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# Memorandum

MIAMI-DADE COUNTY

**Date:** _____

**To:** Madelin Alfonso
Finance Department

**From:** _____

**Subject:** 2010-11 Fiscal Year – FEMA Liaison

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**Return by Monday, September 20, 2010**

Return form to Madelin Alfonso, Finance Department, 111 N.W. 1st Street, Suite 2620.

The department has designated the person listed below to act as FEMA Liaison for the 2010-11 fiscal year:

NAME:* _____

TELEPHONE: _____

DEPARTMENT: _____

The department understands that it is responsible for submitting a new memo to Finance should staffing changes occur during the fiscal year in relation to this assignment.

*This individual will be primarily responsible for the following matters:

- Providing the Department of Emergency Management the estimated costs of preventive measures as they are being incurred when the departments are notified a storm may strike Miami-Dade.
- Acting as the primary contact between the department and Finance Department on FEMA-related matters.
- Gathering and providing to the Finance Department the Daily Activity Reports (DARs) after input and verification by your department.
- Reviewing and approving FEMA reports used in the preparation of project worksheets.
- Meeting with FEMA and State representatives to sign and authorize the project worksheets for the 2010-11 fiscal year.