

Proposed Timeline for Prevention and Wellness Trust Fund

Targeted Date	Timeline for Prevention and Wellness Trust Fund
June 2013	<ol style="list-style-type: none"> 1. Prepare background materials for Prevention and Wellness Advisory Board (PWAB). 2. Hold initial meeting of PWAB on June 27th and present list of Key Questions to each Board member for completion prior to 2nd PWAB meeting. 3. Meet with DPH Purchase of Services to set timelines and deadlines.
July 2013	<ol style="list-style-type: none"> 1. Continue to develop and refine application and appendices for Request for Responses (RFR). 2. By July 15th, receive feedback from Board members regarding Key Questions presented in initial meeting. 3. DPH to summarize feedback on Key Questions for 2nd meeting of the PWAB. 4. Hold stakeholders' and Request for Information (RFI) meetings on July 17th and 18th. 5. Hold 2nd meeting of the PWAB (July 29th) to discuss consensus responses to Key Questions and outline remaining sections of RFR.
August 2013	<ol style="list-style-type: none"> 1. DPH to complete first full draft of RFR and all accompanying materials. 2. DPH to send all RFR materials to PWAB for review at least 3 days prior to the 3rd meeting of the PWAB. 3. Hold 3rd meeting of the PWAB (August 19th) to discuss and finalize RFR 4. DPH to finalize and post RFR by the end of August.
September 2013	<ol style="list-style-type: none"> 1. DPH to host bidders' conference on September 12th. 2. DPH to summarize information gathered at Bidders Conference for PWAB. 3. Letters of Intent (LOI) due September 19th. 4. Hold 4th meeting of the PWAB to review and present an analysis of bidders' conference (September 26th).
October 2013	Applications due October 15th .
November 2013	<ol style="list-style-type: none"> 1. DPH staff to conduct first level technical reviews of applications. 2. DPH staff and select members of the PWAB to conduct second level review of applications for funding. 3. DPH staff to submit award recommendations for final approval 4. DPH to develop annual progress report for the state legislature.
December 2013	Hold 5 th meeting of the PWAB to finalize selection of awardees and present annual progress report to the Board on December 16th .