



MEMORANDUM

**TO:** All Recipients

**FROM:** Linda McWhorter, Preparedness Bureau Chief

**SUBJECT:** **Emergency Management Preparedness and Assistance Grant (EMPA)  
Program Notice 06-20 (Revisions)**

**DATE:** June 12, 2020

The Preparedness Bureau revisions to the original 2020-2021 agreements were recently modified to include the following:

- Office of General Counsel (OGC) – Legal Enhancements
- Programmatic Revisions
- Exhibit 4 – 27P-19 Administrative Code – EM Director or Part-Time Coordinator Certification
- Revisions to Reporting Form 1B

The recently issued agreement were intended to take effect with the EMPA grant; however, the current revisions will help the consistency throughout the period of performance, and consequently future reimbursement reporting.

In response to the revisions, The Division has implemented a “Pilot Program” called “The Parking Lot” to answer any question(s) and provide weekly distribution to all Emergency Management (EM) Directors on how to integrate with the new agreements.

To prepare for your upcoming 2020-2021 requirements, it is recommended that your agency conduct a meeting to discuss the Scope of Work (SOW). Also, determine what the turnaround time it will be allowed to return the agreements.

Please do not hesitate to contact your grant manager, if you have any questions and/or to report any anomalies.

***Sign for acknowledgement of receipt & understanding***

\_\_\_\_\_, certifies by signatures below, that he/she has received,

*Subrecipient/Recipient Name*

read, understand, and will immediately begin adhering to the guidance in this program notice.

\_\_\_\_\_ *Authorized Representative* \_\_\_\_\_ *Date*

Please submit by email to your FDEM Grant Manager **by *Friday, June 19, 2020.***