

**Miami-Dade County  
FEMA Liaison and Authorized Signatures for FEMA Security Access Form  
Fiscal Year 2014-2015**

Department(Name and FAMIS Code): \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT DIRECTOR SIGNATURE  
(NO SIGNATURE STAMP)

\_\_\_\_\_  
DEPARTMENT DIRECTOR NAME  
(PLEASE PRINT OR TYPE)

**Return by Monday, September 15, 2014**

Return form to Raul de la Campa, Finance Department, 111 N.W. 1st Street, Suite 2620.

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 these assignments.

**FEMA Liaison Designee**

This individual(s) will serve as our point of contact between the department and Finance Department on FEMA-related matters. They will gather and provide the Daily Activity Reports (DARs) after input and verification by your department. The FEMA Liaison will also provide the Office of Emergency Management the estimated costs of preventive measures as they are incurred at the time of emergency related events. In the event of a disaster notification, they will also review and approve FEMA reports used in the preparation of project worksheets. The FEMA Liaison also meets with FEMA and State representatives to sign and authorize the project worksheets for the 2014-2015 fiscal year for your department.

The department has designated the individuals(s) listed below to act as FEMA Liaison\* for the 2013-14 fiscal year closing and the 2014-15 fiscal year.

**NAME TYPE OR PRINT**

**TELEPHONE**

_____	_____
_____	_____
_____	_____
_____	_____

**Authorized Signatures for FEMA Security Access Form**

The individual(s) listed below are officially authorized by the department director to sign the Security Form to create, update, and/or delete FEMA access for fiscal year ending September 30, 2015.

**NAME TYPE OR PRINT**

**SIGNATURE**

_____	_____
_____	_____
_____	_____
_____	_____