Quarterly	Hilliard (Drawdy)	

submitted. c) Save the Inventory Movement Report as a single file and include the task number in the file name. d) Submit the Inventory Movement Report file via email to the Contract Manager by October 15, January 15, April 15, and July 15 of each contract year. e) Upload the Inventory Movement Report file in CRVS by October 15, January 15, April 15, and July 15 of each contract year. f) Ensure the Inventory Movement Report is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the Inventory Management Report is not complete and/or accurate, modify the Inventory Management Report, and submit and upload the modified Inventory Management Report in CRVS as directed by the Department.			
Task #2 – Data Security/Confidentiality Always comply with the terms of the Data Security and Confidentiality provisions (Attachment II) throughout the contract term.	Quarterly	Drawdy (Hilliard)	Attestation in quarterly report
Task #3: HCCTF Attend HCCTF meetings and calls as directed by the Department.	Quarterly	Drawdy (Hilliard)	Attended 8/18/26
Task #4 - Budget: Upload the completed HCC Budget using the template on the HCC SharePoint in ASPR's designated tracking system by July 15. Submit the completed HCC Budget to the Contract Manager via email and in CRVS by July 15. Ensure the HCC Budget is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the HCC Budget is not complete and/or accurate, modify the HCC Budget and submit, and upload the modified HCC Budget as directed by the Department.	7/15/25	Drawdy (Hilliard)	FY 26-27 budget approved by Board 5/9/26; uploaded into CAAMP/CRVS 7/9/26 Budget Revision submitted to state 8/20/26 (pending approval)

Task #5 – Governance: Maintain, distribute, submit, upload, and update as necessary the HCC governance information throughout the contract term as follows: a) Maintain HCC governance information detailing the HCC’s management /administration, geographic coverage, membership, and community coordination and engagement, following the HCC governance guidance and materials provided by ASPR. b) Compile the HCC governance information into a single file and include the task number in the file name. c) Distribute the HCC governance information to HCC Members by December 15. d) Submit the HCC governance information via email to the Contract Manager and upload the file in CRVS and in ASPR’s designated tracking system as applicable by December 15. e) Update the HCC governance information as necessary. f) Ensure the HCC governance information is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the HCC governance information is not complete and/or accurate, modify the HCC governance information, and submit and upload the modified HCC governance information in CRVS as directed by the Department.	December 15th	Drawdy (Board)	Update approved by Board on 5/19/26
Task #6 - HCC Jurisdiction Provide information about the HCCs county boundaries within the HCC Jurisdiction as follows: a) Submit to the Contract Manager via	December 15th	Drawdy	

email an HCC Jurisdiction map that includes county boundaries in a single file and include the task number in the file name, following guidance and materials provided by ASPR. b) Upload the HCC Jurisdiction map in CRVS and ASPR's designated tracking system by December 15 of each contract year. c) Update the jurisdictional information as needed during the contract year to reflect any jurisdictional boundary changes that occur. d) Ensure the HCC Jurisdiction map is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the HCC Jurisdiction map is not complete and/or accurate, modify the HCC Jurisdiction map, and submit and upload the modified HCC Jurisdiction map in CRVS as directed by the Department.			
Task #7 – HVA: Update, distribute, submit, and upload the HVA by December 15 as follows: a. Update the HVA detailing the threats and hazards for the jurisdiction, vulnerabilities, probability of occurrence, severity of impact, and priority actions, following the HVA guidance and materials provided by ASPR. b. Save the HVA as a single file and include the task number in the file name. c. Distribute the HVA to HCC Members by December 15. d. Submit the HVA via email to the Contract Manager and upload it in CRVS and ASPR's designated tracking system by December 15. e. Ensure the HVA is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the HVA is not complete and/or accurate, modify the HVA, and submit and upload the modified HVA	December 15 th	Hilliard (Drawdy)	Collecting from county EM, CHDs, hospitals Sent out survey to members Updating metrics with new ASPR risk formula

in CRVS as directed by the Department.			
Task #8 – Readiness Assessment: Update, distribute, submit, and upload, the readiness assessment as follows: a. Update the readiness assessment detailing the HCC’s capacity and capability to carry out NOFO activities, conduct health care preparedness and response operations, and address health care readiness gaps, using the readiness assessment materials provided by ASPR. b. Save the readiness assessment as a single file and include the task number in the file name. c. Distribute the readiness assessment to HCC Members by December 15. d. Submit the readiness assessment via email to the Contract Manager by December 15. e. Upload the readiness assessment in CRVS and ASPR’s designated tracking system by December 15. f. Ensure the readiness assessment is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the readiness assessment is not complete and/or accurate, modify the readiness assessment, and submit and upload the modified readiness assessment in CRVS as directed by the Department.	December 15th	Drawdy / Hilliard	
Task #9 – Supply Chain Integrity Assessment: Update, distribute, upload, and submit the supply chain integrity assessment as follows: a) Update the supply chain integrity assessment detailing resource needs, vulnerabilities, current access and infrastructure, impact on communities and mitigation	December 15th	Drawdy / Hilliard (Supply Chain Integrity Workgroup)	

strategies, following the supply chain integrity assessment guidance and materials provided by ASPR. b) Save the supply chain integrity assessment as a single file and include the task number in the file name. c) Distribute the supply chain integrity assessment to HCC Members by December 15. d) Submit the supply chain integrity assessment via email to the Contract Manager by December 15. e) Upload the supply chain integrity assessment in CRVS and ASPR's designated tracking system by December 15. f) Ensure the supply chain integrity assessment is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the supply chain integrity assessment is not complete and/or accurate, modify the supply chain integrity assessment, and submit and upload the modified supply chain integrity assessment as directed by the Department.			
Task #10 – Cybersecurity Assessment: Update, distribute, submit, and upload the cybersecurity assessment as follows: a) Update the cybersecurity assessment detailing cybersecurity practices, community impact, and mitigation strategies, following the cybersecurity assessment guidance and materials provided by ASPR. b) Save the cybersecurity assessment as a single file and include the task number in the file name. c) Distribute the cybersecurity assessment to HCC Members by June 15. d) Submit the cybersecurity assessment email to the Contract Manager by June 15. e) Upload the cybersecurity assessment in CRVS and ASPR's designated tracking system by June 15. f) Ensure the cybersecurity assessment is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the cybersecurity assessment is not complete and/or accurate, modify the cybersecurity assessment, and submit and upload the modified cybersecurity assessment in CRVS as directed by the Department.	June 15 th	Drawdy / Hilliard (with Central FL Cyber Coalition)	
Task #11 – Extended Downtime Healthcare Delivery Impact Assessment: Update, distribute, submit, and upload the extended downtime health care delivery impact assessment as follows:	June 15 th	Drawdy / Hilliard	

a) Update the extended downtime health care delivery impact assessment detailing impacted functions, community impact, and mitigation strategies, the extended downtime health care delivery impact assessment guidance and materials provided by ASPR. b) Save the extended downtime health care delivery impact assessment as a single file and include the task number in the file name c) Distribute the extended downtime health care delivery impact assessment to HCC Members by June 15. d) Submit the extended downtime health care delivery impact assessment via email to the Contract Manager by June 15. e) Upload the extended downtime health care delivery impact assessment in CRVS and ASPR's designated tracking system by June 15. f) Ensure the extended downtime health care delivery impact assessment is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the extended downtime health care delivery impact assessment is not complete and/or accurate, modify the extended downtime health care delivery impact assessment, and submit and upload the modified extended downtime health care delivery impact assessment as directed by the Department.			
Task #12 – State Strategic Plan: Provide input into the state-level strategic plan as follows: a) Participate in the annual PAC meeting and any other strategic planning activities as directed by the Department.	Quarterly	Drawdy / Hilliard	
Task #13 – HCC Readiness Plan: Update, distribute, submit, and upload the HCC Readiness Plan as follows: a) Update the HCC Readiness Plan to provide a roadmap for the HCC to address strategic priorities, implement the cooperative agreement activities, and develop and grow as an organization by December 15, following the readiness plan guidance and materials provided by ASPR. b) Save the HCC Readiness Plan as a single file and include the task number in the file name. c) Distribute the HCC Readiness Plan to HCC Members by December 15. d) Submit the HCC Readiness Plan via email to the Contract Manager by December 15.	December 15th	Drawdy / Hilliard	

e) Upload the HCC Readiness Plan in CRVS and ASPR's designated tracking system by December 15. f) Ensure the HCC Readiness Plan is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the HCC Readiness Plan is not complete and/or accurate, modify the HCC Readiness Plan, and submit and upload the modified HCC Readiness Plan in CRVS as directed by the Department.			
Task #14 - Training and Exercise Plan: Update, distribute, submit, and upload the training and exercise plan as follows: a) Update the training and exercise plan of projected trainings and exercises through June 30, 2029, using the training and exercise materials provided by ASPR. b) Save the training and exercise plan as a single file and include the task number in the file name. c) Distribute the training and exercise plan to HCC Members by December 15. d) Submit the training and exercise plan via email to the Contract Manager by December 15. e) Upload the training and exercise plan in CRVS and ASPR's designated tracking system by December 15. f) Ensure the training and exercise plan is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the training and exercise plan is not complete and/or accurate, modify the training and exercise plan, and submit and upload the modified training and exercise plan in CRVS as directed by the Department.	December 15 th	Drawdy / Hilliard	
Task #15 - HCC Response Plan: Update, distribute, submit, and upload the HCC Response Plan as follows: a) Update the HCC Response Plan to detail how the HCC will implement activities that support the Core Functions in the NOFO, following the response plan guidance and materials provided by ASPR. b) Save the HCC Response Plan as a single file and include the task number in the file name. c) Distribute the HCC Response Plan to HCC Members by June 15. d) Submit the HCC Response Plan via email to the Contract Manager by June 15. e) Upload the file in CRVS and ASPR's designated tracking system by June 15. f) Ensure the HCC Response Plan is	June 15 th	Drawdy / Hilliard	

complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the HCC Response Plan is not complete and/or accurate, modify the HCC Response Plan, and submit and upload the modified HCC Response Plan in CRVS as directed by the Department.			
Task #16 – COOP: Update, distribute, submit, and upload a COOP as follows: a) Update a COOP that is informed by the HCC Members' COOP, following the COOP guidance and materials provided by ASPR. b) Save the COOP as a single file and include the task number in the file name. c) Distribute the COOP to HCC Members by June 15. d) Submit the COOP file via email to the Contract Manager by June 15. e) Upload the COOP file in CRVS and ASPR's designated tracking system by June 15. f) Ensure the COOP is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the COOP is not complete and/or accurate, modify the COOP, and submit and upload the modified COOP as directed by the Department.	June 15 th	Drawdy / Hilliard	
Task #17 – MRSE: Hold a MRSE by May 31, to assess the HCC's capacity to support a large-scale, community-wide medical surge incident, following the MRSE materials provided by ASPR. Complete, distribute, submit, and upload documentation of a MRSE as follows: a) Invite the BPR Training and Exercise Section Administrator via email to participate in the MRSE, a minimum of 60 calendar days prior to the exercise. b) Complete the MRSE information in ASPR's designated tracking system. c) Save the completed MRSE AAR-IP as a single file and include the task number in the file name. d) Distribute the MRSE AAR-IP to HCC members within 90 calendar days following the exercise or no later than June 15, whichever occurs first. e) Submit the MRSE AAR-IP via email to the Contract Manager and upload it in CRVS and ASPR's designated	June 15th	Drawdy / Hilliard / Myers (FSE Planning Team)	Save the date sent for 4/8/27 Invited BPR (Ursula Walker and Sue James)

tracking system within 90 calendar days following the exercise or no later than June 15, whichever occurs first. f) Ensure the MRSE AAR-IP is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the MRSE AAR-IP is not complete and/or accurate, modify the MRSE AAR-IP, and submit and upload the modified MRSE AAR-IP in CRVS as directed by the Department.			
Task #18 – Position Descriptions: Update, submit, and upload job descriptions as follows: a) For each individual who receives HPP funds as part or all of their salary/benefits, complete a job description. b) Save the job description(s) as a single file and include the task number in the file name. c) Submit the job description(s) file via email to the Contract Manager by April 15. d) Upload the job description(s) file in CRVS by April 15. e) Ensure the job descriptions file is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the job descriptions file is not complete and/or accurate, modify the job descriptions file, and submit and upload the modified job descriptions file in CRVS as directed by the Department.	April 15 th	Drawdy / Hilliard	
19: Recovery Plan: Update, distribute, submit, and upload a recovery plan as follows: a) Update the recovery plan describing how the HCC will integrate with key partners, support the workforce, recover critical infrastructure, and manage community impact, following the recovery plan guidance and materials provided by ASPR. b) Save the recovery plan as a single file and include the task number in the file name. c) Distribute the recovery plan to HCC Members by June 15. d) Submit the recovery plan via email to the Contract Manager by June 15. e) Upload the recovery plan in CRVS and ASPR's designated tracking system by June 15. f) Ensure the recovery plan is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the recovery plan is not complete and/or accurate, modify the recovery plan, and submit and upload the modified recovery plan in CRVS as directed by the Department.	June 15 th	Drawdy / Hilliard	

20. Preparedness Workshop: Participate in the preparedness workshop as follows: a) At least one provider staff who receive HPP funds as part or all of their salary/benefits participate in person in the entire preparedness workshop as directed by the Department.	Upon date set by FDOH	Drawdy / Hilliard	
21: Workforce Assessment Conduct, distribute, submit, and upload a workforce assessment as follows: a) Conduct a workforce assessment following the guidance and materials provided by ASPR. b) Save the workforce assessment as a single file and include the task number in the file name. c) Distribute the workforce assessment to HCC Members by December 15. d) Submit the workforce assessment via email to the Contract Manager by December 15. e) Upload the workforce assessment in CRVS and ASPR's designated tracking system by December 15. f) Ensure the workforce assessment is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the workforce assessment is not complete and/or accurate, modify the workforce assessment, and submit and upload the modified workforce assessment in CRVS as directed by the Department.	December 15th	Drawdy / Hilliard	
Task #22 Cybersecurity Support Plan Develop, distribute, submit, and upload a cybersecurity support plan as follows: a) Develop a cybersecurity support plan following the guidance and materials provided by ASPR. b) Save the cybersecurity support plan as a single file and include the task number in the file name. c) Distribute the cybersecurity support plan to HCC Members by April 15. d) Submit the cybersecurity support plan via email to the Contract Manager by April 15. e) Upload the cybersecurity support plan in CRVS and ASPR's designated tracking system by April 15. f) Ensure the cybersecurity support plan is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the cybersecurity support plan is not complete and/or accurate, modify the cybersecurity support plan, and submit and upload the modified cybersecurity support plan in CRVS as directed by the Department.	April 15th	Drawdy / Hilliard	
Task #23 Extended Downtime Support Plan Develop, distribute, submit, and upload an extended downtime support plan as follows: a) Develop an extended downtime support plan following the guidance and materials provided by ASPR. b) Save the extended downtime support plan as a single file and include the task number in the file name. c) Distribute the extended downtime support plan to HCC Members by June 15.	June 15th	Drawdy / Hilliard	

d) Submit the extended downtime support plan via email to the Contract Manager by June 15. e) Upload the extended downtime support plan in CRVS and ASPR's designated tracking system by June 15. f) Ensure the extended downtime support plan is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the extended downtime support plan is not complete and/or accurate, modify the extended downtime support plan, and submit and upload the modified extended downtime support plan in CRVS as directed by the Department.			
Task #24: State Exercise Participate in the Department-led exercise to address additional jurisdictional priorities or areas of improvement as follows: a) At least one provider staff who receive HPP funds as part of or all of their salary, participate in person in the entire Department-led exercise to address additional jurisdictional priorities or areas of improvement, as directed by the Department.	FDOH to set date	Drawdy / Hilliard	
Task #25: Performance Measures Report on HPP HCC Performance Measures as follows: a) Complete reporting of HPP HCC Performance Measures in ASPRs designated tracking system, following the guidance and materials provided by ASPR. b) Submit the completed HPP HCC Performance Measures reporting via email to the Contract Manager and upload it in CRVS by September 15. c) Ensure the HPP HCC Performance Measure reporting is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the HPP HCC Performance Measure reporting is not complete and/or accurate, modify the HPP HCC Performance Measure reporting, and submit and upload the modified HPP HCC Performance Measure reporting in CRVS as directed by the Department.	September 15th	Drawdy / Hilliard	Completed and approved
Task #26: Quarterly Report: Complete, upload, and submit the Quarterly Progress Report as follows: a. Complete the Quarterly Progress Report available at the HCC SharePoint a) Document the date of each update to the Inventory Management System in the corresponding Quarterly Progress Report. If there were no Inventory Management System updates during the quarter, state this in the Quarterly Progress Report. b) Document compliance the Data Security and Confidentiality provisions (Attachment II) by providing a statement or attestation certifying this requirement is met in each Quarterly Progress Report. c) Document the date of each HCCTF meeting or call and the name of each of Provider's staff in attendance in the corresponding Quarterly	Quarterly – 15th	Drawdy / Hilliard	

Progress Report. If there were no HCCTF meetings or calls during the quarter, state this in the Quarterly Progress Report. d) Document a summary of any updates to the HCC Budget in the corresponding Quarterly Progress Report. If there were no HCC Budget updates during the quarter, state this in the Quarterly Progress Report. e) Document any updates to the governance information in the corresponding Quarterly Progress Report. If there were no governance information updates during the quarter, state this in the Quarterly Progress Report. f) Document any HCC jurisdictional changes in the corresponding Quarterly Progress Report. If there were no jurisdictional changes during the quarter, state this in the Quarterly Progress Report. g) Document the date and method the HVA was distributed to HCC members in the corresponding Quarterly Progress Report. If the HVA was not yet distributed to HCC members, state this in the Quarterly Progress Report. h) Document the date and method the readiness assessment was distributed to HCC Members in the corresponding Quarterly Progress Report. If the readiness assessment was not yet distributed to HCC members, state this in the Quarterly Progress Report. i) Document the date and method the supply chain integrity assessment was distributed to HCC Members in the corresponding Quarterly Progress Report. If the supply chain integrity assessment was not yet distributed to HCC members, state this in the Quarterly Progress Report. j) Document the date and method the cybersecurity assessment was distributed to HCC Members in the corresponding Quarterly Progress Report. If the cybersecurity assessment was not yet distributed to HCC members, state this in the Quarterly Progress Report. k) Document the date and method the extended downtime health care delivery impact assessment was distributed in the corresponding Quarterly Progress Report. If the extended downtime health care delivery impact assessment was not yet distributed to HCC members, state this in the Quarterly Progress Report. l) Document the date of each PAC meeting or strategic planning activity and the name of each of Provider's staff who participated in the corresponding Quarterly Progress Report. If there were no PAC meetings or strategic planning activities during the quarter, state this in the Quarterly Progress Report. m) Document the date and method the HCC Readiness Plan was distributed to HCC Members			
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in the corresponding Quarterly Progress Report. If the HCC Readiness Plan was not yet distributed to HCC members, state this in the Quarterly Progress Report. n) Document the date and method the training and exercise plan was distributed to HCC Members in the corresponding Quarterly Progress Report. If the training and exercise plan was not yet distributed to HCC members, state this in the Quarterly Progress Report. o) Document the date and method the HCC Response Plan was distributed to HCC members in the corresponding Quarterly Progress Report. If the HCC Response Plan was not yet distributed to HCC members, state this in the Quarterly Progress Report. p) Document the date and method the COOP was distributed to HCC Members in the corresponding Quarterly Progress Report. If the COOP was not yet distributed to HCC members, state this in the Quarterly Progress Report. q) Document the date, if known, of the planned or completed MRSE in each quarter's Quarterly Progress Report. If the MRSE date is not yet known, state this in the Quarterly Progress Report. r) Document the date of the email invitation to the BPR Training and Exercise Section Administrator to participate in the MRSE in the corresponding Quarterly Progress Report. If the email invitation was not yet sent, state this in the Quarterly Progress Report. s) Document the name of the BPR representative who participated in the MRSE in the corresponding Quarterly Progress Report. If the BPR representative did not yet participate in the MRSE, state this in the Quarterly Progress Report. t) Document the date and method the MRSE AAR-IP was distributed to HCC Members in the corresponding Quarterly Progress Report. If the MRSE AAR-IP was not yet distributed to HCC members, state this in the Quarterly Progress Report. u) Document any HCC job description changes in the corresponding Quarterly Progress Report. If there were no job description changes during the quarter, state this in the Quarterly Progress Report. v) Document the date and method the recovery plan was distributed to HCC members in the corresponding Quarterly Progress Report. If the recovery plan was not yet distributed to HCC members, state this in the Quarterly Progress Report. w) Document the date(s) of the preparedness workshop and the name of each of Provider's			
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staff who participated in the corresponding Quarterly Progress Report. If the preparedness workshop did not occur yet, state this in the Quarterly Progress Report. x) Document the date and method the workforce assessment was distributed to HCC Members in the corresponding Quarterly Progress Report. If the workforce assessment was not yet distributed to HCC members, state this in the Quarterly Progress Report. y) Document the date and method the cybersecurity support plan was distributed to HCC Members in the corresponding Quarterly Progress Report. If the cybersecurity support plan was not yet distributed to HCC members, state this in the Quarterly Progress Report. z) Document the date and method the extended downtime support plan was distributed to HCC Members in the corresponding Quarterly Progress Report. If the extended downtime support plan was not yet distributed to HCC members, state this in the Quarterly Progress Report. aa) Document the name of each of Provider's staff who participated in the Department-led exercise to address additional jurisdictional priorities or areas of improvement in the corresponding Quarterly Progress Report. If the exercise was not yet held, state this in the Quarterly Progress Report. bb) Document the date of HPP HCC Performance Measure reporting in the corresponding Quarterly Progress Report. If the HPP HCC Performance Measure reporting did not yet occur, state this in the Quarterly Progress Report. b. Include an update and status for each Task in each Quarterly Progress Report. c. Save the Quarterly Progress Report as a single file and include the task number in the file name. d. Submit the Quarterly Progress Report within 15 calendar days after the end of each quarter via email to the Contract Manager and upload it in CRVS. e. Ensure the Quarterly Progress Report is complete and accurate at the time of submission and when uploaded in CRVS. In the event the Department determines the Quarterly Progress Report is not complete and/or accurate, modify the Quarterly Progress Report, and submit and upload the modified Quarterly Progress Report in CRVS as directed by the Department.			
Expenditures (Monthly/Quarterly/Annual) Monthly – upload to SharePoint and email contract manager – due 15th business day following end of the month Quarterly – quarterly expenditure report (by category) – due 15th business day following end of quarter	15th monthly / quarterly 45th annual	Drawdy / Hilliard	

Annual – annual expenditure report (by category) – due 45 days following end of fiscal year			
Coalition Project: Update Preparedness & Response annexes that are not contract tasks	June 30 th	Hilliard/ Drawdy	
Coalition Project – Quarterly Community Based Drills - September – Operation Protect & Secure (active shooter) - December – Extended Downtime - February – Great Tornado Drill (shelter in place) - May – Operation Generate Confidence (generator drill) - June – A Glass of Mutual Aid (confirmed MOAs and supply chain)	Quarterly	Drawdy / Hilliard (County EM)	
2026 MRSE AAR/IP: - HICS (provide training, process to report HICS POC to EM/HCC, and HICS to provide updates to EM/HCC) - Standardize communications across regions - Ensure partners have access to WEB EOC - Process to hospitals to communicate lockdowns to EM/HCC - Decon TTT	4/8/27	Drawdy / Hilliard	Complete and re-test in April 2027 exercise
Single federal audit: organizations receiving more than \$750,000 annually are required to undergo a single federal audit by 9/30 annually.	6/30/27	Drawdy / Hilliard (Accountant)	
IRS 990	November 30 th	Drawdy	Completed
Coalition Project: Communicate with members - Sent out alerts, training and exercise opportunities (Drawdy) - Keep website updated (Hilliard) - Quarterly member meetings (all) - Quarterly communication drills (Drawdy & Hilliard))	Quarterly	Drawdy / Hilliard	Verify Everbridge List Need to identify non-power communications drill
Coalition Project: EMResource EMResource PSA and meetings with counties to gain commitment to use	12/31/26	Drawdy / Hilliard (with Alberts and Freeman)	Secured 2027 UASI funding (residual funding approved 9/18/26)
Coalition Project: Hospital Minimum Readiness Maintain hospitals at minimum readiness standards (by hospital size Monthly hospital calls	Monthly	Drawdy / Hilliard	
Coalition Project: FRC Team	6/30/27	Drawdy / Hilliard	SME workgroup to revise plan, recruit and train new leaders
Coalition Project: Regional Trauma Advisory Board (Executive Committee, Clinical Leadership Committee, Preparedness Committee (RTCC plan), System Support Committee	Bimonthly	Drawdy / Hilliard	Committees meeting bimonthly
Coalition Project: Regional Medical Assistance Team	Ongoing	Drawdy / Hilliard	Revise registration and credentialing process Background Screening

			Complete inventory / gap analysis
County Planners	Every six weeks	Drawdy / Hilliard and Co-Chairs	