

Mary Beazley

From: FloridaPA <smtprelay@em.myflorida.com>
Sent: Tuesday, May 01, 2018 6:11 PM
To: Mary Beazley
Subject: Hurricane Irma SAMPLE Subgrant Agreement Template

Good afternoon,

As we move forward in the Statewide Recovery from Hurricane Irma, each subgrantee will be required to execute a Subgrant Agreement with the Florida Division of Emergency Management. The official Sub-grant agreement will be executed upon the obligation of each applicant's first Project Worksheet, and each will be amended upon subsequent project obligations. This is required before reimbursements are able to occur.

Understanding that the execution of such a document can be a lengthy process for many applicants, we have added a generic sample template of the Subgrant Agreement for everyone to begin reviewing and getting approved to the PA Info Tab on Florida PA. The link is <https://floridapa.org/site/paInfo.cfm>. The goal is to expedite the execution process. Upon obligation of the first Project Worksheet, each applicant will receive their official, executable agreement.

Additionally, we encourage each applicant to delegate authority of execution of the amendments to the agreement to the individual that is primarily managing the Public Assistance Grant process. Streamlining the Subgrant Agreement execution and amendment process should help reduce the time between obligation and reimbursement.

Please let know if you have any follow-up questions.

Thank you,
Carter Mack
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Florida Division of Emergency Management
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