The following is a summary of steps involved in the Insurance Commissioner’s Certification (ICC) review process. Additional actions may be necessary by the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP), the Louisiana Department of Insurance (LDI) or Subrecipients (Applicants).

**5 STEPS . . .**

## Insurance Commissioner’s Certification (ICC) Application Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Subrecipient (Applicant) notifies the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) that, because of the insurance market, it merits consideration for an ICC.</td>
</tr>
<tr>
<td>2</td>
<td>GOHSEP sends an application packet to the Subrecipient (Applicant).</td>
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</tbody>
</table>
| 3 | Subrecipient (Applicant) returns the completed application to GOHSEP.  
  - GOHSEP reviews the required documentation for completeness (requesting additional documentation if necessary).  
  - GOHSEP reviews the application packet to:  
    - Verify that the figures supplied by the Subrecipient (Applicant) on the ICC application form are supported by documentation supplied by the Subrecipient (Applicant).  
    - Make the threshold determination that the Subrecipient (Applicant) is a candidate for consideration of an ICC, i.e., that the amount of the Obtain and Maintain (O + M) requirement (at the time of the application) exceeds the applicable amount of insurance that the Subrecipient (Applicant) has been able to procure, based on the pre-determined percentage of its current operating budget. |
| 4 | GOHSEP forwards the packet to the Louisiana Department of Insurance (LDI) for consideration.  
  - LDI staff reviews the packet; requests clarifications and additional documentation (if needed to make a decision).  
  - GOHSEP assists the Subrecipient (Applicant) in addressing LDI’s request(s) for additional information or documentation. |
| 5 | LDI makes final determination. |
Insurace Commissioner's Certification (ICC) Application Required Documentation Checklist

- Subrecipient’s (Applicant’s) prior year, **audited financial statement** OR **current operating budget**.
- Copies of all **current property** and **flood** insurance policies.
- At the time of the **most recent disaster loss**, copies of **Declaration Pages** and **Schedules of Values** for all **property** and **flood** insurance policies.
- For **previous disaster losses**, copies of **Declaration Pages** for all **property** and **flood** insurance policies.
- Copies of **insurance quotes** and **declarations** obtained for current policy period.
- **FEMA PA Insurance Requirement Report** (also known as the Obtain + Maintain [O + M] spreadsheet).
- List of all **previously damaged facilities** that received FEMA PA funding, including **Project Worksheet (PW)** numbers.