

DELRAY BEACH POLICE DEPARTMENT

MEMORANDUM

TO: Donald Cooper
City Manager

FROM: Steve Hynes
Director of Emergency Management

DATE: December 08, 2016

SUBJECT: **EXECUTE THE FEDERALLY FUNDED PA GRANT FUNDING AGREEMENT – HURRICANE MATTHEW**

One of the many steps in the process of receiving Public Assistance grant funds (part of the Stafford Act disaster grant funding system) is the City of Delray Beach Mayor (the subgrantee/subrecipient) executing the funding agreement (attached within the email).

We will need the Mayor to sign three (3) copies of the attached agreement to receive reimbursement.

Once the agreement is signed;

- One (1) color, scanned copy of the agreement sent to my office so I may upload the document to the State of Florida PA website (www.FloridaPA.org)
- Two (2) original signed agreements must be sent via U.S. Mail to:
Attn: Evan Rosenberg, Bureau Chief
Florida Division of Emergency Management
2555 Shumard Oak Blvd.
Tallahassee, FL 32399-2100
- The Florida Public Assistance office will in turn mail back one original version of the agreement with all signatures in place.

I am requesting a quick turnaround to reduce any chances of delay in the city reimbursement process.

If you have any questions please do not hesitate to ask.

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C: Jeff Snyder
Chevelle Nubin