

January 8, 2013

**INSURANCE INFORMATION NOTICE 2013-5**

**SUBJECT: Hurricane Isaac – Loss Reporting Deadline**

Please be advised that the claims' reporting deadline for all Isaac losses that involve permanent work is **January 18, 2013**. You must email or fax the property loss damage report to [laormcat@fara.com](mailto:laormcat@fara.com) or 1-877-578-3272 by that date. This is for first reports of loss only. If you have already reported your claims, please do not report them again. Loss values per claim do not have to be finalized as of this date.

For further information, please refer to Insurance Information Notice 2013-3 found at <http://doa.louisiana.gov/orm/pdf/IIN2013-3.pdf>. Also, the Frequently Asked Questions regarding Hurricane Isaac has been included with this notice.

If there are any questions relating to this process, please email [DOA-ORM-ISAAC@LA.GOV](mailto:DOA-ORM-ISAAC@LA.GOV). Any calls should be directed to Susan West at (225) 342-6031.

## Frequently Asked Questions Hurricane Isaac

### What will ORM do as the Applicant for Hurricane Isaac?

ORM will work alongside the state agency and FEMA to document the agency's hurricane damages for Category B (Emergency Protective Measures relating to temporary repairs to a structure), and Category D (Water Control Facilities), Category E (Buildings, Equipment, and Contents), Category F (Utilities) and Category G (Park, Recreation).

### What types of damages are included in these categories listed above?

Damages relating to the building and/or site, including its contents, sidewalks, roads on the site, signs, etc. will be documented on a FEMA Project Worksheet with ORM as the Applicant.

### Are there any damages for which the Agency will be the Applicant?

Yes, Category A (Debris Removal) and Category B (Emergency Protective Measures excluding those relating to temporary repairs to a structure). Agencies should work directly with GOHSEP and FEMA on these categories. Melvin Smith, GOHSEP, can assist with questions relating to these categories. His contact information is [melvin.smith@la.gov](mailto:melvin.smith@la.gov), 225-346-4121.

### How will this process be managed?

1. Damages on a site, whether insurable or not, should be reported to ORM's Third Party Claims Administrator, F. A. Richard and Associates (hereafter referred to as FARA) via a State Property 1<sup>st</sup> Party Losses damage report located at [www.laorm.com](http://www.laorm.com).
2. FARA will send the claim report to ORM.
3. ORM will contact the state agency to arrange a site visit with FEMA and ORM's project officers. The site visit will allow the project officers to confirm the agency's documented damages and associated repair costs.
4. ORM and FEMA will work together to capture all FEMA eligible damages on a Project Worksheet.

### How will FEMA funding for the categories noted above be managed by ORM?

1. ORM through FARA will pay the agency-contracted vendor for eligible insured damages.
2. All federally eligible damage costs will be paid to ORM as the FEMA Applicant.
3. ORM will request from the agency any documentation not already provided to support these costs.
4. ORM will review the supporting documentation to ensure compliance with federal and state regulations. Any non-insurable costs properly supported will be remitted to the agency by ORM.

### How does the agency handle complex, large projects?

In brief, any permanent and major projects regardless of the means of financing must be approved by Facility Planning & Control (FPC). The project must be both:

1. Permanent (Useful Life  $\geq$  10 years)
2. Major (Complex in nature requiring the use of different trades and requiring the services of a professional architect, engineer or landscape architect **and** the project cost must be greater than \$50,000)
  - If the project cost is less than \$50,000 – FPC is not involved.
  - If the project cost is \$50,000 to \$150,000 for non-higher education agencies and \$50,000 to \$500,000 for higher education agencies – FPC can be involved.

- If the project cost is greater than \$150,000 for non-higher education agencies and \$500,000 for higher education agencies – FPC must be involved.

If Facility Planning & Control is involved, then FPC will procure the services and provide the invoices and supporting documentation to ORM. For more information on FPC's role in permanent repairs, please contact Bill Morrison ([bill.morrison@la.gov](mailto:bill.morrison@la.gov)) or Mark Moses ([mark.moses@la.gov](mailto:mark.moses@la.gov)).

#### **How does the agency procure its services for repairs?**

FEMA is very specific on its requirement for proper procurement. You must comply with the most stringent of the Federal, State or Local (State Agency) regulations. Please discuss with your Agency Head or Procurement Officer to insure compliance as all funding is dependent upon this. More information regarding Federal procurement regulations can be found at <http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit/public-assistance-guide>.

If you have any questions regarding FEMA's procurement regulations, you may contact Ben Plaia, Legal Counsel for GOHSEP's Disaster Recovery Division, at [ben.plaia@la.gov](mailto:ben.plaia@la.gov) or 225-242-6030 or 225-456-0374.

#### **What does the agency do with its supporting documentation?**

All supporting documentation, including invoices, procurement documents, etc. should be submitted to FARA at [laormcat@fara.com](mailto:laormcat@fara.com).

#### **Who are the Project Officers with ORM?**

ORM is contracted with David M. Shapiro Disaster Recovery Consultants to provide project assistance for Hurricane Isaac. The current staff includes Joann Hash, Bill Cleveland, Douglas "Kirk" Wolgamott, John Kropog, Greg Sondergeld. All can be reached at [doa-orm-isaac@la.gov](mailto:doa-orm-isaac@la.gov).

Phone Number: Joann Hash – 225-342-8529

#### **Who are the Staff members at ORM?**

Susan West, State Risk Administrator; Farrel Hebert, State Risk Claims Manager; Patricia Barron, State Risk Property Supervisor. All can be reached at [doa-orm-isaac@la.gov](mailto:doa-orm-isaac@la.gov);

Phone Numbers: Susan West – 225-342-6031; Farrel Hebert – 225-342-8424

#### **Who is the primary contact at FARA?**

Darrell Bizette, Property Supervisor. He may be reached at [laormcat@fara.com](mailto:laormcat@fara.com) and 225-448-0383.