

**October 10, 2024**

**INSURANCE INFORMATION NOTICE 2025-2**

**SUBJECT: Hurricane Francine 2024; ORM as the FEMA Applicant**

The Office of Risk Management is the statewide FEMA Applicant for the FEMA Public Assistance Program for Hurricane Francine. This will include temporary and permanent repairs to state-owned property - facilities, structures, vehicles, equipment, and business personal property (contents) as follows:

- Category A** Debris Removal  
**State agencies will be the Applicant** for storm-related vegetative debris and forced account labor, materials, and equipment usage.
- 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. These measures will usually include the use of force account labor and equipment (aka agency staff and agency equipment)
- 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:

1. The state entity must submit a Request for Public Assistance (RPA) to GOHSEP, refer to GOHSEP's website <https://louisianapa.com/> for details.

For items that the Office of Risk Management (ORM) will be the Applicant:

1. ORM and its disaster consultant, ICF, are coordinating with FEMA to write the FEMA grant projects that include both insurable and non-insurable damages for the above categories.
2. ORM's third-party administrator, Sedgwick, will document all insurable damages with the cooperation of the involved state entity.
  - a) Sedgwick will pay claims for insurable losses based on the approved scope of work per its usual claim-handling procedures.

3. ORM's disaster consultant, ICF, will document all uninsurable damages with the cooperation of the involved state entity for FEMA submission.
4. All eligible uninsurable damage costs included in the grant project and approved by FEMA will be paid to ORM. ORM will, in turn, reimburse the State Agency.
5. Only the approved insurable and uninsurable scope of work are eligible for payment by Sedgwick or FEMA. Repairs/Replacement/Reconstruction work performed outside of the approved scope of work will not be paid. If it is determined that a payment was issued for non-approved work and that work is not found eligible via insurance or FEMA, the state entity will be responsible for repaying the amount.
6. ORM will work with FEMA, GOHSEP, and the State Agency on the final closeout of each FEMA project for which it is the designated Applicant.

#### Repair and Restoration Process for State Agencies After a Federally Declared Disaster Require:

1. All Federal, State and State Agencies' procurement regulations must be followed. You must comply with the most stringent of the procurement regulations. ORM's disaster recovery team will provide instruction and guidance to agencies regarding FEMA requirements for agency damages that are submitted to FEMA by ORM. If the agency is the applicant under Categories A or B and/or would like additional information regarding Federal procurement regulations and checklists, refer to <https://www.fema.gov/grants/procurement/resource-library>.
2. Repairs and reconstruction contracts and replacement purchases arising from damages caused by a federally declared disaster must contain all FEMA-required contract language. Required contract language information can be found at [https://www.fema.gov/sites/default/files/2020-07/fema\\_pdat\\_contract-provisions-template.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_pdat_contract-provisions-template.pdf). Failure to comply can result in de-obligation of an approved FEMA project and loss of FEMA funding.
3. Complete the Monthly Project Progress Report by the 15<sup>th</sup> of each month. To locate the form, go to <https://www.doa.la.gov/dao/orm/forms/> and click Property Reporting.
4. All bid documents and specifications must be provided to the Sedgwick claims examiner before the solicitation goes out.
5. Further details specific to an individual agency's claim will be provided by the handling Sedgwick examiner/adjuster and by the ICF project specialist.

#### Compliance Issues Related to Payment of Insurable/Uninsurable Eligible Claims:

1. All invoices must contain itemized work details. If the invoice involves work performed at more than one building, a per-building cost breakdown/allocation is required.
2. Construction contracts for multiple buildings must clearly define the scope of work and associated cost per building.
3. All documents must be legible and clear, and documents must be fully copied.

4. Invoices for insurable work should be submitted to Sedgwick upon the agency's receipt, review, and approval of the invoice.
  - a) Construction project invoices should be presented as each pay application is received. If a change order arises during the construction process, it **must** be submitted to the Sedgwick claims examiner for review and consideration. The change order must fully document the change in the scope of work and how it relates to the loss event, as well as material and labor cost documentation and clear photographs. Failure to provide this information before the change order repair is complete may result in losing insurance and/or FEMA funding.
  - b) If the construction project does not have an insurable component, 4.a still applies; however, the information will be submitted to ICF.

If you have any questions about this notice, please email Sherry Price at [Sherry.Price@la.gov](mailto:Sherry.Price@la.gov) or call 225-342-8466.