



BOBBY JINDAL  
GOVERNOR

State of Louisiana  
Governor's Office of Homeland Security  
and  
Emergency Preparedness

Kevin Davis  
DIRECTOR

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) remains committed to reviewing our policies to ensure our finite resources are being effectively optimized to manage the review and reimbursement process. It is our ongoing commitment to identify opportunities for efficiencies within our system. This commitment has allowed GOHSEP to implement positive innovations like the Express Pay System (EPS), which expedited the payment cycle from an average of 45 days to less than 10 days.

As a part of these continued efforts we have completed an analysis of the Request for Reimbursement submissions received by the Public Assistance Grants Management staff. The analysis showed that considerable time and effort is being expended by our staff to review and reimburse relatively small requests for reimbursement submitted for \$2,500 or below. These small requests cause a strain on our system and divert our resources from concentrating on larger dollar reimbursement requests.

In order to increase efficiency and allow for better service to our applicants, GOHSEP will be implementing a *minimum* Request for Reimbursement (RRF) threshold of **\$2500**. This policy will apply to all reimbursement requests on large projects across all current and future disasters. In order to allow for ample time for this change to be communicated and allow you an opportunity to review your internal submission process, we will enact this change effective 30 days from the date of this notice. At the policy effective date of **05/01/2012**, any RRFs submitted to GOHSEP which do not meet the minimum threshold of \$2,500 will not be processed by GOHSEP and will be returned to the applicant. We appreciate your cooperation in allowing us to provide even better service to our applicants