MEMORANDUM

TO: Bureau of Recovery
FROM: Deputy Bureau Chief of Recovery
DATE: March 12, 2019
SUBJECT: Request for Reimbursement for Large Projects

Effective January 01, 2019, the Bureau of Recovery will implement procedural changes in its reimbursements of Large Project funds under the Public Assistance (PA) Program as outlined below.

Large Project funds are disbursed after the Subrecipient submits a Request for Reimbursement (RFR) in FloridaPA.org. Once submitted, the Florida Division of Emergency Management (Division) is responsible for validating the actual incurred costs claimed in the RFR.

After the Division has validated all actual incurred costs associated with the Large Project Scope of Work (SOW), the Subrecipient will then be responsible for acknowledging the reimbursable amount approved by the Division in Step 3 in FloridaPA.org.

Previously, the Division did not place deadlines on the Subrecipient to review and acknowledge the Division approved reimbursable amount. This has, in turn, slowed the reimbursement process for Large Projects.

In order for the Division to ensure that RFRs are processed as expeditiously as possible, I am directing the Bureau of Recovery to implement a twenty-day deadline for the Subrecipient to acknowledge the validated amount of the RFR.

Once the RFR has been validated and advanced to Step 3 in FloridaPA.org by the Division, the Subrecipient will then have 20 days to acknowledge the validated amount and advance to Step 4.

If the Subrecipient does not acknowledge and advance the validated reimbursable amount within the 20-day deadline, the Division will advance to Step 4 for final review and completion without Subrecipient approval.

This new process will decrease the reimbursement timeline and will help ensure that Subrecipients receive funding for Large Projects sooner.