



STATE OF FLORIDA

# DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis  
Governor

Jared Moskowitz  
Director

## MEMORANDUM

**TO:** Staff  
**FROM:** Bureau Chief of Recovery *BMC*  
**DATE:** August 9, 2019  
**SUBJECT:** Hurricane Irma Amendment Changes

Effective August 9, 2019, the Bureau of Recovery will implement changes regarding Hurricane Irma DR-4337 Subgrant Agreement Amendments. Moving forward, the Division will only require a Final Amendment to the original Subgrant Agreement between the Subrecipient and the Florida Division of Emergency Management (Division).

The Final Amendment will eliminate future Amendments for subsequent Irma Projects and Project Versions by incorporating these projects in the original Subgrant Agreement. Attachment A of the original Agreement will continue to be updated to reflect new Project funding obligated to the Subrecipient.

The purpose of these changes is to eliminate unnecessary delay in the reimbursement process and to decrease the administrative burden for the Subrecipient, as some Subrecipients are approaching thirty (30) plus executed Amendments for Hurricane Irma. Prior to this change, Subrecipients who did not have an Amendment, or the original Subgrant Agreement tied to a newly obligated Project(s) were required to sign a new Amendment and wait for the Amendment routing process to be completed prior to receiving funds.

Under these changes, the payment process will become more streamlined, allowing Subrecipients to receive Project funding quicker. Newly obligated Small Projects that have completed the Accuracy Review in FloridaPA.org (FLPA) will be eligible for payment immediately. For Large Projects, Subrecipients will now be able to enter a Request for Reimbursement (RFR) for completed Project work as soon as the Project has completed the Accuracy Review in FLPA.

Subrecipients who currently have unexecuted Amendments will only be required to sign the Final Amendment which will be provided to the Subrecipient by the assigned Grant Manager.

For any Amendment that has been recently returned to the Division for execution, the Division will complete the routing process and provide the Subrecipient with the Final Amendment for signature.

Enclosure.

Attachment 1: Final Amendment to Original Subgrant Agreement DR 4337

**MODIFICATION # \_\_\_\_\_ TO SUBGRANT AGREEMENT  
BETWEEN THE DIVISION OF EMERGENCY MANAGEMENT AND**

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This Modification is made and entered into by and between the State of Florida, Division of Emergency Management (“the Division”) and

\_\_\_\_\_ (“Sub-Recipient”), to modify  
Contract Number \_\_\_\_\_, which began on \_\_\_\_\_ (“the Original Agreement”).

WHEREAS, the Division and the Sub-Recipient have entered into the Original Agreement, pursuant to which the Division has provided a Subgrant to Sub-Recipient under the Public Assistance Program, including the payment of the original amount of the first obligated project worksheet; and,

WHEREAS, when the Sub-Recipient desires to request funds from subsequently obligated project worksheets, the Sub-Recipient must modify the Original Agreement to include the additional funding; and,

WHEREAS, these Subgrant Agreement Modifications are performed through a fully executed Amendment to the Original Agreement; and,

WHEREAS, these Modifications unnecessarily delay the reimbursement process; and,

WHEREAS, the Subgrant Agreements executed for Hurricane Irma (DR4337), are the only Subgrant Agreements that require these Subgrant Agreement Modifications.

NOW THEREFORE, in order to improve efficiency while keeping in compliance with State and Federal regulations the parties, in consideration of the mutual promises contained herein, agree as follows:

1. This Modification shall be the final amendment to the Original Agreement executed by the Sub-Recipient and the Division.
2. All subsequent project worksheets and project worksheet versions shall be incorporated into the Original Agreement upon obligation.
3. The Scope of Work, Attachment A to the Original Agreement, will continue to be updated to reflect Federal funding obligated and will continue to be incorporated herein by reference.
4. All previous provisions of the Original Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby amended to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
5. Section (C)(6), *Modifications*, of the Original Agreement, shall be amended to only read as, “Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.”
6. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

In WITNESS WHEREOF, the parties hereto have executed this Modification as of the dates set out below,

**SUB-RECIPIENT:** \_\_\_\_\_

By: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DIVISION OF EMERGENCY MANAGEMENT**

By: \_\_\_\_\_

Name and Title: Jared Moskowitz, Director

Date: \_\_\_\_\_