



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 constantly 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 greater efficiency 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 \$10,000 or below.

In order to increase efficiency and allow for better service to our applicants, GOHSEP will be increasing the minimum Request for Reimbursement (RRF) threshold to \$10,000. This policy will apply to all Requests for Reimbursement on large projects across all current and future disasters regardless of whether payment is requested through the Express Pay System. In order to allow ample time for this change to be communicated and to allow you an opportunity to review your internal RRF submission process, we will enact this change on November 16, 2015. At the policy effective date of 11/16/2015, any RRFs submitted to GOHSEP which do not meet the minimum threshold of \$10,000 will not be processed by GOHSEP and will be either returned to you to allow you the opportunity to add additional eligible expenses to the RRF so as to increase the value above \$10,000 or will be deleted to allow for resubmission by you at a later date when the requested amount exceeds \$10,000. We appreciate your cooperation in allowing us to provide even better service to you and our other applicants.

If you have any questions, you may contact your assigned Disaster Recovery Specialist. If you are unsure of your Disaster Recovery Specialist, you may contact (225) 342-8064.