



FEMA

December 19, 2006

Colonel Thomas Kirkpatrick
State Coordinating Officer
State of Louisiana
415 North 15th Street
Baton Rouge, LA 70802

RE: Correspondence Protocols, FEMA-1603/1607-DR-LA

Dear Colonel Kirkpatrick:

On November 28, 2006, your staff asked FEMA to provide correspondence protocol information for the State. FEMA provided the information verbally on a conference call, but was asked to follow-up in writing.

Protocol is as follows:

- Correspondence should come from you and be addressed to:

Mr. James Stark
Director, Transitional Recovery Office
Federal Emergency Management Agency
1 Seine Court
New Orleans, LA 70114

- Correspondence includes appeals of FEMA decisions, information requests, decision requests, requests for improved alternate projects, requests for environmental and historic inquiries on projects, and any other correspondence needing FEMA attention.
- While appeals are sent to me for organizational purposes, it is the Director, Region VI, who renders decisions on first appeals and advises FEMA headquarters on second appeals.
- As you may have noticed, FEMA is now regularly routing correspondence it receives from Applicants to you for your review, evaluation, resolution, and, in some cases, return to FEMA with your recommendations and justification. Undoubtedly, there are many matters you choose to resolve within State channels. With this type of protocol, I believe that all issues can be resolved in an accountable and timely manner.

I also would like to take this opportunity to request that any correspondence requiring a determination by FEMA be supported by the information required for a thorough review. Please let me know if you would like to discuss this further.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Stark".

James W. Stark,

Director, Louisiana Transitional Recovery Office

cc: John Connolly, Public Assistance Officer