



Oregon

Kate Brown, Governor

Military Department
Office of Emergency Management
PO Box 14370
Salem, OR 97309-5062
Phone: (503) 378-2911
Fax: (503) 373-7833

May 22, 2020

Brandon Neish
City of Sweet Home
3225 Main St
Sweet Home, OR, 97386

RE: FEMA-DR-4499-OR
PA City of Sweet Home

Dear Mr. Neish,

Enclosed is a copy of the formal contract that will need to be signed by your jurisdiction in order to receive federal disaster relief funding for Public Assistance for DR-4499-OR. This contract is a follow-up to the Request for Public Assistance that your agency has filed with FEMA, and is the official contract by which you will be receiving your disaster assistance.

We would ask that you return this contract to our agency as soon as possible as they will need to be signed by both parties before any funding can be processed. The contract will need to be signed by someone with the authority to obligate your jurisdiction (such as an elected official or chief financial officer). **Be sure to fill in the information needed on Pages 10-11.** After both parties have signed the contracts, a copy will be returned to you for your records.

Along with the contract, we have attached an example of a Project Worksheet or PW. This is what your written project will look like after it has been obligated by FEMA. An example of the Exhibit A form is attached. This is a sum of federal funds that has been obligated to your entity. You will receive a new exhibit A with every project worksheet (PW) to keep a running total of funds obligated.

If you have any questions, please contact Julie Slevin at 503-378-2235.

Sincerely,

Jessica Bellshaw
Grants Assistant
Oregon Emergency Management

