



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

MEMORANDUM

To: County Emergency Management Directors
FROM: Bryan Koon, Director *Bryan Koon*
DATE: April 24, 2017
SUBJECT: Project Worksheet Development

Recently, the Federal Coordinating Officer ("FCO") for DR 4280 (Hurricane Hermine) and DR-4283 (Hurricane Matthew) informed the Division that Federal Emergency Management Agency ("FEMA") staff members at the Joint Field Office are available to assist applicants with the development of Project Worksheets ("PW's").

The FCO expressed his opinion that direct FEMA involvement in the PW development phase could:

- Streamline processes;
- Expedite PW approvals;
- Reduce administrative costs;
- Expedite the obligation of Federal funds; and,
- Reduce the risk of de-obligations down the line.

After careful consideration, the Division accepted the FCO's offer.

Going forward, FEMA staff will work directly with the applicants on the development of DR-4283 PW's. DSI contracted staff will finish up work on DR-4280 PW development and begin transferring DR-4283 PW work to FEMA over the next few weeks. At no point throughout this process will applicants be left without PW development assistance. Furthermore, FDEM staff will be available to provide additional assistance, as needed.

For example, if an applicant disagrees with an interpretation made by a member of the FEMA staff, then FDEM stands ready to advocate for the applicant and mediate the disagreement as appropriate.

If you have any questions, please contact Laura Beagle (Recovery Grants Supervisor) or Caroline Edwards (Public Assistance Officer).