

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

1

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.

2

GOHSEP **sends an application packet** to the Subrecipient (Applicant).

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.

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Insurance Commissioner's Certification



Insurance 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.

