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Memorandum

MIAMI-DADE COUNTY

Date: _____

To: Madelin Rizzo
Finance Department

From: _____

Subject: 2011-12 Fiscal Year – FEMA Liaison

Return by Monday, September 19, 2011

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

The department has designated the person listed below to act as FEMA Liaison for the 2011-12 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 2011-12 fiscal year.