

March 30, 2016

**INSURANCE INFORMATION NOTICE 2016-8
SUPERCEDES INSURANCE INFORMATION NOTICE 2016-7**

SUBJECT: Severe Storms and Flooding – ORM AS THE FEMA APPLICANT

The Office of Risk Management will be the FEMA Applicant for Severe Storms and Flooding for temporary and permanent repairs to facilities, structures and contents. This will include FEMA Categories A through G as shown below:

- Category A Debris Removal
ORM will be the Applicant for construction and demolition debris removal for buildings and contents, and any State-owned vehicles.
State Agencies will be Applicant for storm-related debris, including forced account labor, materials and equipment.
- Category B Emergency Protective Measures
ORM will be the Applicant for measures to eliminate and/or reduce an immediate threat of significant damage to buildings and contents.
State Agencies will be the Applicant for measures taken before, during and after the event to eliminate and/or reduce immediate threat to life, public health or safety.
- Category C Roads, Bridges and Associated Features
- Category D Water Control Facilities
- Category E Buildings, Equipment and Contents
- Category F Utilities
- Category G Parks, Recreation

State Agencies must submit a Request for Public Assistance including Agency DUNS number to GOHSEP by April 12, 2016.

- I. Claims Notification Process for State Agencies:
1. Immediately identify and document all 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 Sedgwick at 6410StateofLouisiana@sedgwickcms.com.
 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 & checklists at <http://www.fema.gov/media-library/assets/documents/96773>.

2. Provide the Monthly Project Progress Report by the 15th of each month. This report can be found at <http://www.doa.la.gov/Pages/orm/FORMS0512-1554.aspx>. Please select: "Public Assistance Monthly Progress Report".
3. Please refer to ORM's Remediation Guide at <http://www.doa.la.gov/Pages/orm/Property-Claim-Reporting.aspx>. Please select: "Property-State of Louisiana Remediation Guide".

III. Payment of Insurable/Uninsurable Eligible 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://www.doa.la.gov/Pages/orm/FORMS0512-1554.aspx>. Please select: "Procurement Certification".
4. The above documents must be provided to the Claim Examiner at Sedgwick.

IV. ORM as the Applicant

1. ORM is coordinating with FEMA to write 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 ORM's third party administrator, Sedgwick.
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 Farrel Hebert @ Farrel.Hebert@la.gov or Patricia K. Barron @ Patricia.Barron@la.gov
Any calls should be directed to Farrel Hebert at 225-342-8424 or Patricia K. Barron at 225-342-8467.