



E000911

MILESTONES Steps or Tasks to be Performed	INITIATING BODY	TIMETABLE							
		Dec.	Jan.	Feb.	Mar.	April	May	June	July
<u>I. Clearance & Delegations</u>									
A. Prepare & submit to HRA, ASH, and Department for their concurrence proposed review and approval procedure, including use of a joint CO-RO review panel to handle "exceptions" and delegation of approval authority to HRA Administrator.	CO		X						
B. Prepare, submit, and obtain formal delegation authorizing HRA Administrator to approve ADs.	CO			X					
<u>II. Information and Notification</u>									
A. Initial:									
1. Meeting with RO staff to discuss HRP implementation, including AD requirements.	CO	X							
2. Inform regional officer (RO) of enactment.	CO		X						
3. Advise States informally of enactment.	RO		X						
B. Formal:									
1. Send official letter of notification to each Governor requesting him to initiate AD process and advise RO of AD contact person for his State.	CO-Sec.		X						
2. Simultaneously publish Confirming Notice in Federal Register (FR).	CO		X						

Step or Task

Dec. Jan. Feb. Mar. April May June July

C. Orientation Sessions:

1. Conduct Regional HRP Orientation Sessions for CHP, EHSDS, H.B. and RMP representatives.
2. Conduct AD Orientation Sessions for State Officials, including simulation training

CO-RO -----X

CO-RO -----X

I. Designation

A. AD Process:

1. Initiate and complete, incl. required consultations.
2. Provide technical and other assistance to States.
3. Monitor AD process, incl. mtg. with States to review developing and draft proposals & negotiate suggested revisions.

State -----X

RO -----X

RO -----X

B. Submission:

1. Prepare & submit proposed State AD plan, incl. required comments, to RO.
2. Immediately forward several copies to CO.

State -----X

RO -----X

I. Review and Approval

A. Staff:

1. Review AD plans submitted for (a) completeness, (b) compliance with requirements, and (c) adequacy of waiver requests.
2. Notify States & CO of any that are substantively incomplete and/or clearly unacceptable: and seek to negotiate appropriate changes.

RO -----X

RO -----X

Step or Task	RO	Dec.	Jan.	Feb.	Mar.	April	May	June	July
3. Transmit their comments and recommendations to CO on (a) waiver requests, (b) any non-approvals of areas that ostensibly meet the requirements.	RO							-----X	
B. Review Panel (RP):									
1. Establish RP, distribute materials to it, and convene mtg.	CO-RO							-----X	
2. Review "exceptions" to be referred to RP per III. A. 3. above	CO							-----X	
3. Review and recommend action on "exceptions."	RP							X	
C. Approval and Notification:									
1. Submit to HRA Administrator in the form of a proposed FR Notice of ADs, RO recommended actions and, on "exceptions," those of the RP.	CO							-----X	
2. Official approval action.	HRA							---X	
3. Publish FR Notice of ADs.	Sec.							-----X	
4. Prepare and send letter to governors advising them of approval (or revision) of their proposed ADs.	RO							-----X	

NOTE: An "X" indicates the time when a task or step must be completed. Although each task carries such a tentative end-date, initiation of the task and/or the process associated with it generally will take place before then and sometimes it even may be completed before then.