

October 24, 2012

INSURANCE INFORMATION NOTICE 2013-3

SUBJECT: Hurricane Isaac – ORM as the FEMA Applicant

The Office of Risk Management will be the FEMA Applicant for Hurricane Isaac for temporary and permanent repairs to facilities, structures and contents. This will include FEMA Categories B for temporary repairs to buildings, as well as Categories D through G, as follows:

Category B	Emergency Protective Measures for Buildings (i.e. temporary roof)
Category D	Water Control Facilities
Category E	Buildings, Equipment and Contents
Category F	Utilities
Category G	Parks, Recreation

Each State Agency should work directly with FEMA on Category A (Debris Removal) and Category B (emergency work on other than facilities).

I. Claims Notification Process for State Agencies:

1. Immediately identify and document all hurricane damages.
2. For all damages relating to facilities, structures or contents, complete the Louisiana State Property 1st Party Losses damage report (one for each structure) which can be found at www.laorm.com. If you have already reported your losses, please do not send duplicate reports.
3. Email the completed report(s) to laormcat@fara.com or fax the completed report(s) to the attention of Darrell Bizette at 1-877-578-3272
4. If there are no facilities or structures on a site, but there is documented damages (such as damaged roads, signs, etc.), report those damages as per the above instructions. Be sure to include the site number.

II. Repair and Restoration Process for State Agencies:

1. All Federal, State and Local (State Agency) procurement regulations must be followed. You must comply with the most stringent of the procurement regulations. You can find the Federal procurement regulations at <http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit/public-assistance-guide>.
2. Provide the Monthly Project Progress Report by the 15th of each month. This report can be found at <http://doa.louisiana.gov/orm/forms.htm> and can be electronically transmitted.

III. Payment of Insurable Claims

1. All invoices must contain itemized work detail.
2. All invoices must be accompanied by your agency's procurement documents.
3. All invoices must be accompanied by the Procurement Certification form executed by the Agency Head or Procurement Officer. This form can be found at <http://doa.louisiana.gov/orm/forms.htm>.
4. The above documents must be provided to Darrell Bizette at darrell.bizette@fara.com.

IV. ORM as the Applicant

1. ORM will coordinate with FEMA the writing of the FEMA Project Worksheet to include both insurable and non-insurable damages for the categories described above.
2. All insurable damages will be paid in accordance with normal claims handling procedures through the assistance of Darrell Bizette whose contact information is noted above.
3. All uninsurable eligible damage costs that are included on the Project Worksheet and approved by FEMA will be paid to ORM and ORM will, in turn, reimburse the State Agency.
4. ORM will work with FEMA, GOHSEP and the State Agency on the final closeout of each Project Worksheet where ORM is the designated Applicant.

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