

March 12, 2021

INSURANCE INFORMATION NOTICE 2021-9

SUBJECT: Hurricane Zeta; ORM AS THE FEMA APPLICANT

The Office of Risk Management is the statewide FEMA Applicant for Hurricane Zeta for temporary and permanent repairs to facilities, structures, and business personal property (contents). This includes FEMA Categories A through G, as designated 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 the Applicant for storm-related vegetative debris, 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 the immediate threat to life, public health, and safety.
- Category C** Roads, Bridges, and Associated Features
ORM will be the Applicant for state-owned parking lots or roads within the state agencies' facility.
DOTD will be the Applicant for Federal Highways
- Category D** Water Control Facilities
- Category E** Buildings, Equipment, and Contents
- Category F** Utilities
- Category G** Parks, Recreation

For items that the State Agencies will be the Applicant, they must submit a Request for Public Assistance, including the Agency DUNS number, to GOHSEP.

- 1) Claims Notification Process for State Agencies:
 - a) Immediately identify and document all damages.
 - b) For all damages relating to facilities, structures, or contents, refer to Insurance Information Notice 2021-05 (<https://www.doa.la.gov/orm/PDF/IIN%202021-5%20Preparations%20for%20Hurricane%20Zeta.pdf>). If you have already reported your losses, please do not send duplicate reports.
 - c) If there are no facilities or structures on a site, but there is documented damages (such as aerial towers, parking lot, etc.), report those damages as per the above instructions. Be sure to include the site number.

- 2) Repair and Restoration Process for State Agencies:
 - a) All Federal, State and State Agencies' procurement regulations must be followed. You must comply with the most stringent of the procurement regulations. The link for the Federal procurement regulations & checklists is <https://www.fema.gov/grants/procurement/resource-library>.
 - b) 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: "Monthly Progress Project Form."
- 3) Payment of Insurable/Uninsurable Eligible Claims
 - a) All invoices must contain itemized work detail.
 - b) All invoices must be accompanied by your agency's procurement documents.
 - c) The above documents **must** be provided to the Claim Examiner at Sedgwick.
- 4) ORM as the Applicant
 - a) ORM is coordinating with FEMA to write the FEMA Project Worksheet to include both insurable and non-insurable damages for the categories described above.
 - b) All insurable damages will be paid per usual claim handling procedures through the assistance of ORM's third-party administrator, Sedgwick.
 - c) All uninsurable eligible damage costs that are included on the Project Worksheet and approved by FEMA will be paid to ORM. ORM will, in turn, reimburse the State Agency.
 - d) 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 Sherry Price at sherry.price@la.gov. Any calls should be directed to Sherry Price at 225-342-8466.